

WELCOME TO ZOOM

This is a free video meeting room designed for two or more people to chat over the internet.

You are permitted to chat to one person without any time limit, but if you have more than 2 people in the meeting you will be limited to 40 minutes.

Other free video chat sites are available

-  SKYPE (this requires a computer)
-  WhatsApp (this requires a smart phone)
-  Facetime (this requires an iPhone)



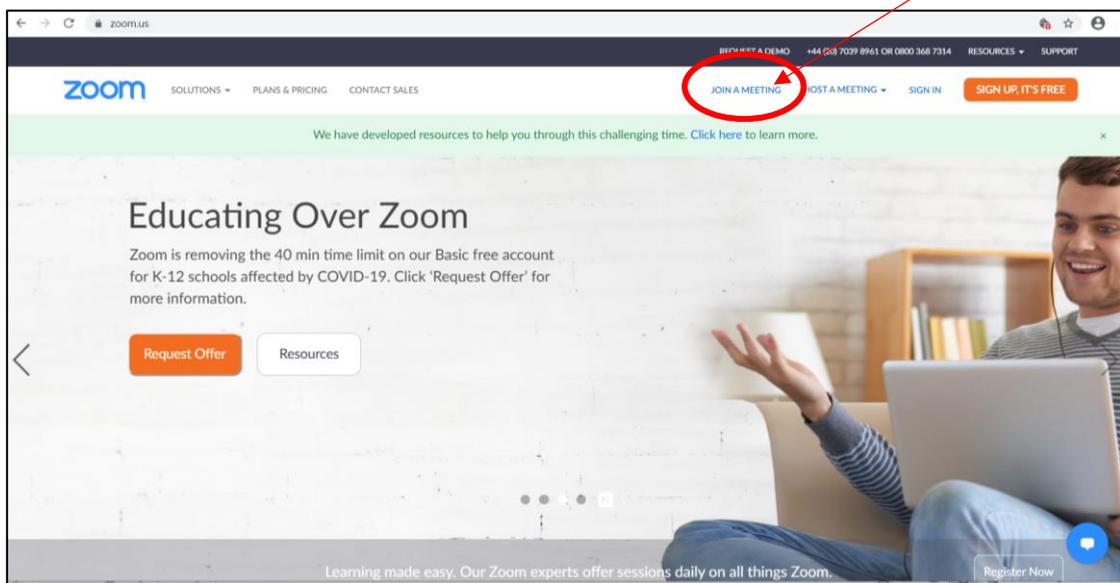
This is the symbol (icon) for Zoom

SETTING UP A ZOOM ACCOUNT

This tutorial may be useful to help someone who has never used Zoom before but wants to join a meeting.

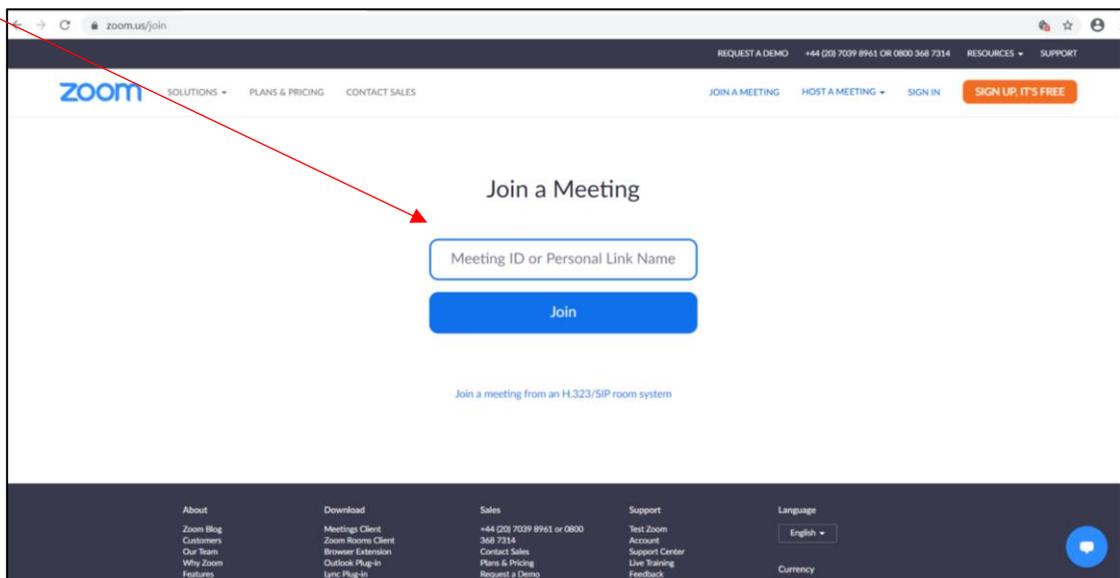
Anyone can be invited to join a meeting without having a Zoom account, providing that their computer/smart phone has a camera and a microphone.

This is the screen that you see when you search for and select Zoom People can join a meeting without signing up for the application.



All they need is the meeting ID and password (if required).

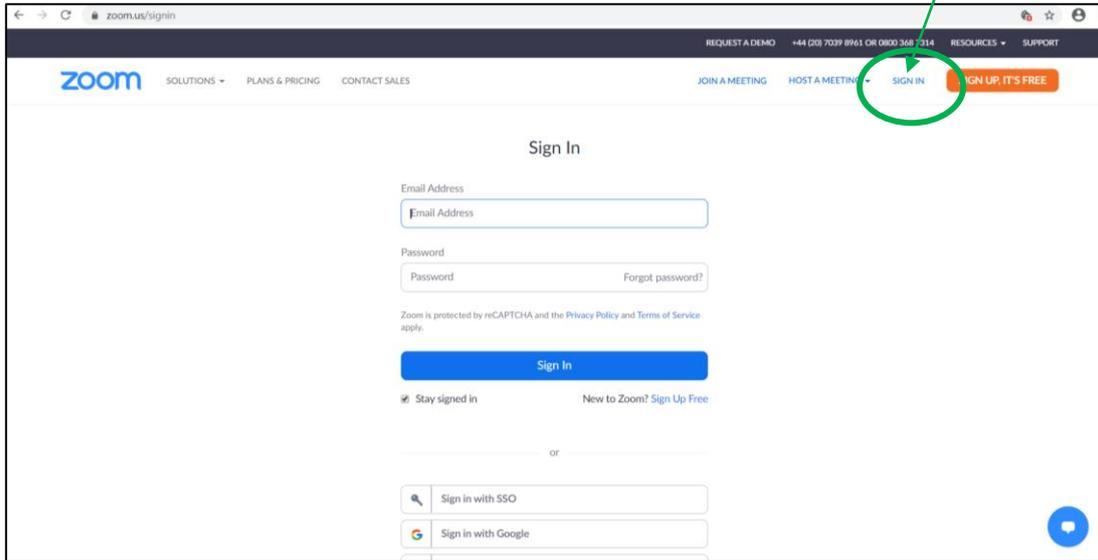
Some school equipment will prevent Zoom from being used



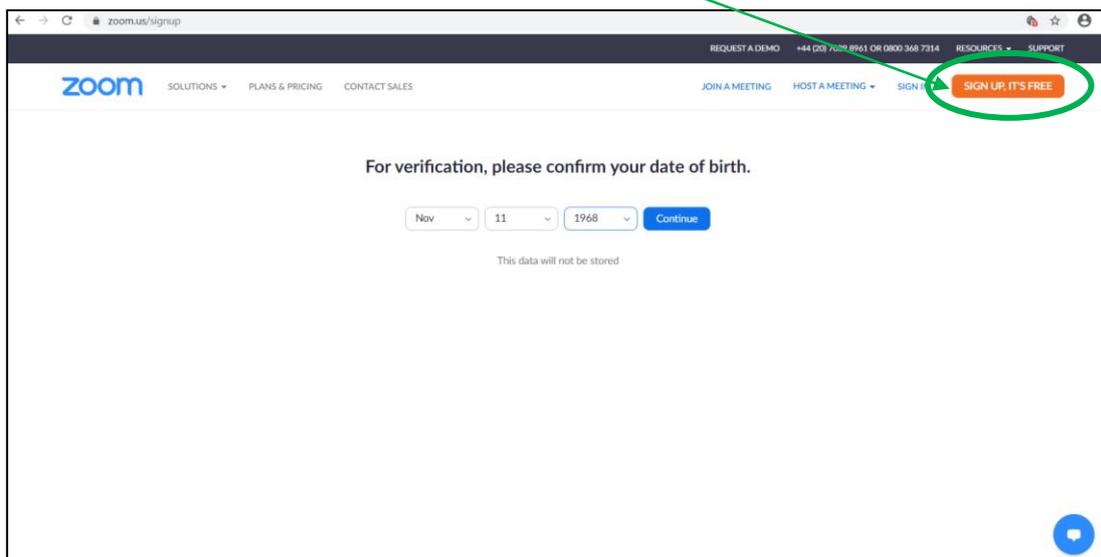
You can also use this method if you are invited to join someone else's meeting.

SIGN IN TO YOUR ZOOM ACCOUNT

If you already have a Zoom account (but have been signed out for any reason) use this option to sign in and the following screen will appear.



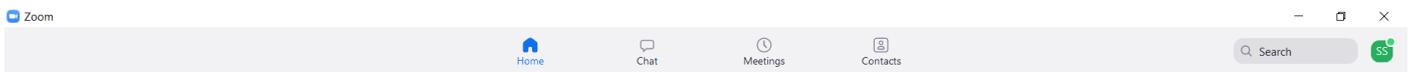
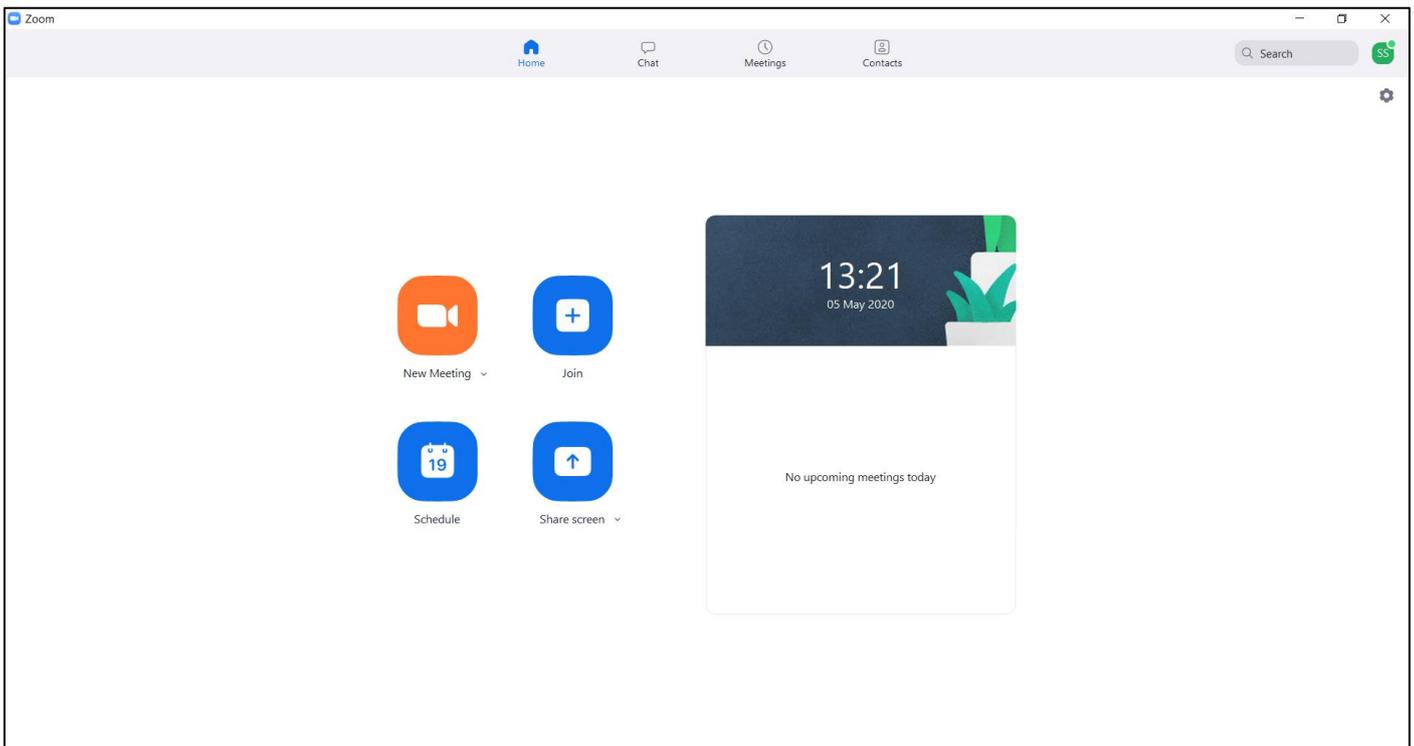
If you do not have a Zoom account or wish to register using a different email address then use this option and the screen asking for your date of birth will appear. If you have selected this option by mistake, simply click on the correct option and the screen will change.



There is a separate instruction sheet for creating a new Zoom account.

NB The password for your Zoom Account is different to the one you use during video chats and meetings

ZOOM HOME SCREEN



This taskbar remains visible whenever you are using Zoom but sometimes it is hidden by the video screen when you are in a meeting.



New Meeting ▾

Select this option when you want to start a fresh meeting that is not on your schedule.
BEWARE: This will create a video chat with a *unique* meeting ID and password unless you change this setting in your profile



Join

Select this option when someone has invited you to join their hosted meeting.
You will need to ask them for their meeting ID and password (it may arrive via email)



Schedule

Select this option when you want to create a new scheduled meeting.
NB This scheduled meeting can be a one-off or a recurring meeting



Share screen ▾

Advanced option which is not covered in these instructions

JOINING SOMEONE ELSE'S MEETING

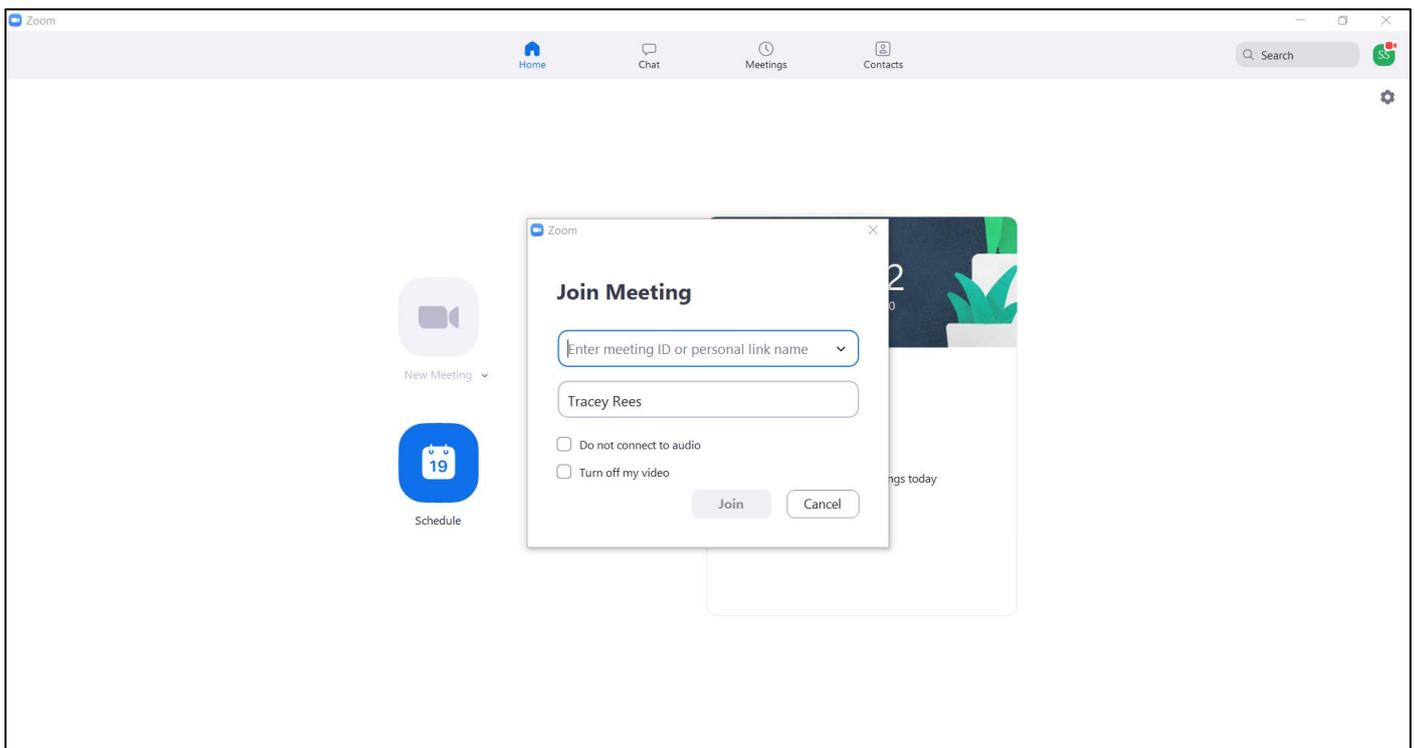
If you have been asked to join another person's meeting, they will need to provide you with their meeting ID and password (if they require one).



Join

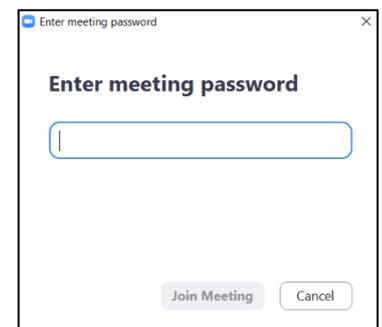
SELECT THIS OPTION TO JOIN A MEETING HOSTED BY SOMEONE ELSE

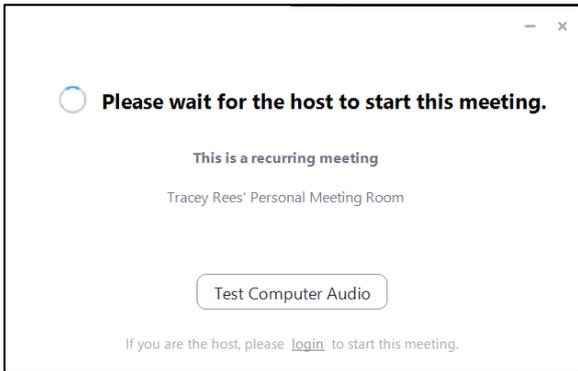
The following pop-up window will appear



Enter the meeting ID that you have been given. Do not put in any hyphens between the numbers, Zoom will generate these automatically for you

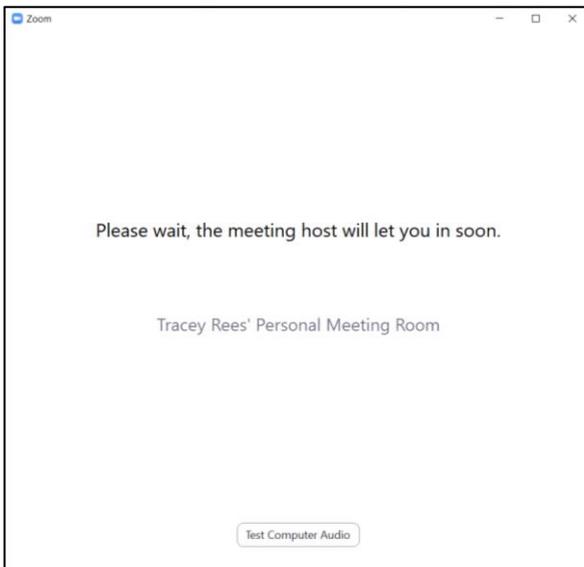
This window will pop-up if a password is required. Your host will give you the password.





If the meeting ID and password are correct
BUT
the host has not started the meeting yet,
this window will pop-up.

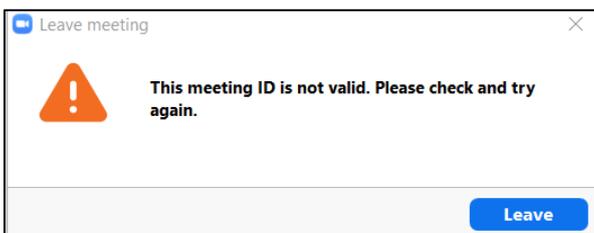
Wait for the meeting to begin or contact
the host using the phone.



If the meeting ID and password are correct
AND
the host has started the meeting, this window will pop-up.
Wait for the host to **admit** you to the video chat.

NB This screen will automatically appear if you have been
waiting for the host to start the meeting.

YOUR VIDEO SCREEN WILL NOW APPEAR AND YOU WILL HAVE JOINED THE MEETING



This window will pop-up if the number is
typed in incorrectly
OR
the host has ended the meeting before you
have joined it.

NEW MEETING v SCHEDULE v (taskbar) MEETING

There are three basic ways to start a meeting/video chat with your friends, clients or colleagues and each has its own merits.

 Each option has its own full explanation after this summary page



New Meeting ▾

This option starts a fresh meeting immediately.

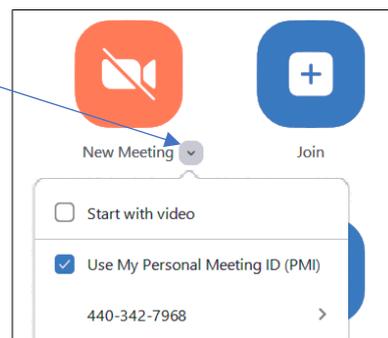
It will automatically start a meeting with a unique automatically generated ID and password and take you straight into the meeting room (video chat screen)

You will need to give the meeting ID and password to anyone that you would like to join the meeting.



New Meeting ▾

If you use the drop-down menu to change this option to use your Personal Meeting ID, then you need to turn the video link on when the meeting starts.



Schedule

This option allows you to create a new meeting which will appear in your meeting schedule (see below). It can be a one-off or a recurring meeting.

Scheduled meetings retain the settings you require and can be started easily using the following option.

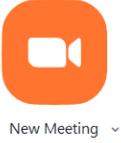
This option allows you to start a meeting where you have already set your requirements and your attendees know the details in advance.

This is also a quick start for meetings using your Personal Meeting ID (PMI)

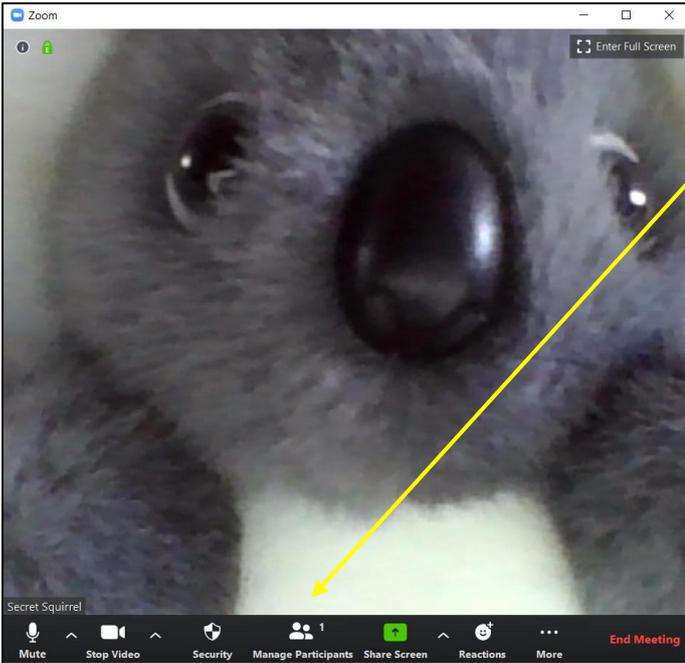


NEW MEETINGS

HOSTING A ONE-OFF MEETING

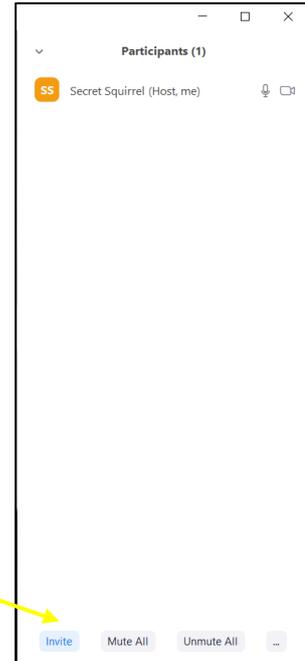


Select this option when you want to start a fresh meeting that does not give away your Personal Meeting ID details and password. It will automatically start a meeting with a unique automatically generated ID and password and take you straight into the meeting room (video chat screen)



Click on the **Mange Participants** label to bring up the side panel (pop-up window if using Full Screen mode)

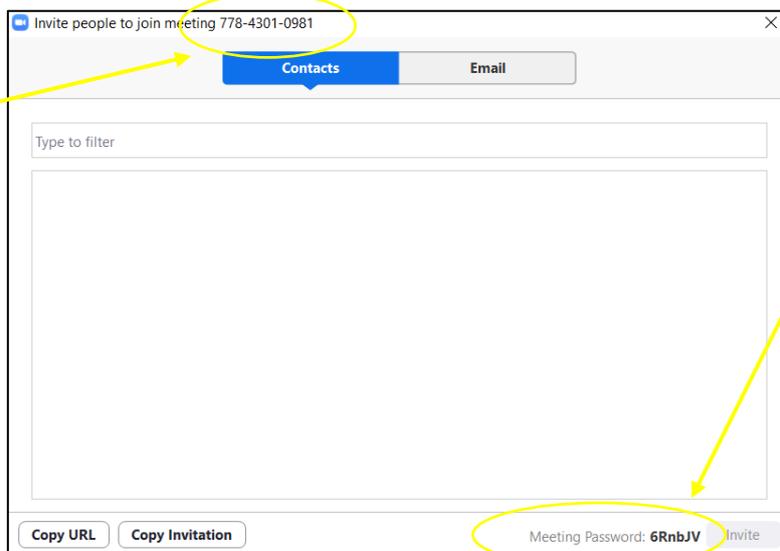
Click on the Invite button to bring up the screen with the **Meeting ID & Password**



This is the ID of the meeting that you are hosting.

Share this ID with the people that you wish to join the video chat.

This automatically generated ID will only last for the length of this meeting



This is the Password for the meeting that you are hosting.

Share it with the people who are joining the chat.

This automatically generated password will only exist for the length of this meeting

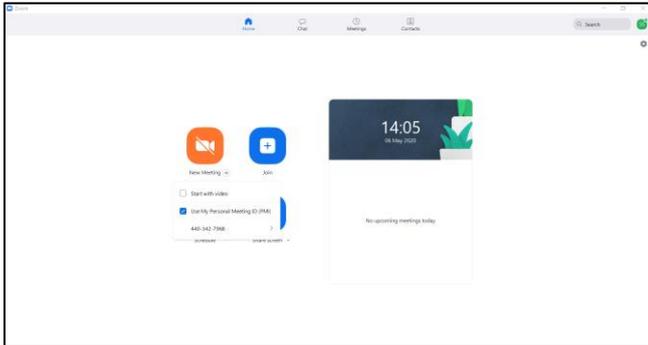
HOSTING A ONE-OFF MEETING WITH YOUR Personal Meeting ID (PMI)



New Meeting ▾

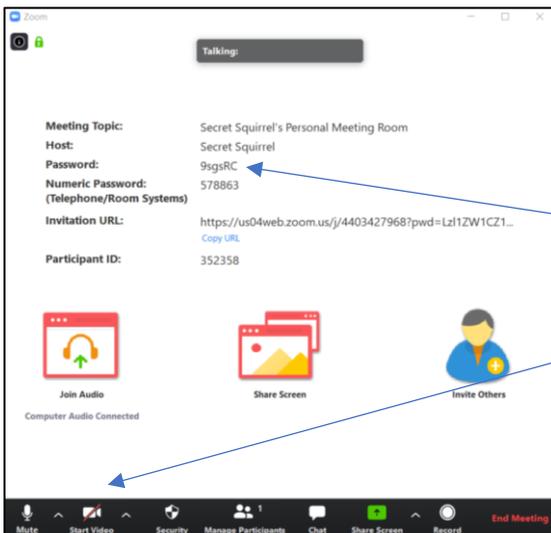
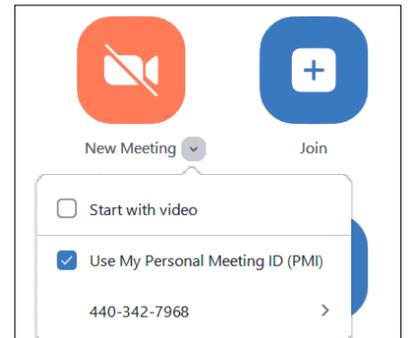
Select this option when you want to start a fresh meeting using your Personal Meeting ID details and/or password (if your default settings require one).

It will automatically start a meeting but the video will be switched off until you manually turn it on.



Use the drop-down menu to change this option to use your Personal Meeting ID

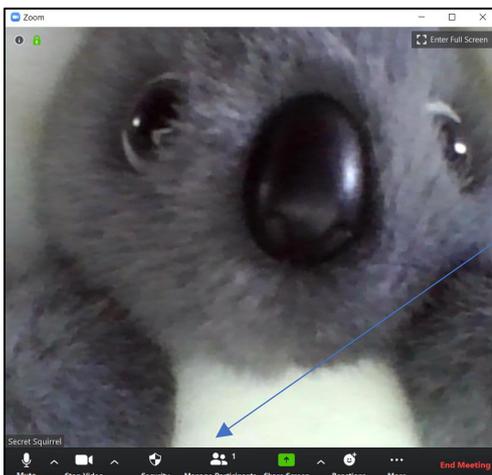
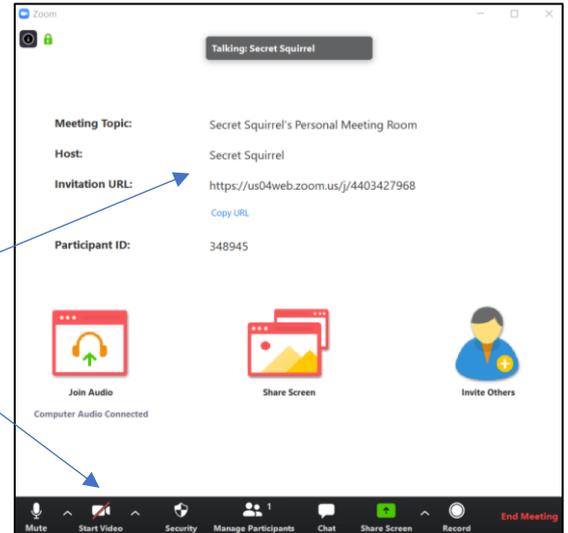
The video link is turned off when the meeting starts.



This pop-up window shows that the meeting has started.

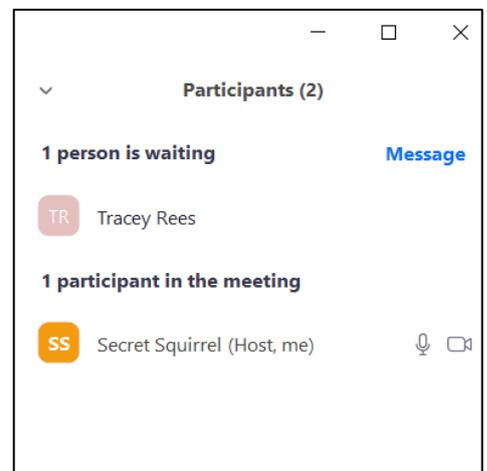
With password
Without password

Click on the video to turn it on



Click on the **Mange Participants** label to bring up the side panel (pop-up window if using Full Screen mode)

You already know the meeting ID and password so it is just a matter of waiting for your attendees to join your chat



SCHEDULING A MEETING



Select this option when you want to create a new scheduled meeting. This scheduled meeting can be a one-off or a recurring meeting, but I have not included 'adding the dates to a calendar' in these instructions.

SCHEDULING A RECURRING MEETING

Rename the meeting so that it makes sense to all of the participants as well as you, the host.

Tick box (click) on Recurring Meeting

PASSWORDS are now mandatory on Zoom but you can set one of your choice by typing one in the box

To keep your meeting private, leave the box ticked and use the given password or overwrite it to one of your own choosing.

Select Host On and Participants On

Select Computer Audio

Select Other Calendars

Ignore these fields when creating a recurring meeting

If you select Personal Meeting ID (PMI) anyone who knows it can attempt to join your meeting.

If you choose an Automatically Generated ID, the same number would be valid for this recurring meeting whilst it is on your schedule

The Schedule button will turn BLUE when enough fields have been populated.

When you click on schedule a new window will pop up showing the meeting details.

These can be emailed to your guests or read out over the phone.

The ID and password will remain the same while this meeting exists on your schedule

SCHEDULING A ONE-OFF MEETING

Renaming the meeting is optional but it needs to make sense to the host.

Leave the Recurring Meeting box unticked

PASSWORDS are now mandatory on Zoom but you can set one of your choice by typing one in the box

To keep your meeting private, leave the box ticked and use the given password or overtype it to one of your own choosing.

Select Host On and Participants On

Select Computer Audio

Select Other Calendars

Use the drop down menus (click on the arrows at the end of each field) to select the required date and time.

If you select Personal Meeting ID (PMI) anyone who knows it can attempt to join your meeting.

If you choose an Automatically Generated ID, the number given would be valid for this one off meeting only

The Schedule button will turn BLUE when enough fields have been populated.

When you click on schedule a new window will pop up showing the meeting details.

These can be emailed to your guests or read out over the phone.

The ID and password will remain the same while this meeting exists on your schedule

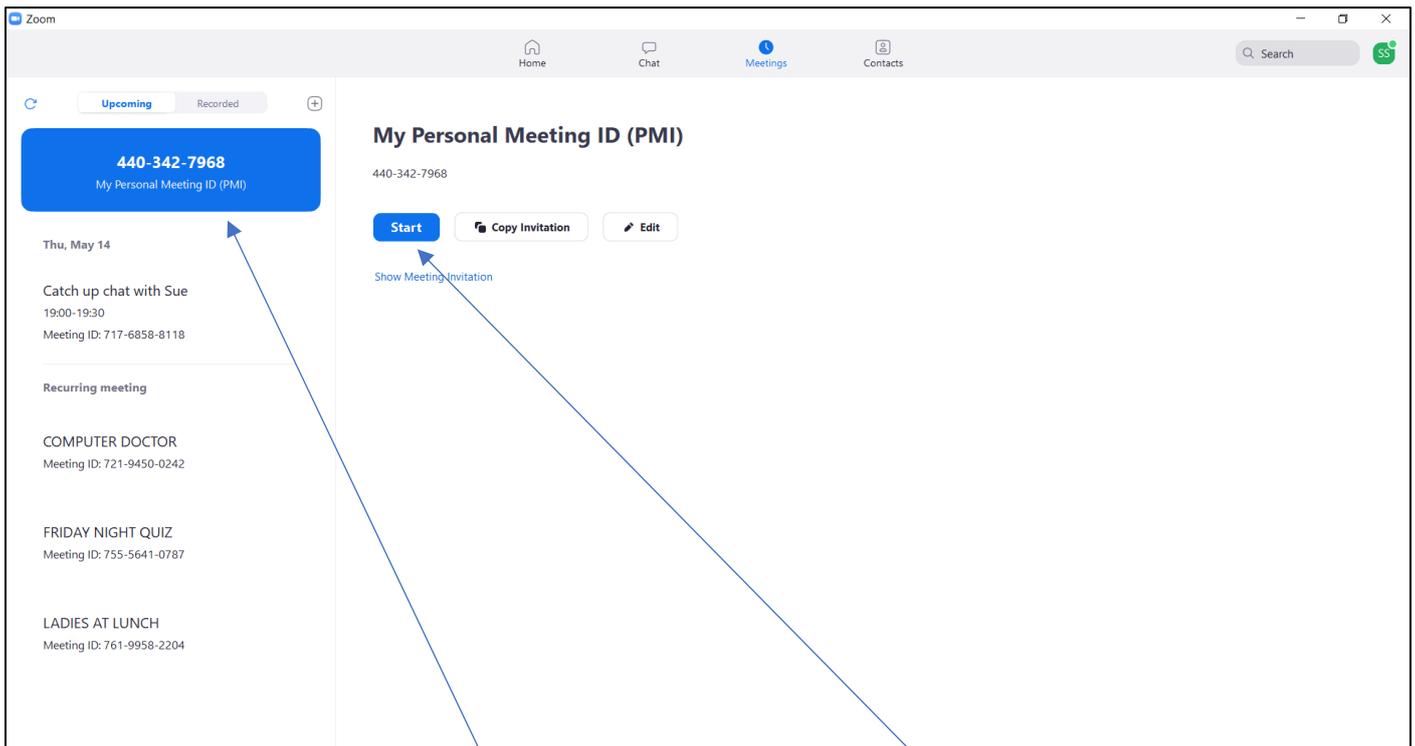


Both the recurring and one-off meetings will appear in your meetings schedule which can be found by pressing the meetings icon on your taskbar

USING THE MEETING SCHEDULE



Your Personal Meeting ID and any recurring or one-off meetings will appear in your meetings schedule which can be found by pressing the meetings icon on your taskbar. The following screen will appear.

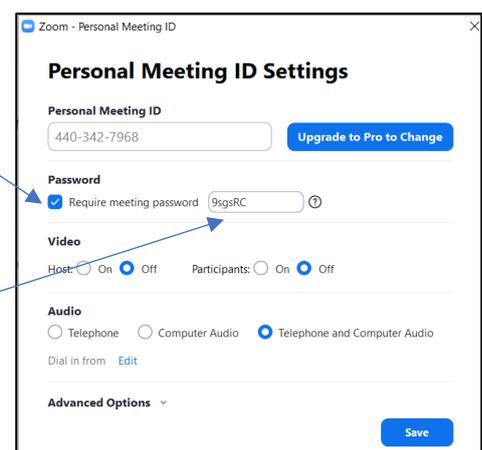


To start a meeting with your personal Meeting ID (PMI) make sure that your PMI entry is highlighted in blue. Then press the start button.

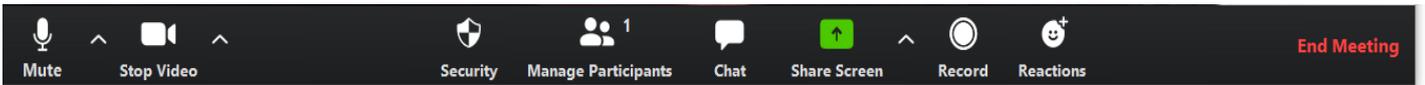
This will start a meeting with your default settings. If you require a password for people to join your meeting this will remain the same unless you change it. To check the settings, click on the edit button.

PASSWORDS are now mandatory on Zoom. This should NOT be the same as your sign in password

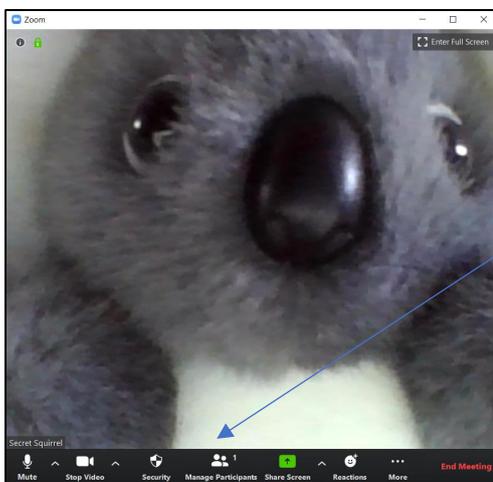
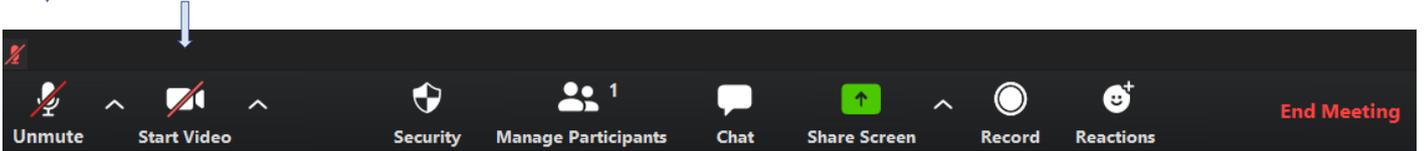
To change the password to a more memorable word for your attendees, overwrite the automatically generated password.



IN THE MEETING

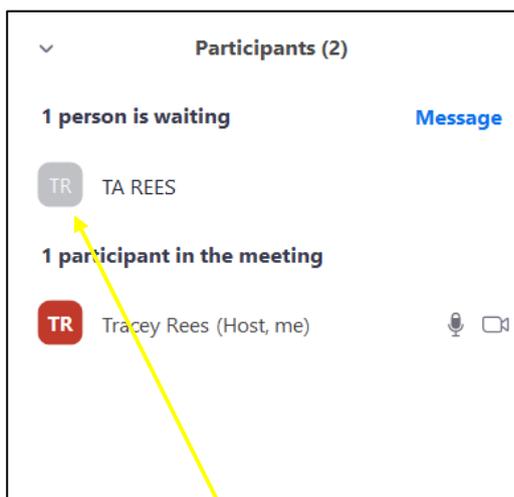
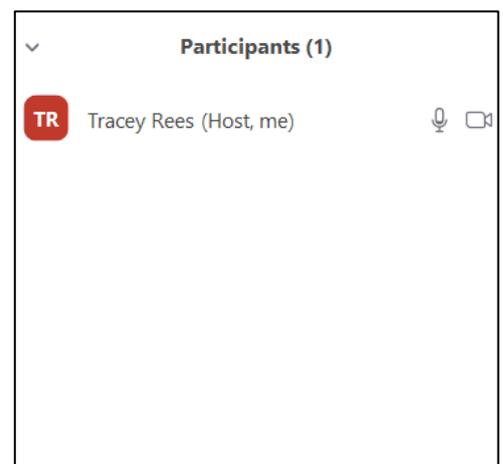


A red line will appear through the microphone symbol if you have muted your voice.
A red line will appear through the video symbol if you have switched your video off.



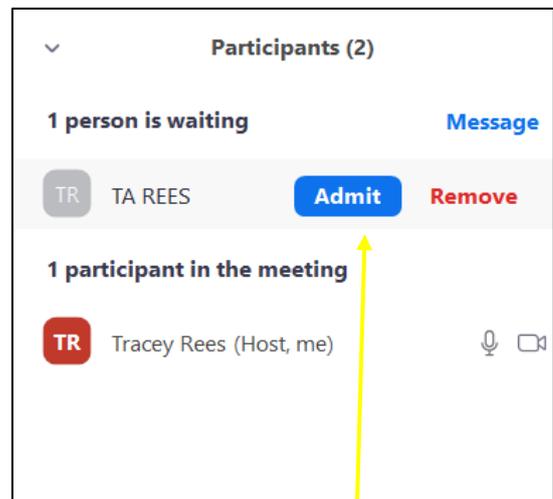
Click on the **Manage Participants** label to bring up the side panel (pop-up window if using Full Screen mode)

You already know the meeting ID and password so it is just a matter of waiting for your attendees to join your chat



When the invited person joins the meeting then this message appears on the participants panel on the right-hand side of your screen.

They are now waiting for you to authorise them to join the video call



Point your cursor on the name of the person who is in the waiting room **ADMIT** and **Remove** appear next to their name.

Click on **ADMIT** and this lets the other person join your video call

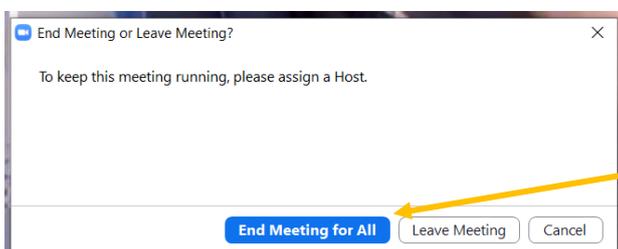
When the other person joins the call, their face will appear in the large screen and your face will be in the small screen



To make the screen full size click this symbol in the top right-hand corner of the video screen
Move your cursor across the screen if this symbol does not appear.
Do the same on the full screen to get it back to small again



When you have finished with the call, click on the label called **End Meeting**



This box will pop up on your screen for you to finish the call. You are the host so you can end the meeting for everyone.

CLICK HERE

ADDITIONAL NOTES

- 1) When the new meeting icon on the home screen is set to use PMI, then the start button will disappear from the scheduled meetings screen. Untick the option to bring the start button back.

