

Some general tips to help with Zoom

Get the app from <https://zoom.us/download> and follow the instructions to install Zoom.

Logging into Zoom.

You should have received Zoom meeting details from the expected meeting organiser. Zoom meeting details will contain either a link or meeting ID and password

DO NOT open Zoom meetings if you do not know who the meeting organiser is.

DO NOT share Zoom meeting details with anyone else.

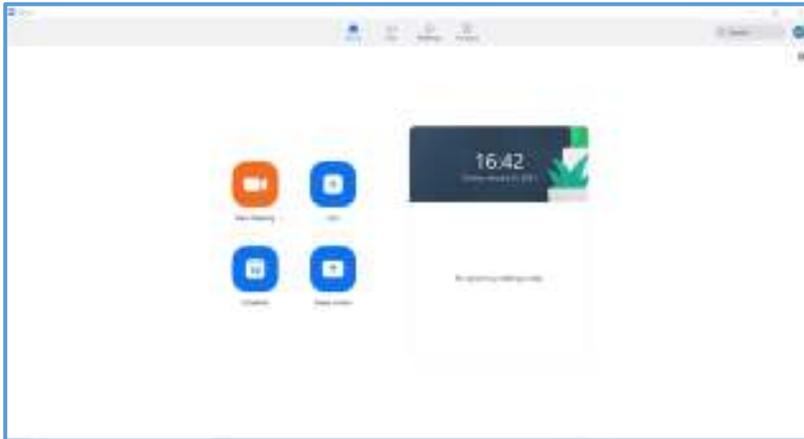
Joining the meeting.

Open Zoom

Click on the home button at the top of the opening Zoom screen.

You can join the meeting using the meeting code and password.

Opening View of Zoom



Click on the join button and the following dialogue box is displayed.



Enter the Meeting ID provided by the meeting organiser. You can type in your name; this will be displayed in the Zoom meeting. Click on Join and the next screen will ask you to enter the password also provided by the meeting organiser. You will be entered into the meeting lobby and you have to wait for the host to start the meeting, see below.

Likewise, if you chose to join via the link, then you will be entered into the meeting lobby and you have to wait for the host to start the meeting:



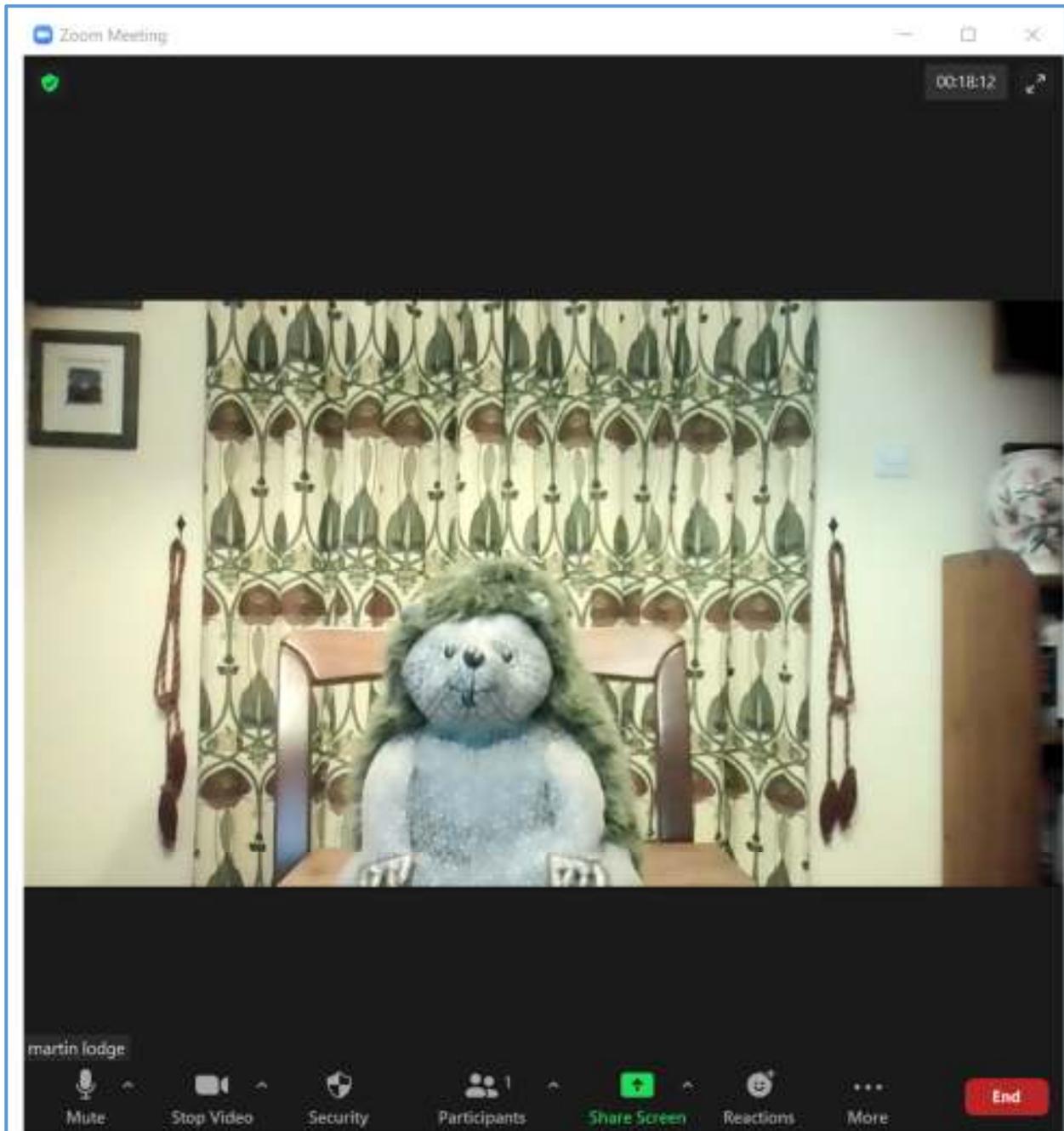
Meeting Lobby

All users will initially be placed into the meeting lobby. The meeting organiser will admit you.

Once you have been admitted, you will see the host and the invited guests who have already been admitted and yourself.



If your picture is blank, then it is likely that your video cam has been disabled. If you wiggle you mouse or pointer device then at the bottom of the screen you should a floating menu, see below:



In the above screen shot you can see several menu options.

Initially we are looking at the bottom left hand at the Mute and Stop Video icons. If either of the icons has a red diagonal line through them then they are currently disabled. Click on the appropriate icon to enable the mike or video.

Useful to note that when people are presenting it is courteous to mute your microphone so that any background noise is not transmitted into meeting. Unmute by click on the microphone icon.

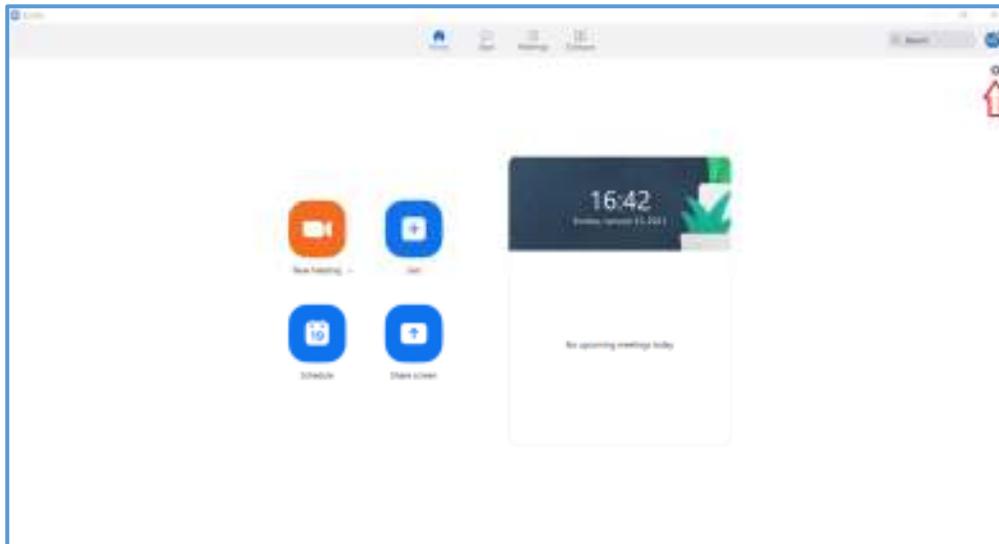
If you have had a bad hair day you may wish to keep the video disabled.

When you are in the meeting you can change the view settings so that you can see all the participants.

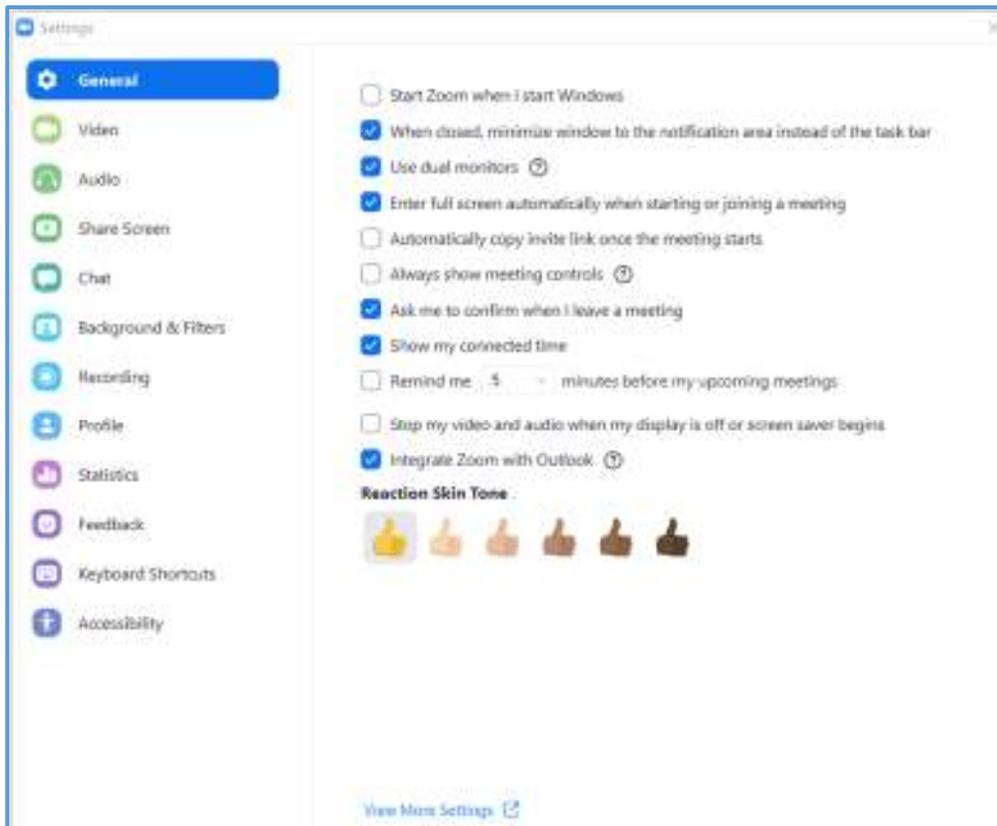
If you wiggle your pointing device and look to the top right of the screen you should see the menu item "View". Choose the gallery option then all the participants can be seen. When the presentation starts then the participants will either be shown above the presentation or down by the right-hand side. You will need to experiment to find the right setting for yourself.

Settings

At the top right of the screen there is “cog” as indicated in the screenshot below:

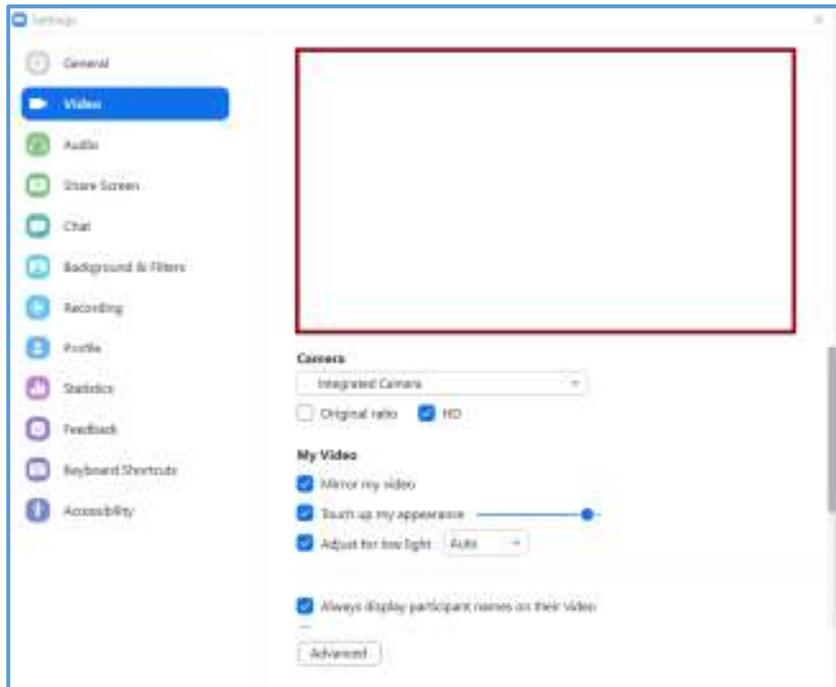


Click on the “cog” and the general settings dialogue is displayed.

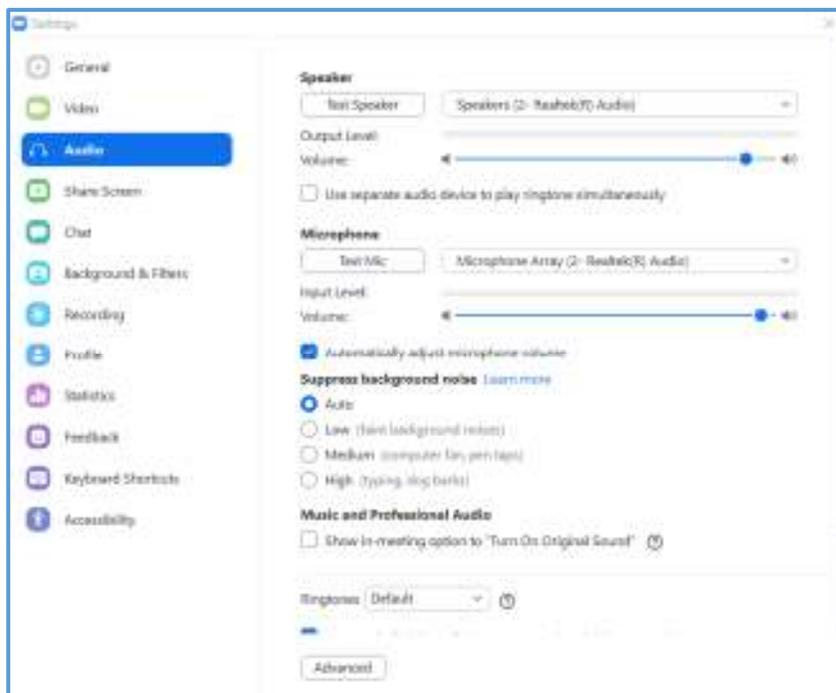


Suggested settings, feel free to change the settings to suit yourself.

Click on the video button in the left-hand side panel, to see the video dialogue display



Adjust the settings as required. Please note that a picture will be on the screen within the red box. Click on the audio button in the left-hand side panel, to see the audio dialogue display:



Adjust the settings and test as required. Make sure your speakers and microphone are correct too.