

How to Use Zoom video conferencing service on desktop or laptop PC

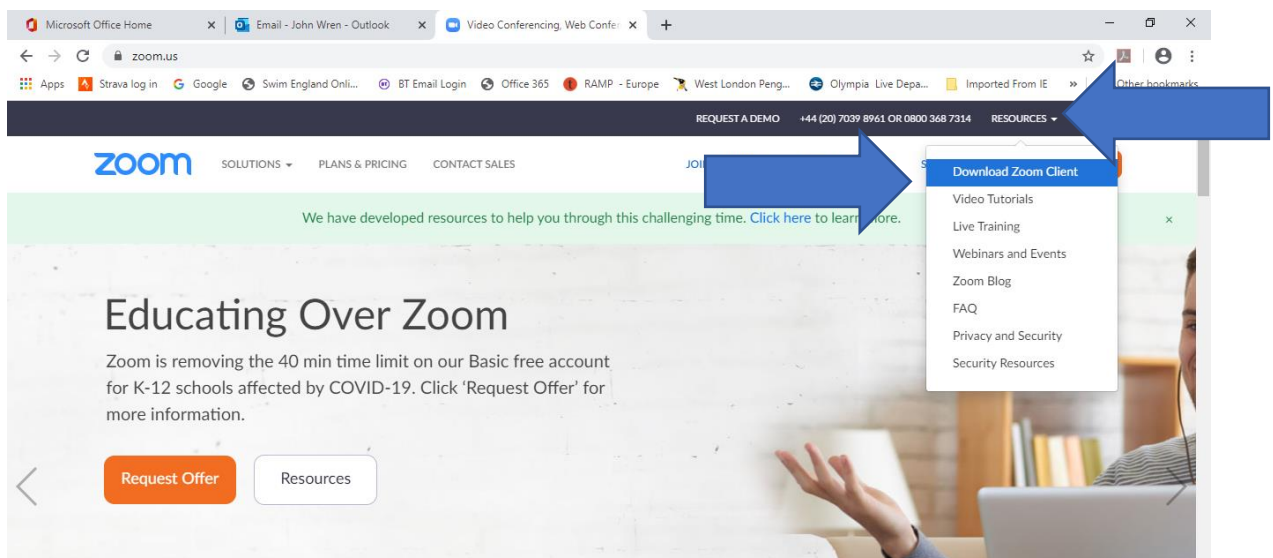
What is Zoom?

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.

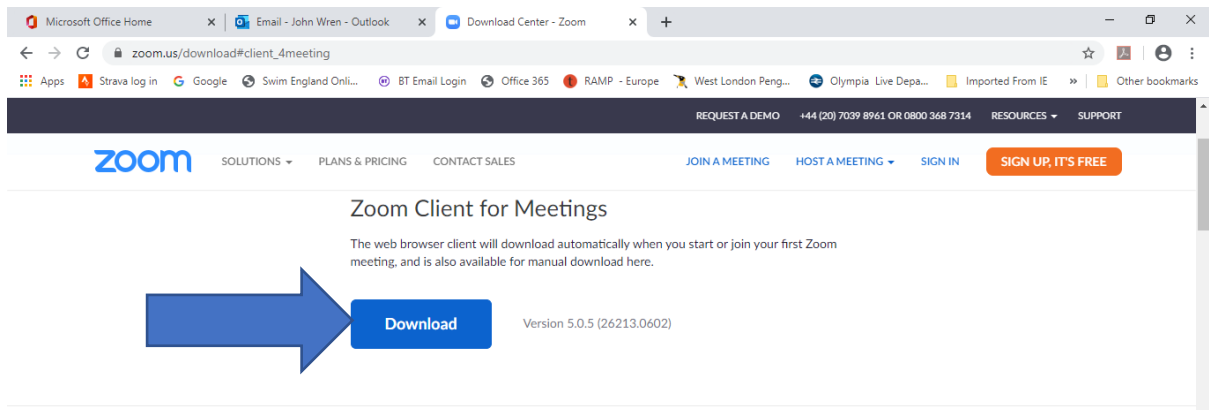
You have 2 choices of accessing a Zoom meeting via a laptop.

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

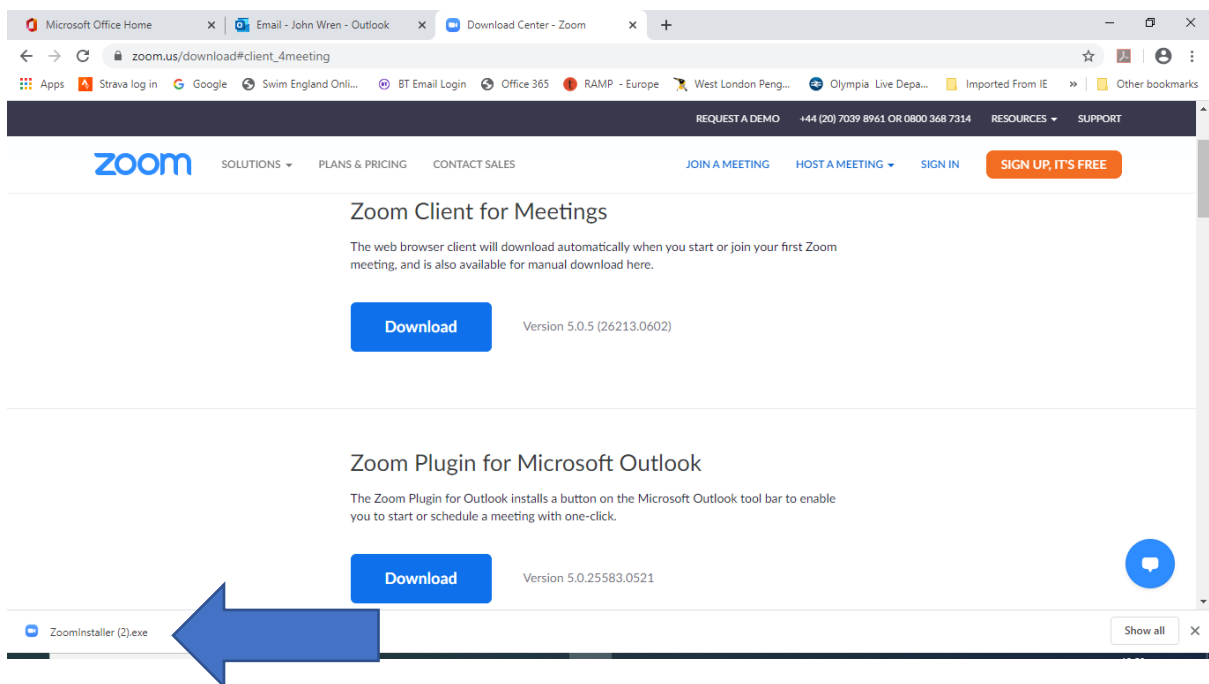
To do this enter <https://zoom.us/> in your internet browser i.e Google Chrome / Internet Explorer / Microsoft Edge



Click on **RESOURCES** and then click on “Download Zoom Client” as shown above.

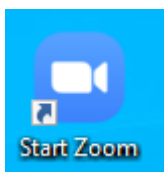


Click on “Download” as above.

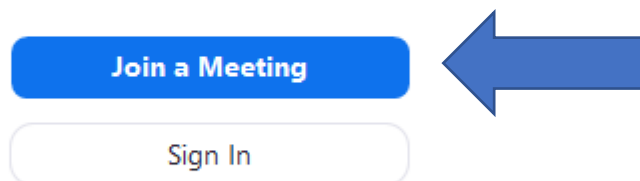


At the bottom left of the screen you will see “Zoominstaller.exe” appear as shown above. Double click on this to start the Zoom client install. You may get a prompt to check that you want to install / make changes – hit OK / Yes at this prompt.

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.



Version: 5.0.2 (24046.0510)

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

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/>

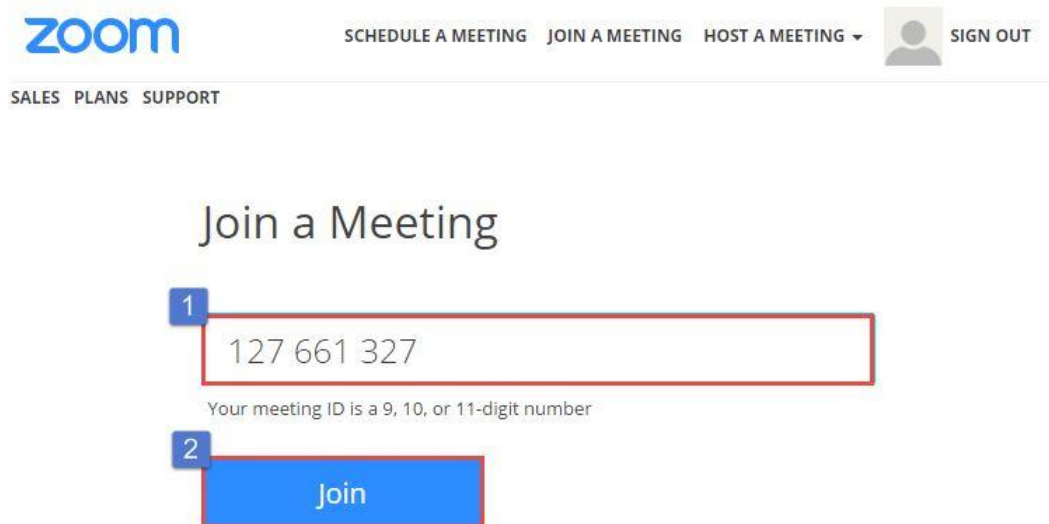
Joining a meeting

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.

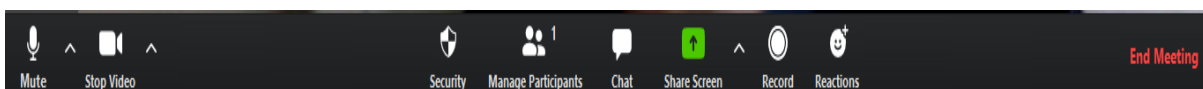


- You can also sign in or sign up at this stage on mobile
- Type in the meeting ID which the person who has set it up will have.



- Add your screen name
- Type in the meeting password (if there is one)
- Say yes to audio if you want to go in speaker on
- Say 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]
- How does Jim have a jazzy background?!
- Click on the arrow next to 'stop video' and select 'choose virtual' background
- Upload your image of choice, this function could be used in a quiz
- You can also share your screen so it shows what you are looking at, just hit 'share screen'

How to Use Zoom video conferencing service on Android devices

What is Zoom?

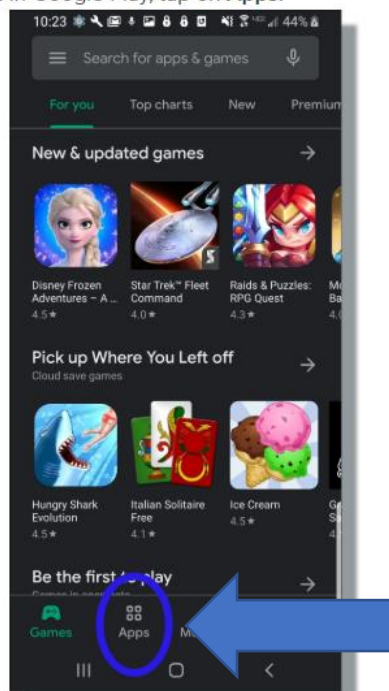
Zoom is a FREE cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats.

For Android smartphones / tablet go to Google Play and download & install the app as follows :-

1. Tap on the Google [Play Store](#) icon.

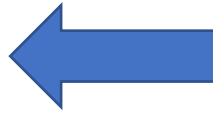
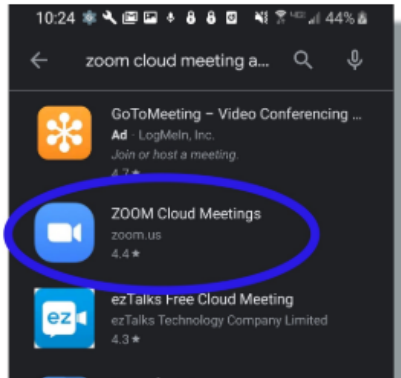


2. In Google Play, tap on **Apps**.

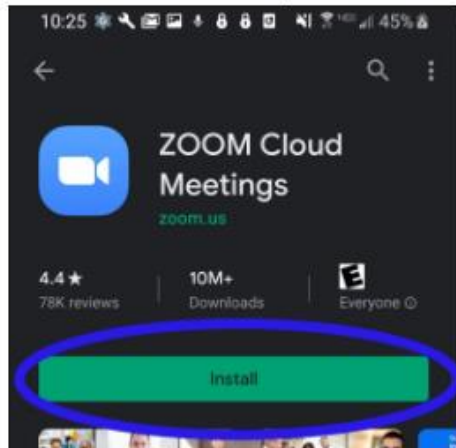


3. In the Play Store screen, tap on the Search icon (magnifying glass) located at the top right-hand side of the screen.

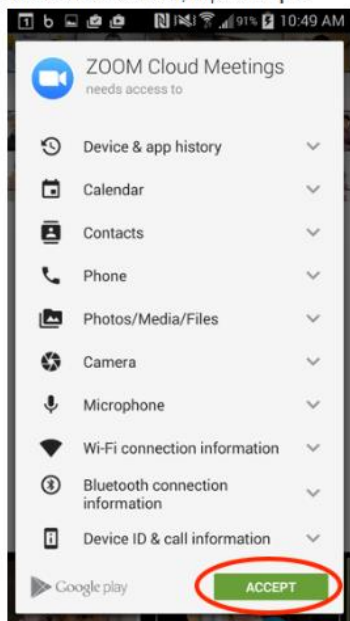
4. Enter *zoom* in the search text area, and then tap **ZOOM Cloud Meetings** from the search results.



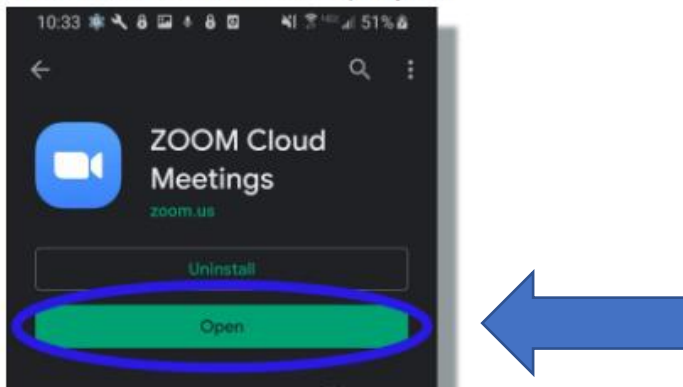
5. In the next screen, tap **Install**.



6. In the next screen, tap **Accept**.



7. After Zoom has installed, tap **Open**.



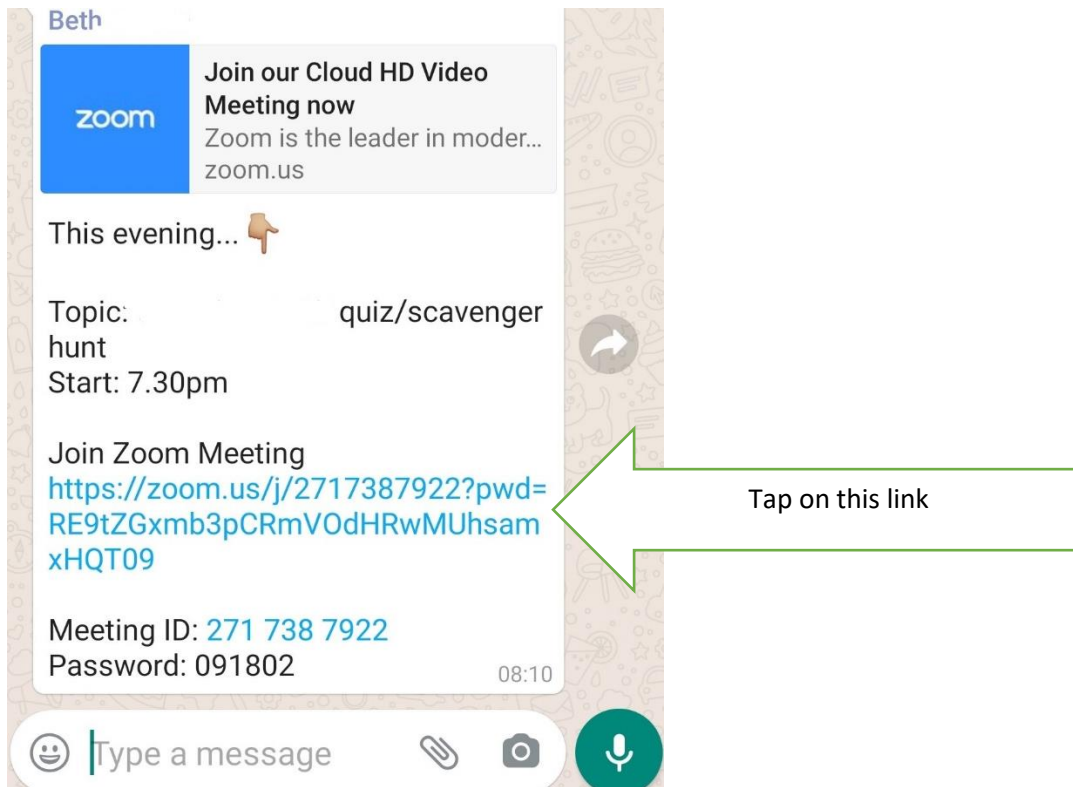
8. When someone is hosting a Zoom meeting they will have sent you either

1) a direct link

Or

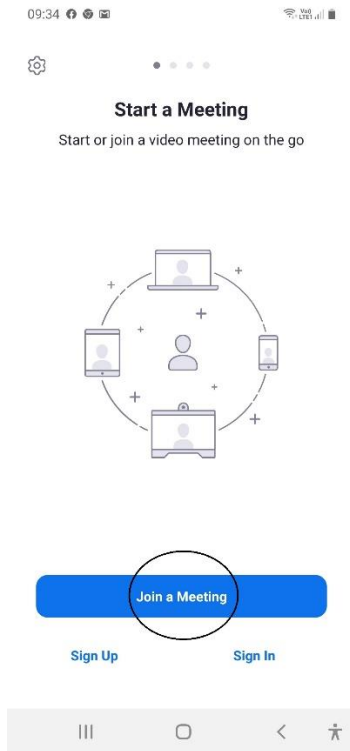
2) details of the meeting ID and password.

If they have sent you a direct link i.e in an email or WhatsApp you can simply click on the link and Zoom will open and join you to the meeting. Here's an example of a direct link

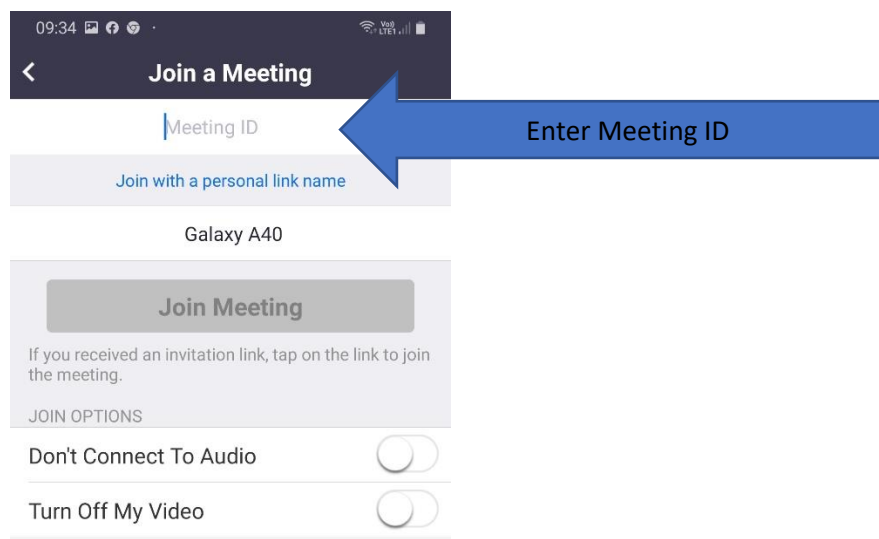


If you have only been sent to Meeting ID and Password use the following method to join the meeting ...

- Open Zoom and click 'Join a Meeting' – you don't have to sign up to enter.



9. Type in the meeting ID which the person who has set it up will have sent you. Make sure in the JOIN OPTIONS section the Audio and Video settings are as shown.

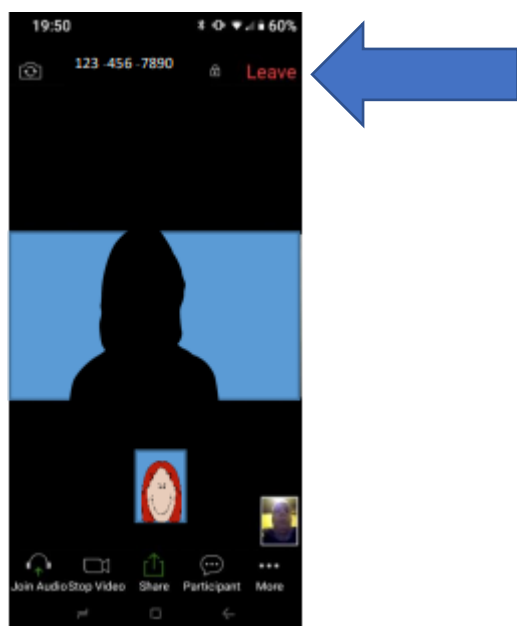


- Type in the meeting password (if there is one) – this will have been supplied by the meeting organizer.
- Tap on “Yes” to audio as you’ll want to go in with speaker on
- Tap on “Yes” to the video as you’ll want to go in with video on
- If you are having issues with connectivity try getting closer your router.

In the Zoom meeting you should now be able to see and hear the other participants.



How to leave a Zoom meeting. Tap on the screen and tap on “Leave”

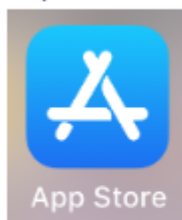


How to Use Zoom video conferencing service on iOS devices eg iPad and iPhone

What is Zoom?

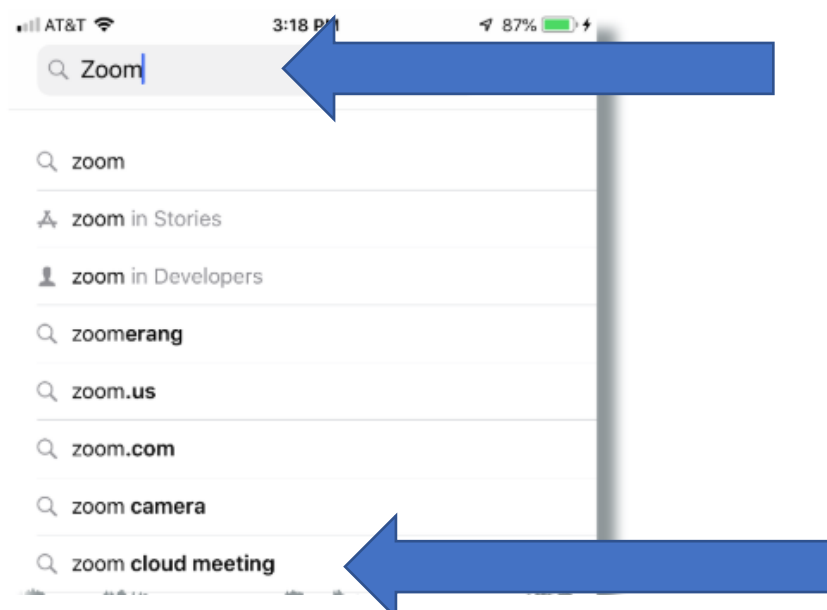
Zoom is a FREE cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats.

1. Tap on the Apple [App Store](#) icon on your iOS device to open.



2. Tap on **Search** at the bottom right of your screen.

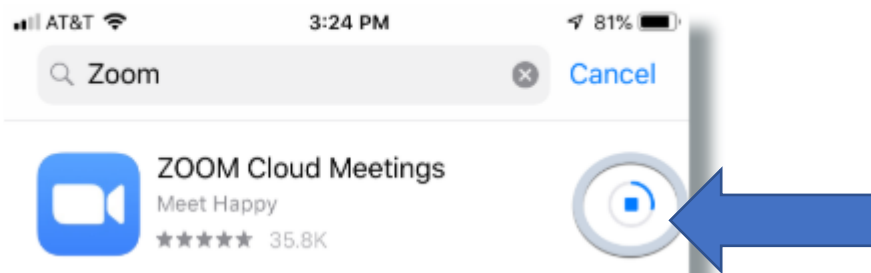
3. Enter **Zoom** in the search text box.



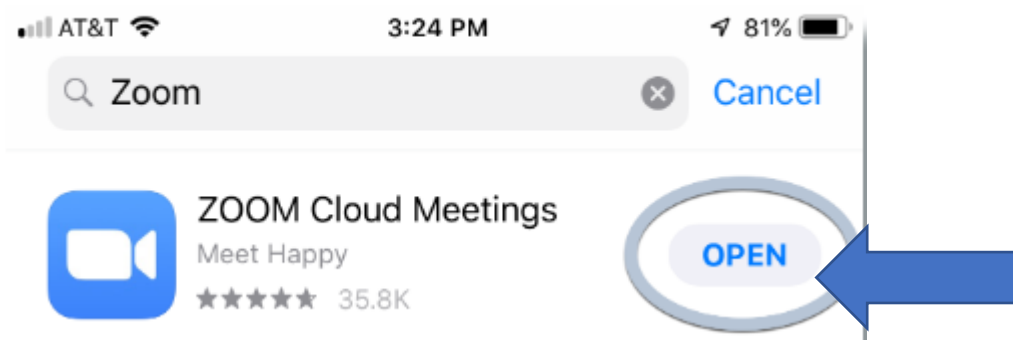
4. Select **ZOOM Cloud Meetings** from the available app choices, and then tap on the **GET** button.



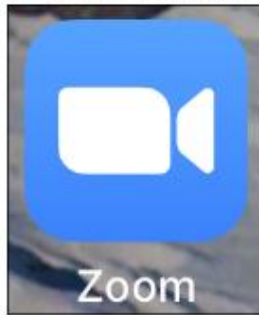
5. The install process will start.



6. Tap **Open**.



A **Zoom** app icon should also appear on your Home screen.



8. How to join a Zoom meeting ... there are two options :-

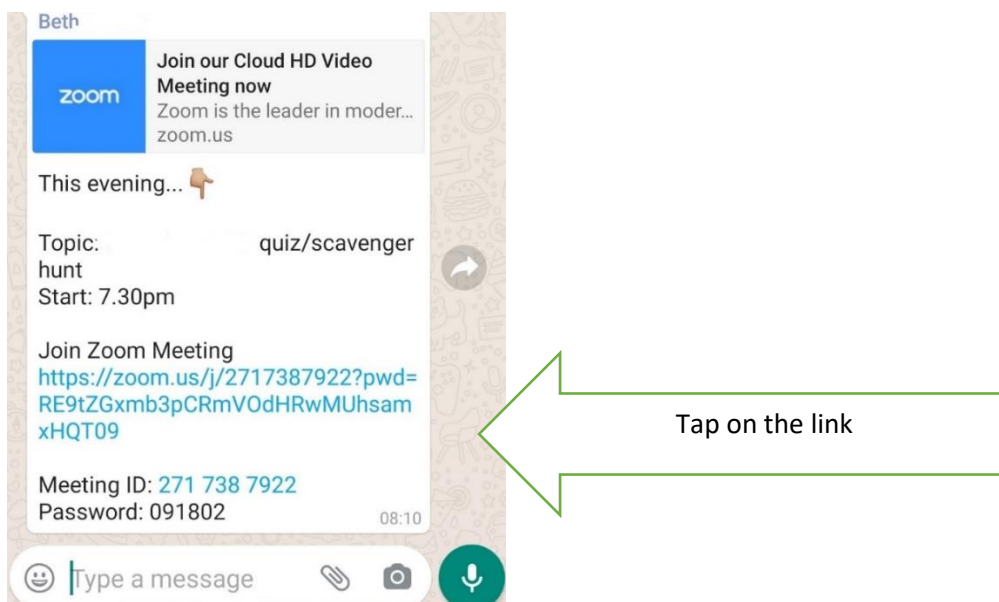
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If they have sent you a direct link i.e in an email or WhatsApp you can simply click on the link and Zoom will open and join you to the meeting. Here's an example of a direct link

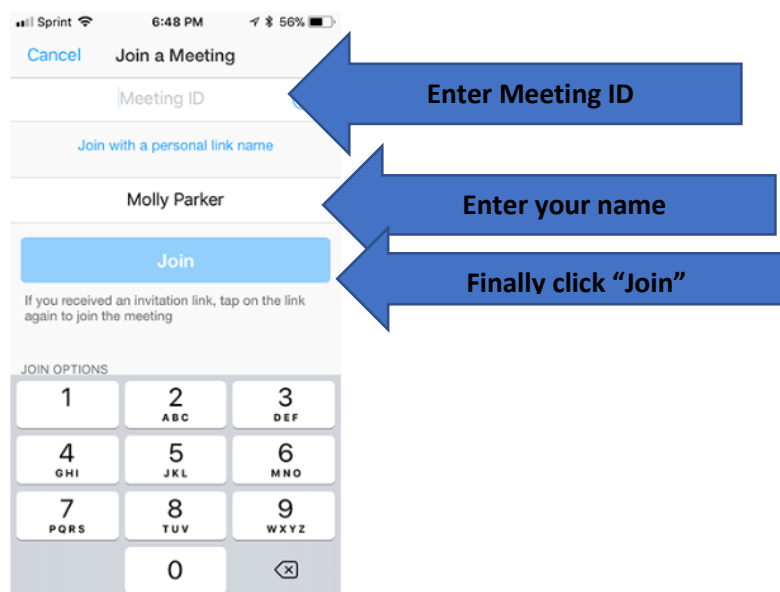


If you have only been sent to Meeting ID and Password use the following method to join the meeting ...

- Open Zoom and click ‘Join a Meeting’ – you don’t have to sign up to enter.



9. Type in the meeting ID which the person who has set it up will have sent you and set your display name eg Fred. Type in the meeting password (if there is one) – this will have been supplied by the meeting organizer.



Tap **OK** to allow Zoom to access your device's camera.



- Tap on “Yes” to audio as you’ll want to go in with speaker on
- Tap on “Yes” to the video as you’ll want to go in with video on
- If you are having issues with connectivity try getting closer your router.

In the Zoom meeting you should now be able to see and hear the other participants.



How to leave a Zoom meeting. Tap on the screen and tap on “End or Leave” option top right of screen