

Zoom Instructions

Download Zoom from App Store onto your iPad or as a Programme onto your PC

- Once downloaded, you need to log into Zoom

Setting Up a Meeting- Pre-Scheduling

- Go into Zoom and use SCHEDULE to set up one or more meetings in the future. You will be the Host of the meeting and effectively control it. NB I always use SCHEDULE as it seems easy to use even for a meeting in a few minutes time.
- For the Meeting, I always select
 - GENERATE AUTOMATICALLY
 - Make sure I record the password
 - Have HOST and PARTICIPANT Video set to 'ON'
 - **DON'T** enable WAITING ROOM or ENABLE JOIN BEFORE HOST
- Having clicked on SCHEDULE, I select 'COPY THE INVITE TO THE CLIPBOARD' and then past this into an email to my list of participants.

Setting Up an IMMEDIATE Meeting

- Go into Zoom and set up all the people who you want to invite to the Meeting as CONTACTS. You just need to know their email address. By doing this, they receive an email to join Zoom. You can then see on the system when they have seen and done this. You can also send a message via Zoom which they will receive if Zoom is open
- Click on NEW MEETING, to set up an immediate Meeting. You will be the Host of the meeting and effectively control it.
- Click on 'PARTICIPANTS' to invite people - they will then get an invite to join the Meeting

Joining a Meeting

- Pre-register with Zoom before meeting. Zoom available on the App Store or as a program
- Wait for Host to send you an invite via email before then going into Zoom via the link in the email or respond to the Zoom message
- Click on the **link to the Meeting** in the email to access the meeting
- .NB some interference can be caused if an iPad, say, is held rather than propped up against books for example
- Ensure CALL USING INTERNET AUDIO when go into the meeting screen
- Ensure the Video camera is clicked on – called START VIDEO. This may be on the top right of screen which you need to touch to find on an iPad.
- Click on GALLERY to see all participants who are in the meeting. Usually on LHS of screen. Again, may need to touch screen to find on iPad.
- The picture of the person speaking is usually highlighted in some way. The App though works like a normal conversation where you can interrupt and continue. In some instances, you might want to formalise this and ask people to raise their hand if they want to talk and the Host/Chairman can then ask you to speak
- LEAVE MEETING and END MEETING may be on the top left of the screen on an iPad when you touch it

General

- Meetings are only free for 40mins but it is relatively quick and easy for the host to set up a second meeting immediately or schedule a 2nd meeting with a short comfort (or make a cup of tea break)
- It says it can be used for up to 100 participants. I have not used it for more than 8 and I think the screen would be too full for more than, say 20, but it might be worth trying
- SHARE SCREEN allows you to share with all participants anything else that you open on your screen. I've used it a few times and it works OK. The host has to allow SHARE SCREEN – used it a few times to share photos or slides.
- The Third Age Trust has On-line Tutorials which are very helpful