

# Zoom Cloud Meetings, using a PC

## 1. Introduction

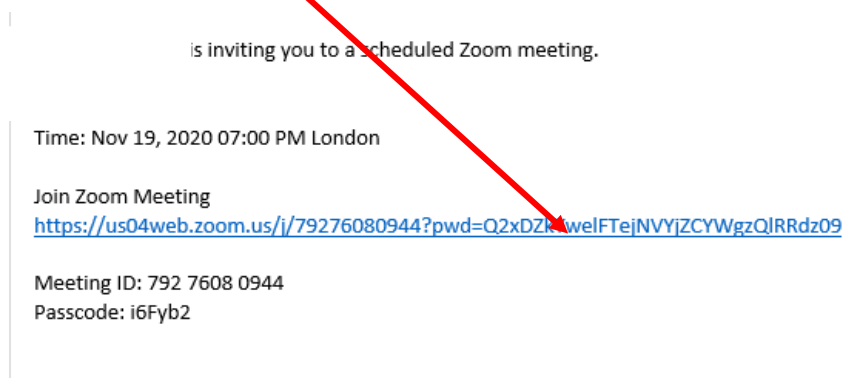
The Zoom Meeting App is very easy to use. However, if you are not familiar with installing apps on your PC and setting them up, it might be handy to get someone to help you. Once Zoom is installed, you usually do not need to do anything else.

Zoom is very secure - some important points:

1. Zoom Cloud Meetings Basic, is free to use for meetings of up to 40 minutes duration, with up to 99 participants.
2. When you download the App it only asks your email. you do not have to give your address or credit card information. Note: It is slightly more complicated, but you can join a meeting without the App at all. If you do not have the Zoom App, follow the invitation email link and you will be asked for a name, when you join a meeting – you could call yourself 'Joe Bloggs' or similar. Follow the instructions to use Zoom via a WebBrowser.
3. Each meeting has a unique web address (link), this is sent out via an invitation from the host email, usually. Only those receiving the email have this link. If that email is passed on to a third party, in theory that third party could join a meeting but he/she still has to be admitted to the meeting from a waiting room (see bullet 6 below)
4. When you click the link in the email you will be asked to wait in a waiting room until the host lets you join. You will be given a choice whether you wish join with video or not.
5. During a Zoom call, all that people see is what your iPad is called. Your iPad's name is part of its set up and will be a short name (mine says Peter's iPad). If you haven't named your iPad, the name that people see will be 'iPad'
6. When the general public started using Zoom on mass, during Covid-19 lockdowns, Zoom got a bit of bad press because uninvited participants were joining meetings, e.g. by being forwarded a copy of the invitation email . The uninvited participants had been disruptive. Zoom quickly changed things to require all meetings have a waiting room, unless the host changes to some complex settings. If you host a meeting, I recommend that you do not switch off the waiting room.

## 2. Joining a Zoom Meeting (set up by someone else)

2.1 A host will set up a meeting and send you an email invitation. Meetings can be immediate or scheduled into your diary. When you want to join the meeting, go to the invitation email which will look like the picture below. Click on the link (it should be blue like this one) and zoom will start up.



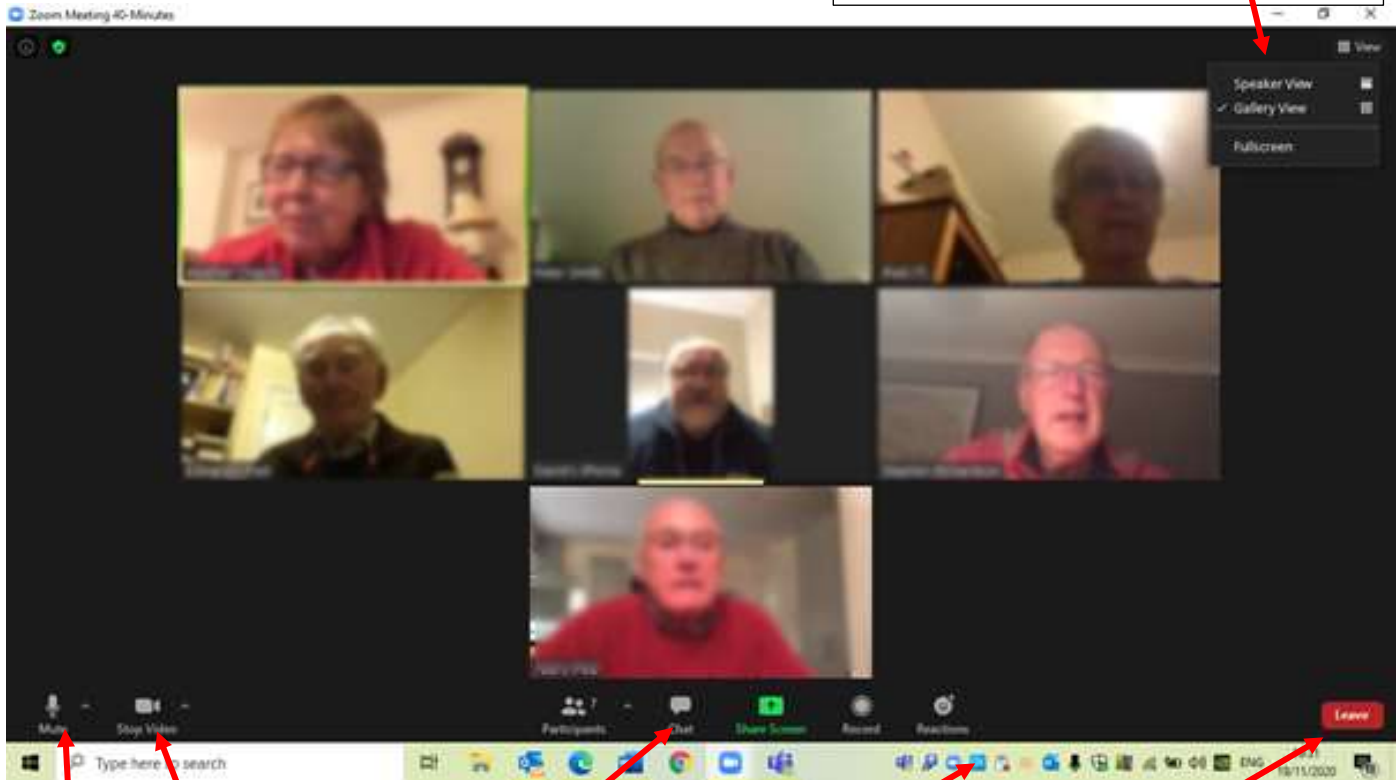
2.2 When Zoom opens, click join with video.

2.3 Your screen will typically go black for a moment, and tell you that your meeting host will let you in soon.

2.4 After a few seconds, the person arranging the meeting (the host) will let you join. You will then see an option to call using Internet audio. Select call using Internet audio.

2.5 Here is a typical picture of how the Zoom screen will open. The buttons around the screen disappear after a couple of seconds. Click in the centre of the screen and the buttons will reappear. I have shown what the buttons do.

Gallery view (see everyone) and Speaker View (see only who is speaking)



These turn the camera and microphone on or off (red line through when off)

If you are listening to a lecture it is good to switch off the Microphone. You can then listen to the speaker full screen (in Gallery View – top right of your screen).

Sometimes the host will switch

Chat

If you click this a box opens to the right of your screen. Type a remark or question at the bottom of this box and press enter.

Your question will appear at the top of the box and the speaker or other listeners will see the reply.

Reactions - very useful features that appear in your little picture just for a moment or two. For example you can give the speaker a clap to say thank you for a good chat or you can give a thumbs up to agree with a decision etc

You can leave the meeting by pressing the red Leave button in the top left of the screen. You can re-join a meeting if it is still in progress by going back to the email invitation.

I hope that these notes are useful.

Enjoy your Zoom meetings.

*Peter*

