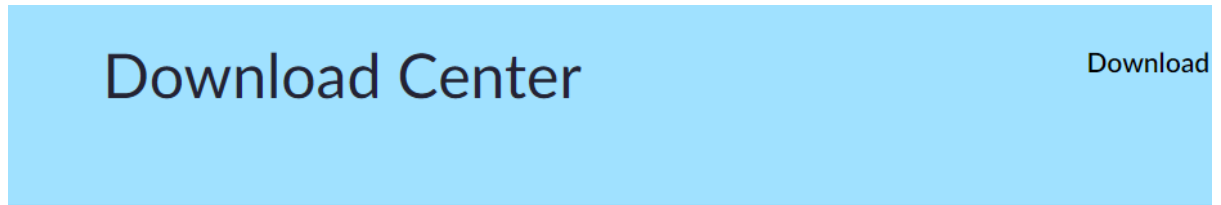


ZOOM Free - USER GUIDE

1. Install Zoom Free on Laptops, Android devices and Ipads

- a) Open up a session in the browser of your choice, for example Google
- b) Search for Zoom Download and click on Download Center – Zoom, this will take you to this site <https://zoom.us/download>
- c) The following screen is displayed:



Click on the Download button. This will download a program called ZoomInstaller.exe

- d) Click on the ZoomInstaller.exe tab in the bottom left hand corner of the screen, this will open the program and run the installation. You may get asked questions re allow permissions this will vary from device to device
- e) Program has now been installed and is ready to use
- f) Click on the Blue video Icon for Zoom, before starting to use Zoom you need to [Sign Up Free](#) which is shown in the bottom right hand corner of the Zoom sign on screen. Enter your email address the following message will be displayed:



We've sent an email to anne.budd@ssfreshspring.co.uk.
Click the confirmation link in that email to begin using Zoom.

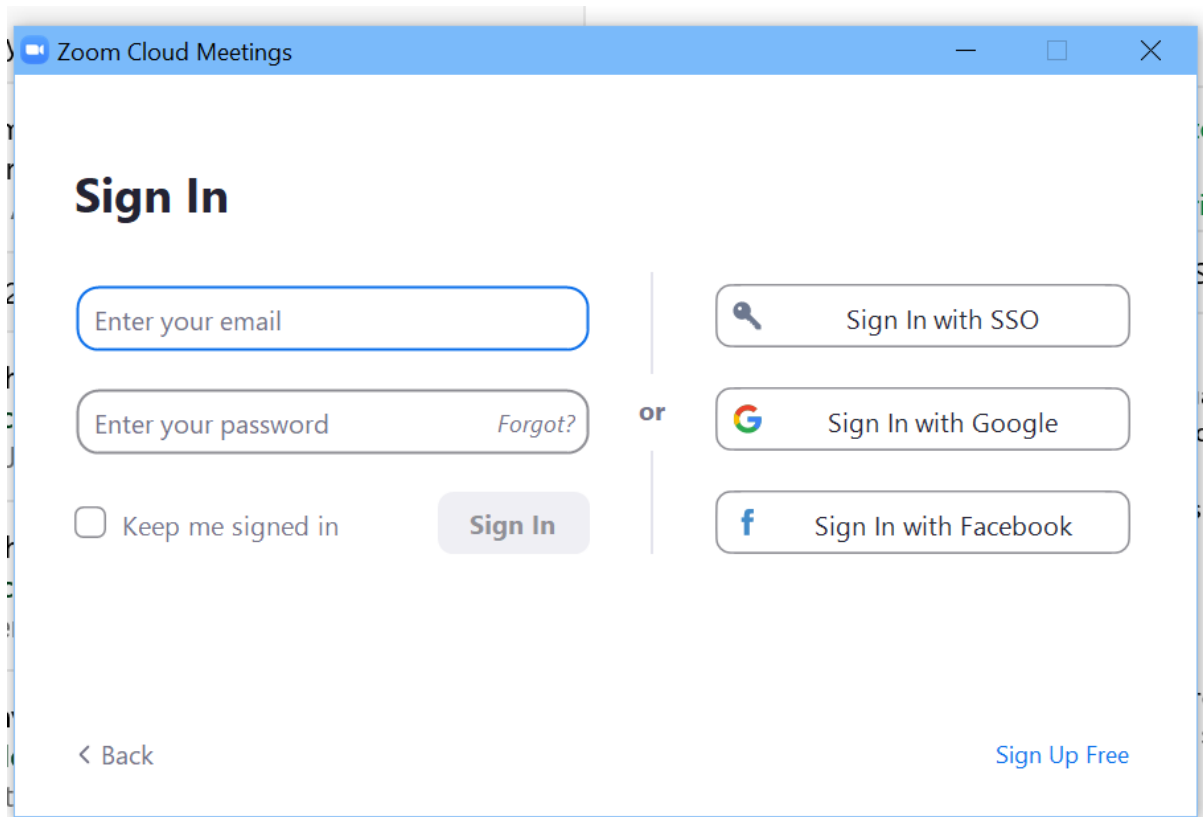
if you did not receive the email,

[Resend another email](#)

- g) Login into your email address. There might be some delay on this as support comes from the US. If you do not receive an email back in a couple of hours request resend.

ZOOM USER GUIDE

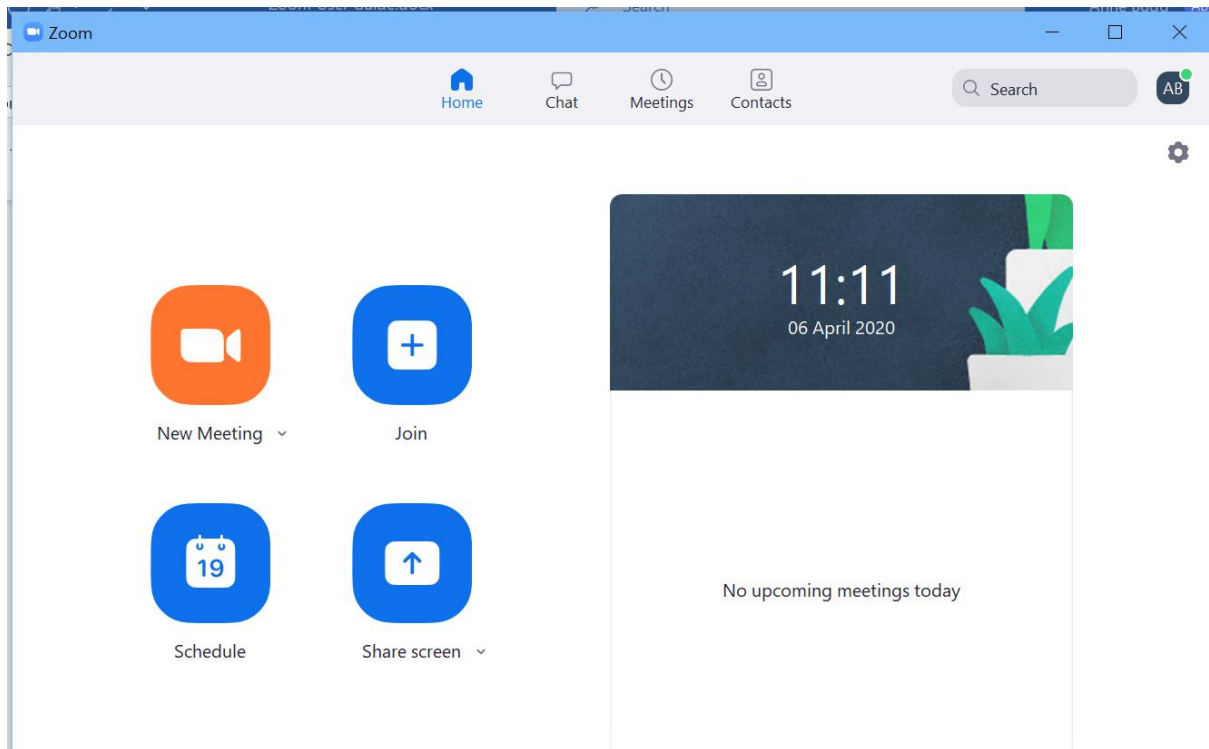
- h) Having Signed up from thereon in each time you go into Zoom you will need to sign in, the following screen will be displayed. User your email address and password.



The image shows the Zoom Cloud Meetings sign-in interface. It features a blue header bar with the Zoom logo and the text "Zoom Cloud Meetings". Below the header, the title "Sign In" is prominently displayed. The interface is divided into two main sections by a vertical line. On the left, there are two input fields: "Enter your email" and "Enter your password", with a "Forgot?" link next to the password field. Below these fields is a checkbox labeled "Keep me signed in" and a "Sign In" button. On the right, there are three buttons for social sign-in: "Sign In with SSO" (with a key icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left, there is a "< Back" link, and at the bottom right, there is a "Sign Up Free" link.

- i) The following screen will be displayed:

ZOOM USER GUIDE



j) Click on the icon of your choice and follow the prompts.

ZOOM USER GUIDE

2. Install Zoom on Mobiles

- a) Depending on the mobile device you will need to look in your App store for ZOOM Cloud meetings
- b) Click on the green Install button
- c) Click on the Blue Open button
- d) On the first visit to Zoom you will need to **Sign up**. Enter your email address the following message will be displayed:



We've sent an email to anne.budd@ssfreshspring.co.uk.
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)


There might be a couple of hours delay on this as support comes from the US. If you do not receive an email by then request a resend.

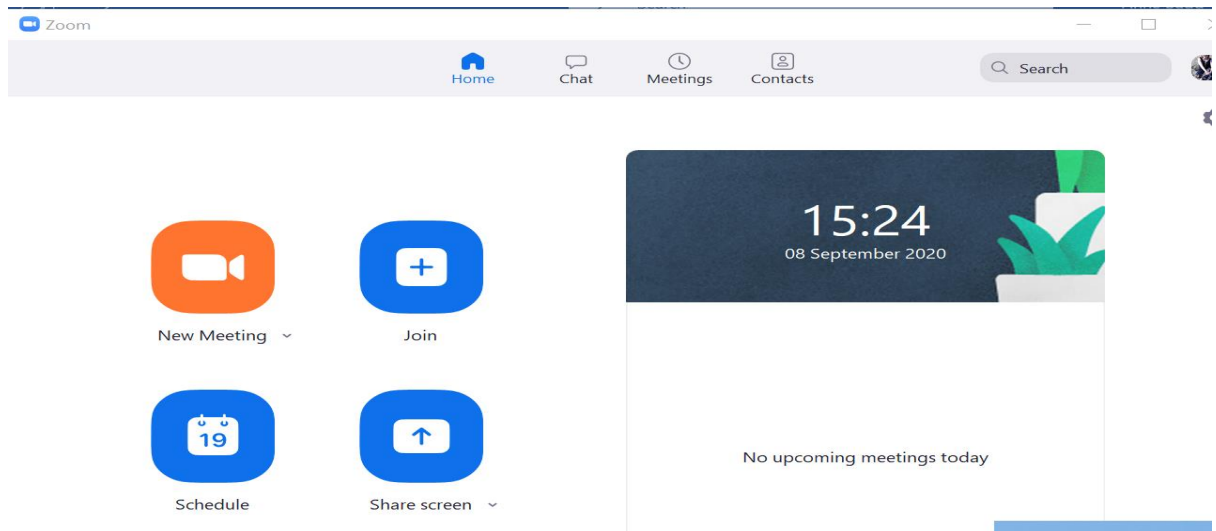
- e) On subsequent visits to Zoom you can simply join a meeting or Sign In to create a new meeting.
- f) Follow steps 1.i) to 1.j) above.

ZOOM USER GUIDE

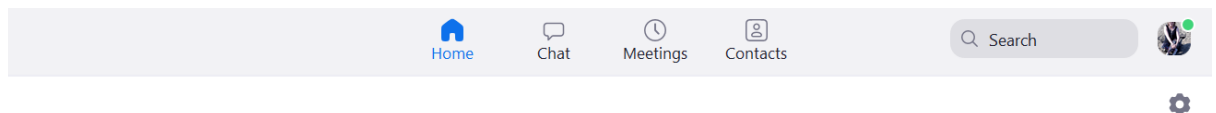
3. ZOOM Home Screen

Important note to all Ipad or Iphone users, as IOS displays screens differently to Windows and Android devices then the panels may appear in different places to the ones shown below.

To launch the Zoom Home screen click on the Zoom Icon  on your menu, the following screen will be displayed.

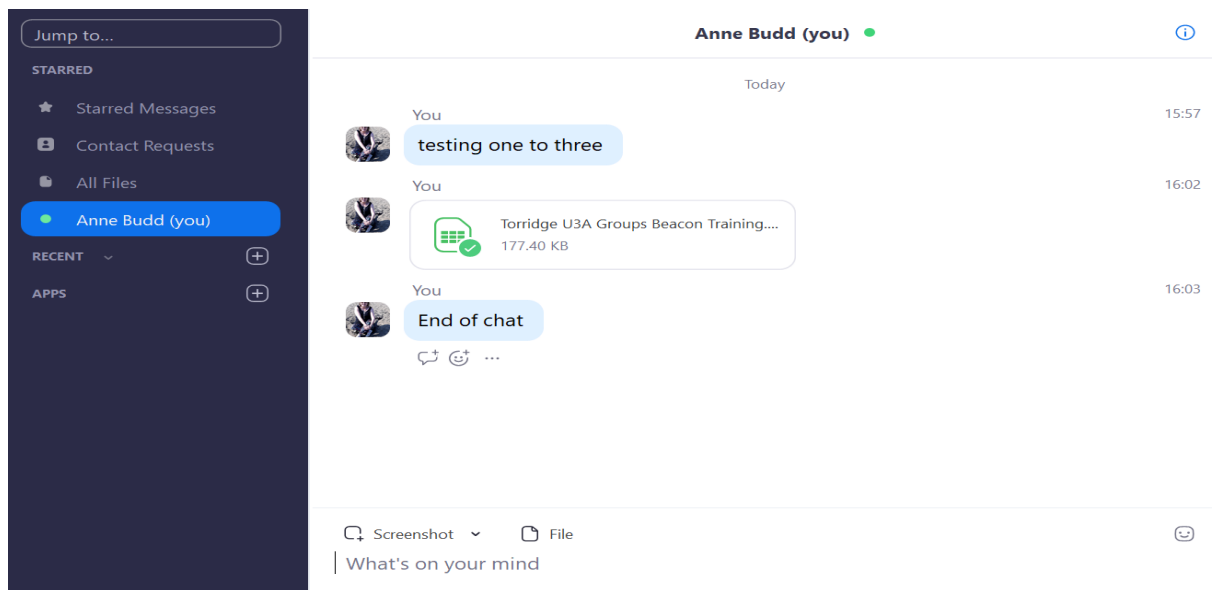


3.1 Top toolbar shaded in grey



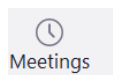
Clicking on this icon allows you to access your own personal space on Zoom where you can collect ideas, or save files and links. The following screen will be displayed:

ZOOM USER GUIDE

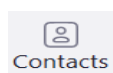
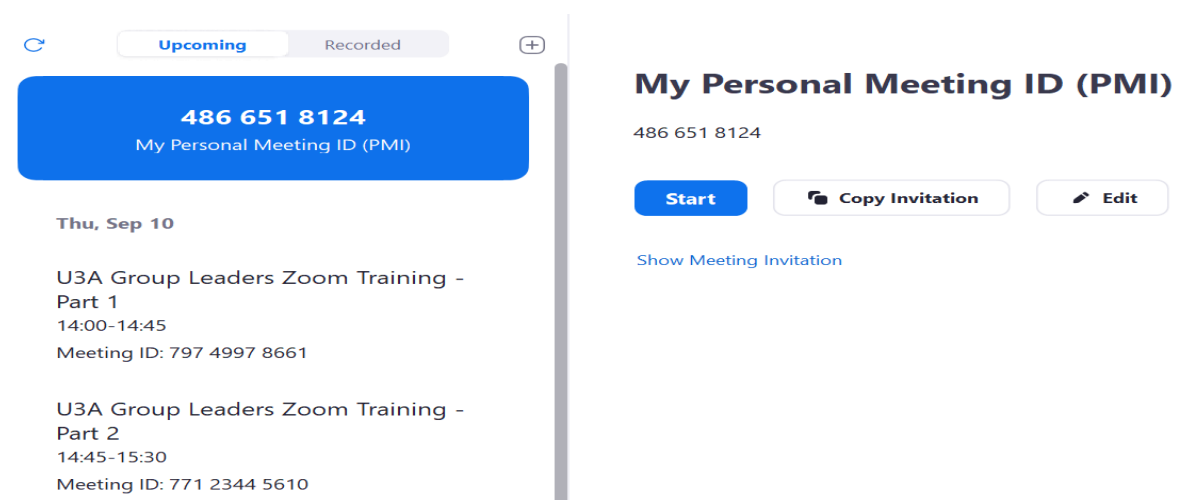


To enable display your own personal space click on the fourth option in the left-hand black panel which will be displayed as your name (you). When you click on this the fourth option button will go green. Click in the What's on your mind box at the bottom of the white screen to enter your notes and press enter which will move the text into the chat box. You can also add a file to a chat line by clicking on the file icon above the bottom chat box.

This is useful for keeping a record of files shared in a meeting, or links or any other notes you might like to keep for future reference. It is in effect a notebook on Zoom for you only that you can update before or after a meeting.



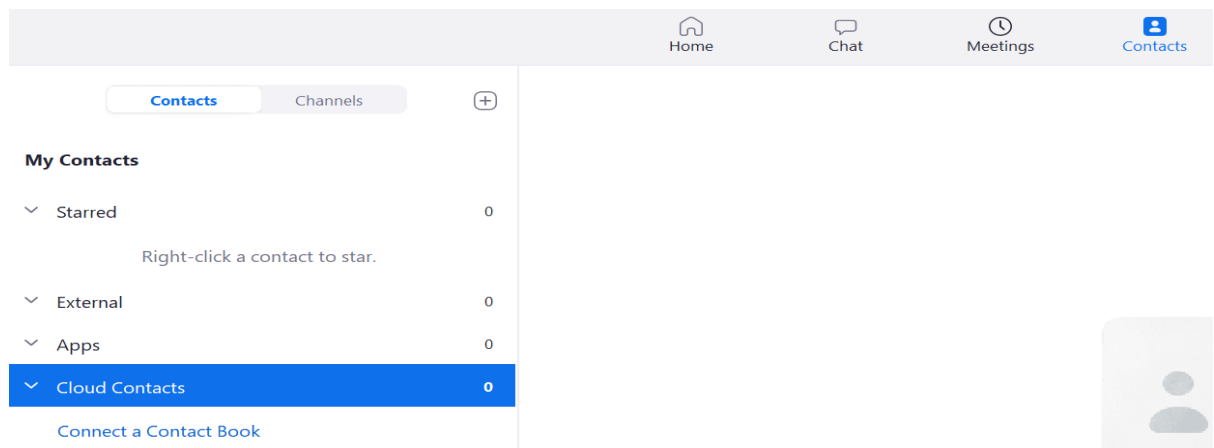
clicking on this icon in the top grey bar, allows you to look at any upcoming meetings that you have scheduled.



click on this icon if you want to invite a person to a meeting that you have just set up via the Join Meeting icon, see section 1.3 below.

ZOOM USER GUIDE

The following screen will be displayed:

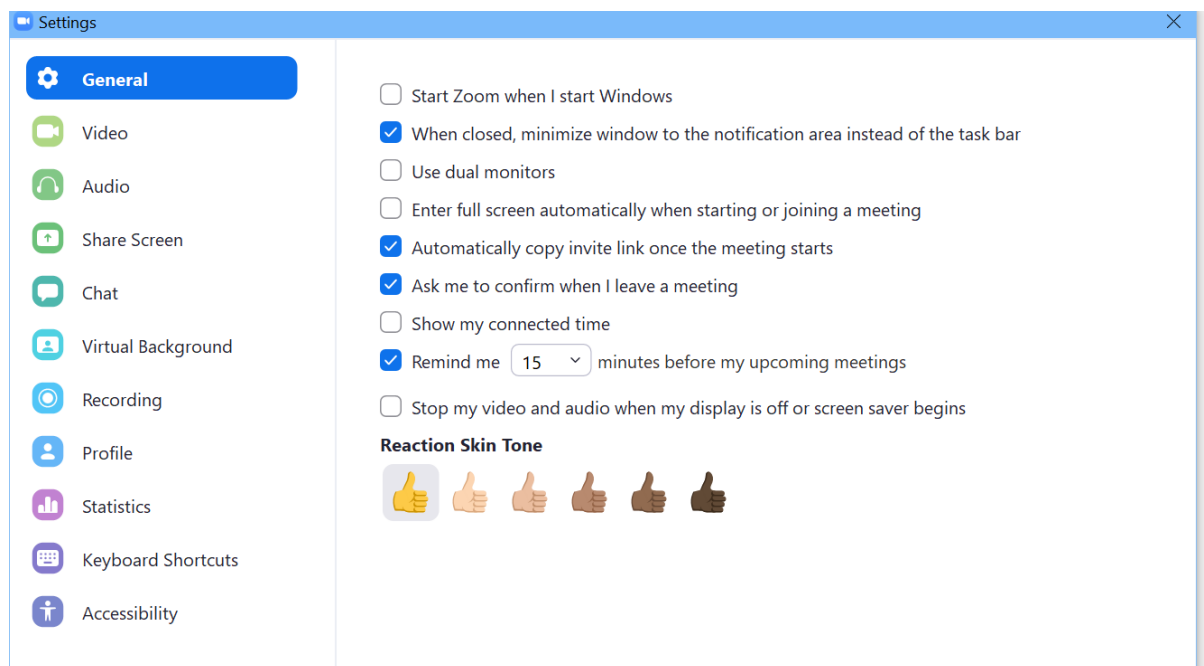


Click on the + button to the right of the **Contacts** in the top left hand white panel.

You will be asked to enter the email address and this will be added to your Zoom contact list. Recommended that you set up all of your group members as contacts to make life easier.



Finally the Settings cog wheel in the top right hand corner beneath the top grey panel.



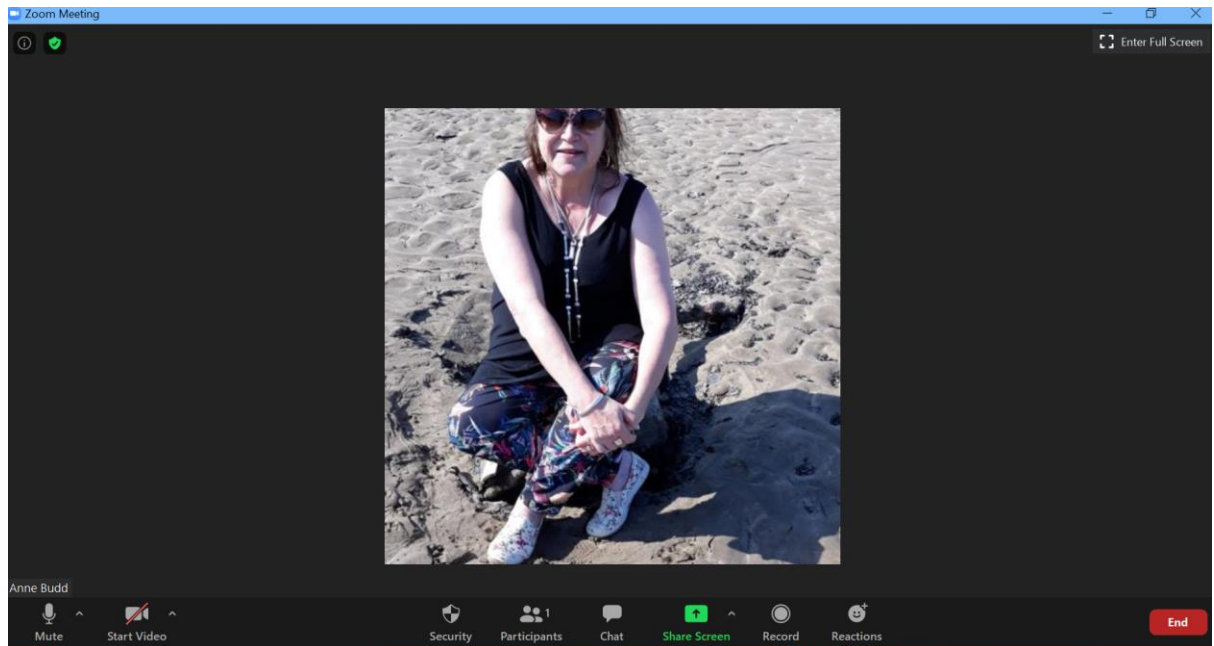
Caution should be taken as changing some of these may cause you technical problems.

3.2 New Meeting

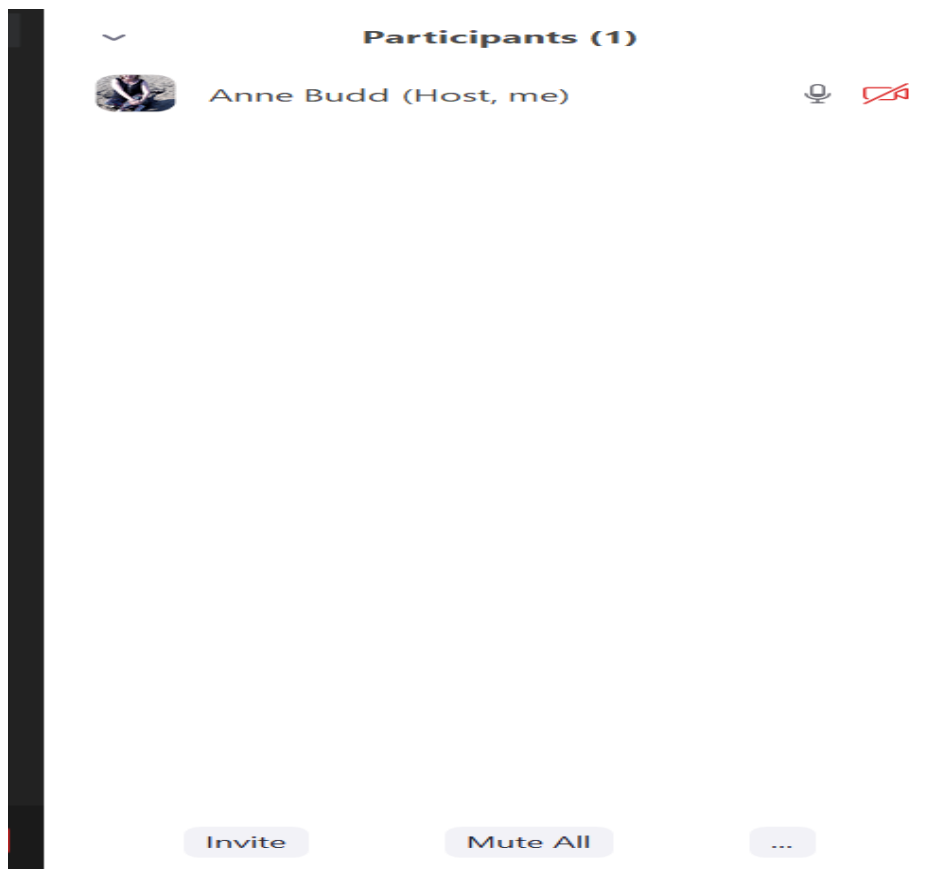


New Meeting Click on this icon to create a new unscheduled meeting in real-time (to start now).

ZOOM USER GUIDE



This takes you into the standard Zoom meeting screen, displaying your profile or real-time video, if enabled. Click on the Participants button on the bottom bar in the middle with the people icon. The participants panel will be displayed to the right of the main screen.



The click on the invite button to invite other people to join your meeting.

ZOOM USER GUIDE


If you have no contacts set up, then the recommended method is to click on the **Copy Invite link** in the bottom left hand corner of the panel and then create a new email to the people to be invited, paste in the link and then you are set to go.


Invite people to join meeting 753 7675 9329


Contacts

Email

Choose your email service to send invitation


Default Email


Gmail


Yahoo Mail

Copy Invite Link

Copy Invitation

Meeting Password: piRzv5

3.3 Join Meeting



Click on this icon to join an on-line unscheduled meeting.

Zoom

Join Meeting

Enter meeting ID or personal link name

Anne Budd

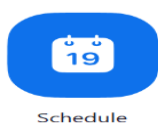
☐ Do not connect to audio

☐ Turn off my video

Join

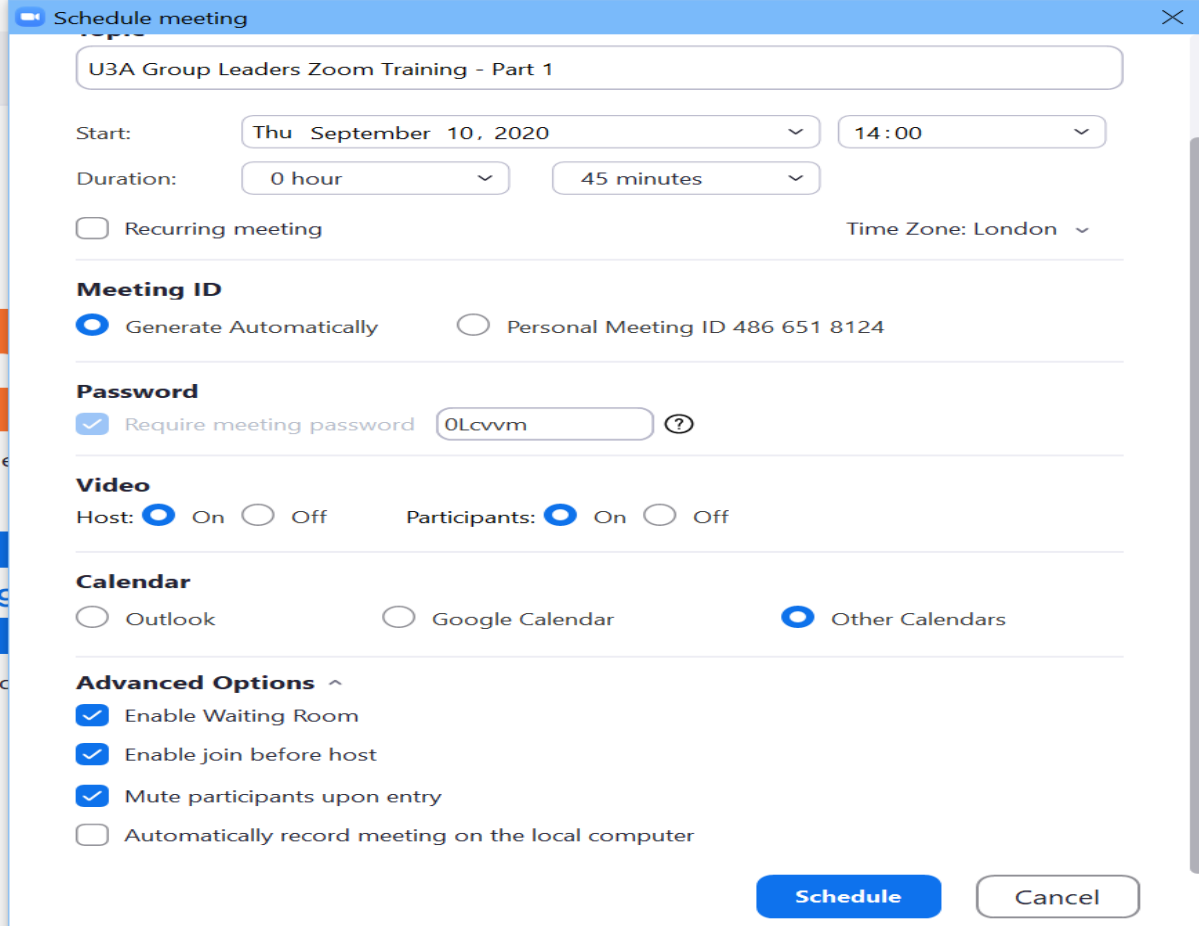
Cancel

3.4 Schedule Meeting



Click on this icon to schedule a meeting for your group. The following screen will be displayed:

ZOOM USER GUIDE



The screenshot shows the 'Schedule meeting' window in Zoom. The title bar is 'Schedule meeting'. The meeting topic is 'U3A Group Leaders Zoom Training - Part 1'. The start time is set to 'Thu September 10, 2020' at '14:00'. The duration is '0 hour' and '45 minutes'. There is an unchecked checkbox for 'Recurring meeting' and a 'Time Zone: London' dropdown. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Password', 'Require meeting password' is checked with the password '0Lcvm'. Under 'Video', 'Host' and 'Participants' are both set to 'On'. Under 'Calendar', 'Other Calendars' is selected. Under 'Advanced Options', 'Enable Waiting Room', 'Enable join before host', and 'Mute participants upon entry' are all checked. At the bottom right are 'Schedule' and 'Cancel' buttons.

Schedule meeting

U3A Group Leaders Zoom Training - Part 1

Start: Thu September 10, 2020 14:00

Duration: 0 hour 45 minutes

☐ Recurring meeting Time Zone: London

Meeting ID

☒ Generate Automatically ☐ Personal Meeting ID 486 651 8124

Password

☒ Require meeting password 0Lcvm

Video

Host: ☒ On ☐ Off Participants: ☒ On ☐ Off

Calendar

☐ Outlook ☐ Google Calendar ☒ Other Calendars

Advanced Options

☒ Enable Waiting Room

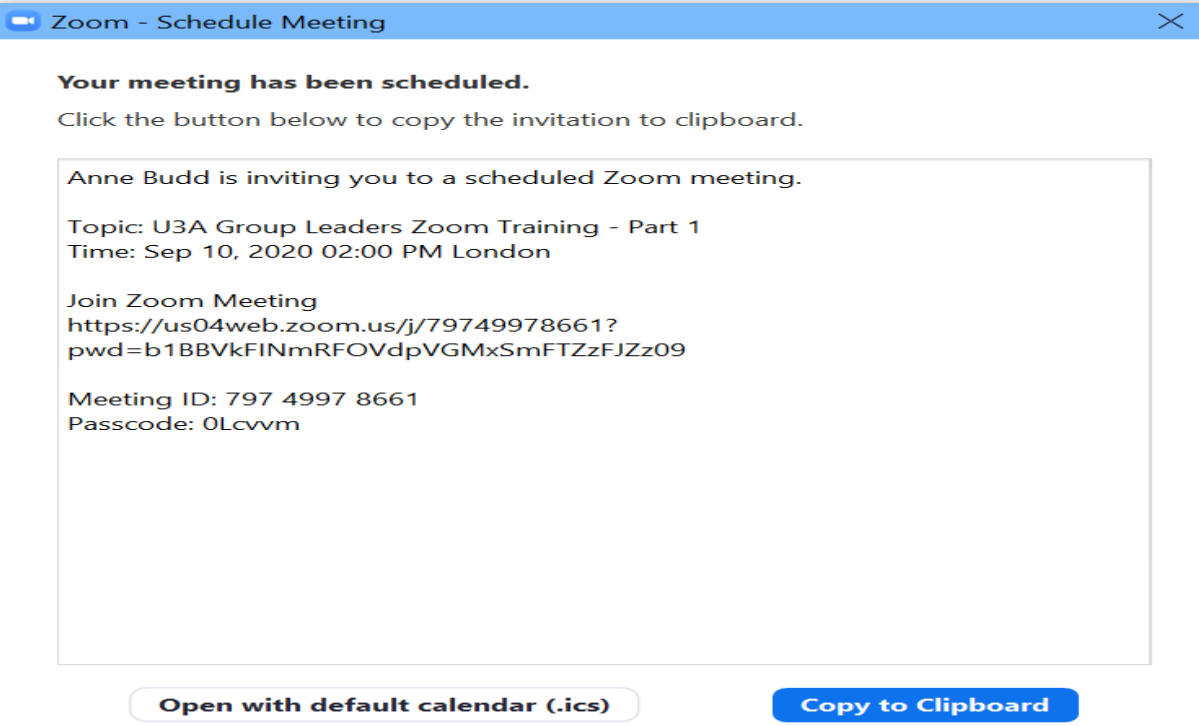
☒ Enable join before host

☒ Mute participants upon entry

☐ Automatically record meeting on the local computer

Schedule **Cancel**

Please note that you should click on the same buttons shown on this screen to set up the meeting in the recommended way. Click on the **Schedule** button create the meeting invite:



The screenshot shows the 'Zoom - Schedule Meeting' confirmation window. It states 'Your meeting has been scheduled.' and provides a button to 'Click the button below to copy the invitation to clipboard.' Below this is a text box containing the meeting details: 'Anne Budd is inviting you to a scheduled Zoom meeting.', 'Topic: U3A Group Leaders Zoom Training - Part 1', 'Time: Sep 10, 2020 02:00 PM London', 'Join Zoom Meeting', 'https://us04web.zoom.us/j/79749978661?pwd=b1BBVkFINmRFOVdpVGMxSmFTZzFJZz09', 'Meeting ID: 797 4997 8661', and 'Passcode: 0Lcvm'. At the bottom are two buttons: 'Open with default calendar (.ics)' and 'Copy to Clipboard'.

Zoom - Schedule Meeting

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

Anne Budd is inviting you to a scheduled Zoom meeting.

Topic: U3A Group Leaders Zoom Training - Part 1
Time: Sep 10, 2020 02:00 PM London

Join Zoom Meeting
<https://us04web.zoom.us/j/79749978661?pwd=b1BBVkFINmRFOVdpVGMxSmFTZzFJZz09>

Meeting ID: 797 4997 8661
Passcode: 0Lcvm

Open with default calendar (.ics) **Copy to Clipboard**

ZOOM USER GUIDE

Then click on the **copy to clipboard button** to save the invite details. This should be immediately copied into an email that you should create before hand to all of the attendees for you to send. If you forget to do this you can always go back into scheduled meetings by clicking on the Meetings button on the top grey bar and copy the invitation details to an email.

3.5 Share Screen

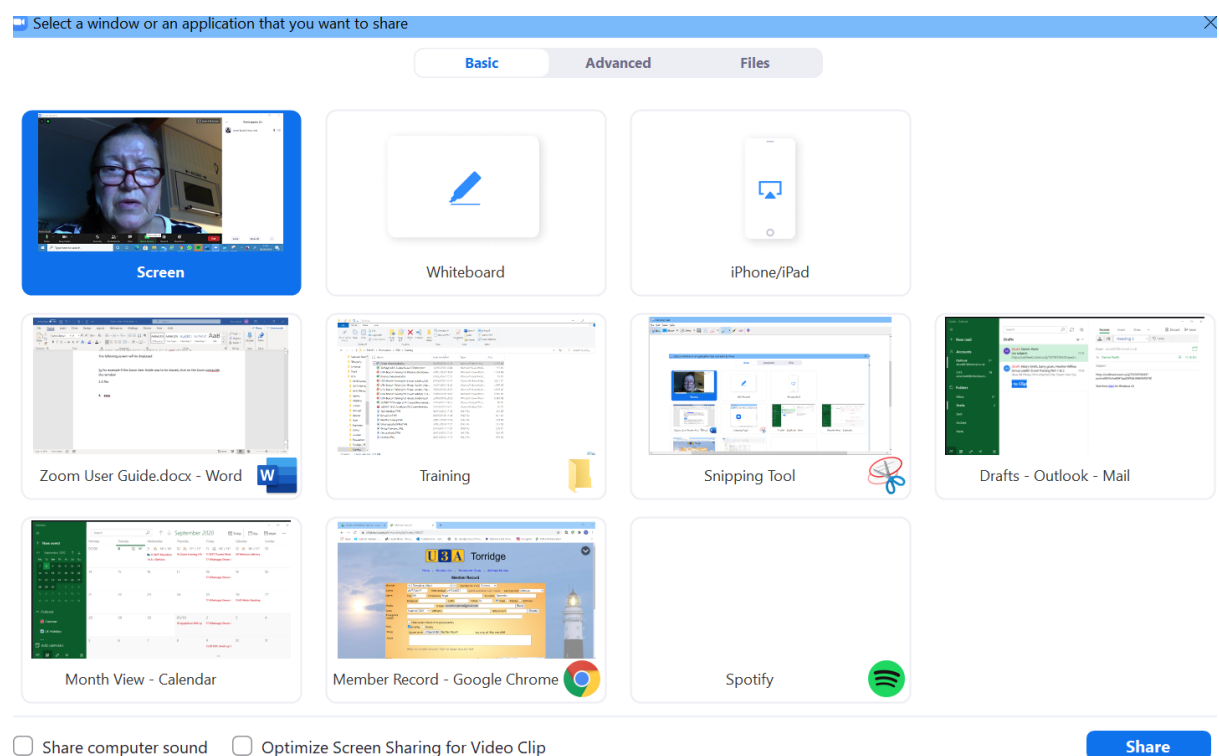


Share screen

Zoom allows both the host and participants to share photos, documents and videos with all participants. If you are the host, make sure that Allow participants to share screen option has been selected. This is done by clicking on the security button in the bottom bar, which is shown as a Security shield.

Sharing is based on selecting a folder which contains the files that are to be shared and this folder must be opened in file explorer or the Ipad equivalent.

The following screen will be displayed:



For example to access all file in the Training folder, then click on that folder and then open the file or files as and when required.

Special note for Ipad users, there is an additional feature that allows for the set up of a default share folder. Please refer to Zoom Ipad on-line help to find out more.

ZOOM USER GUIDE

4. Additional features

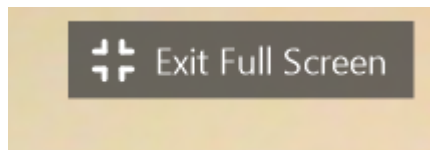
4.1 Zoom meeting screen bottom bar

On Windows and Android devices the bar disappears if you do not 'hover' over the bottom bar area. On I pads control can be set up to make the bottom bar display permanently. Please refer to Zoom Ipad on-line help to find out more.

4.2 Zoom multiple sessions

Under the free version of Zoom you can only open one Zoom session at a time.

4.3 Zoom meeting screen display options



There are a number of different display options of views that can be selected during a meeting. This Icon is show in the top right hand corner of the meeting screen, click on this icon to select the display options that is most suitable.