

## Zoom Video Conferencing Guide for PBKA

The official help info is here:- <https://support.zoom.us/hc/en-us>

### Quick Guide

Download and install the Zoom app from <https://zoom.us/download> (It is free of charge)

Wait for an email invitation from the meeting organiser and follow the instructions in the invitation.

That's it!

*To help things go smoothly read on ...*

### Devices

You can use Zoom on nearly any device that has a microphone, speaker and optionally a camera. Modern phones, tablets, laptops, Apple Macs etc. have these built in.

For PCs or older laptops you might need to add a headphone set with microphone and/or a webcam and/or speakers.

You can take part in a meeting with sound but no video if you want.

After you install the Zoom app it will help you set up your sound and camera.

### Downloading and Installing Zoom

You can get Zoom for your phone at the Google Play Store or the Apple App Store. It's official name is "ZOOM Cloud Meetings". The logo looks like this:-



For PC you have the choice of a desktop app (Zoom client), or plugins for browsers (Chrome, Firefox, Safari), MS Outlook, Skype and more.

All of these options are available at the Zoom install page <https://zoom.us/download>.

Follow the instructions from the installer.

### Signing Up for a Zoom Account

During the install you may get asked to sign up for an account with Zoom.

You can sign up for a Zoom account by email, or if you already have a Facebook or Google account then you can use that.

You **do not** have to sign up to Zoom in order to join in meetings. But I would recommend that you do. Then you will be able to host your own meetings. It does not cost anything for the basic Zoom account.

## Using Zoom the first time

Once you have Zoom installed you can try it out on your own before your first meeting.

Open the app. On a phone you will see something like this:-



If you have not signed up for a Zoom account then you can do that now *Sign Up*.

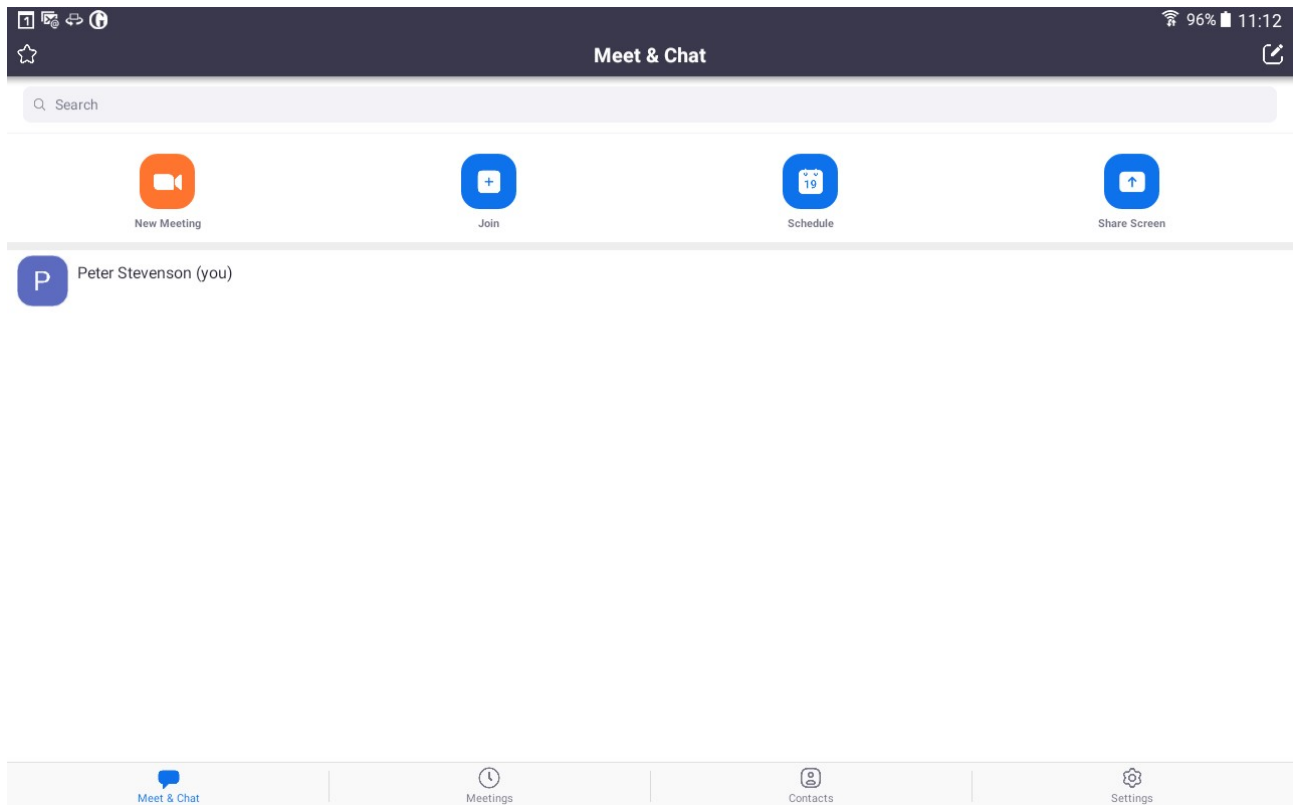
If you do have an account then you can *Sign In*.

If you don't have an account then skip the next section on **Setting up your device**, but you can still try the section about **A Test Meeting**.

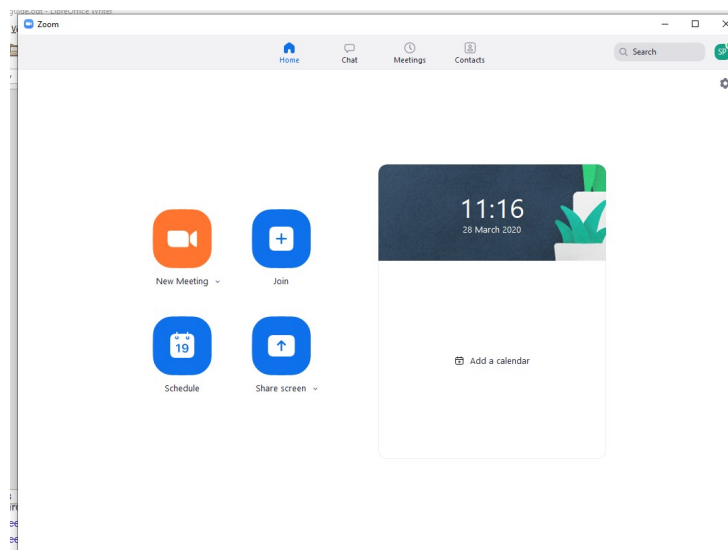
## Setting up your device

When you have signed in successfully to Zoom you will see a page like this

On phone or tablet:-



On a laptop or PC:-



Now you can use the *Settings* to configure your sound and video.

On a laptop or PC the *Settings* are on the little cogwheel in the top right corner. Once the settings are open there are some really useful interactive options to make sure your sound and video will work in a meeting.

On a phone or tablet the *Settings* option is in the bottom right of the screen. Because the camera and sound are integrated on a phone then they should just work.

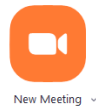
You can set the option to have your video or sound switched on or off by default when you join a meeting. If you have these options switched off then the other participants can't see or hear you but you will still see and hear them. You can switch between off and on for video and sound at any time during the meeting.

There are various other options in *Settings* that are worth having a look at.

### **A Test Meeting**

If you haven't got a Zoom account then you can use this link to test how a meeting works:-  
<https://ukri.zoom.us/test>

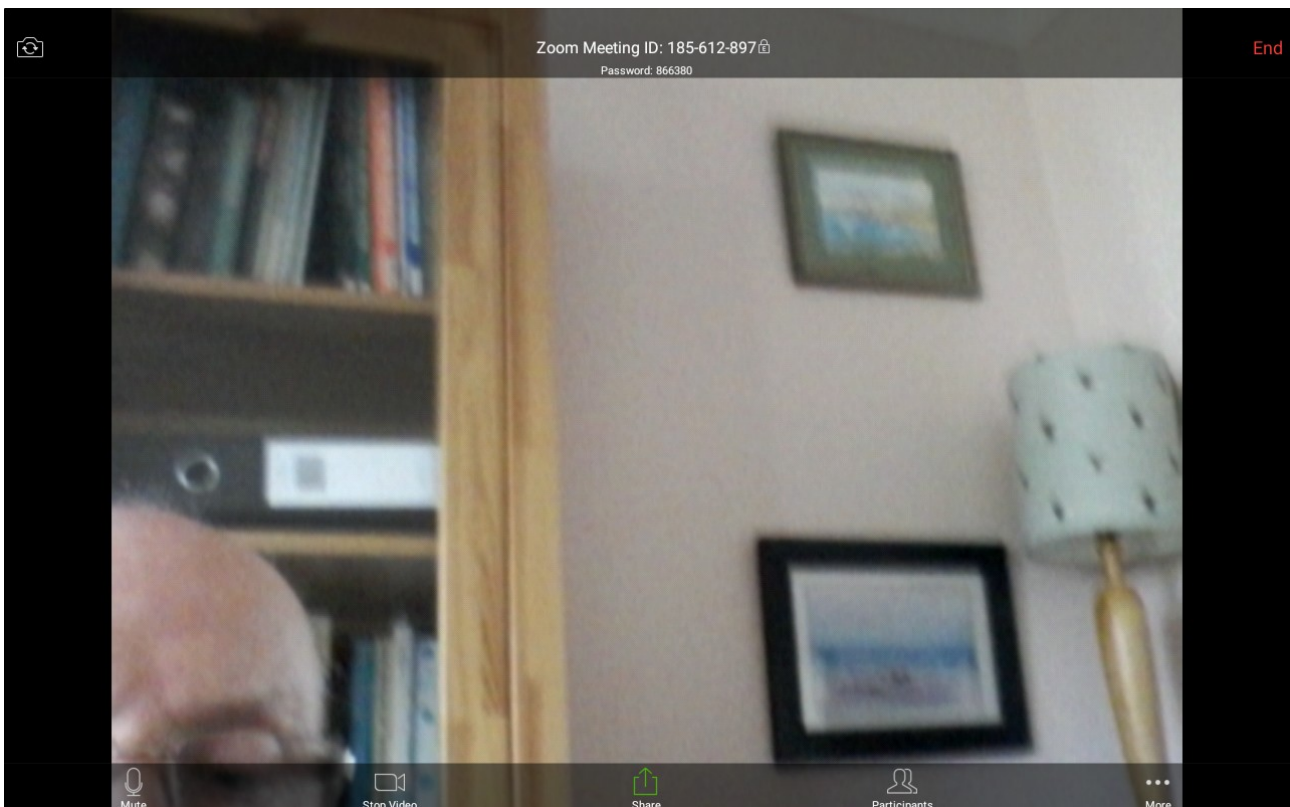
If you have your own Zoom account and have signed in then you can start a new meeting using the *New Meeting* icon



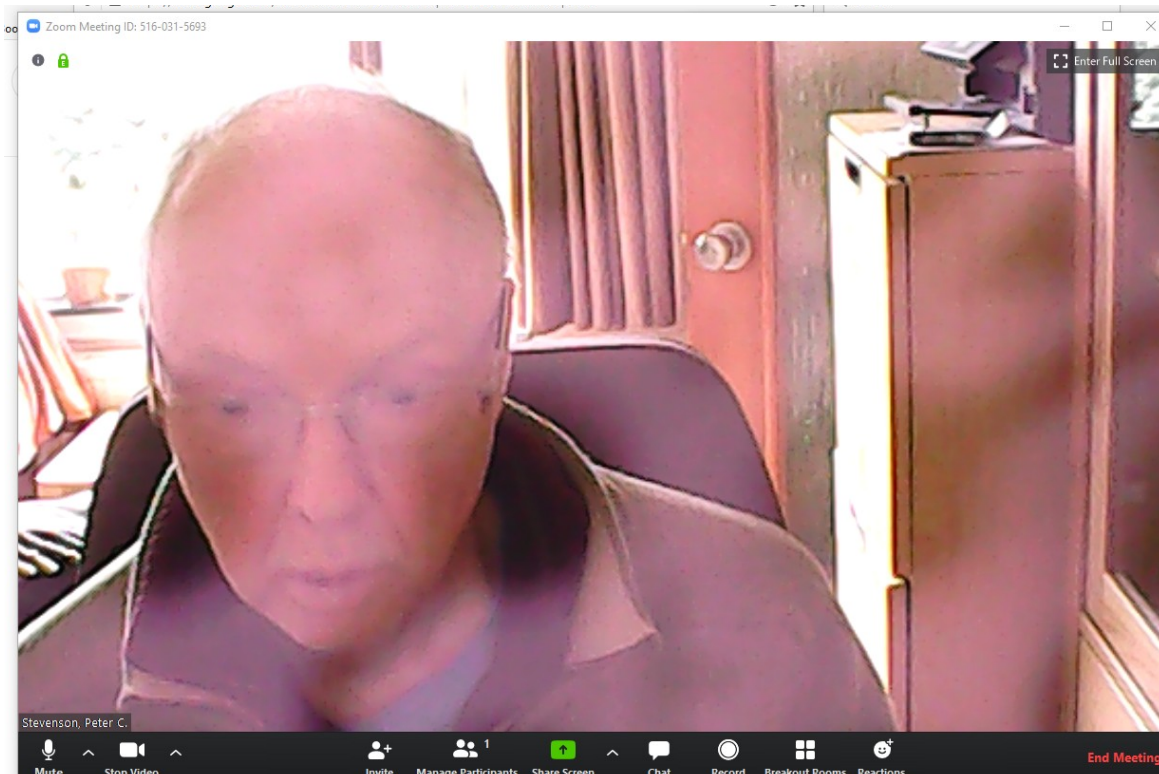
When you first join a meeting you may be asked if you want to start video and microphone, depending on how you have used the *Settings*.

When you are in a meeting your screen looks a bit different on phone/tablet or laptop/PC.

Phone or Tablet looks like:-



Laptop PC looks like:-



While you are in a meeting, the options are shown along the bottom of the window.

**On phone or tablet you have to tap the screen for the options to appear.**

**On a laptop/PC you have to mouseover or click the window for the options to appear.**

The options you see might not be exactly the same for you as they are in these screenshots.

At the bottom left hand of the screen are the controls to *Mute* (your microphone) and *Stop Video/Start Video* (your camera). These controls have a **red line** through them when sound is muted or the video is off.



If you are having trouble with being heard or seen during a meeting - check the *Mute* and *Start Video* controls. If they are off then click on the controls to switch on.

There are several other controls along the bottom of the window.

You can *Share* documents or your screen with others in the meeting (if the organiser has allowed this).

You can use *Chat* to type messages to the others in the meeting. This is a useful option if you are having problems with video or sound (or you can't get a word in edgeways) to alert the organiser.

## **During a Meeting – interacting with the other participants**

Once again things look different on phones and tablets or laptops and PCs.

On all devices there will be some sort of view of each of the people in the meeting. Each participant is shown in a rectangular tile. If the participant has their video switched off, the tile will show as a black box with the persons name in it.

On a laptop and PC where you have a relatively large screen, the tiles are stacked up on the screen and its easy to see everybody. When someone is speaking the tile shows up with a green border.

On phones or tablets where the screens are much smaller, the tiles get arranged in pages and you have to swipe across to see everybody. The default view on a phone tries to show the person who is currently speaking. So as the conversation goes on, the main view changes to show the person speaking. (If lots of people are speaking at once this gets annoying!). If no one is speaking the view cycles through the participants. At any time you can swipe and get the fixed view of each of the participants.

The meeting organiser has special powers to mute the participants, remove participants or close the meeting down.

## **Meeting Etiquette**

It's polite to mute your microphone until you want to speak. Then others don't hear background noises of spouses, children, pets etc. Remember that if Zoom picks up sound from your microphone it will switch the default view for the other participants to your video. If the video view keeps jumping to you when your dog is barking, that can get annoying for everyone.

Microphones can be either too loud or too quiet or you may be too far away or too close. Don't get annoyed if you are asked to adjust your sound.

Video can freeze or act up in other ways and there can be a bit of lag or jitter depending on how good the internet connection is. If this happens, think about turning off the video and just using sound.

It's perfectly OK not to use video if you are say in your pyjamas or having a bad hair day. But generally it's nice for others to see you as well as hear you.

If you can't get a word in edgeways, or you want to attract attention, there is an option (at the bottom of the screen) to *Raise your hand*. This puts up a little icon on your tile view that alerts the meeting organiser (and everyone else) that you want to speak.

You can use the *Chat* option to send text messages. This is useful if you don't want to interrupt a speaker or talk across them.

It is possible to have mini meetings in a *Breakout Room*. This allows a smaller group of participants to chat together outside of the main meeting. If you want this to happen you need to ask the meeting organiser to set that up.

## Leaving a Meeting

To leave a meeting the option is in red text and is a bit different on different devices.

On a laptop or PC *Leave Meeting* in red text is at the bottom right corner of the window.

On a phone or tablet *Leave* in red text is at the top right corner of the screen.

## Accepting an Invitation

If you have received an invitation by email you can use the information in the invite to *Join a Meeting*.



Join

The meeting invitation may have lots of options on how to join. The most useful is the **Meeting ID**. It's not always obvious in amongst the text in the standard Zoom invite but it will look something like this:- Meeting ID: 516 031 5693 . There should also be an internet link on the invitation that you can use like this:- <https://ukri.zoom.us/j/5160315693>.

Notice that the number in the web address is the same as the meeting ID.

Sometimes you will simply get the Meeting ID number by email, text or over the phone.

The ID number is all you need to join the meeting.

*Don't use the number 516 031 5693 – that's just an example! Wait for the invitation.*

## Still Stuck?

Contact Peter

Email: [pstevenson12345@btinternet.com](mailto:pstevenson12345@btinternet.com)

Phone/text: **07977 563545**