Signing up to Zoom

Signing up via Laptop/Computer

Step 1 Head to https://zoom.us

Step 2 Click on the orange box in the top right corner, highlighted in the picture.
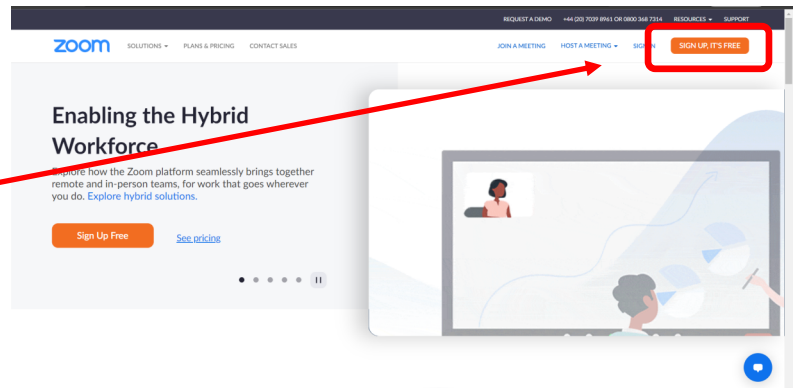

Step 3 Enter your date of birth.

Step 4 Enter your email address.

Step 5 An email activation email will be sent to your email address. Open the email from zoom and press the large rectangle orange box to activate account.

Step 6 A web page should open from your email. Enter your first and last name and create a password. Then press continue.

Step 7 The next step will allow you to invite people to use Zoom. If you are not interested in this step right now you can press the button saying 'skip this step'.

Signing up via Smart Phone

Step 1 Open Google play or the App Store on your device and search for Zoom.

Step 2 Install 'Zoom Cloud Meetings'.

Step 3 Once you have opened the app, click 'sign up' in the bottom left corner.

Step 4 Enter your date of birth.

Step 5 Enter your email address, first and last name.

Step 6 An activation email will be sent to your email address. Open the email from zoom and press the large rectangle orange box to activate account.

Step 7 The email will open a web page on your device. Enter your first and last name again and create a password.

Step 8 The next step will allow you to invite people to use Zoom. If you are not interested in this step right now you can press the button saying 'skip this step'.

Step 9 Now you can close the web browser and open the Zoom app and sign in using the email and the password you have just created.
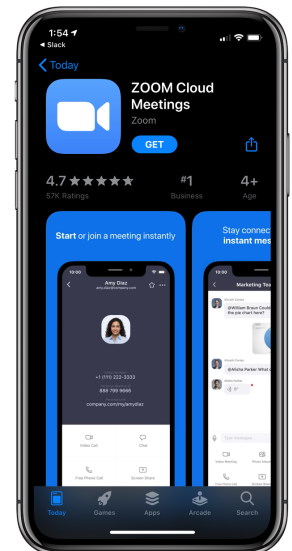
How to use Zoom via Laptop/Computer

SCHEDULE A MEETING **JOIN A MEETING** **HOST A MEETING** ▾

Once signed in, you'll see the three options above in the top right corner. If you want to host a meeting, click on 'host a meeting'. A drop down box will appear where you can chose if you want to do video, audio or share your screen.

Alternatively, you can choose 'join a meeting'. Then follow the steps below.

Host a Meeting

1) Once selected, a page will open where it will allow you to launch the meeting. When the first step has been completed, you will be taken into a video/audio call on your own. You will need to click the button top left side of the screen. It looks like this.

Emily Molyneux's Zoom Meeting

Meeting ID	845 7773
Host	Emily (You)
Passcode	8GQ
Invite Link	https://us05web.zoom.us/j/84577733834?pwd=d0k0cTRFcE1VV2lML0RJeTZNMWEzZz09
	📋 Copy Link
Participant ID	201
Encryption	Enabled

You are connected to the Zoom Global Network via a data center in the United States.

Report 🚩

2) Once the icon has been clicked, a box like this one will appear. This holds all the information that you will need to launch a meeting. From this information, you can send the invite link to the participants that you would like to join the meeting. You will need to also send them your 'Meeting ID' and 'Passcode'. Once they have been connected to your 'call' you will have to admit them to your meeting, by clicking 'approve' or 'admit' when the banner shows up at the top of the screen.

Join a Meeting

1) To join a meeting, click 'join a meeting' at the top of the screen. Once you have clicked this icon a new page will open.

If you are asked to join a meeting you will be given a meeting ID or sent a personal link to use.

This is where you type that ID or personal link.

Now you can click 'join'. Once you have been accepted into the call you have successfully joined the meeting.

Join Meeting

Meeting ID or Personal Link Name
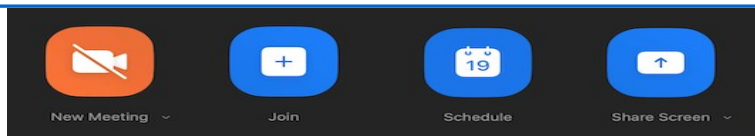
Enter Meeting ID or Personal Link Name

Join

Join a meeting from an H.323/SIP room system

Now you're ready to enjoy the world of zoom!

How to use Zoom via APP

Once signed in, you'll see four options as shown above. If you want to host a meeting, you need to click on 'new meeting'. Then you need to choose if you want your video on or off. Next, click 'start meeting'.

If you would like to join a meeting, you need to click the 'join meeting' icon shown above. Next, enter the meeting ID which your host should have provided. Then click 'join meeting'.
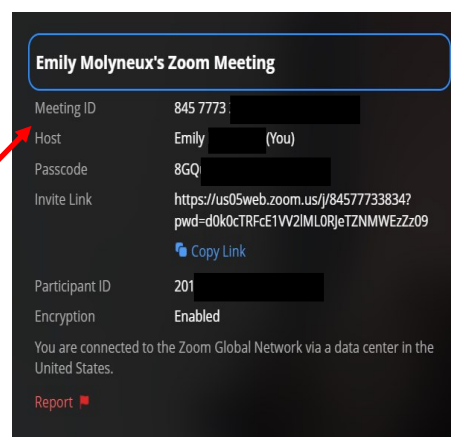
Host a Meeting

1) Once 'Host Meeting' is selected, you will be placed into a call on your own. Next, locate and click the button at the top of the page that looks like this icon.
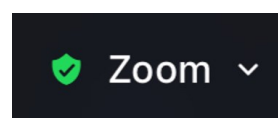
2) Once the icon has been clicked, a box like this will appear. This holds all the information that you will need to launch a meeting. From this information, you can send the invite link to the participants that you would like to join your meeting.

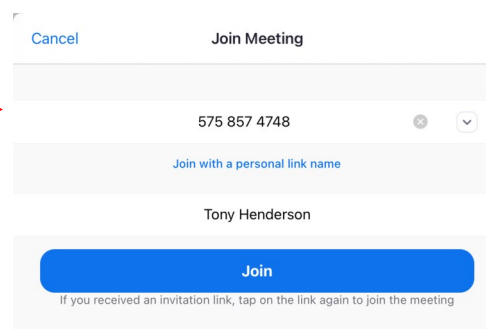You will need to also send them your 'Meeting ID' and 'Passcode'.

Once they have been connected, you will have to allow them to join your meeting, by clicking 'approve' when the banner shows up at the top of your screen.

Join a Meeting

1) Once you have clicked the icon to join a meeting, you will see a screen like this.

If you are asked to join a meeting, you will be given a meeting ID by your host. This is where you type that ID. Next, click 'join'. You will then be asked for the meeting passcode, which should have been provided by your host. Once you have typed your passcode in, you will be accepted into the call.

You've now successfully joined the meeting and you're ready to enjoy the world of zoom!

From a resource pack created by the Mental Health Forum   www.thementahealthforum.co.uk   028 3025 2423   Version 2.0   Mar22

NOTE: As zoom updates its software, slight variations of layout/language will occur, however general theme of instructions should still apply
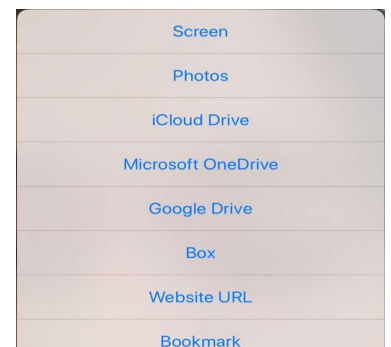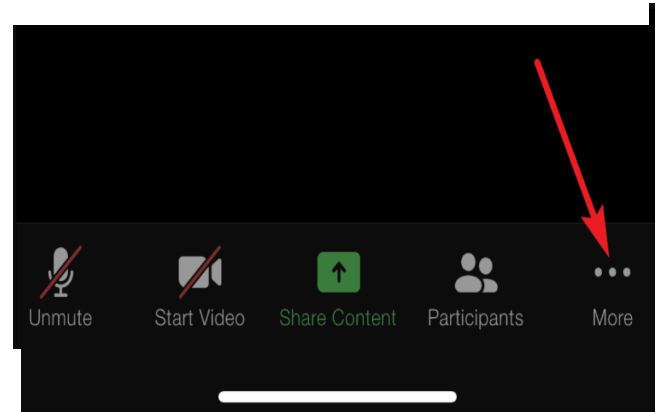
1) How to schedule a meeting in the future

Press the button that says 'schedule a meeting'. You will need to fill out all the information required, such as date and time etc. You will also need to name the zoom meeting, once this is done, it will allow you to send invites via email. Then you can click 'done' and you have scheduled a meeting. You will be able to see your meetings list in the meeting section.

Choose Virtual Background   ⊕

[None]   [image]   [image]   [image]

2) How to change your background

To change your background, you can select the 'more' button and the 'select background or filters'. Then you will need to choose the background you want or the filter you would like to use. Once you have decided, you can click on it and it will be used for your screen. Zoom usually remembers this preference until you change it.

Unmute   Start Video   Share Content   Participants   More

Screen
Photos
iCloud Drive
Microsoft OneDrive
Google Drive
Box
Website URL
Bookmark

3) Share content

To share your content you will need to click the 'share content' or 'share' button.
Once you have clicked this button, you will have the options to share a whiteboard, photo, screen, document, website or camera. Select the option you would like to use it will and it will appear on screen.

Share Content
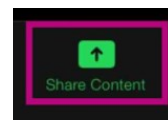
4) Using a waiting room in zoom

Schedule a meeting and ensure you have filled in all the needed Information. Next, scroll down to advance settings and make sure you 'enable waiting room' in advanced options.
(Zoom may already have done this for you)

When people join the meeting they will be greeted by the waiting room screen.
You will then have to accept each member into the group - this will give you complete security on who can join your meeting space.

NOTE: If in the app, your buttons disappear, hold your figure to the screen for a couple of seconds and they should reappear

Advanced Options ^
☑ Enable Waiting Room
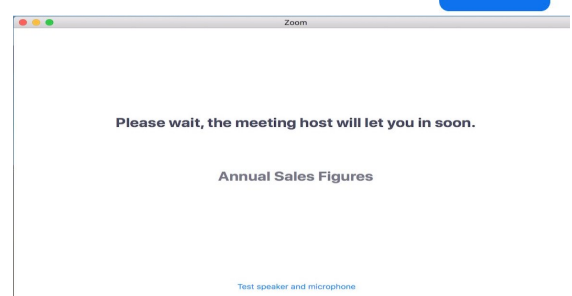☐ Enable join before host
☐ Mute participants on entry
☐ Only authenticated users can join: Sign in to Zoom
☐ Automatically record meeting
Alternative hosts:
Example:john@company.com;peter@school.edu

[Schedule]

Please wait, the meeting host will let you in soon.

Annual Sales Figures

Test speaker and microphone

Can I join a meeting or an appointment from any computer, anywhere?

Yes - in practical terms, all you need is a reliable internet connection, computer with working microphone and camera, installed zoom, and the supplied entry ID and code or link.

However, we'd recommend you set up in a space where you have privacy and are unlikely to have loud background noise or interruption. Outside is rarely a helpful option. For good interaction, try not to have a window or bright light behind or directly above you, and check that nothing inappropriate is visible or audible in the background. Arrange your device so that your face appears 1/3 to 1/2 the size of the video window if you can, as this will ease communication. If possible, tilt your screen so people get a natural view of your full face. Remember, looking at the camera instead of the screen offers better eye contact.

Is it secure and private?

The host usually has settings arranged to fullest possible security and privacy possible, and the same boundaries of confidentiality exist for you as in face to face rooms.

If in doubt, you can ask your host. Protect yourself and others by using caution and safe comfortable sharing in chat or group discussions and even in private chat conversations. The *private chat* feature is useful, however it can be easy to accidentally send messages or share files to unintended recipients. Again, if you need assistance, just ask. Your host will guide you.

Is there a rule about when to mute or have camera on?

This can vary room to room, however for courtesy and good communication we'd mainly suggest using your camera and keeping your microphone muted unless speaking. In a 1:1 appointment, using camera can be particularly important, but you can discuss any arising challenges with your host.

**If your internet connection is poor and your call keeps freezing or cutting out, turning the camera off may help ease that problem, but always advise your host if you need to do that.

How do I use chat?

Click the icon - It opens a window that looks a lot like a text conversation window.

You will see messages appear here. Sometimes links or files will appear - you can open or download these by clicking on them (*make sure your computer is muted if opening a link.*)

To send to Everyone - Check the label above the typing box says 'Everyone'. Type/hit enter.

To send a private message to a specific person - Click the downward chevron (⋁) next to 'everyone' and a list opens - Select the person you want to contact. You will see label change. Type/hit enter.

What about Emojis and Raising hands?   www.emojipediaorg will explain them if you don't know them

Click the 'smiley' icon - select emoji and it will appear briefly on screen for everyone to see.

To raise hand - click the special button - Your hand will stay on screen until you take it down.
Your host will be able to see all people with raised hands clearly, and should call on you to speak.

How do I change my screen name when using zoom on a computer?

Hover over your own thumbnail video window and right click. Select 'Rename'. Type/hit enter.

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