Easy Guide to using Zoom

This quick start guide walks you through getting started with your new Zoom account, including essential steps like scheduling your first meeting, downloading the Zoom client, and updating your Zoom profile.

About Zoom

Zoom is reliable cloud platform for video which works across mobile devices such as smart and android mobile phones, desktop and laptop computers and room

systems.   Zoom connects people across their devices and helps businesses and organisations bring their teams together.

To use Zoom you will need:

- a video camera, either built in to your device or a separate webcam (most modern computers, smartphones and tablets have this built in)
- a microphone, either built in to your device or in the webcam (most modern computers, smartphones and tablets have this built in), or a phone
- a broadband internet connection
- the Zoom client installed on your machine. (Zoom has clients for Windows, Mac, iOS and Android.)

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Signing up and activating your Zoom account

- ## Joining an existing account

If you are being invited to an existing account, you will receive an email from Zoom (no-reply@zoom.us). Once you receive this email, click **Activate Your Zoom Account**.

- ## Creating your own account

To sign up for your own free account, visit zoom.us/signup and enter your email address. You will receive an email from Zoom (no-reply@zoom.us). In this email, click **Activate Account**.

You can see the features of the free and paid accounts at https://zoom.us/pricing

- ## Signing in to your Zoom account on the web
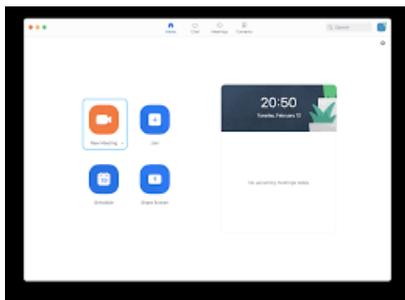
You can login to your Zoom account on the web at any time, at zoom.us/signin. Once you're logged in, use the panel on the left side to navigate the Zoom web portal. You can update your profile, schedule a meeting, edit your settings, and more.

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https://www.context.org/help/zoom-quickguide/
https://support.zoom.us/hc/en-us/articles/36003496747-Quick-start-guide-for-new-users

• Updating your profile

You can update your profile by adding a profile picture, set your time zone, update your password and more. To access your Zoom profile, sign in to the Zoom web portal and click **Profile**.

This is how your profile will look on the page:

Click **Profile**.

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Meetings

Starting a test meeting

You can join a test Zoom meeting to familiarise yourself with the Zoom and test your microphone/speakers before joining a Zoom meeting. Visit zoom.us/test and click **Join**.

- **Scheduling your first meeting**

There are many ways to schedule a meeting, including the Zoom web portal, through the Zoom client, or with one of the extensions or plugins. Here are some basic instructions for scheduling your first meeting.

1. Sign in to your Zoom web portal.
2. Click **Meetings**.
3. Click **Schedule a Meeting**.
4. Choose the date and time for your meeting.
5. (Optional) Select any other settings you would like to use.
6. Click **Save**.

- **Starting your first meeting as the host**

As the meeting host, there are several ways you can start your meeting. Your upcoming meetings will be listed in the Meetings tab of your Zoom desktop client or mobile app.
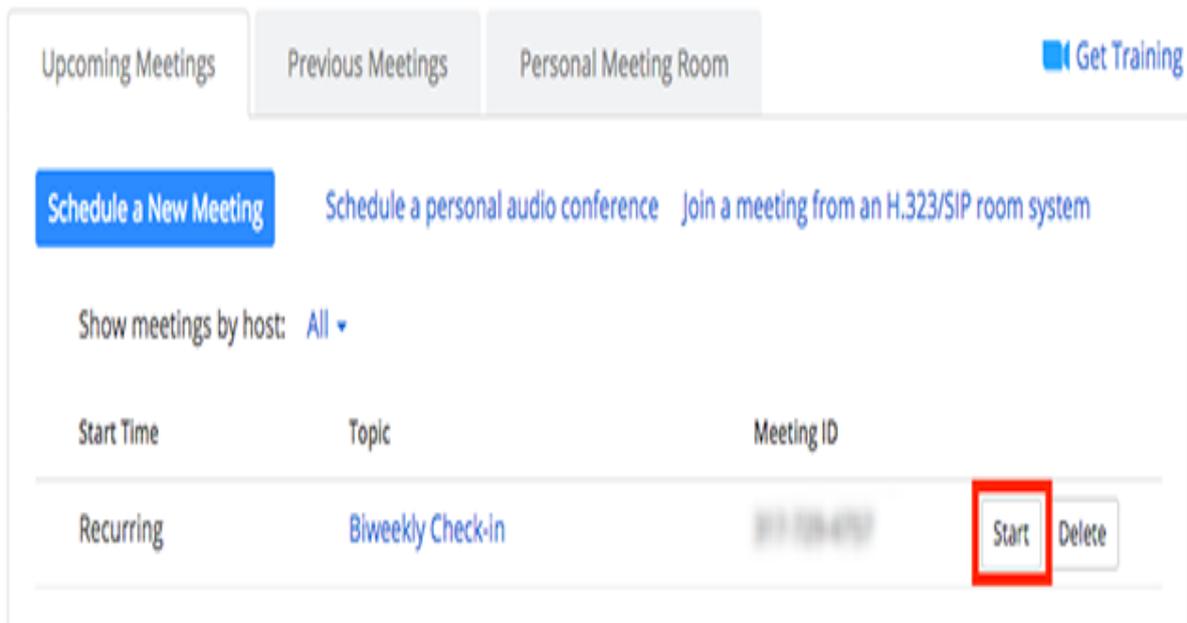
You can click Start by the meeting name. You can also start your meetings from the Zoom web portal.

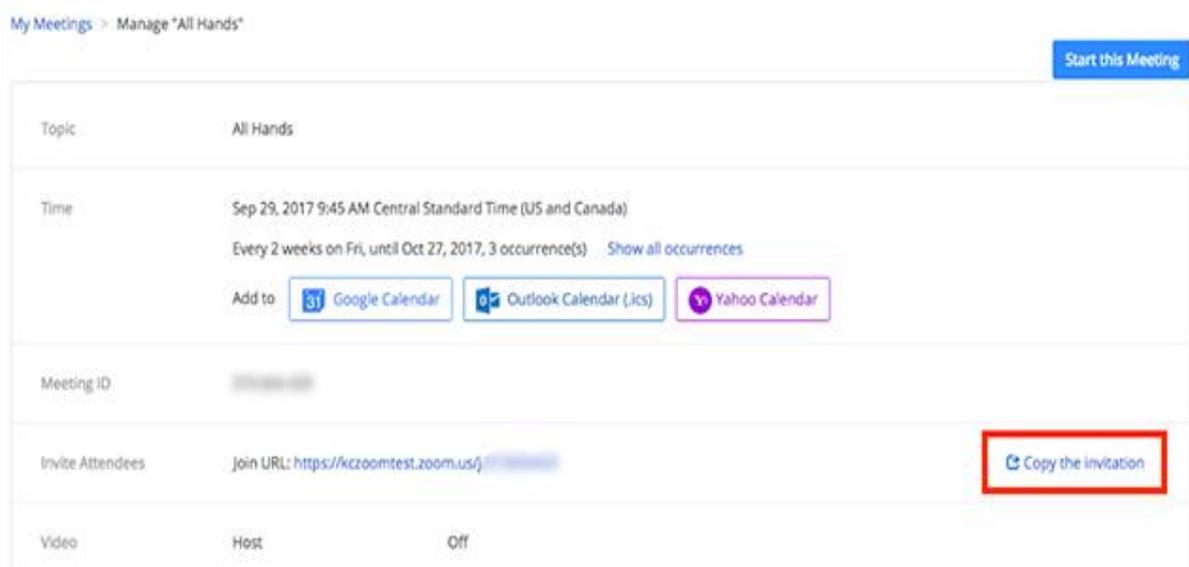Under Upcoming Meetings, click Start next to the meeting you want to start.

The Zoom client should launch automatically to start the meeting.

- **Inviting others to join your meeting**

Inviting others to join your meeting is as simple as sharing the invitation or join link. You can do this after scheduling your meeting by clicking Copy the Invitation.

- **Joining another user's meeting**

There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided. You can also click Join in your Zoom client and enter the meeting ID.
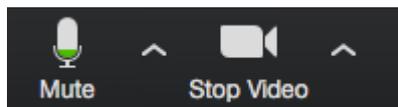

Join

The Interface

When you move your mouse over the video window, a toolbar shows up at the bottom of the screen. Moving from left to right:

Audio and Video

In the lower left corner of the screen you will find a microphone icon and a video camera icon.

You can use the microphone icon to mute your audio (helpful in group meetings). The upward arrow (^) to the right of it will open a popup menu with various audio settings and choices depending on your hardware.

You can use the video camera icon to turn off your video (helpful if your internet connection is weak). The upward arrow (^) to the right of it will open a popup menu with various video settings and choices depending on your hardware.

- ## Central Buttons

In the centre of the bottom of the screen are a series of buttons that allow you to

- Invite others to the call
- See who is participating on the call
- Share your screen for others to see
- Open the chat panel
- Record the call (with the host's permission)
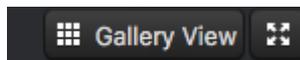- Explore each of these buttons to see what they do.

- **Leave or End Meeting**

In the lower right corner is a button that allows you to leave a meeting (if you are a guest) or end the meeting (if you are the host).

 for hosts

 for guests

- **Speaker and Gallery Views**

In the upper right is button that toggles back and forth between

- Speaker View, where the video of the current speaker fills most of the screen and the video of the other participants is in small thumbnails at the top of the screen
- Gallery View, where the video for each participant is the same size.

Speaker View works well when the call involves up to four people. Gallery View works well for larger groups.

Tips and Troubleshooting

The biggest problem with using Zoom is weak and intermittent internet connections. Here are some things you can do if you are having this issue:

- Stop any other programs that might be running in the background.
- If you are using WiFi, check your connection is strong.
- If you are sharing your internet connection with others, ask them to minimize their usage while you are on the call.
- Use the phone for the audio connection.
- Try turning off your video.
- Try your smartphone or tablet for the connection instead of a computer.

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