

Using Zoom

A basic guide to participating in Zoom meetings.



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Zoom is a powerful, easy to use, communication tool. It can be used as a meeting medium or even a presentation tool between 2 or more people. You can talk, look, run a PowerPoint or show photos.

I do not pretend to be a Guru, so if you encounter any difficulties, I do not promise to be able to solve them. However, please feel at liberty to relate any problems and we can look for solutions to actual issues.

Please be aware that Zoom is a dynamic program and can change in both the screens you see or the way you navigate. Also, please note that my experience is with Gmail and I operate on a Windows platform. Positioning of icons etc will be slightly different on iPads, iPhones, Apple/Mac PCs and android phones

This document is will be revised from time to time as new procedures, or problems, are discovered. The version is indicated by the date of the document, which is in the form of yymmdd (Year/Month/Day).

Happy hassle-free communicating.
Roger

To Load Zoom on your Device

To load Zoom on your device (PC or Laptop or Apple/Mac or iPad or iPhone or Android).

Link to <https://zoom.us/download> This will download a file so you can install the software.

The file is named zoominstaller.exe. Double click on it and agree to use your device (PC etc.) and to run with sound and video. If you are asked to run any program OTHER than Zoom, best not to.

The end result should be to install Zoom. You will have to give your preferred email, and a name (use proper name so, down the track, others at a meeting will know it's you). A Zoom icon should also appear on your PC desktop (screen).

If you are not connected and have a meeting to join, link to <https://zoom.us/signin>. Provide the Zoom meeting number (11 digits) and password (6 alpha-numeric characters). Then, as above, provide your email, name, desire to use video and sound and whatever else is an appropriate request. This should get you into the meeting and also load Zoom on your device for next time

To Join a meeting

Open Zoom

Go to Home Page (the usual default)

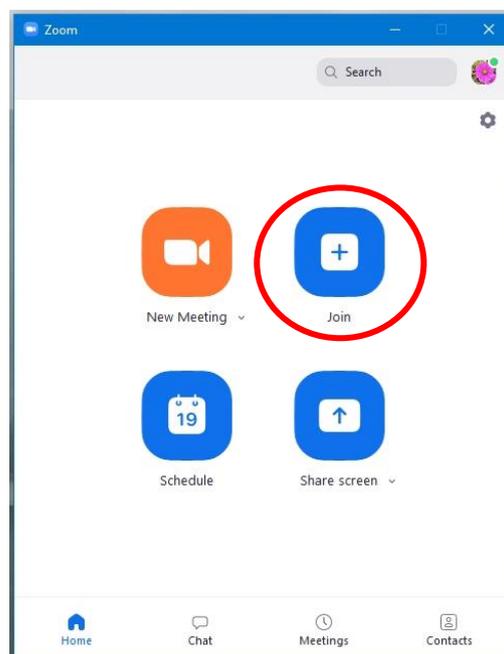
This window should appear (minus the red circle)

Click on Join

- Then enter the meeting ID (11 digit number) and Password (6 digit alpha-numeric characters)
- Wait to be admitted
You may need also to click a 'Join with Video' and/or join with audio.
- DONE!

Alternatively, if the host has sent you an email notification

- Make sure you are not already logged on or joined to another old meeting (e.g. last time you used Zoom, but did not fully disconnect). If so, completely disconnect and reload Zoom.
- Press on the https link sent to you.
- Wait to be admitted (may take a few minutes, depending on Zoom traffic)
You may need also to click Join with Video and/or join with audio.
- DONE!



Zoom Home Page

To Call a meeting

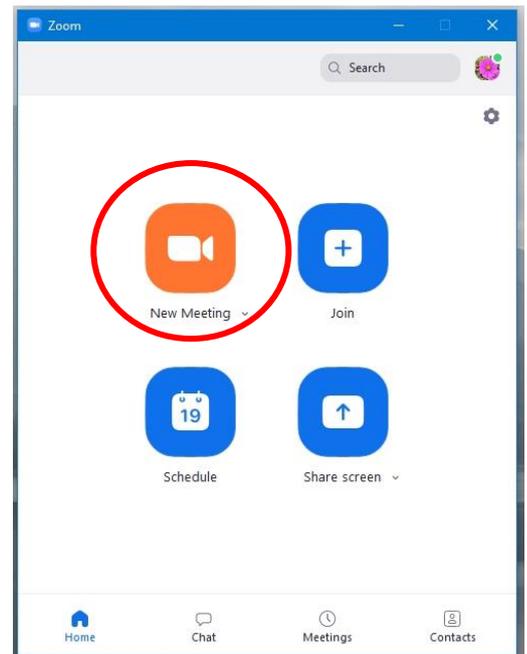
Open Zoom

The Home Page should appear (minus the red circle)

Press New Meeting

If you just want to practice by yourself, start a New Meeting but do not invite anyone.

Zoom terminology is for you to be the **Host**, everyone else is a **Participant**. Everyone has same operating procedures it's just that the Host has a few more controlling rights.

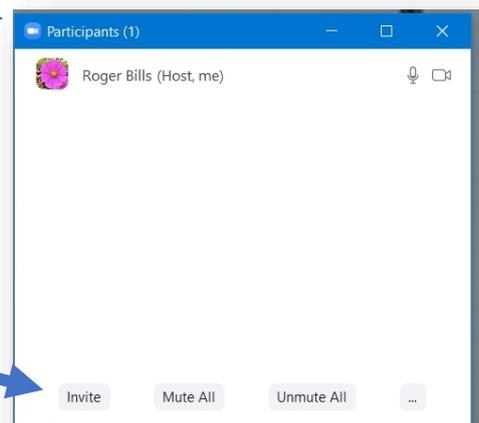


To add list of names

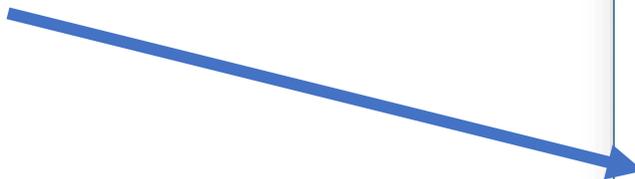
Stage 1:

Press Manage Participants tab at bottom of screen (or top if you have an iPad). See later how to do this.

This window appears.



Press Invite

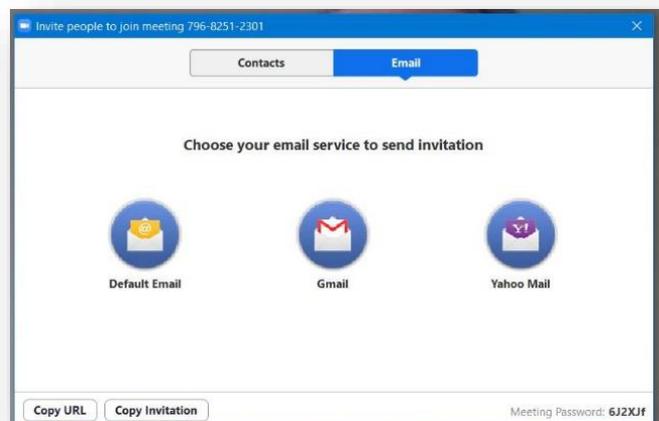


Stage 2

This window should now appear

Press Email

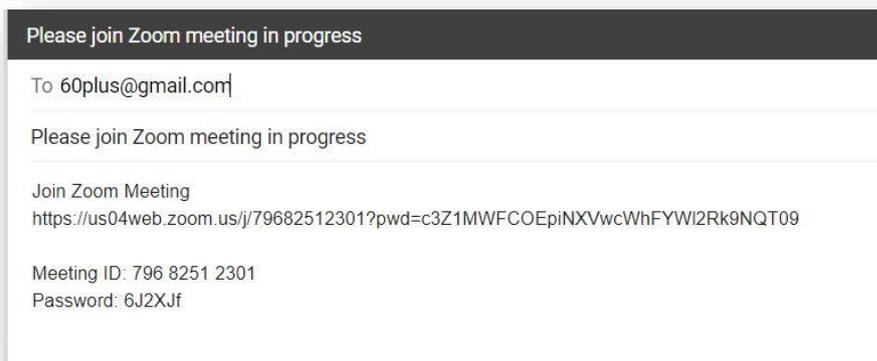
Press Gmail (or your email provider)



Stage 3

This window should appear

In the Recipients area,
enter the emails of all the
people you want to invite



Send the email exactly like you send any email

It contains the information needed for the recipients to click. (Even loads Zoom if the recipient is not already on Zoom.)

They will then respond (after maybe 2 or 3 minutes, it all depends. System sometimes slow).

They will enter a "waiting room" and this will show on your screen.

Then you accept them (or whatever the wording is) and they will join the meeting.

You will be the host

As such you can mute whoever you like (particularly anyone overly loquacious!)

From here on it is assumed:

1. You are able to **open** Zoom
2. You can **join** a meeting
3. You can **open** a meeting (New Meeting)

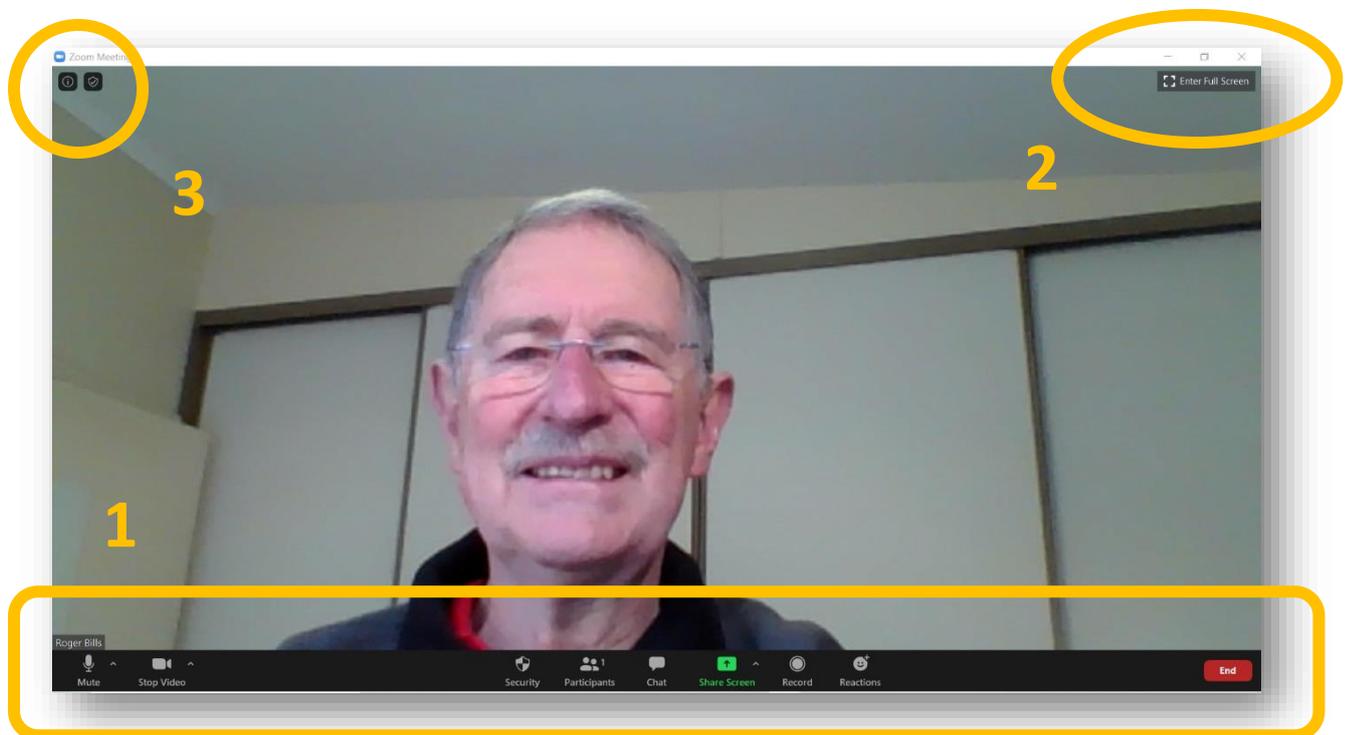
Using Zoom

This section is about:

1. The Zoom Toolbox
2. Some physical elements
3. Meeting etiquette
4. Using Zoom as an effective medium of communication

Caution: Location of 'pop-up' tool bars and buttons will vary from one PC to another. Those shown here apply to my Windows laptop. They are be found in slightly different locations on the screen of my iPad.

The Zoom Screen



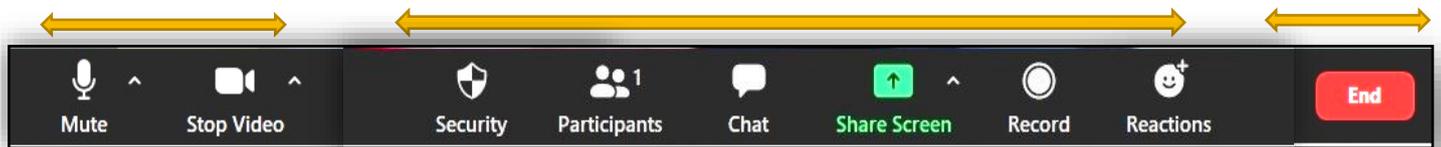
Areas on the Zoom Screen

1. Main Toolbar
2. Image controls (full/partial screen, gallery/speaker view)
3. Meeting and security details

1 The ZOOM Toolbars & Menus

1.1 Basic Tools

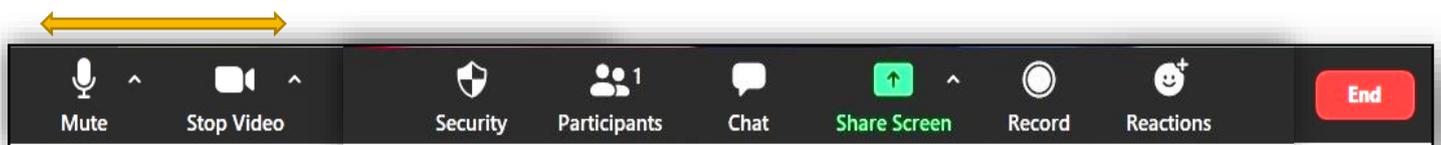
First of all, I want to run through some of the basic tools available through Zoom, to understand what can be done at a pretty basic level.



The bottom row on a Windows laptop (note: these controls may appear in another place on your computer/iDevice)

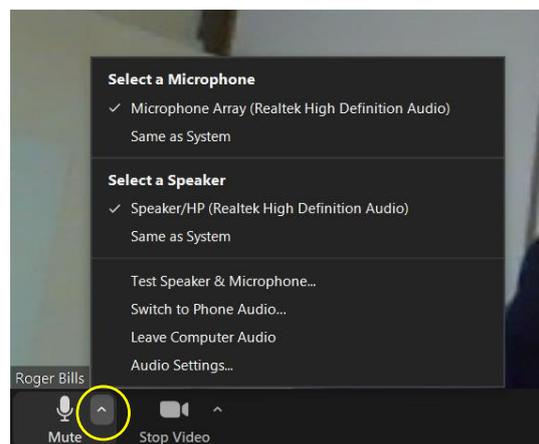
The bottom row of controls comes in 3 groupings:

Personal Settings



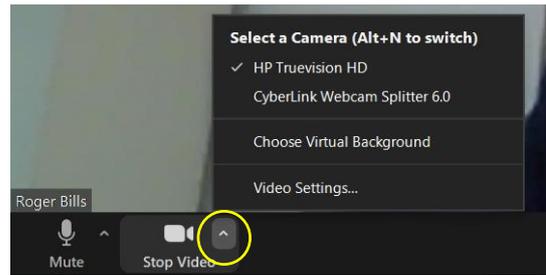
Mute You may turn your PC sound on or off. It works as a toggle switch. If you run mostly in a meeting in mute, you can always temporarily unmute yourself by pressing the space bar, hold down the spacebar, speak, release the space bar. Alt+A also toggles the mute/unmute status.

Mute ^ Choose your microphone, choose your speaker (generally use that on the PC), test your speaker and microphone and a few other choices I will not cover as they are best left unchanged.

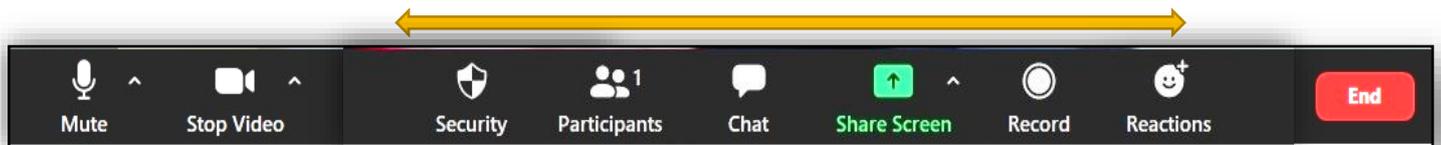


Stop Video Takes your image offline. Reduces session bandwidth if many people are joined.

Stop Video ^ Video Settings (be careful) and Virtual Background (VB). The VB looks good on a small image, but awfully disjointed and distracting around your personal image. Please don't use it if you are the speaker.

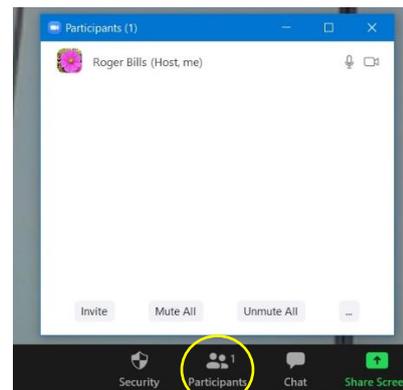


The Operating settings:

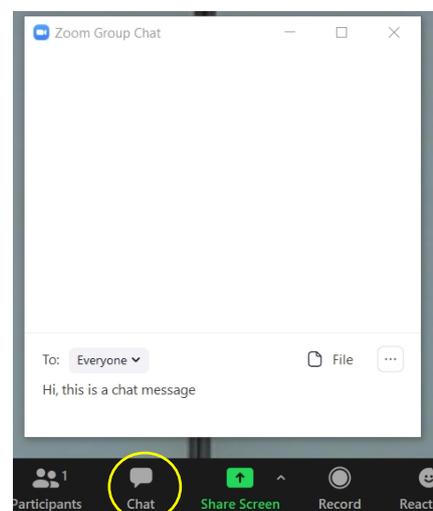


Security Security settings – a tool for the host. Not really important for informal chats – relevant to stop “Zoom Bombing” from uninvited participants. Normally a high level of security is the default, as all attendees will need either to have been invited or have the meeting password, which changes from meeting to meeting. Even then, no-one enters unless admitted by the Host. They go first into a “Waiting Room”.

Participants How the Host can mute anyone, and how the Host can see who wants to speak (raised hand image will show if tab triggered by a participant, see below).
If you are a Participant then the Label is simply “Participants”. Pressing this will throw up a screen to allow users to see who is at the meeting, who is talking, who is on mute



Chat This displays a window to permit a chat (via typing) to comment during the meeting.



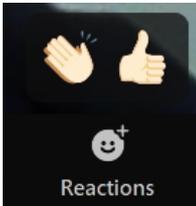
Share Screen A presentation tool. More on this later. A powerful fun tool



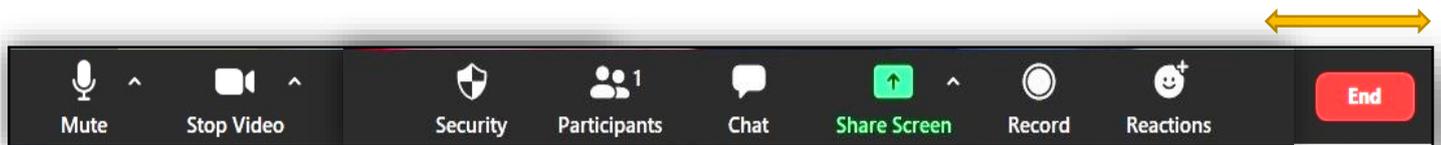
Share Screen ^ Tool for the Host: Allows some default settings to be changed. Best left unaltered for now.

Record In extreme circumstances, you may even record the meeting to your PC. (Good for Minutes Secretaries???)

Reactions You may “clap” a speaker to applaud or “thumbs up” to agree with the speaker. These will show inside your image and display on everyone’s monitors. They fade automatically after about 10 seconds.



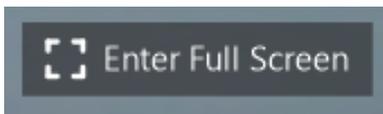
End button (Far right, bottom row)



Self-explanatory. When you leave the meeting, unless the Host ends the meeting first!

1.2a Full Screen or Partial Screen

These appear, one at a time, as a toggle at the top of my screen.



1.2b Speaker/Gallery View toggle switch

Icons at the top RHS of my screen that appear when cursor moves

Speaker View or **Gallery View** (your choice; speaker view shows a big picture of whoever is holding the floor at the time. Zoom will automatically select loudest voice, so Host may have to mute “you know who”).

1.3 Information and encryption

Icons at the top LHS of my screen that appear when cursor moves



Information (Meeting details: Name, ID, Host, Password to join).



Security Encryption lock. Do not touch unless you know what you are doing.

2 Physical Aspects

Looking Good (how to be seen in a good light)

There are a few tips to looking good on Zoom.

- Have the light in front of you (or slightly sideways) and above.
- Do not have a bright background as this makes you look very dark (camera adjusts for even light).
- There is the temptation to use a virtual background. This is OK, EXCEPT if you are the speaker, as your edges will go haywire and it will be very distracting. My advice: “Don’t”.
- Have the screen elevated so the camera is not looking up your nostrils.
- And look at the camera, or at least the top 1/3rd of the screen when you are the Speaker. Looking at the camera may feel a tad unnatural, but you will look natural to your audience.

Meeting Length

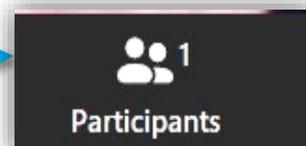
- With Pro or Business accounts meetings may take as long as they need – or has been allocated.
- However, individuals may run meetings under their own membership ID.
 - 1 on 1 for unlimited time.
 - 1 to many: 40 minutes. Sometimes Zoom allows longer, but similarly, sometimes it doesn't.

3 Meeting Etiquette (Good Conduct)

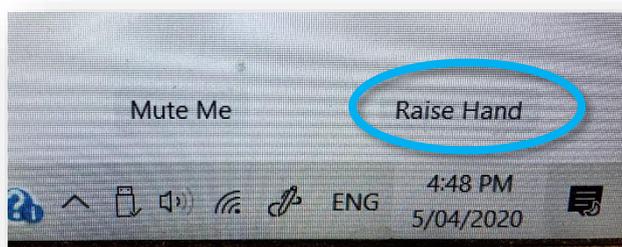
To be successful in meetings we need a few common Ground Rules. Additional agreed etiquette may also apply.

- The Chair is still the Chair, but may be referred to as Host (Zoom terminology).
- The Host can control who speaks if they so choose. For large meetings, muting non-speakers may be the way to go (but applause and thumbs up reactions still work).
- Those wishing to speak may **raise a hand** and the Host will then allow them to hold the floor (or is it hold the screen?) when appropriate.

To raise hand, press the *Participants* tab, and then select a tab *Raise Hand* (see below) which should appear on your screen (exactly where depends on your PC/iPad etc).



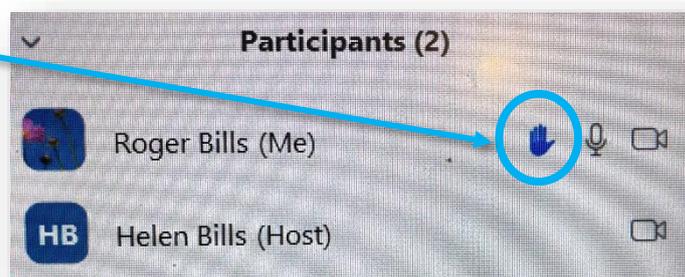
Note: For everyone except the Host, this tab is labelled 'Participants'



Note: The Host cannot trigger a raised hand for themselves, but raised hands will appear against Participants if the Host has the *Manage Participants* tab open.

Raised Hand icon

The hand shows on everyone's Participants window provided they have activated the Participants tab.



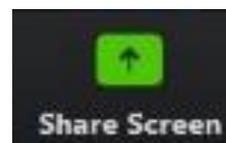
Participants window. Opens when you press Participants tab

- Hint: Learn how to raise your hand, so you may speak.
- A small additional raised hand should also appear somewhere on the Host's screen to alert them to a Participant's hand signal.

4 Using Zoom as an Effective Communication Medium

If only speaking is involved, then this subject has been covered already. See in particular “Image Presentation” and “Meeting Conduct” which are covered above.

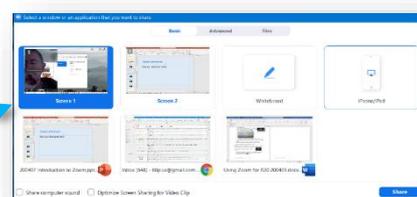
The one additional tool is using images, either pictures, words or PowerPoint. For this you need to use the Share Screen tab.



Using Share Screen

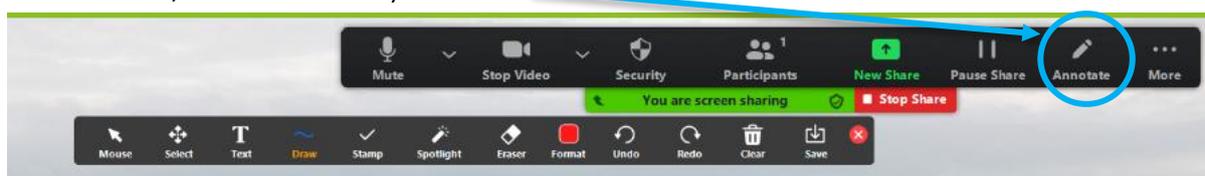
Some tips:

- Clear everything off your desktop, except your presentation, before you join Zoom.
 - When you want to present, press the green Share Screen .
 - Stay with the default Basic setting
 - You can select:
 - Screen 1.
 - Screen 2 (if you use a second screen).
 - or any program you have on your desktop.
- As a start, I suggest you select Screen 1.



*Share options on my screen at the moment.
(So keep a clear desktop to avoid confusion.)*

- Press the blue button that says **Share** .
- Your Zoom will then go offline and instead you will see your screen, almost as if Zoom was not working. But everyone else will then also see your main screen, which will show your PowerPoint (or whatever).
- Run your PowerPoint (or whatever).
- You will even be able to annotate, draw lines etc as you go (by the controls at the top of the screen, choose Annotate).



- You can draw, type text or generate a spotlight too; using the Annotate tab.
- When you have finished, scroll the cursor up to the top and an option to **Stop Share** will appear.
- Click it, and you should be back to normal.
- Finally, find a friend, phone them, **EXPLORE** and practice the techniques until you become comfortable with using them.

Final Word

In these troubled times of social isolation, may your desktop become your ZOOM ROOM. #