# Zoom: Video Chat and Meetings



How will it help us?

Zoom allows you to talk to a group of people from your own home. You can meet with a group of people and chat together, with video on or off as you want.

Our Connect group (small group) used it last night to check in with how we all were and to reflect on the study that we are doing together. It was a little odd at first but once everyone was in, we settled. Perhaps the biggest thing we learnt was that we need to take our turn and interruptions don't work (which is not a bad thing to be reminded of).

Is it the only thing we can use?

No, there are plenty of other ones. But this is the one that we had recommended, have tried out and have found easy to access and use. Other examples include Skype and Microsoft teams.

What do we need?

Everyone will need access to a laptop, desktop computer, smart phone or tablet and have an internet connection. A microphone for each is essential and camera is handy (sometimes these are built into the device)

Everyone will need to register and download the software.

1 person will need to register and 'host' the session. (free if you meet for 40 minutes or less)

Quick Instructions to host:

1. Go to zoom.us and 'Sign Up'
    a. Follow the instructions to register.
2. Once registered click 'Host a meeting' (top right)
3. Download the software and then open.
4. In there you can schedule a meeting by going to 'Meetings' and then clicking on the (+) sign.
5. Once it is set up you can 'Copy URL' and then paste it into email, whatsapp you want to share it with people.
6. Start the meeting and await people joining.

Quick instructions to participate:

1. Click on the link you have been sent (make sure you are expecting the link)
2. Follow instructions, which will include downloading 'Zoom' from the app store or from your browser.
3. Once it is set up you will be connected.
4. You will need to turn on video and microphone (option at the bottom)


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First time?

It can feel tricky and time consuming the first time of hosting or joining. But persevere as after the first time it is a lot quicker and easy to learn the steps to do it.

Do try it with one or two people first before you 'need' it to get a feel for it.

**Everyone**. How do I register and download?

I'd recommend doing this plenty of time before you want to start your first meeting. These instructions are for doing it on a laptop or desktop, but it can be done on a tablet or smart phone.

1. Go to www.zoom.us
2. Click on 'Sign Up, It's free'
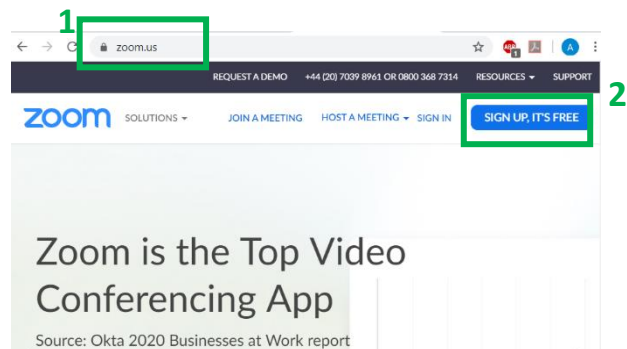


3. Put your email address in here.
4. Click on 'Sign Up'
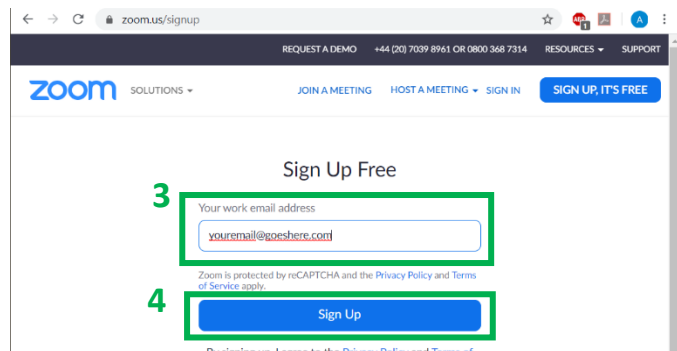


5. A picture sometimes appears and asks you to select certain parts of it. Then you click 'Verify'
6. It will then ask you to confirm preferences for mailing. Either select continue or the option to 'Choose your preferences'

7. You then need to open your emails. You will receive an email from zoom almost immediately. If you do not check your spam folder.
8. Click the button that says 'Activate Account'



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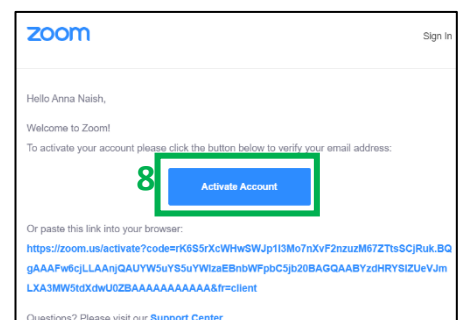
9. It will open a new screen and ask for details.
10. Fill them in. Make sure your password is at least 8 characters and has numbers, lowercase and uppercase in it.
11. Click 'Continue'
12. It takes you to a page asking you to invite friends to sign up. You can do this by adding emails (with permission) or click 'Skip this step' at the bottom.
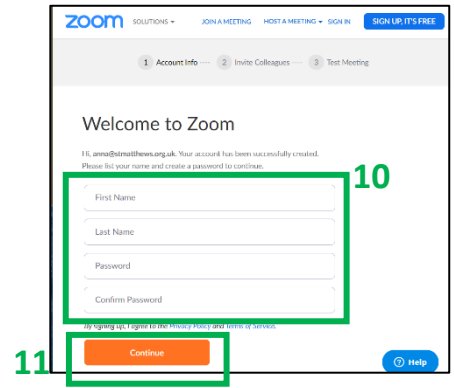


There are instructions once you have registered to run a test meeting that you may find useful. Or…

13. Hover the cursor over 'Host a meeting' at the top. It will give you three options.
14. Click on the one you would like. (These instructions continue for video, but they are all similar)



15. It will open a new screen. It will look similar to this but may be different in different browsers.
16. It will ask you to 'Download Zoom' somewhere on the screen.
17. This usually appears on the bottom left of the screen.
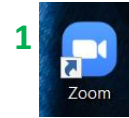18. Once it has downloaded you can open it.
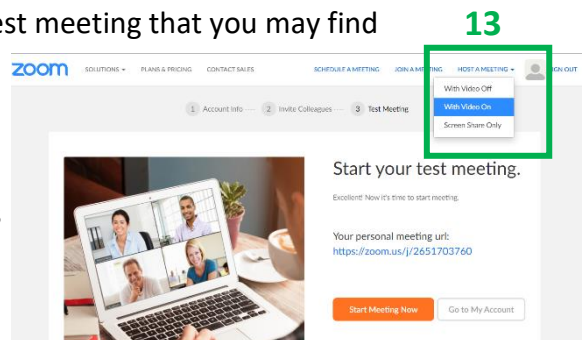


19. It may add an icon to your desktop automatically. So in future you can open it there.
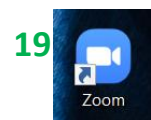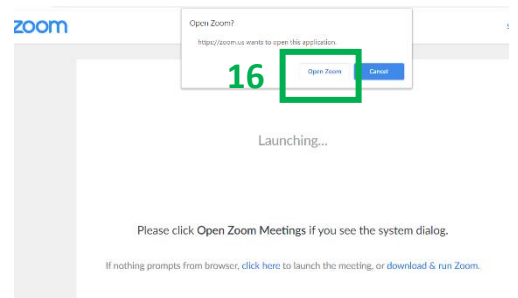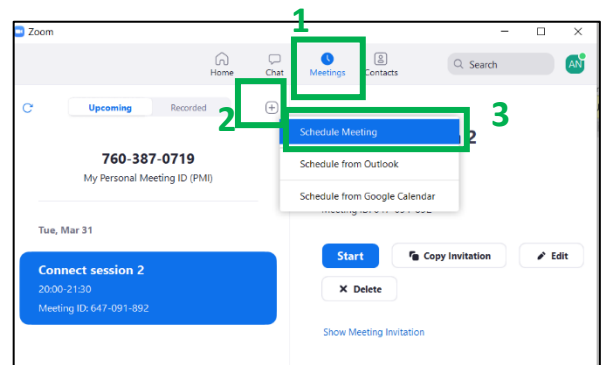
**Host.** How do I set up a meeting?

1. Click on the Zoom icon to open Zoom.



2. In the window that opens. Click 'Meetings'
3. Then click the small '+'
4. Click 'Schedule meeting'



5. Fill in the details and times. It doesn't need to be precise as long as the participants are given the correct information.
   a. Topic – what is it about?
   b. Start – so people know when.
   c. Duration. You cannot put a precise time in, its for you and others to have an idea. On the free version it can only last 40 minutes so do keep an eye on the time.
   d. Meeting ID – Don't need to change.
   e. Password – Switch off unless you need it.
   f. Video – Switch it on, unless you only want sound.
   g. Audio – Both is a good option.
6. Click 'Schedule'
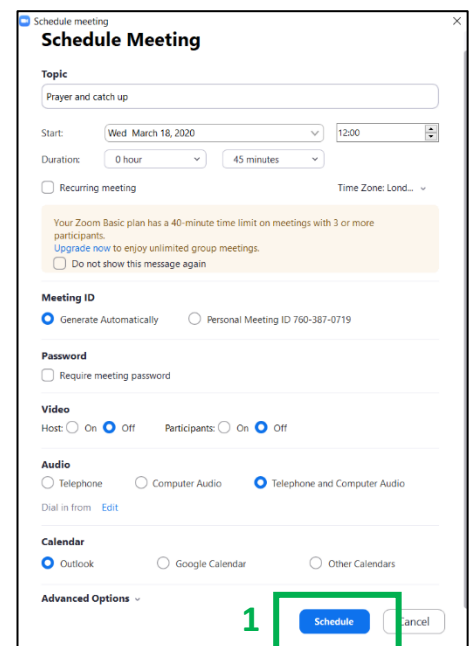


7. Click 'Copy invitation' this will copy the invitation to share with others.
8. You can now paste your message into an email, Whatsapp, Messenger etc to send out to the people involved. (Details on how they join below)
   a. Send that message out as a normal message.
9. If you are starting straight away then you can click 'Start' on this window (next to copy invitation)
   a. If you are coming back to start it later. You open Zoom as you did at the beginning, click meetings and this screen will still be there to click 'Start' on.



**EQuip Resources**
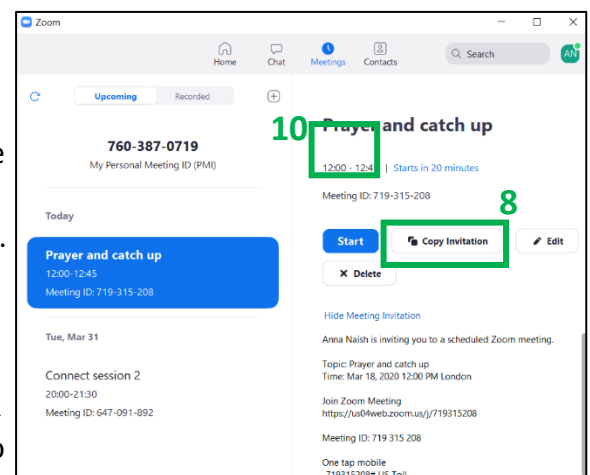
You can add more meetings in the same way. If you want to edit or change anything, the different meetings can be selected on the left on the screen. And then the button that says 'Edit'

**Participant.** How do I join a meeting?



1. You will receive an email like the one here.
   a. Do not click on links that you don't expect.
2. Click on the link.
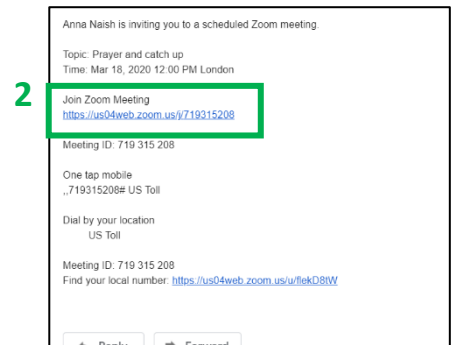


3. It will open a new screen. It will look similar to this but may be different in different browsers.
   a. On a smart phone or tablet it will take you to the app store to download the app.
4. It will ask you to 'Download Zoom' somewhere on the screen.
5. This usually appears on the bottom left of the screen.
6. Once it has downloaded you can click and open it.
7. It will open the meeting ready to start.
8. You will need to turn on the video and sound by clicking on the microphone and video picture at the bottom of the screen.

9. In the future clicking on the invite link will ask you to 'open Zoom' rather than downloading it again.

**EQuip Resources**
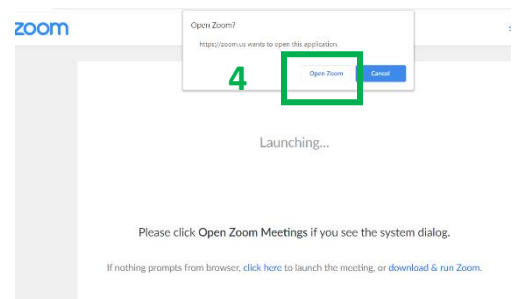
## What is a meeting like?

This is generally how it looks on a desktop. It might also set up with a main picture and smaller ones of others at the top, it will rotate the big picture to whoever it thinks is speaking. On tablets and phones you may need to swipe right to see more people as it has a maximum number on one screen.

Very basically you just talk. There will be a different flow to being in the same room, mainly due to the importance of taking in turns as body language is not as easy to see on the small videos.
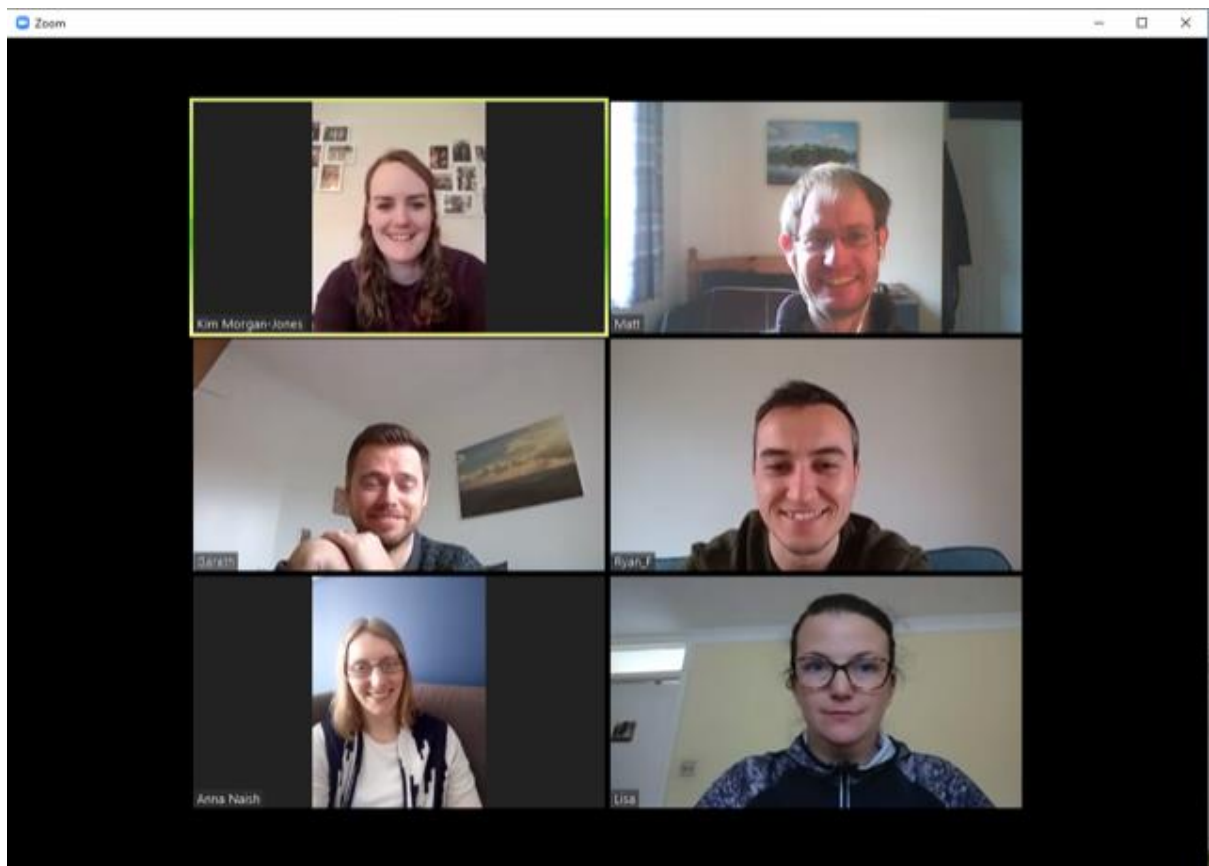


- There are options along the bottom if you click on it. For the host to invite participants etc.
- If you right click on your own image (and others as the host) then you have options such as mute.

In the bottom right there is the option to leave the meeting and for the host to end the meeting.


**EQuip Resources**