

# Guide on how to use Zoom

## Create an account

Go to **Zoom** at <https://zoom.us/> and click the **'Sign up, it's free'** button to the upper right of the page. Enter your email address and wait for a confirmation email back. You will need to click the account activation link it contains. Then you will be taken through the process of securing your account with a password.

When account has been created, **sign in** using **your email** and **password** that you have just created whilst signing up for Zoom.

## Join a Meeting

You need to click the **Join button** on the main Zoom screen and enter a **Meeting ID** and **Password** that has been shared with you. You can choose whether to connect using video, audio or both, as can anyone else involved in the meeting.

## Hosting a Meeting

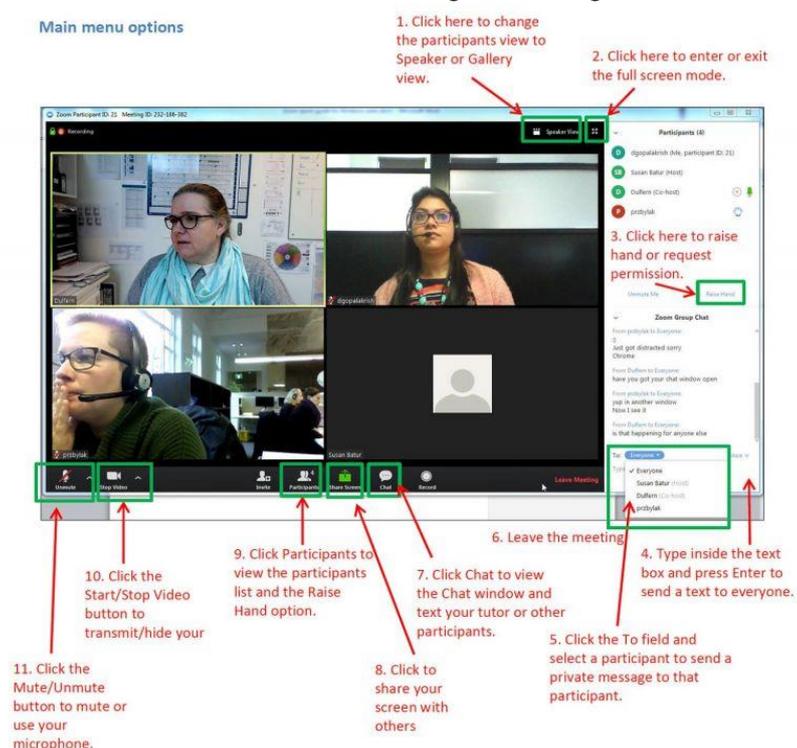
Click the **'New meeting'** button to start hosting a new video conference, and you should see the footage from your webcam displayed; you'll also be prompted to test your speakers and microphone. You can **invite people to join your meeting** by clicking the **Invite button** and sending emails from the app. When you are the host of a meeting, you can click the **Record button** at the **bottom of the screen** to record the video of a meeting as well.

## Scheduling a Meeting

On the first screen of the Zoom application, click the **'Schedule'** button and fill in the details such as a **date**, **time** and **topic**, and **choose the calendar** which the meeting will be organised which would be **Outlook or Google Calendar** and click the **'Schedule'** button again.

## Speaking via Text in a Meeting

When you move your mouse, at the bottom of your screen will appear an icon that says **'Click Chat'**. This allows you to then send text-based message to people in the meeting. The **messages** will then **appear on the side of the screen**. To respond to what someone has said you can use **'Reactions'**. This a simple way to send a thumbs up or a clapping emoji to the group to indicate approval. You will be able to do this in the Chat function also.



## **Buttons on the camera zoom screen & what they do?**

**Mute** – This allows you to mute yourself so you cannot be heard.

**Start / Stop Video** – This allows access to your webcam in order to show your face. If you stop the video, then no one will be able to see you and instead a black screen with your name across it will appear.

**Invite People** – This icon means you can invite more people to the meeting if they aren't already there.

**Screen Share** – This allows you to share your screen and see what you have open and are doing.

**Settings** – This takes you to your settings where you can change things to aid you in a specific thing.

**End / Leave Meeting** – This is the icon you need to press to end the meeting when it is finished and or if you need to leave whilst the meeting is still on.

## **Tips and tricks to consider before your meeting:**

- ❖ Hold meetings in quiet, indoor locations to control ambient noise.
- ❖ Adjust your lighting. Don't sit directly in front or beside a bright light source, or else all the audience sees is a bright light and a shadowy figure.
- ❖ Think about your background. Try to provide a nice, plain background.
- ❖ Practice speaking to the camera and not the screen. It is better to look at the camera when you speak instead of the screen so the person knows your speaking to them.
- ❖ Practice hosting. Make video appointments with friends or other colleagues first before Zooming with external parties so you can get the hang of the buttons and their functions, scheduling, hosting meetings and inviting people to meetings.

Below is the website link that you can access if you need further support and help with Zoom

<https://support.zoom.us/hc/en-us/articles/201362623-About-Settings->