Guide to using Zoom

This guide is intended for those people who wish to participate in a meeting of 2 or more people where someone else is acting as the host of the meeting. The host of the meeting will provide you with the information that you will need to take part in the meeting. You will not need to have a Zoom account. Initially, you will need to download and install a small app to allow Zoom to work on your computer. More on how to do this below.

Zoom is similar to Skype in that it lets you conduct video chats, meetings and conferences. In its free version you are limited to 40 minutes if more than three people are involved. However, if the host pays a monthly subscription then the time limit disappears. Only the hosts needs to pay. Zoom is quite simple to use, especially after you have done the initial set up.

Initially setting up Zoom

Method 1

There are two ways that you initially set up Zoom. The first is to navigate to www.zoom.us and you should see the screen below.
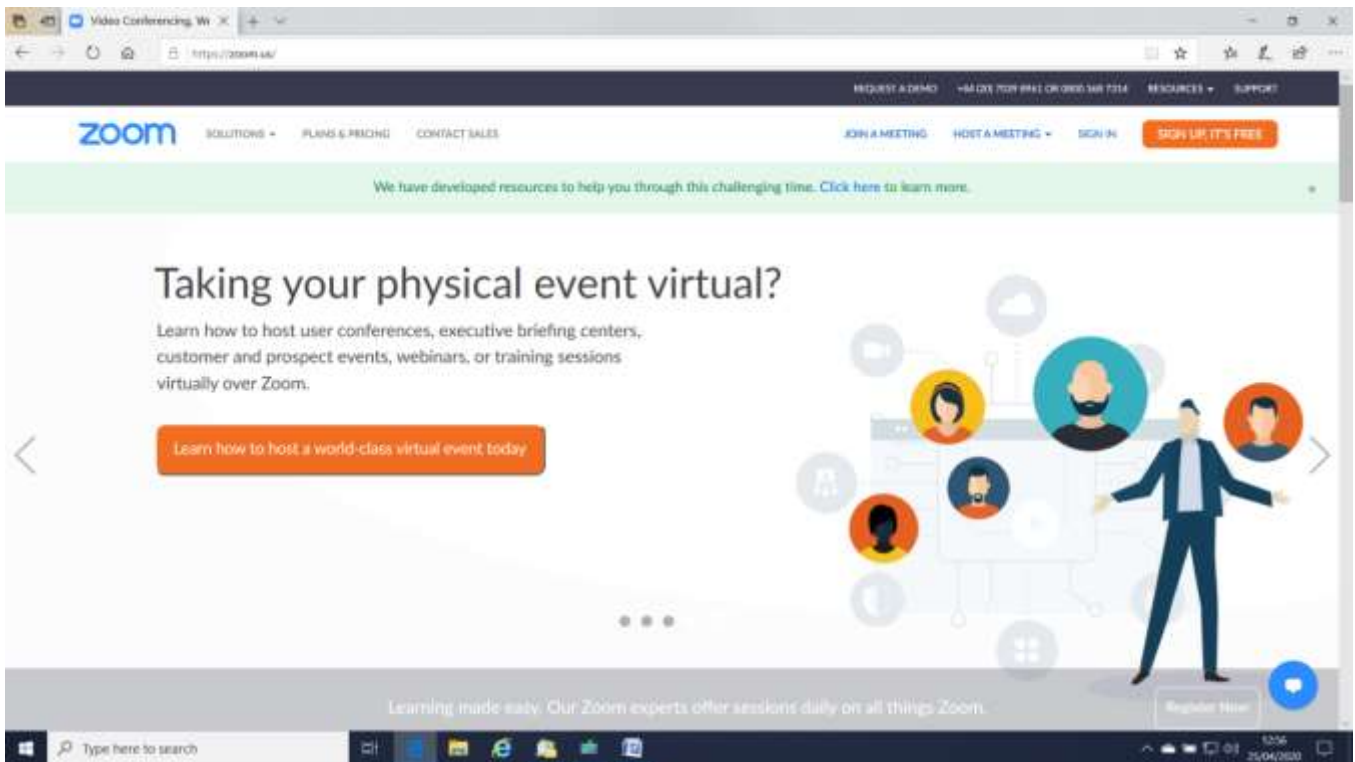

Figure 1

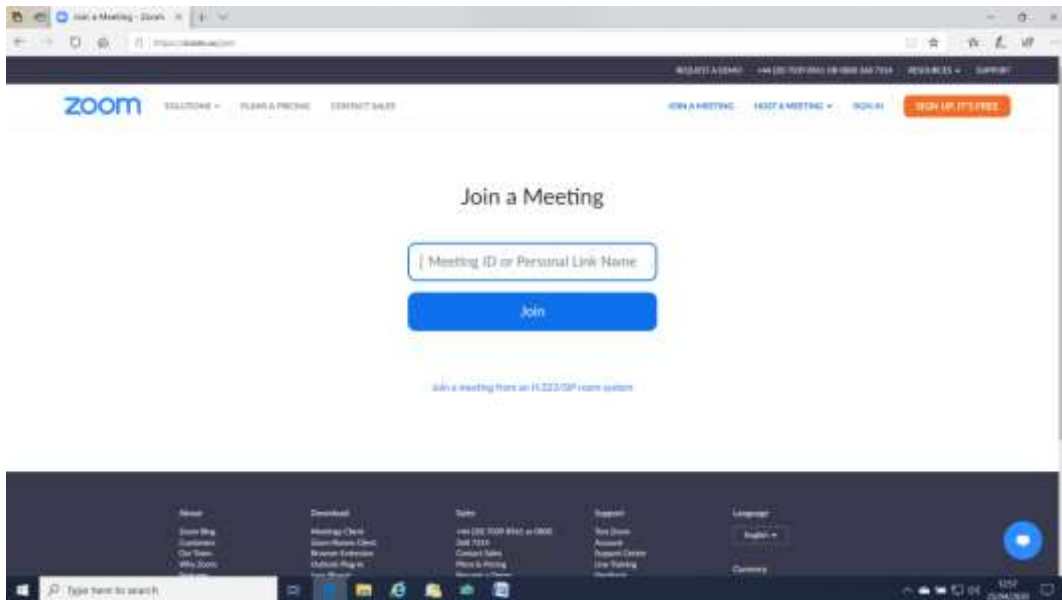Click on JOIN A MEETING at the top right of the screen and the following screen should open.

Figure 2

Paste the link or the Meeting ID Number into the appropriate space and click join. If this is the first time you have used Zoom the following screen will open.
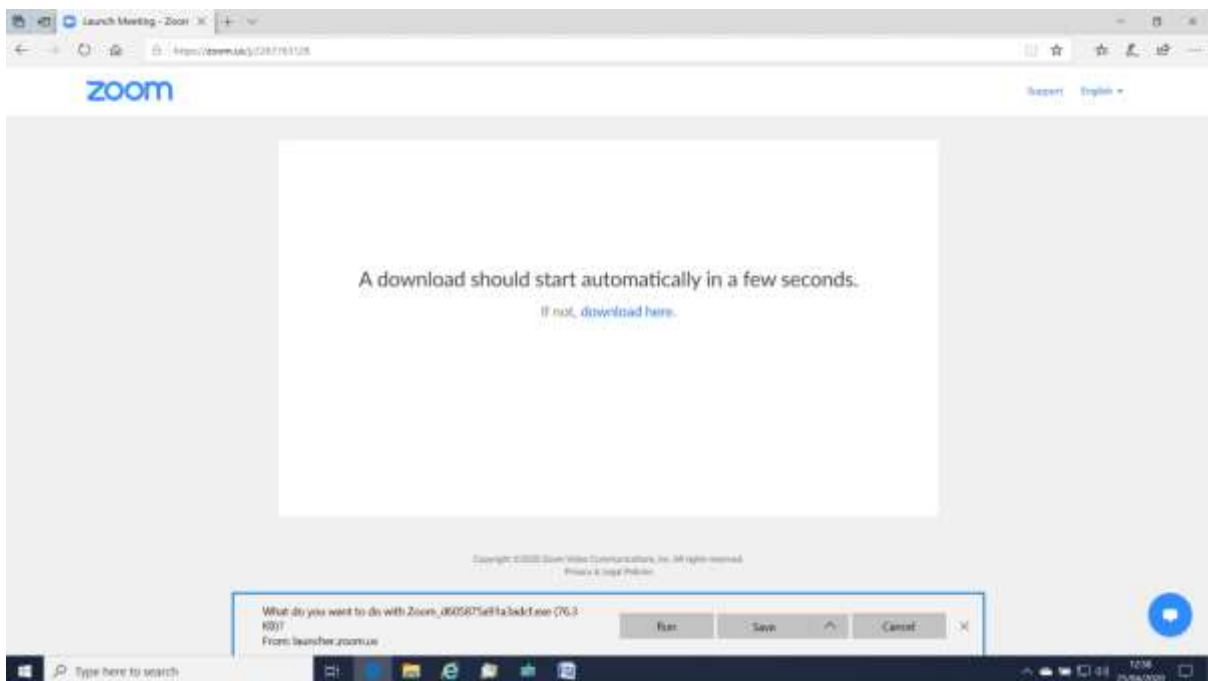

Figure 3

Click on Run and the Zoom app will download. (If nothing appears to happen check your tool bar to see if a warning message has opened behind the screen so you can't see it (hover over the open icons on the toolbar and view the little screen that pops up). If so, open it and click on Yes to allow the software to upload.) Download and installation should only take a few minutes.

Method 2

In your browser do a search on for "Zoom app". In the search results find "Download Centre – Zoom" and click on it. You should see the following screen.
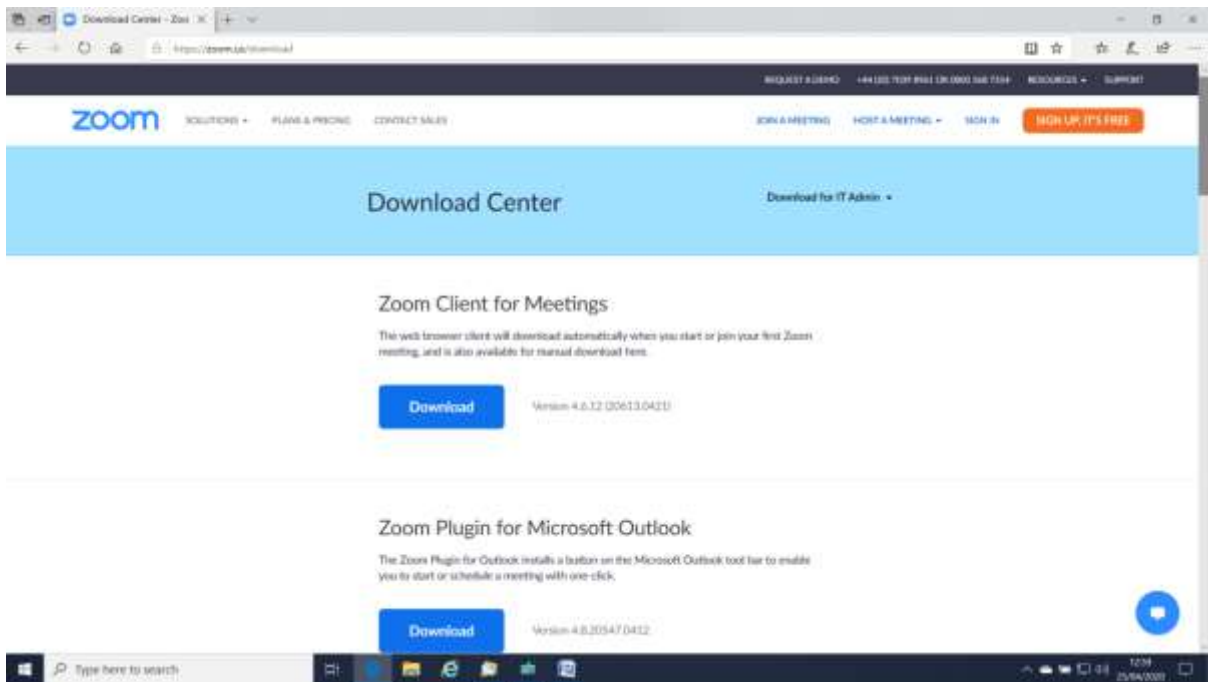

Figure 4

Click on the Download button under "Zoom Client for Meetings". You will the see the screen shown below. This screen is similar to that shown in Figure 3.
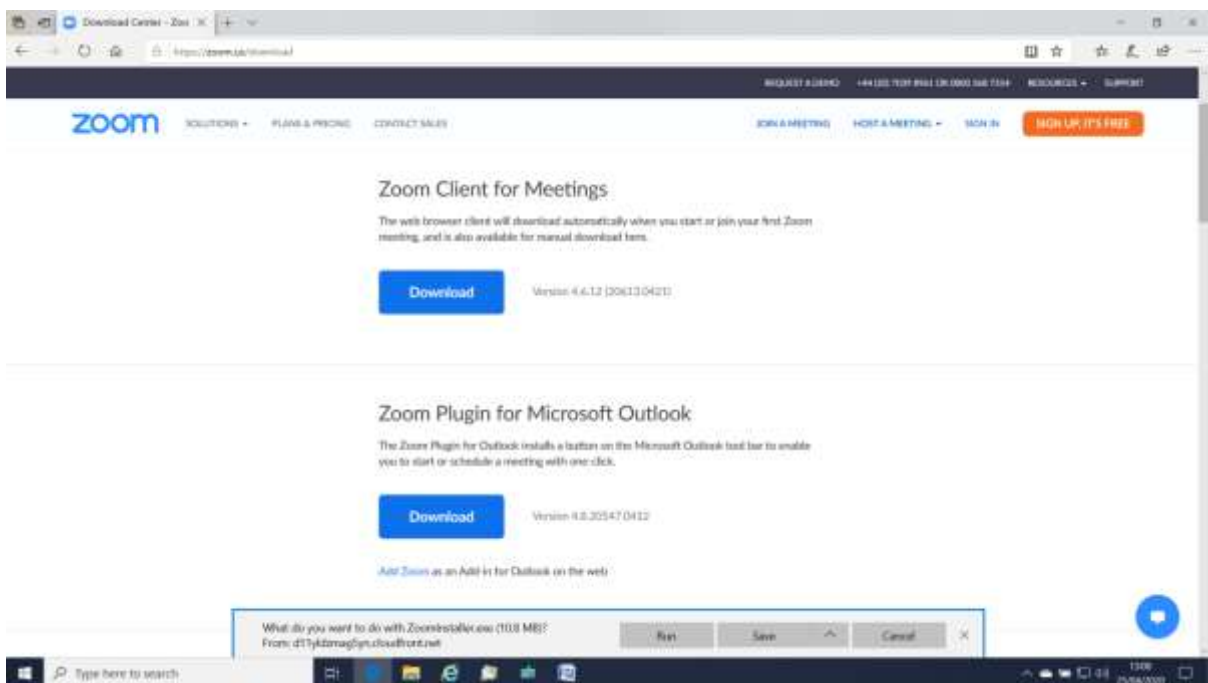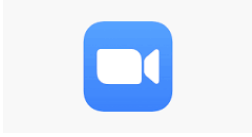

Figure 5

Click on Run and the Zoom app will download. (If nothing appears to happen check your tool bar to see if a warning message has opened behind the screen so you can't see it (hover over the open icons on the toolbar and view the little screen that pops up). If so, open it and click on Yes to allow the software to upload.) Download and installation should only take a few minutes.

Using Zoom

Once the Zoom app is installed you should see the following screen. If not go to your Start Menu and look for the Zoom icon shown below.

Open the Zoom app by clicking on the icon. This is all you now need to do in future if you want to join a meeting. Click on the Join a Meeting button

This will open the following screen. Copy and paste either the meeting ID or link into the first box.
The meeting ID looks like 111-222-3333 and a link like
"https://zoom.us/j/1112223333?pwd=A1pAaBH1OYUTeKpWW3luLOhhOTZzUT09". If you type in the meeting ID then the hyphens will be insert automatically as you type in the numbers.

Type in the "Enter your name" box the name you would like other meeting participants to see for you on their computers.
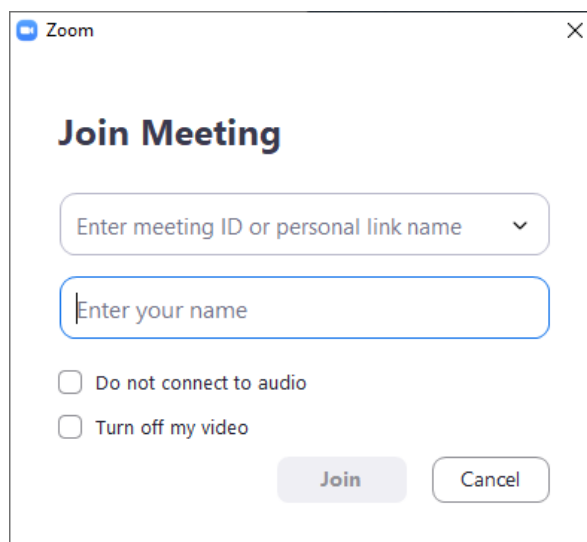
When done click Join. If the meeting host has chosen to set a password for the meeting you will see the screen in Figure 8. If not, you will be taken directly to a screen where you can see others who have joined the meeting. If the meeting has a set time to start do not try to access the meeting too early as the host may not have signed it my then.

Figure 8

Enter the password that the host has supplied you with. When done click Join Meeting. This will take you to a screen where you can see others who have joined the meeting. If the meeting has a set time to start do not try to access the meeting too early as the host may not have signed it my then.
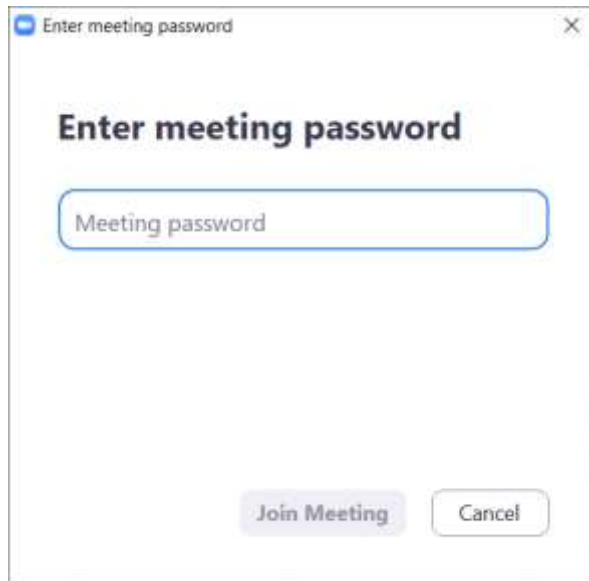
The Toolbar

Below is the tool bar you will see at the bottom of your screen. It appears and disappears depending on the position of your cursor. If you drag your cursor to the bottom of the screen the menu bar will appear.

Figure 9

Mute – turns on and off your microphone.
Start Video – turns on and off your camera.
Invite – lets you invite other people to your meeting.
Manage Participants – For the host only.
Share – lets you share your screen with other members of the meeting. The application needs to be open before you try to share. You can share documents, spreadsheets, photos, etc. Only do this under the direction of the meeting Chairman.
Chat – have an online text chat.
Record – record the meeting to a video file.

The host of the meeting can remotely turn off you microphone and even remove you from the meeting.

Hosting

If you wish to host a meeting you have to have a Zoom account. It is also a bit more complicated to manage and explain. If you want to keep it simple try and have someone else host the meeting.