

# Zoom – a Simple Guide to Attending Meetings

Zoom lets you make video calls through your computer, tablet or smart phone. You can see and hear people and, provided you have a web-cam and microphone they can see and hear you. You can also view a presentation, made by one of the other participants, through the system.

A benefit of Zoom is that, as an attendee, all you need is access to the internet. The meeting host, who has set up the meeting, does need a Zoom account (if using a free account the meeting is restricted to 40 minutes, otherwise it can be all day)

Please note that the limitations to this guide: it does not cover hosting, or (beyond a basic level) presenting at, a meeting, or the many other features of Zoom.

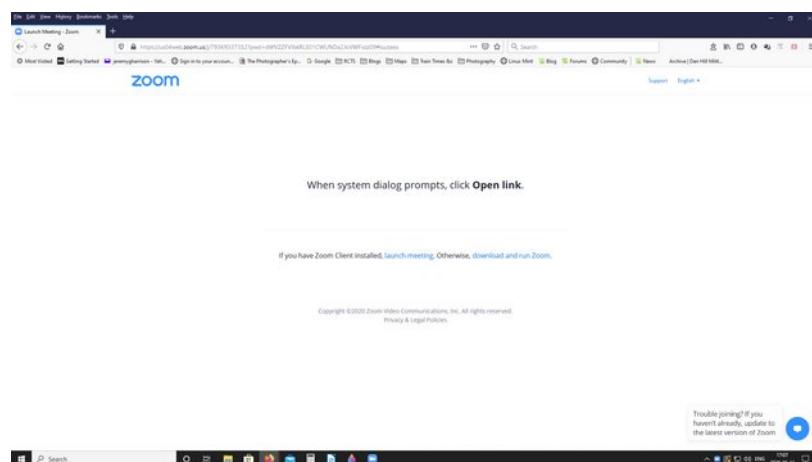
## To use Zoom to attend a Meeting

1) You will usually be sent a link in an e-mail which will look something like this:

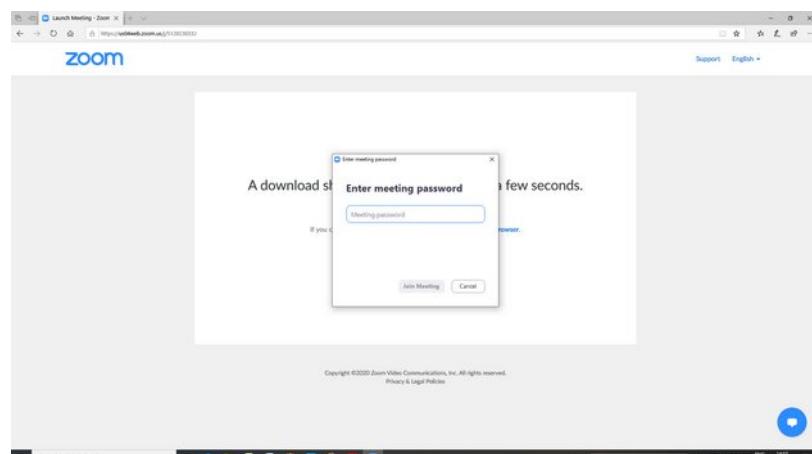
<https://us02web.zoom.us/j/89534130562?pwd=THkwWVRiS2I1MjhRaU9BZnNuY0phUT09>

The e-mail will usually come from the person who has organised the meeting (the host) and will include the date and time of the meeting. It will also include a Meeting ID and a Meeting Password.

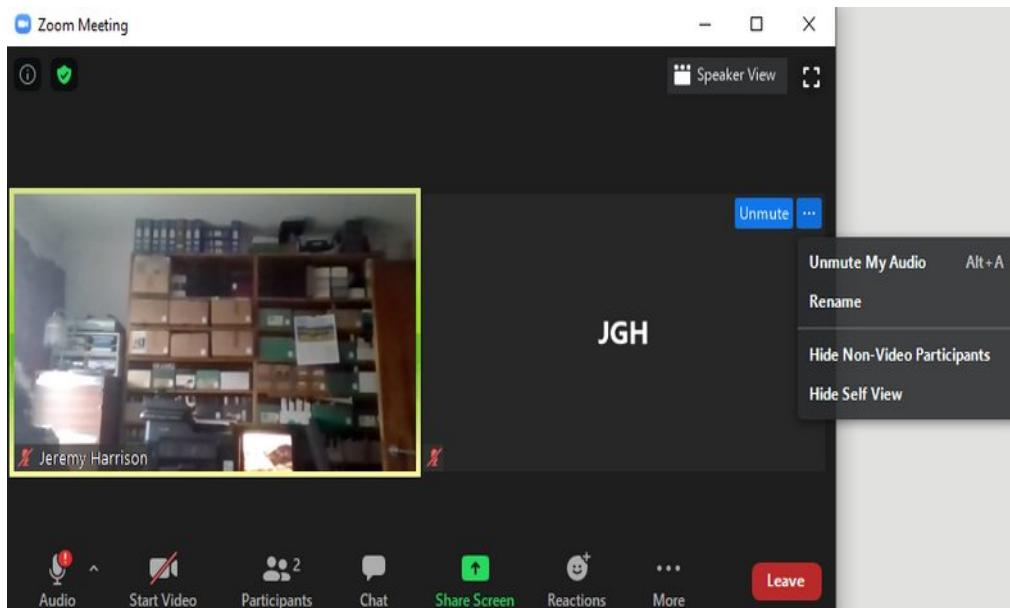
2) When the date and time of the meeting comes, click on the link. This will open a new window or tab in your browser, and, if you have the Zoom app correctly installed, launch Zoom into your meeting: otherwise you will be asked to "Launch" or "Download and Install" Zoom. (You may also be offered the possibility of attending the meeting through your browser, but this is not recommended)



3) You may then be asked for the Meeting ID, and Password (should not be required if you have clicked the join meeting link)



- 4) You will probably get another message: Click on "Join with Computer audio".
- 5) You may also have the opportunity to enter your name – set it to something meaningful.
- 6) You may have to wait for the host to admit you to the meeting, if Zoom's 'waiting room' feature is in use.
- 7) You should have now joined the meeting and should be able to see and hear other participants. (In this case, one is not in front of his camera, the other doesn't have one)



The icons at top and bottom of the Zoom screen may only appear when you move your cursor nearby, those on 'your image' (which will be black rectangle with name, as here, if your camera is off) when your cursor is on 'your image'.

Those at the top (left to right – those on the right are the two you're likely to want):

- 'i in circle' displays information about the meetings
- 'shield' (normally green with tick) shows your Zoom settings
- Speaker or Gallery view selects whether to show all participants equally, or emphasise who Zoom thinks is speaking (try it and see)
- 'broken square' Enter full screen mode.

Those on 'your image' are mute or unmute (yourself), or three dots to give menu, as shown here: the important option is 'rename', to change your name.

Those at the bottom (again, left to right):

- Audio/Mute/Unmute Will only say audio if there is an issue, otherwise click on the 'mute' icon once to turn your sound off, then on 'unmute' icon again to turn your sound back on. It is good practice to turn your sound off straight away and only turn it on if you want to speak (alternatively, pressing the space bar will temporarily unmute yourself). This prevents extraneous noise being heard and helps to avoid feedback. The host may also mute participants during a presentation. If you have been muted and want to ask a question during a presentation, use the Chat function and the presenter will answer at the next convenient opportunity.
- Stop/Start Video Click on the icon to turn your camera off or on. A diagonal red bar will appear when your camera is turned off. Click on the icon again to turn your camera on and the diagonal red bar will disappear.
  - Both these may have a little up arrow by them, giving a menu of additional functions

- Participants shows number of participants in the meeting. Clicking it will produce a list of them
- Chat Click on the icon to open up a message box where you can type messages. Type your message in the box, select who it's to ('everyone' or individual), and press "Enter" to send. Icon will change when there are unread messages for you to read (note: in this state the bottom icon bar will not self hide, until you've clicked to look at them).
- Share Screen **You should only use this if invited to do so.** Clicking on the icon enables you to share your screen with everyone – this is how a presentation can be shown. The host may control who is allowed to share their screen.
- Reactions permits you to put a 'thumbs up' or 'clapping' icon up on your image.
- Leave Click on "Leave" to Leave the Meeting (you may have to click again to confirm).

## When a presentation is being given

You don't need to do anything, but the display will change:



Note:

- This is full screen (you will probably want this, for best effect) with cursor moved to display icons at top and bottom of screen (if cursor is left static, icons will self hide)
- Video panel (showing meeting attendees) is on right, part overlaying the image
- At top centre, there a green panel indicating whose screen you are seeing
- With, next to it, a back panel 'View options' – clicking will display a menu: commands include
  - Hide video panel – you might want this, for best effect
  - 'Side by side' - divides your screen between what is being shown

## Further advice

- Zoom provide a 'test meeting' facility, at <https://zoom.us/test> – this will let you install the Zoom app, and try it out, in advance of your meeting.
- There are many 'How to join a Zoom meeting' videos on YouTube – for a selection, take a look at [https://www.youtube.com/results?search\\_query=how+to+join+a+zoom+meeting](https://www.youtube.com/results?search_query=how+to+join+a+zoom+meeting)
- **REMEMBER:** when your microphone is unmuted and your camera is on, you **CAN** be heard and seen – if you want to fall asleep, fiddle with something, have a family row, etc. it is only polite to turn them off. (And the host does have a remove command, to kick you out of the meeting, if it comes to it!)
- **THINK** about what will be behind you (it will be seen – are you happy about this?); also note that if there is bright light behind you, but none on your face, you will look like a black shape.
- As the bigger the image (screen), the better, consider attaching your device to your TV.

## Basic Troubleshooting

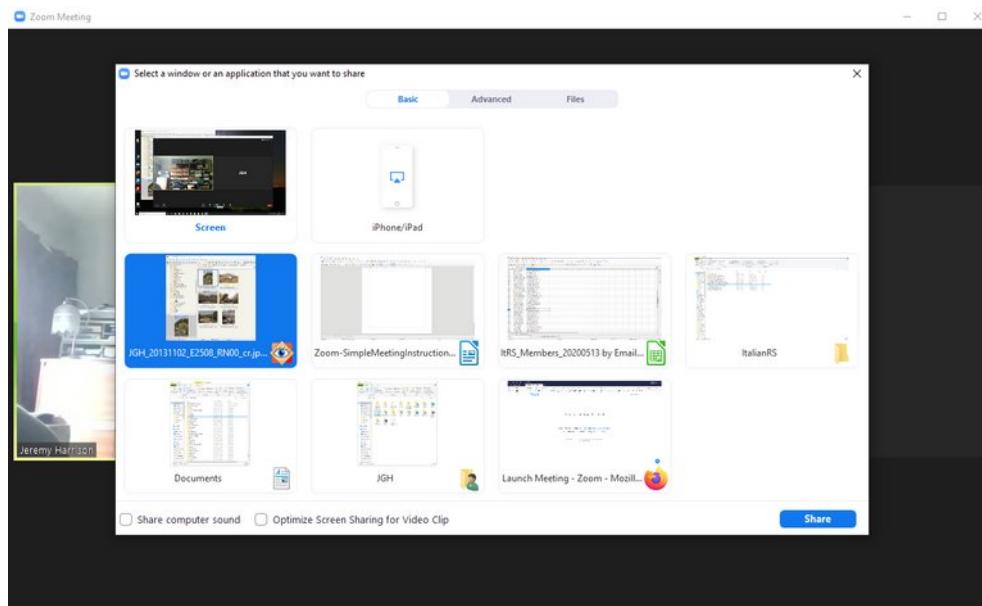
- The Zoom software doesn't open : If it doesn't seem to work, check that your computer security settings allow you to download files. This is an "exe" file, so some security settings may stop it.
- I can't hear anything: Check that your speaker is working by clicking on the drop-down arrow next to Mute and then "Test Speaker and Microphone". At the start of the meeting, there may not be anything to hear.
- No one can hear me: Check that your microphone is working by clicking on the drop-down arrow next to Mute and then "Test Speaker and Microphone". Also check that you are not on Mute.
- I can't see myself: Check that your webcam is working. Also check that your webcam has not been switched off by clicking on Stop Video
- Zoom keeps freezing or sounding strange: Your internet connection may be going slow. It may be better the closer you are to your internet hub.

## Basic Presenting using Screen Sharing

If you are asked to present some images at a meeting, you may do so using the screen sharing facility. Note that this is but a brief introduction to it: it has many other features and options. Also, I understand there are extra issues with screen sharing from an Apple device. (Showing a video (movie) is not recommended, and has extra considerations).

**You are strongly advised to have a practice 'dummy run' before doing any serious presentation.**

Before joining the meeting (ideally – certainly before starting to screen share) you should launch the program you are going to use to display your images (I use FastStone Image Viewer, but you can use whatever you prefer and are used to – it only needs to be on your device, not your audience's) and prime it 'ready to go'. When the time comes for you show your images, click on the 'Share Screen' icon, at bottom centre of your Zoom window (see above). An extra window will appear, as shown:



Select either your screen (top left icon) or your program (as here – marked by blue background), and then click the 'Share' icon (bottom right) – and you will start screen sharing. What you are sharing will be surrounded by a green line (this is what the other participants will see): you will also see a green 'You are screen sharing' indicator, with a red 'Stop Share' extension – click this when are are done (or ask the host to stop your sharing).

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Document produced by Jeremy Harrison, for RCTS, 2020-06-12, based, with permission, on a document created by Peter Robins for MDRS.