

Joining a Zoom meeting. A tentative guide.

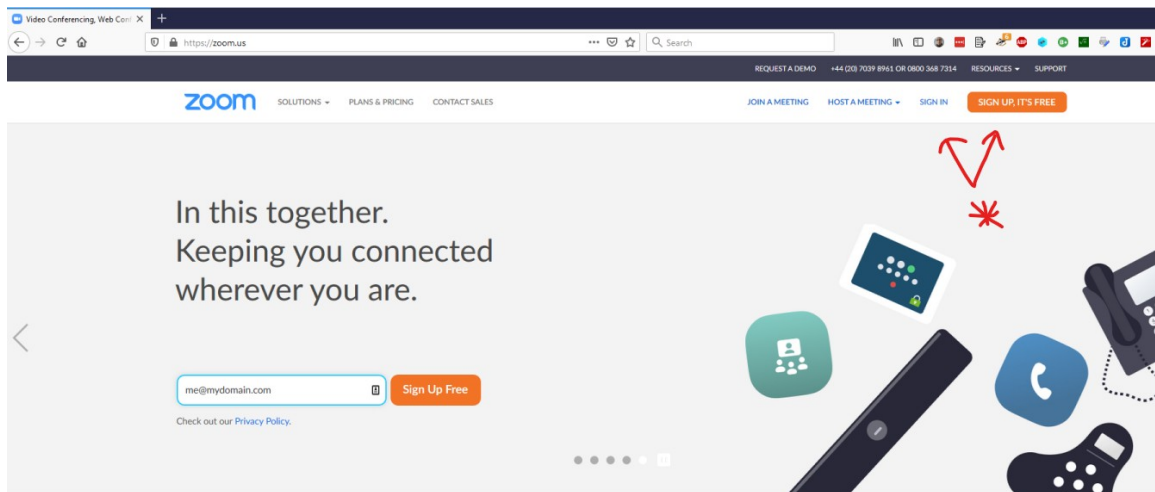
This is a first stab at creating some instructions. For help, you can email or phone me. The same goes if you have any suggestions or comments.

Zoom offers a number of ways of doing the same simple things, but this seems to be the easiest way of setting up and joining a meeting.

There are four steps. I have expanded on each step below. You should carry out steps 1 and 2 as soon as possible. There is no need to wait for a meeting. Steps:

1. Visit <https://zoom.us> and create an account:
2. Download and install the software or app,
3. Once you receive an invitation e-mail *before* the meeting. Make a note of the password (six digits and letters). You may or *may* not need it, so if you can't find it, do not worry. If you follow *this* method, you probably will not. A few minutes before the meeting, open the Zoom software and go on to step 4.
4. Find the meeting in the *Meetings* list and join it. You may have to wait for the meeting to start and, even then, the host has to spot you on a list and *Accept* you. Meanwhile, you will be given an opportunity to test your microphone and speakers or headphones are working. You should then see yourself on the screen, until you are accepted.
5. Once you are accepted, you should see at least the person who is talking: possibly all the members of the meeting. See section 5 for how to adjust your settings once the meeting has started.

Step 1: Register a new Zoom account or sign in to your Zoom account.



The zoom web-site's URL is <https://zoom.us>. You will have to register as a user on this site. It gives you the option of using your Google or Facebook accounts to handle logins, or you can give it your own password by creating a separate account. Using an identity manager such as Facebook or Google saves you the problem of managing yet another password without introducing any fresh vulnerabilities. Neither Google, Facebook, nor Zoom can access your password in any way. Either way, make sure your account has the email address we use to contact you, or the invitations we send you will not match your Zoom account. Even if you have multiple phones, iPads or computers, this only has to be done once.

2. Download and install the software (App):

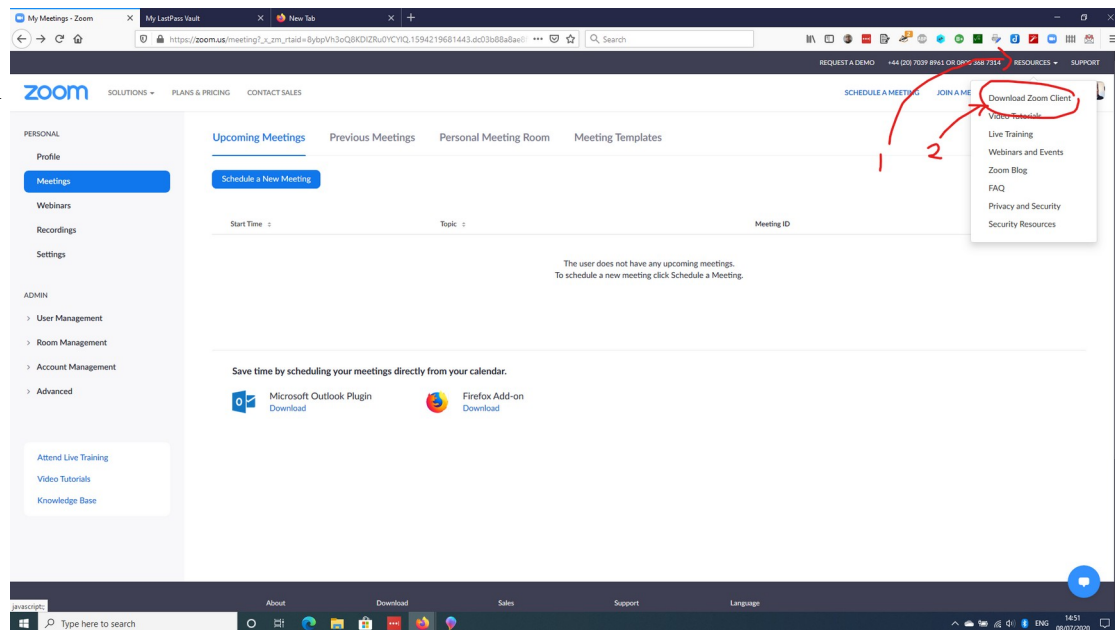
This has to be done on the machine or device you are going to use and the procedure depends on what sort of device you use and it is done from <https://zoom.us>. It is at the top-right of the web page. Hover or click on *Resources* and select *Download Zoom Client*. Note that the following item: *Zoom Video Tutorials* has short tutorials that may be more useful than this document.

Android and iPhone

The apps are downloaded and installed from the Google Play Store and iTunes in the usual way. Once you have installed the app, you will probably have to enter your user-name (email address) and your password for that address. Your app will remember both.

Windows or Mac

If you
use



Firefox or Google Chrome as your browser, you can run Zoom without installing the directly in your browser. This will not work if you use Safari or Internet Explorer. I *recommend* installing the software if possible as it should eliminate the need to look for meeting ID's and passwords and copy and paste them.

Visit <https://zoom.us>. The links for downloading and installing the zoom apps are under the *Resources* tab (top-right) or the black bar at the very top of the web-page. Click or hover your mouse over *Resources*. A menu will appear. Click on *Download Zoom Client*. Note that under *Resources*, there are also a number of short videos that are guides to using and installing Zoom.

This option leads you to a new web page. Click on the first big blue button under the heading *Zoom Client for Meetings*.

On a Windows 10 system, you can take the *Save File* option. Once the download is complete, you can open your downloads folder and double click on the file: *Zoominstaller.exe*. After that, just accept all the default options.

If you are using a Mac, the dialogue *Opening Zoom.pkg* appears and just hit the Enter key (the carriage return). Then accept all the suggested options.

If you have any questions, just contact me.

Linux

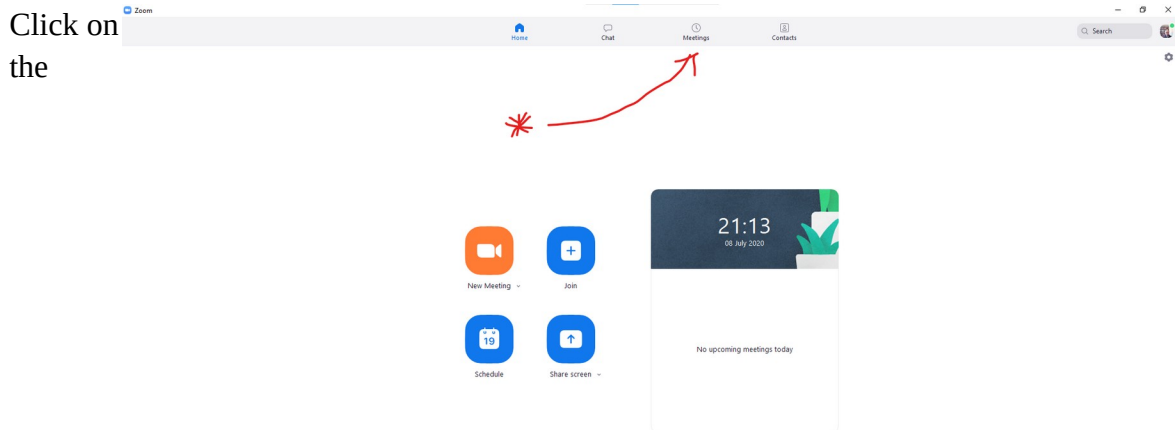
You probably don't need my help. Just one thing: Zoom is probably already in your repositories!

3. Launch the Zoom app or program

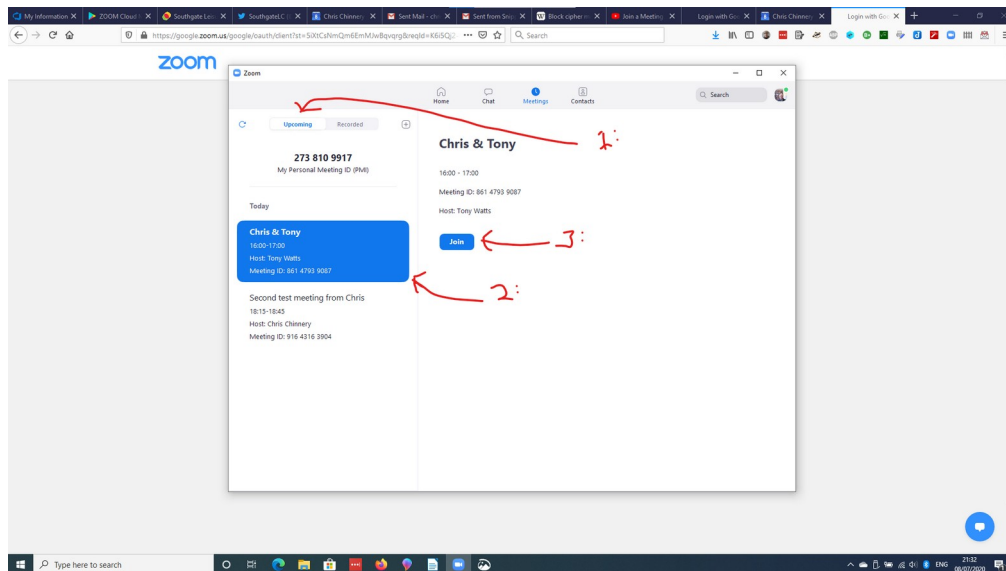
4. Join the meeting:

Windows 10, Mac OSX or Linux

Once you have started the Zoom program, you should see a screen much like this:



Meetings button to see a list of your meetings. This should give you something like this:



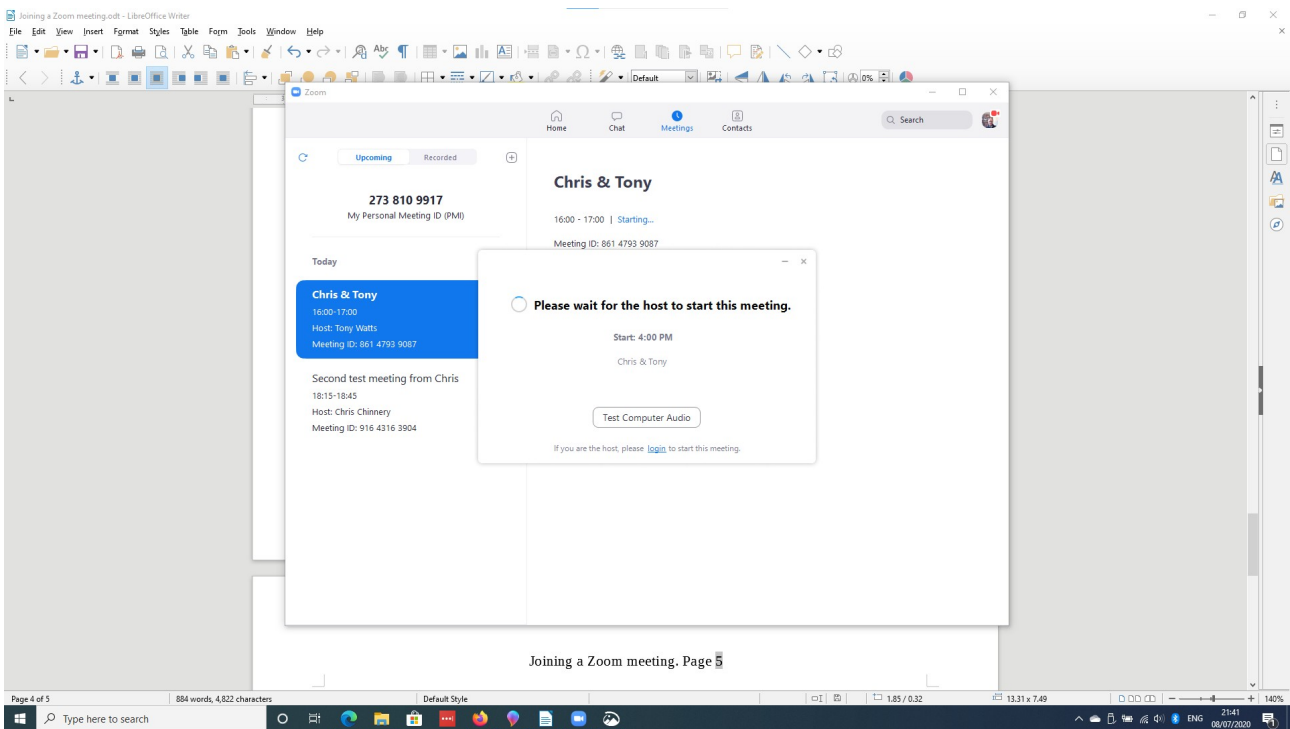
1: Select the *Upcoming* list on the left-hand side unless it is already has a blue heading,

2: Select the correct meeting,

3: Click *Join*

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You may see this:



This gives you an opportunity to test your microphone and your speakers or headphones. Once you have been accepted by the host, you will be in the meeting. If you are given the option, select *Join with Video* then take the option to use your computer's audio, or use the option to test it first.

5: Options once you are in the meeting:

There are a number of options once you are in the meeting.



This is the default view. You will just see yourself (small) and the current speaker (large). You can click a button at the bottom to see a list of participants in the bottom margin.

On the top right, you can see an option for *Gallery View*. This shows all the participants. Again, there is a set of controls at the bottom for you to play with. One of them is a Zoom equivalent of raising your hand. In my version of Zoom, the box with the current speaker is highlighted.

I strongly suggest that you look at some of the videos on the Zoom site (again, click on *Resources* on the site's top black bar.

I will add to this as I start to understand more. I will try to take some screen shots during tomorrow's meeting. Do e-mail me with let me have the benefit of your experience. I am even more of a beginner than everybody else.

Chris Chinnery – July 2020