

How to Use Zoom on a desktop or laptop PC

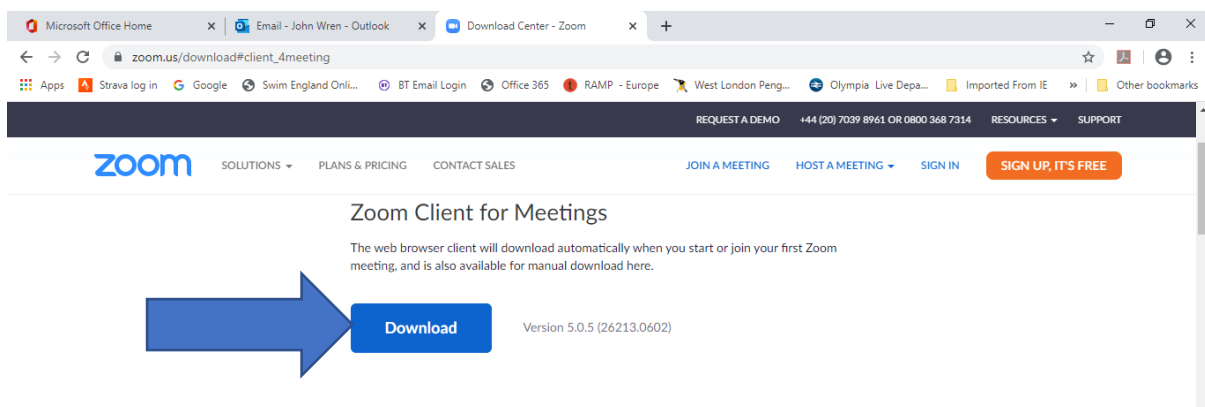
What is Zoom?

Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats. The Zoom app is available on all major desktop and mobile operating systems, including Windows, macOS, Android and iOS.

You have 2 choices of accessing a Zoom meeting via a laptop/desktop.

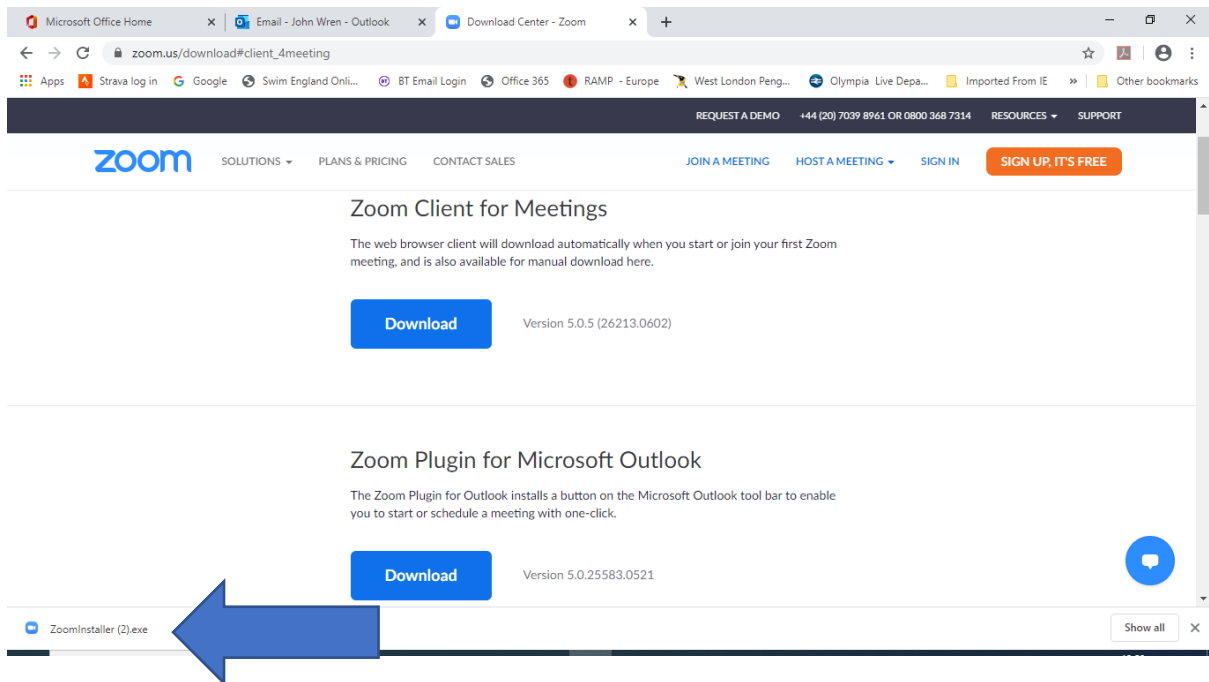
Option 1 (recommended) solution: Install the Zoom software client.

To do this enter <https://zoom.us/download> in your internet browser i.e Google Chrome / Internet Explorer / Microsoft Edge

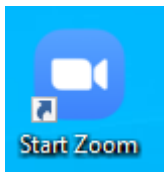


Click on “Download” as above.

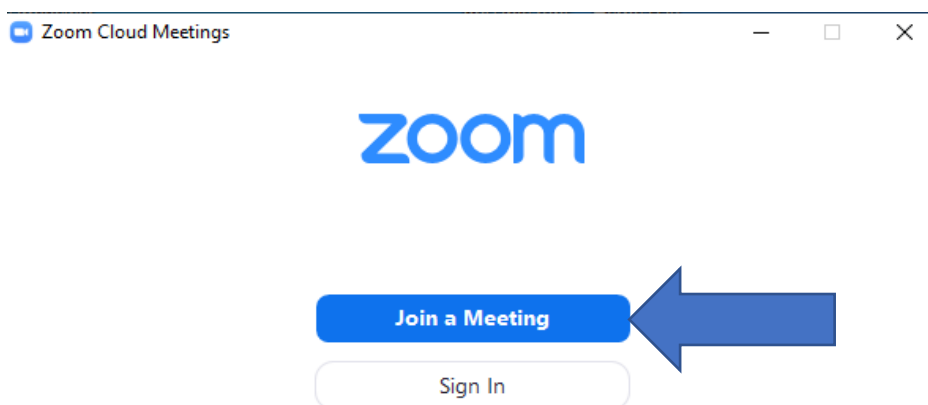
At the bottom left of the screen you will see “Zoominstaller.exe” appear as shown above. Double click on this to start the Zoom client install. You may get a prompt to check that you want to install / make changes – hit OK / Yes at this prompt.



After a few moments Zoom will complete installing and you will see a “Start Zoom” icon on your desktop.



Double click on this to launch Zoom.



Click on “Join a Meeting” and enter the meeting ID (and password) supplied by the meeting organiser..

Simply use the desktop “Start Zoom” shortcut to access all future Zoom meetings...you do not have to repeat the install process again.

Option 2 : Access Zoom via web browser : in your internet browser go to <https://zoom.us/>

Joining a meeting

Whoever is hosting the meeting will have sent you the meeting ID and password.

- Open and click 'join a meeting' – you don't have to sign up to enter.



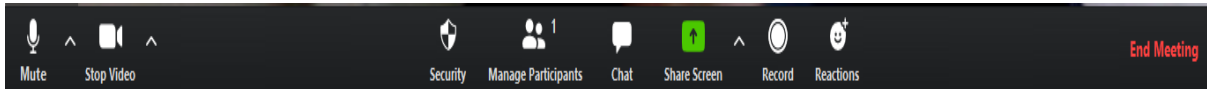
- You can also sign in or sign up at this stage on mobile
- Type in the meeting ID which the person who has set it up will have.



Join a Meeting

- Add your screen name
- Type in the meeting password (if there is one)
- Click "Yes" to audio if you want to go in speaker on
- Click "Yes" to the video if you want to go in with video on
- Use earphones if you can to help with sound quality
- If you are having issues with connectivity try getting closer your router, switch off all other WiFi connections, use the LAN cable to directly plug into the laptop if the model allows it

Here's the Zoom toolbar you should see at the bottom of your screen. The main functions you may need to use are Mute / Unmute , Stop Video / Start Video, Share Screen, and Exit/End Meeting



Zoom Tips

- It's nice to switch your audio **off** unless you are speaking
- This stops others having to listen to you take a drink, sniff and other natural bodily noises!
- To do this hit the mute button/picture of the microphone at the bottom of your screen
- You can also hover over your image on desktop and select mute
- If you need to leave the meeting temporarily you can block your screen off by hitting the stop video button next to audio
- If you click 'chat' a column appears where you can type to people in private or to everyone in the group
- On mobile, this is accessed by hitting the three dots [Apple]
- To change your background click on the arrow next to 'stop video' and select 'choose virtual' background
- Upload your image of choice.
- You can also share your screen so it shows what you are looking at, just hit 'share screen'