

## Zoom instructions:

*Please do not be afraid to use this system, it works, it helps keep us together and technophobes have proved that they can use it!*

### Your meeting invitation will look something like:

The date and time of the meeting

🕒 22 March 2020 17:00-18:00 📍 <https://zoom.us/j/1234567890>

The MrT is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting  
<https://zoom.us/j/1234567890>

Meeting ID: 123 456 7890

One tap mobile  
+442034815240,, 1234567890 # United Kingdom  
+441314601196, 1234567890 # United Kingdom

Dial by your location  
+44 203 481 5240 United Kingdom  
+44 131 460 1196 United Kingdom

If joining the meeting by computer use this link to join the meeting

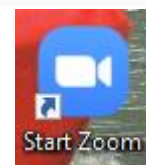
If you join by telephone you will need to enter this number followed by #  
**Note:** the UK telephone numbers are listed in the section 'Joining a meeting by 'phone only'.

Different email systems may look a bit different from this, but the order of items should be the same.

### If you are going to join the meeting using a computer:

- The best way to use Zoom is if you download the Zoom App from <https://www.zoom.us/> and sign up for a **free** account. This makes it fast and easy to join the meeting.

You will then see this Icon on your desktop. When you want to join a meeting you just click on it. You can also organise your own meetings using the app.

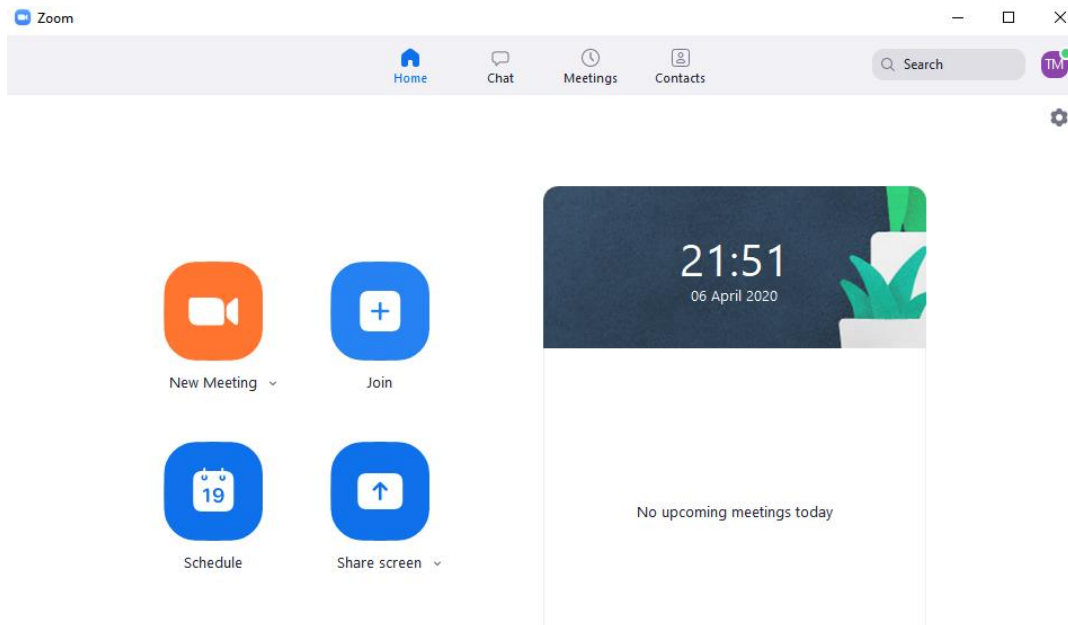


- If you don't want to set up an account, the link will open your web browser and Zoom will want to download some (safe) software the first time you use it so that future meetings will load faster.

The bit I can't help you with is your audio/video settings because every web cam and microphone work differently (even between the different computers in my home!).

## Using the Zoom application to join a meeting:

When you open the application, you'll see this:



**New meeting** – opens up a meeting window allowing you to have an 'instant' meeting with another subscriber.

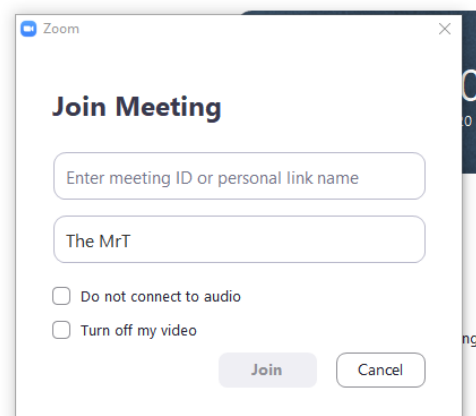
**Join** – takes you to a screen where you can enter the details of a meeting that you wish to join.

**Schedule** – enables you to create an invitation for a future meeting.

## You've been invited to a meeting and want to join it:

Zoom have tightened up on access to meetings (from April 5<sup>th</sup>) in an effort to curtail the curse of Zoom bombing. The main changes are:

- Every meeting will have a password. If you join the meeting using the link in the invitation you won't see any change but if you join the meeting manually – for example using the panel on your right, you will need to enter the meeting ID and the password.
- When you join the meeting, all users will be placed in a waiting room until the host



lets you into the meeting. This is seen as a step to ensure that only bone fide people are admitted!

## Joining a meeting by phone only:

- 0203 481 5240
- 0131 460 1196
- 0203 051 2874
- 0203 481 5237

1. Dial one of the numbers above. These are 'toll' numbers so your normal telephone charge rates will apply.

**Note:** If you have 'BT Unlimited Anytime' call to these numbers should be included in your allowance. I do not know about other network suppliers.

**Note:** Calls for 'BT Unlimited Anytime' are free for the first 60 minutes. I usually hang up at 59 minutes and dial back in to save money.

2. You will be prompted to enter the meeting ID - a nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and you join before host has started the meeting, you will be prompted to enter the host key to start the meeting, or to press # to wait if you are participant. You should press # as you won't have the host key.
4. You will be prompted to enter your unique participant ID. Just press # to skip.

## Phone controls for participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

- **\*6** - Toggle mute/unmute – if it is a meeting where you'll be contributing you may want to toggle this on and off but if you've joined a meeting where someone is presenting please **mute** your phone.
- **\*9** - Raise hand

**Please note:** Zoom automatically creates a recording of the meeting on my PC. Apart from meetings where a podcast is being created (e.g. Farnham U3A World History) these recordings will be deleted immediately after they have been created – I need the space on my hard disk!

## Whilst in the meeting:

### Etiquette:

Practice shows that, for larger meetings where a presentation is being made, it is best to mute the microphone of everyone except the speaker. For smaller meetings this isn't necessary.

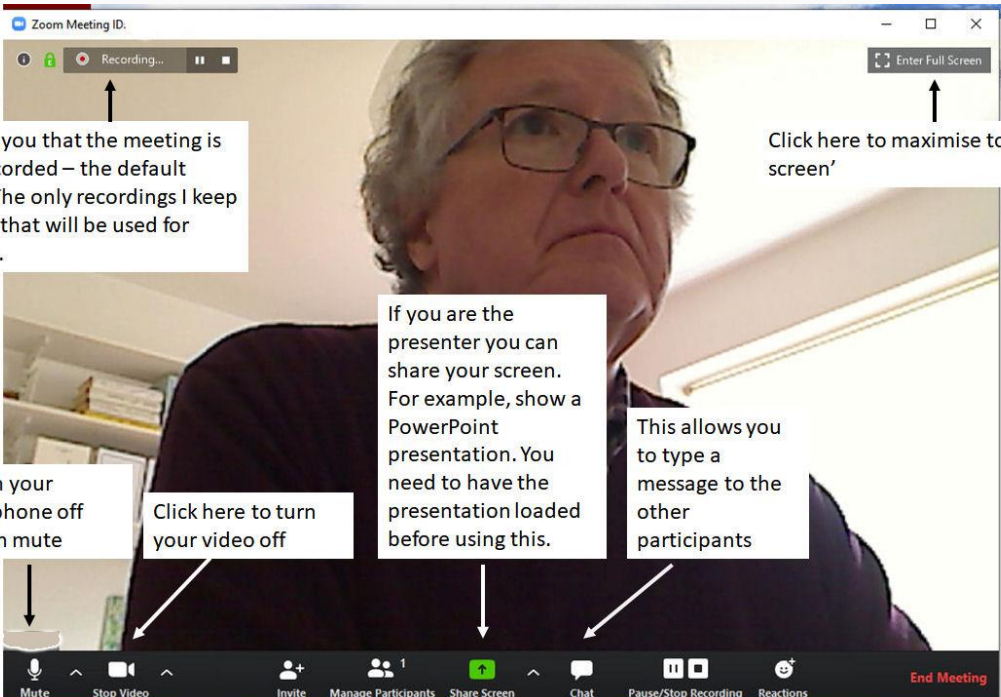
If you want to ask a question you can raise your hand (just like being back at school) – click on the participants button in the middle of the panel at the bottom of your Zoom screen. You can then click the button that appears on the right hand side to 'raise hand'.

Screen sharing (being able to put your presentation on screen) is likely to be turned off for everyone except designated presenters.

Make others in your house aware that you're 'in conference' – I have been at a work tele-conference where a participant and their partner had a very public row!

### Screen tips:

I hope the screenshot below is of use. Sorry about the person in the picture.



The screenshot shows a Zoom meeting window with a video feed of a person. The interface includes a top bar with a 'Recording...' indicator and a window control bar with an 'Enter Full Screen' button. The bottom toolbar contains icons for Mute, Stop Video, Invite, Manage Participants, Share Screen, Chat, Pause/Stop Recording, Reactions, and End Meeting. Annotations with arrows point to these elements:

- Recording...:** This tells you that the meeting is being recorded – the default setting. The only recordings I keep are ones that will be used for podcasts.
- Enter Full Screen:** Click here to maximise to 'full screen'
- Mute:** To turn your microphone off click on mute
- Stop Video:** Click here to turn your video off
- Share Screen:** If you are the presenter you can share your screen. For example, show a PowerPoint presentation. You need to have the presentation loaded before using this.
- Chat:** This allows you to type a message to the other participants

Note: the screenshot above is from my computer – if your version looks different I'm sorry.