Zoom – Quick Guide

Zoom is essentially a video conferencing tool that can be used on mobile devices, laptops and desktop computers. This guide outlines on how to get started with Zoom and join a meeting, as well as providing some tips on meeting etiquette and Zoom accounts.

To get started

To use Zoom, you will need:

- a camera: either built into your PC/Mac/mobile device or a separate webcam.

- a microphone: these are usually built in, or will be in your webcam if you use one

- speakers: either built in or free standing and plugged into your device, or headphones. Headphones are quite useful as they cut down on outside noise.

- a broadband internet connection

- The Zoom application (app)installed on your device. This saves a lot of time later on when you join a meeting.

Installing

Go to the Zoom download centre at https://zoom.us/download

Click on the **Download** button under **Zoom Client For Meetings**.

The Zoom app will begin to download; you will then need to click on the download file and follow the installation instructions to install Zoom on your device.

Success! You now have the Zoom app on your device or computer.

Zoom account

- Whilst you *do* need to download the Zoom app, **you *do not* have to set up a Zoom account in order to join a meeting.**

- Every Zoom meeting has a unique number (the **meeting ID**) and **password**. These are generated by Zoom and are required in order to join the meeting.

- When someone invites you to a Zoom meeting, you'll be sent an email containing a link to the meeting, the meeting ID and the password.

- You can join meetings by simply clicking on the link (which will look something like this: **https://us04web.zoom.us/j/123789654**) and then entering the meeting password when prompted to do so. More on this on page 2; see 'Joining a meeting'.

- However, if you want to organise your own meetings and keep track of your Zoom contacts, having an account makes this easier. *The basic account is **free**; it allows unlimited one-to-one meetings and up to 40 minutes on group meetings.*

Joining a meeting

- At the start time of your meeting – or just before, click on the link in your email invitation to join via your computer or mobile device. The email content will look something like this:

> Join Zoom Meeting
> https://us04web.zoom.us/j/123789654
>
> Meeting ID: 123 789 654
> Password: 227986

- If you haven't already downloaded the Zoom app, you'll be prompted to do so now.

- If you have downloaded, then click on **Open zoom.us** to launch the app.

- If you prefer, you may join a meeting without clicking on the invitation link by going to https://zoom.us/join on any browser (e.g. Chrome, Firefox or Safari), entering the **meeting ID,** clicking on **Join**, then entering the meeting password when prompted to do so.

- You will be prompted to select your video option: **join with video** or **join without video** (select one on screen)

- Your meeting host will be notified that you are joining the meeting and will admit you.

- You may be prompted to choose your audio option. Select **Join with Computer Audio.**

- You can test your audio by clicking on **test speaker and microphone** and adjust to suit.

- The same applies if using a mobile device.
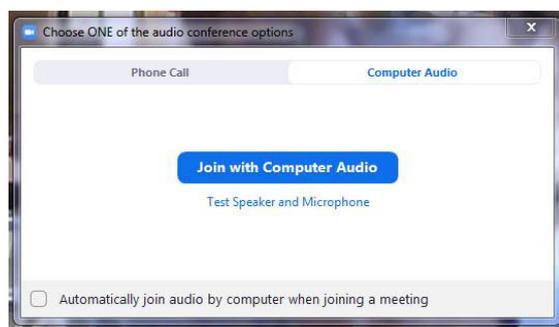
During a meeting

Video layout

To select the view you'd prefer, see the top right of your Zoom screen at the top right for Windows, or top left for Mac.

There are three video layouts for meetings: Active speaker, Gallery and Mini.

Active speaker is the default setting and will switch the large video window between whoever is speaking. The rest of the participants are usually arrayed as 'thumbnails' at the top of the screen.

Gallery view shows everyone present in a grid and highlights the person speaking.

Mini view allows you to minimise the Zoom video, but keep it on top of any other applications you may have open on your computer. You can move this window around on your screen. To switch to **Mini-window** view, click on the minimize icon.

The dashboard

You will also see a number of icons at the bottom of your Zoom screen. These allow you to:

- **mute/unmute** your microphone

- turn the **video on/off**

- see who else is in the group (**participants**) – click this icon to enable the sidebar on your Zoom screen

- **Chat** – allows you to ask questions or comment without interrupting the meeting; these messages will appear in the sidebar and be visible to all participants unless you select a specific recipient, e.g. the meeting host.

- The next two icons (**Share screen** and **Record**) are only available if enabled by the host/organiser.

- **Reactions** – this feature enables participants to provide non-verbal feedback, such as a 'thumbs up' icon on-screen.
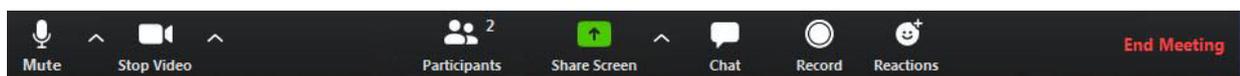
Participant etiquette

Video conferencing or meetings are in many ways exactly the same as face-to- face meetings. Here are a few pointers to make everyone's experience more enjoyable.

- **Be** ready for the meeting in good time and activate the link a few minutes early so that no-one is kept waiting.

- **Pre-check** that your camera and audio are working and that your video is on when you join the meeting.

- **Ensure your camera is more or less at eye-level** – if necessary, stack something under your device to bring it up to the right height. This will enable you to look at the camera when you're speaking, rather than at the on-screen picture of yourself ☺

- **Eliminate / reduce shadows on your face** by positioning your computer/device so that the primary light source (window, lamp, etc.) is behind the camera, i.e. coming from the same direction that your camera is pointing and not from behind you.

- **Mute your microphone** when you're not speaking; this cuts down on extraneous background noise.

- **Try not to speak at the same time** as other participants; take direction from the meeting host on this.

Zoom accounts

If you decide you'd like to host your own meetings, you will need to create an account. To do this, go to the Zoom website and click on **Sign In**.

You'll be prompted to enter your email address and Zoom will then send you an email, with a link to activate your free account and create your Zoom password.
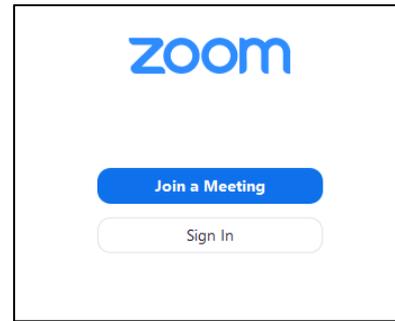
Managing your profile

When you log in to your account, you'll find various options on the left hand side of your screen. Select **Profile**. Here you can edit your profile picture, email and password. You can also activate or deactivate a number of other settings here, including the waiting room feature.

Tip – dealing with 'Zoom Bombing'

Zoom has soared in popularity as an online video conferencing platform to keep people and communities connected, particularly since the start of the Covid-19 lockdown. Some questions have been raised concerning the security of the application, specifically about Zoom bombing - where unidentified (and uninvited) individuals 'gate crash' a Zoom session, interrupting with inappropriate content/comments.

How to prevent it? Zoom has increased its security arrangements in response to this new reality, which offers users better protection. They also encourage all users to take steps to protect both their privacy and Zoom sessions from unwelcome guests.

These include meeting hosts making the following changes BEFORE their Zoom session begins:

1. When setting up a session, do NOT use your Personal Meeting ID for the meeting. Instead, use a per-meeting ID, exclusive to a single meeting. Zoom's support page offers a video walk through on how to generate a random meeting ID for extra security if you choose to.

2. **Enable** the **Waiting Room** feature so that you can see who is attempting to join the meeting **before** allowing them access. This places an extra hurdle in the way of hackers and they're more likely to go on to an easier target.

    *   To enable the Waiting Room feature, go to **Account Management** > **Account Settings**. Click on **Meeting**, then click **Waiting Room** to enable the setting.

3. **Disable** the following options in your settings menu if they're not already disabled; do this by clicking on the little gear-shaped icon on the upper right of the screen after you've logged in:
    *   Disable Join Before Host
    *   Disable Screen sharing for non-hosts
    *   Disable the remote control function
    *   Disable all file transferring, annotations and the auto save feature for chats**.**

See https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials for more information.