

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,

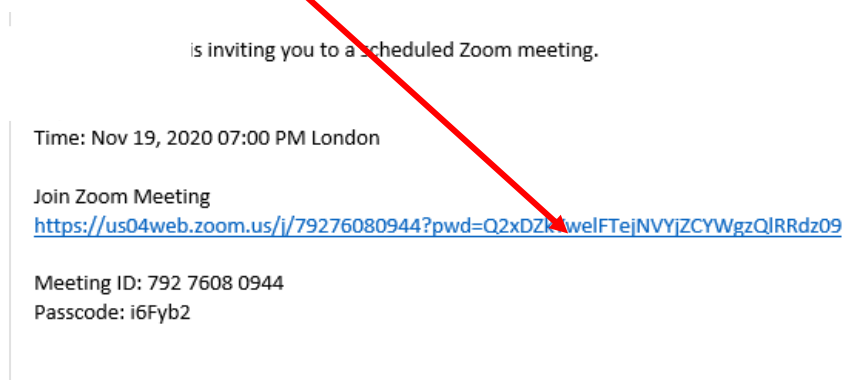
- See Section 2 if you are joining a meeting, set up by someone else.
- If you are the host for a meeting, there are more options, some of which are covered in Section 3

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.

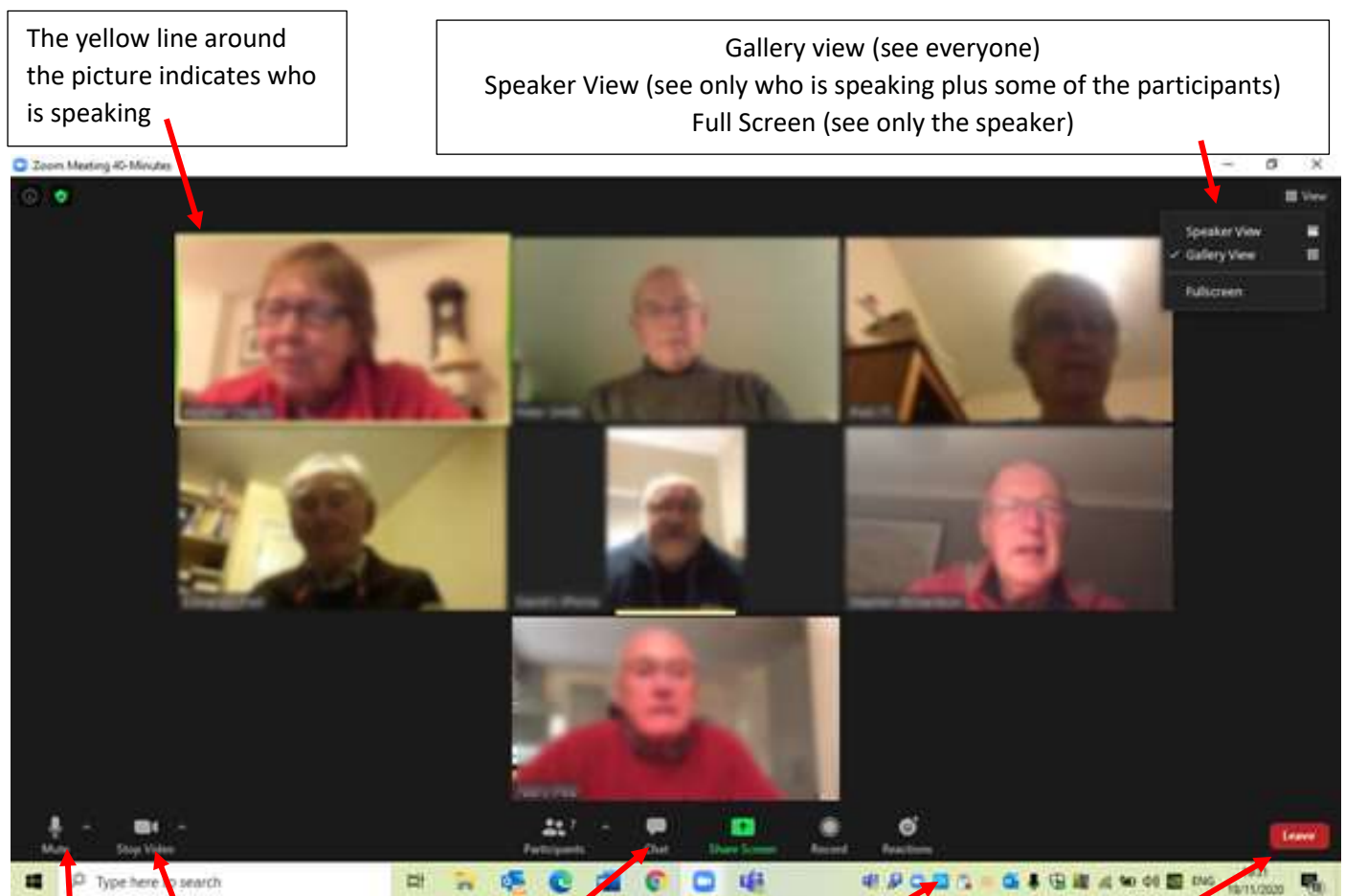


2.2 When Zoom opens, click join with video.

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.



The yellow line around the picture indicates who is speaking

Gallery view (see everyone)
Speaker View (see only who is speaking plus some of the participants)
Full Screen (see only the speaker)

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 your microphone off for you

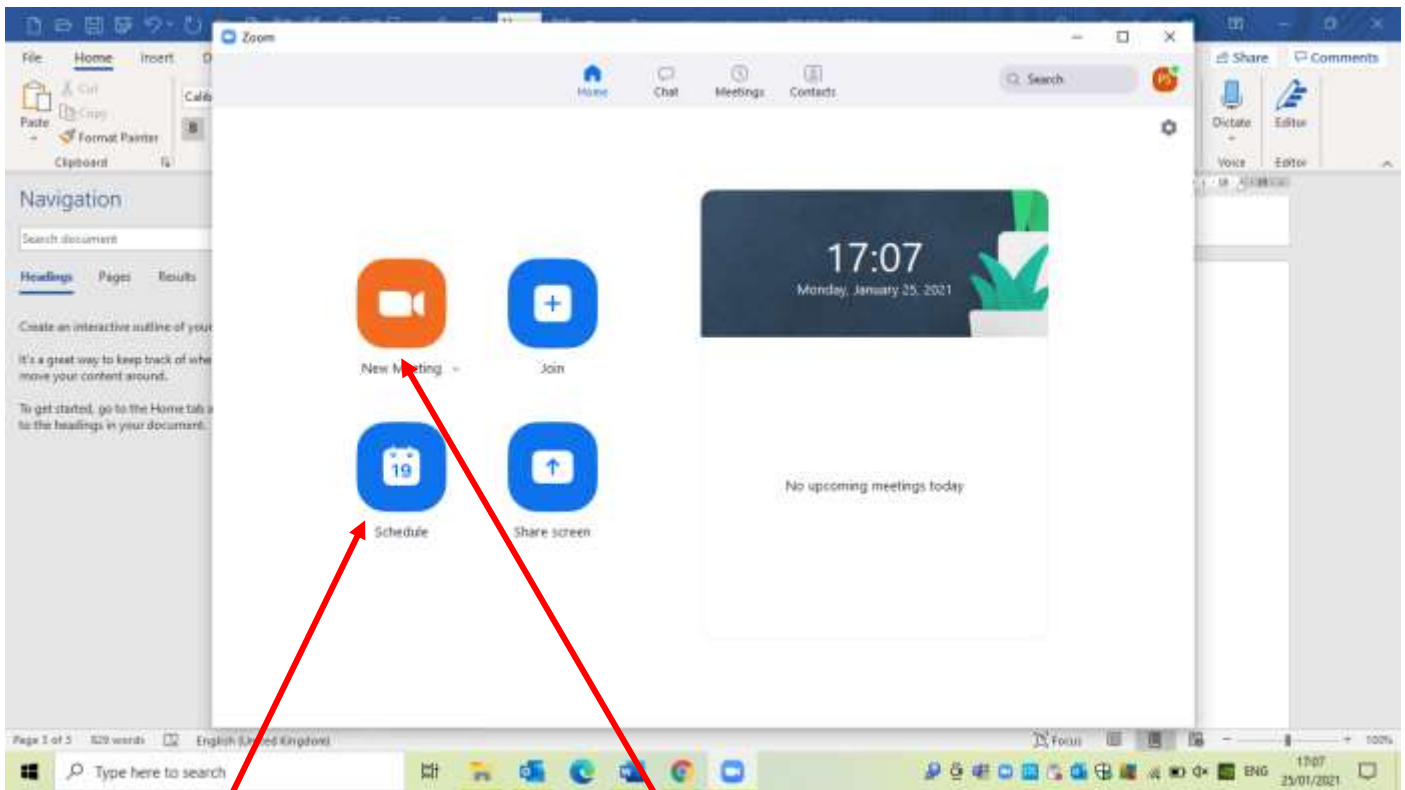
Chat
If you click this a box opens to the right of your screen. Type a remark or question at the bottom of this box and press enter.
Your question will appear at the top of the box and the speaker or other listeners will see the reply.

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.

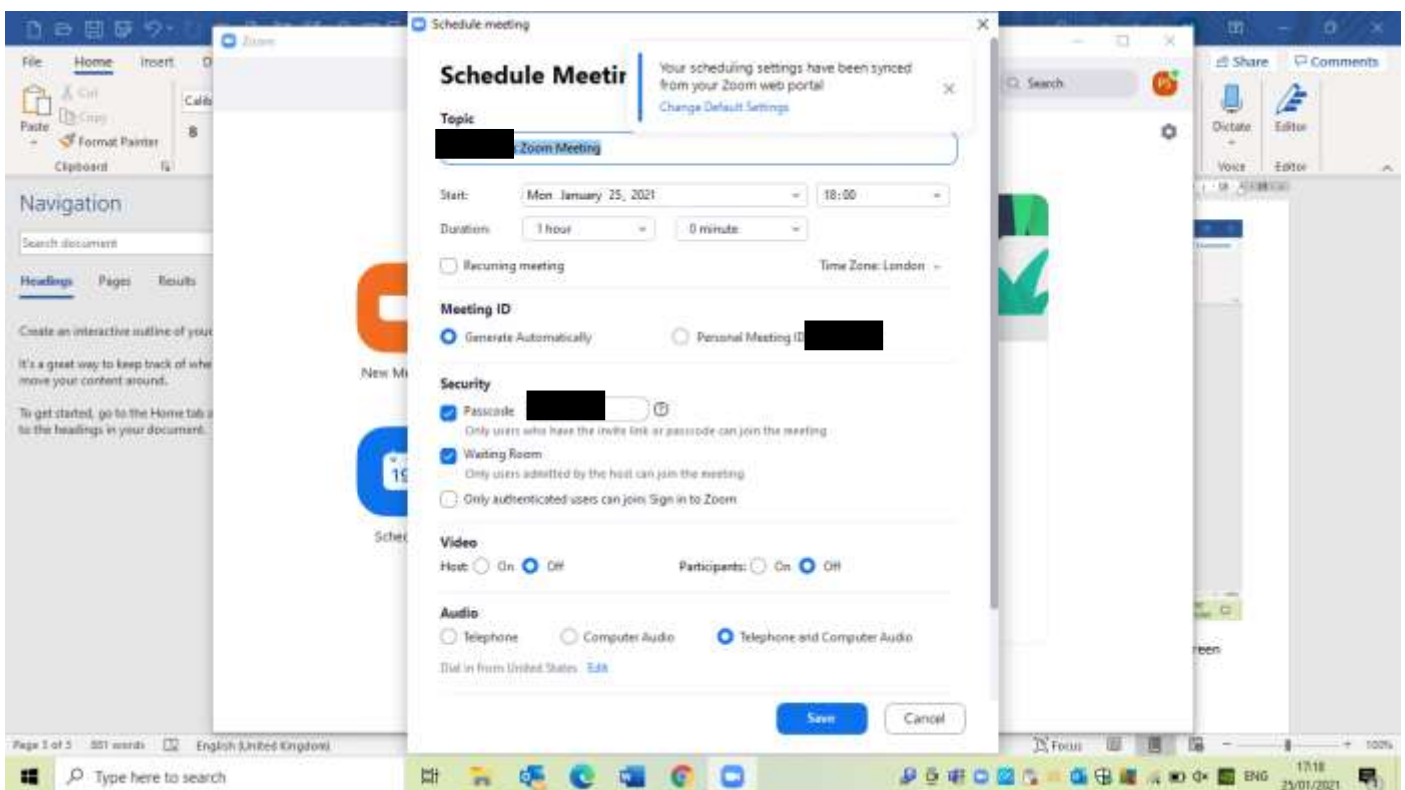
3. some notes for hosting a meeting.

3.1 Once you have downloaded the Zoom programme, you should see this screen when you open it from your desktop:

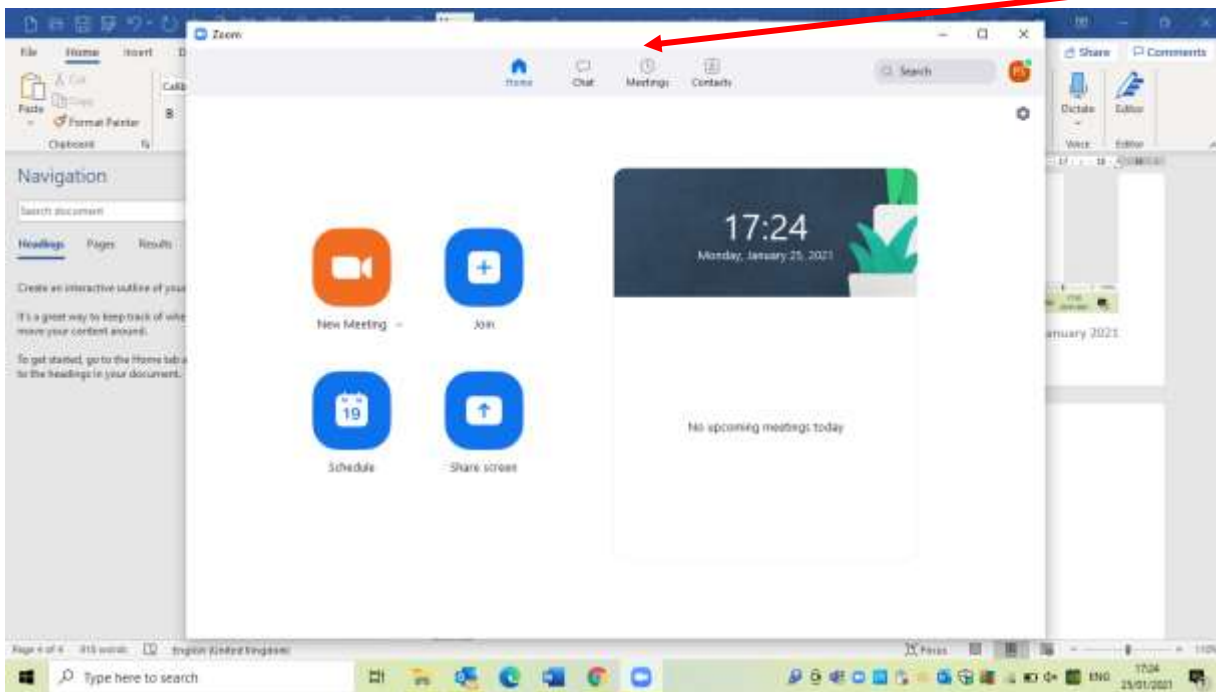


3.2 You can schedule a meeting in the future or start a new meeting immediately. It is easier to Share your screen when you have started the meeting.

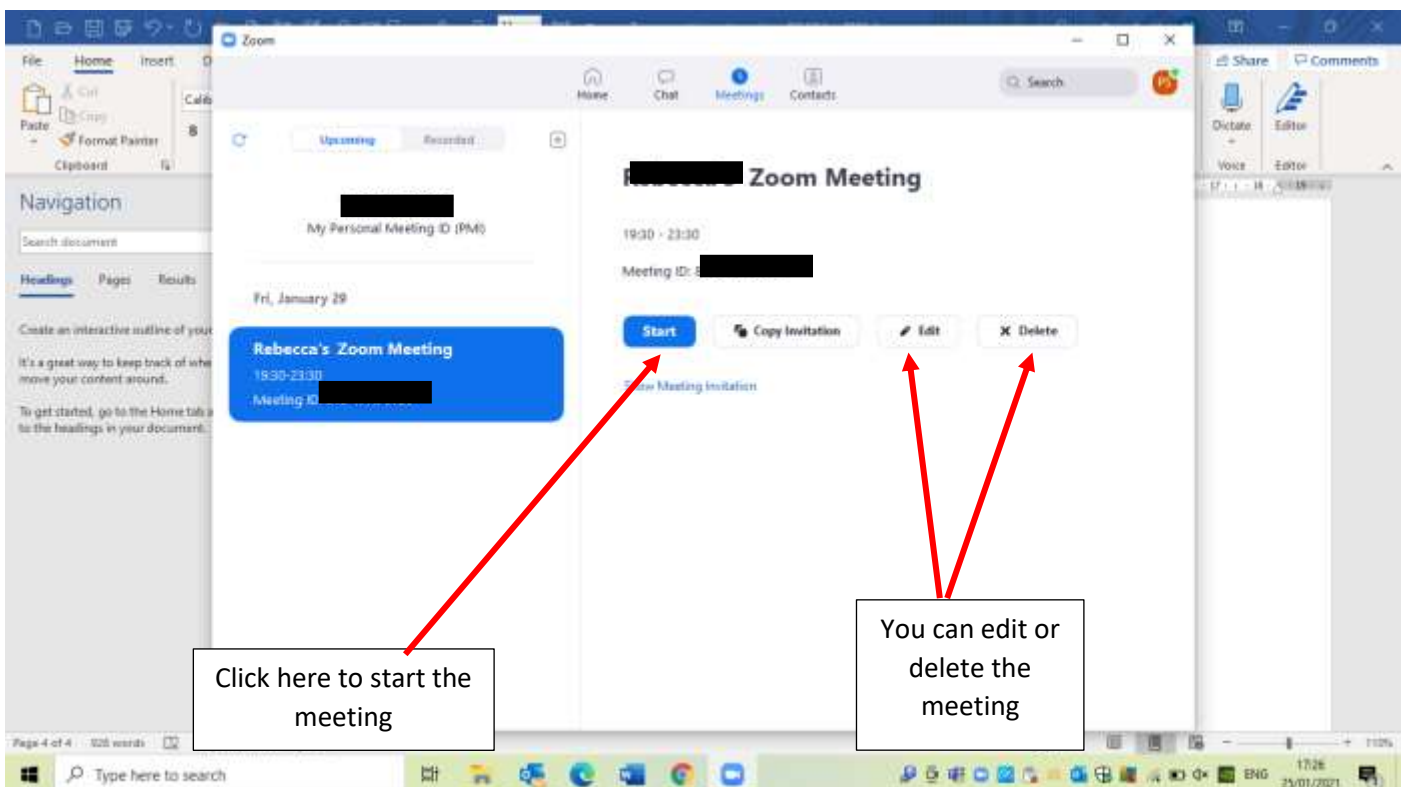
3.3 The Schedule a meeting screen looks like this. When you press save you will be given options to send out invitation emails to participants:



3.4 Once a scheduled meeting is set up, open the Zoom start screen, from your desktop, and click on Meetings:

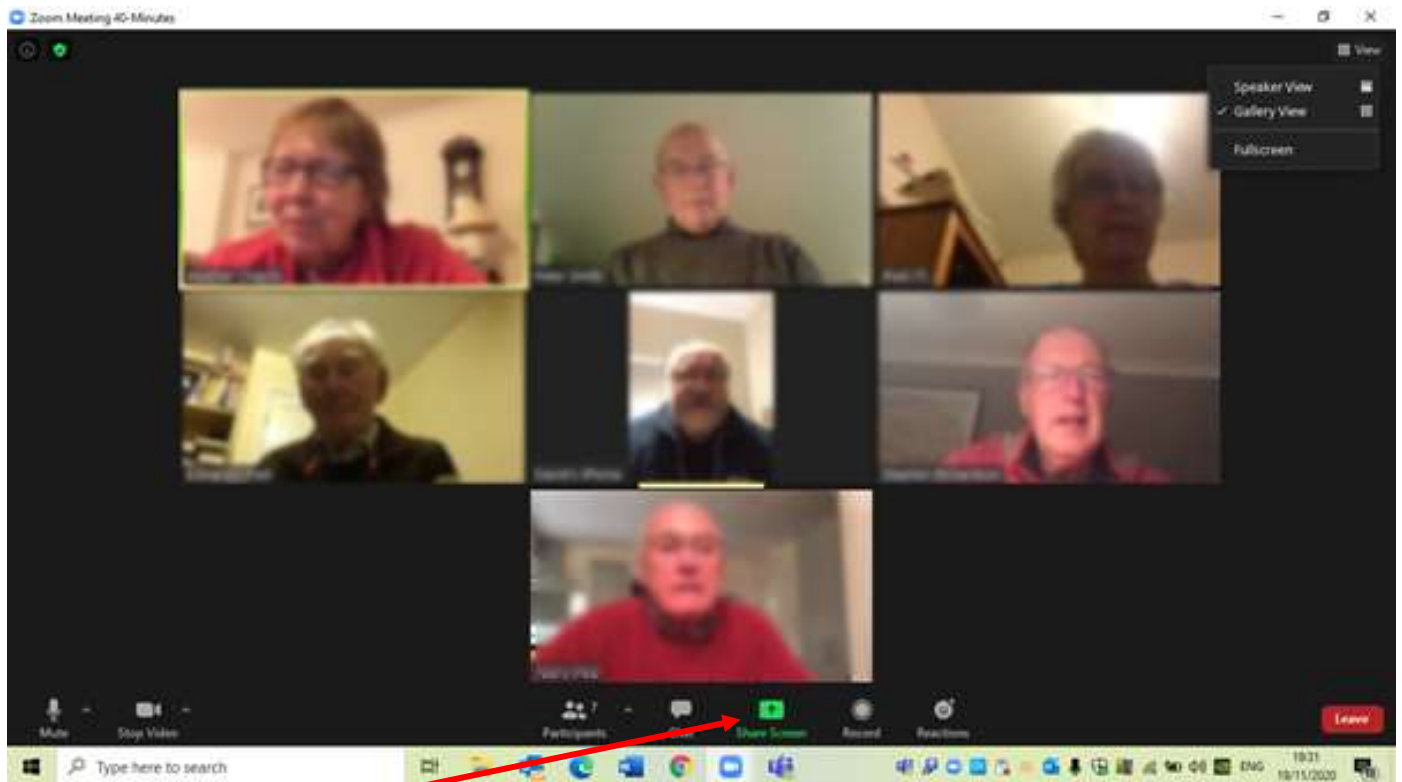


3.5 You will see:



Note: if you want to use 'Share Screen' (3.6 below), it is a good idea to open the Programme and file that you want to show before starting the meeting (eg Word PowerPoint etc). This will help you find the item more easily.

3.6 During the meeting itself – additional controls:



- Share screen – if you have a document or a presentation that you want to show participants:
 - Ask participants to change to speaker view and ideally to turn off their microphones (if they are not sure how, ask them to keep very quiet)
 - When you click on Share Screen you will see small pictures of the items that you have open. Select the item and it will show full screen on your computer screen
 - To close the Share screen click on the control (top centre)
- Leave/end meeting control is on the bottom right of your screen
- It is possible to mute the microphones of participants but they will have to switch their microphone back on (you are not able to unmute). To mute a participant hover your mouse over the top right corner of the participant's picture and the mute control will appear.

I hope that these notes are useful.

Enjoy your Zoom meetings.

Peter