

Guide to using Zoom

Zoom is one of several applications that connects people together by video on a smartphone, tablet, iPad or laptop or PC computer so that several people can see each other at the same time on their screens and join in on a conversation. Meetings are set up by a 'Host' who schedules the date, time and topic of the meeting for with Zoom generates an ID number and password, which the Host should change, and the Host sends an invitation by email to the 'Participants'. The Participants are people who are invited to join the meeting.

The Communications Committee has developed this set of guidelines for people who want to Host a meeting and also for people who want to join in as Participants.

Safeguarding Note: If children are using Zoom to communicate, it is highly recommended that an adult is present in the same room. Zoom is officially a service for those 16+.

How to Host A Zoom Meeting

Download the App and set up an account

- The basic Zoom App is free to download and works on all devices (smartphone, computer, tablet/iPad) and can be downloaded from <http://zoom.us> or, for your smartphone or tablet's App Store, such as Apple's App Store or Google's Play Store.
- The Basic version allows for meetings of up to 40 minutes. The advanced version has no time limit for meetings.
- You should sign into your Zoom account by setting it up and, when prompted, giving your email address and a password that you have generated.
- In the interests of security you are advised to avoid using other accounts, such as Google, Facebook or Outlook.
- Zoom has been going through lots of updates recently. Make sure that you always check for updates and manually update the app (on all devices that you have it installed) as it may not happen automatically.

How to Host A Zoom Meeting

Scheduling a meeting

- Sign to Zoom using your email address and the password you generated
- Go to **Home** or **Click on 'Meetings', then 'Schedule a New Meeting'**
- Open **Schedule**
 - Give a title to the meeting.
 - Give a Start date and time.
 - Disable 'Use Personal Meeting ID (PMI) when scheduling a meeting'. To protect your account and your privacy, it is advisable not to use your Personal Meeting ID but instead utilise Zoom's randomised meeting IDs which are different each time.
 - Password – replace the Zoom generated password with one set by yourself.
 - Video - check both Host and Participants ON.
 - If using iPad, Enable Waiting Room. If using a PC this facility is to be found in Advanced Options (see 2 lines below)
 - Calendar – check 'Other Calendars' and do not use Outlook or Google, again for security reasons.

- Open Advanced Options (bottom left hand corner within the Schedule Meeting box)
 - Check Enable Waiting Room - when participants click on the meeting link, they will be put in a 'Waiting Room' until they are admitted by the Host.
 - Do not enable Participants to join the meeting before the Host.
 - Some devices allow you to choose to mute Participants on entry.
 - Do **not** record the meeting on the local computer (important for security)
- Click on **Schedule**
 - iPad users click DONE; PC users select 'Copy Invitation'. You can now copy the link and email it to your Participants.
- Once you've saved the meeting, SEND the invitation by email to the participants OR select 'Copy Invitation' – this instruction varies according to the type of device you are using. You can then copy the link and email it to your participants. Participants can also join through the Meeting ID and Password included in the invitation.

During a Meeting

- Start the meeting by signing in to Zoom and clicking on the instruction to Open the Meeting.
- Click on Participants and click on 'Admit' as their names appear.
- You can choose between 'Gallery View' or 'Speaker View' by clicking the box in the top right hand of your screen. Gallery View allows you to see all Participants at the same time as small thumbnails. Speaker View shows you the video of the person who is currently speaking. It is generally preferable to use Gallery View if communicating with a group so that you are able to see everyone. If you want to enlarge a specific Participant's video on your screen, click on the dots next to their video, and choose 'Pin Video'. (You can 'Unpin Video' at any point)
- As Host, you can 'Mute All' and 'Unmute all' through the 'Participants' icon at the bottom of the screen.
- You can share your screen through the 'Share Screen' icon. This is useful if you would like to show Participants a document or a website on the device you're using.
- You can lock the meeting once all your Participants have arrived. This can be accessed through the 'Security' Icon. On an iPad, click on 'More, then 'Lock Meeting'. On a Phone, click on 'More', then 'Meeting Settings', then choose 'Lock Meeting'.
- Use the 'Chat' icon to send messages to everyone or to send private messages to a participant. On an iPad, click on the 'More' icon, then 'Chat'.
- If you would like to make a Participant a Host in the meeting, click on the dots next to their video, and select 'Make Host'. You would then cease to be the Host. If you want to be a Host again, you have to get the new Host to transfer the Host controls back to you.
- If you've selected 'original sound' in your settings, you will still need to manually turn on this function in the meeting.

The Basic version of Zoom allows meetings of up to 40 minutes after which the Meeting is ended abruptly. It can be reconvened if both Host and Participants click on the link that will appear on the screen. Alternatively, the details on the emailed invitation can be used again to gain entry.