

# USING ZOOM FOR MEETINGS

Zoom is a free, popular and efficient application for holding meetings. Features include:

- Platform agnostic – can be used on tablets, computers or smartphones
- Limit of 100 simultaneous users
- Share using video or voice only
- To use effectively you need to download the app or program

## Access for computer/laptop

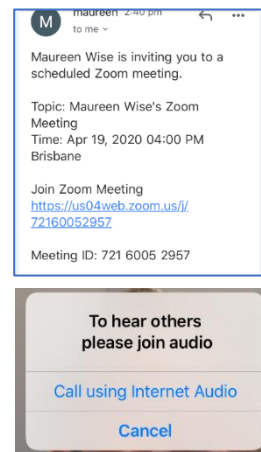
- From the website <https://zoom.us/download> download and run the Zoom installer.
- You can then Join a Meeting if you've received an invitation.
- To register, select *Sign In*, then *Sign up free* and enter your email address. (You don't need to register to join a meeting).

## Access for tablet or smartphone

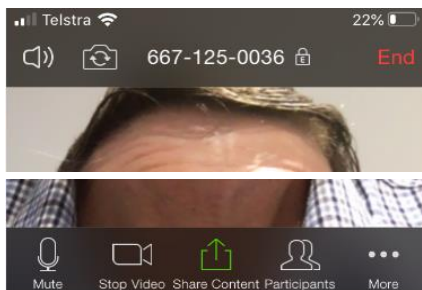
- Download the **ZOOM Cloud Meetings** app from your App Store/ Google Play Store. It will invite you to register - Sign Up (to register) or Sign In (if registered) - but this is not necessary if you don't want to run your own meetings.

## Joining a meeting

- You should receive an email or text message from the organiser. This will include a link which will take you straight to the meeting. The link includes a Meeting ID and a Password – these are embedded in the link so you shouldn't need to enter these unless you are joining without an invitation.
- Once you click on the invitation, you should see this (This is for an iPhone, it will be slightly different on an Android phone, or tablet). Agree to use **internet audio**.
- Once you log in, you will be in a **Waiting Room** until admitted by the organiser (new Zoom security feature).



## Zoom App functions (for smartphone or tablet)



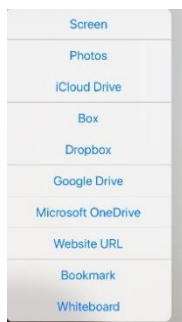
Here's the opening screen (on the iPhone) after you login. Touch the image to see the top and bottom menu bars.

On top, you'll see the camera direction icon, meeting ID, and End option.

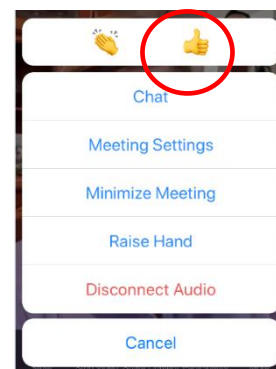
At the bottom, the icons allow you to mute/unmute your microphone, stop your video, share content (see below), invite participants (or see who's on).

By default, participants will be muted by the organiser for a large meeting.

The **More ...** button includes the Thumbs Up to indicate you want to speak (in a large group). You can also add a text message while the video conversation is continuing.



The **Share Content** icon allows you to share items on your computer or set up a whiteboard.

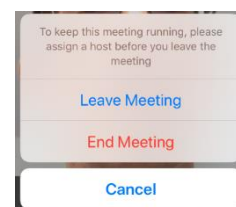


### Viewing Modes

*Active Speaker View* (default mode) enlarges the person speaking. Swipe left from Speaker view to see ..  
*Gallery View* enables you to see all participants in similar sized windows.

### Leaving a meeting early

If you need to leave before the initiator closes the meeting, select End in the top corner. You will then have the option to Leave Meeting. Don't select End Meeting.



For further information on using Zoom, the following video is helpful.

<https://www.youtube.com/watch?v=fMUxzrgZvZQ>

Contact me if you need any further information.

Mike Currie