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 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 Join a Zoom Meeting as a Participant

Download the App and set up an account

- As a participant, it is not essential to have an account and download the app. However, doing so makes things much easier and will allow you to use a wider range of Zoom's functions.
- 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 devised.
- In the interests of security you are advised to avoid using other accounts, such as Google, Facebook or Microsoft.
- 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.

Joining a meeting

- The Host will provide you, probably by email, a link and/or a Meeting ID & Password. Click on the link at the time when the meeting is scheduled to start, or enter the Meeting ID & Password in the app (through 'Join').
- If a waiting room is enabled by the Host, you will need to wait for the Host to admit you into the meeting. When your Host has admitted you to the meeting you will automatically be connected by Zoom.
- If you do not have the app installed on your device, you can still join from your internet browser (if your Host has enabled this). Clicking the link opens up the browser, which will give you the option of downloading the software, or, in very small print underneath, to open from your browser.

During the meeting

- You can choose between 'Gallery View' or 'Speaker View'. 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)
- You can turn your video on or off and 'mute' or 'unmute' yourself at any point (if permitted by the Host) during the meeting.
- If the Host or another Participant is talking and you are not required to speak, you can 'mute' yourself so the person speaking isn't competing with any background noises/distractions. You can then 'unmute' yourself when you do want to speak. This is more relevant to formal meetings as opposed to casual ones.
- You can use the 'Chat' function (if permitted by the Host) to type in a message to everyone in the meeting or to a specific Participant (again, if permitted by the Host).
- You can choose a Virtual Background If available on your device and permitted by the Host if you want to keep your background private.

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.