

Notes On How To Use Zoom

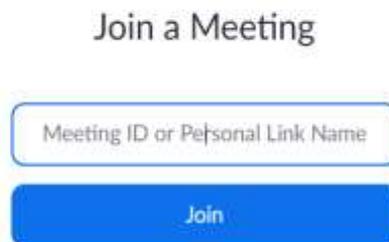
Zoom is a good way to have meetings, talk to friends and family and even give/take online classes in these new times. To use Zoom you must have it downloaded to your device. Zoom is free to use but has limited 40 minute meeting time. If you do not wish to pay when the 40 minutes are up, participants can just log back on again to the same meeting for another 40 minutes. You can pay to use the service which does not limit you to 40 minutes.

The person who sets up the meeting is called the Host and the people who attend the meeting are called Participants. There are different ways to join a meeting. If the Host emails you an invitation, you just click on that email and it will bring you straight into the meeting, this is the most usual way.

However, if you have not received an invitation, the Host can issue you with the meeting number and you then click on the **Join A Meeting** (circled in pink) at the top of the page



This will then bring you into the screen below. Enter the number you were given in the **Meeting ID or Personal Link Name** Box then click **Join**.



You may get the screen below. If you do, click on **Open URL:Zoom Launcher** (circled in pink)



You will then be asked if you wish to join with Audio. Click on **Join With Computer Audio**. This means that other people in the meeting can hear you.



You may also be asked if you wish to **Join With Video**. You can stop the video at any time throughout the meeting by clicking the **Stop Video** option at the bottom of the screen. If these buttons disappear at the bottom of the screen, just hover your mouse pointer over the bottom of the screen and they will reappear.



Bottom Buttons Explained:



Mute

This will turn your microphone silent so you will not be heard but can still hear other people. Just click it again (it will now say **UnMute**) and you will be heard again

Stop Video

This will turn your camera off so you will not be seen but you will still be able to see people on screen (it will now say **Start Video**). If you click it again, your camera will be turned back on

Participants

This will show you who is participating in the meeting

Chat

You can text here and it can be read by everyone in the meeting. This is useful as sometimes the Host will mute all participants when the meeting is taking place and if the meeting picture or sound disappears during the meeting, you can say so in the chat and hopefully the Host can rectify the situation.

Share Screen

This is used if you need to show a Powerpoint Presentation or a Word document for example to the meeting. You should have the item you need to show already set up on your computer so when you click Share Screen, you will appear in the top right corner of the screen and your document will be on the main screen for all participants to see.

Record

This button is used to record the meeting if this option has been enabled by the Host

Reactions

This button produces emoji's which you can use

End

When you wish to leave the meeting, click here

To Host A Meeting

Click on **Schedule a Meeting** at the top of the screen in blue.

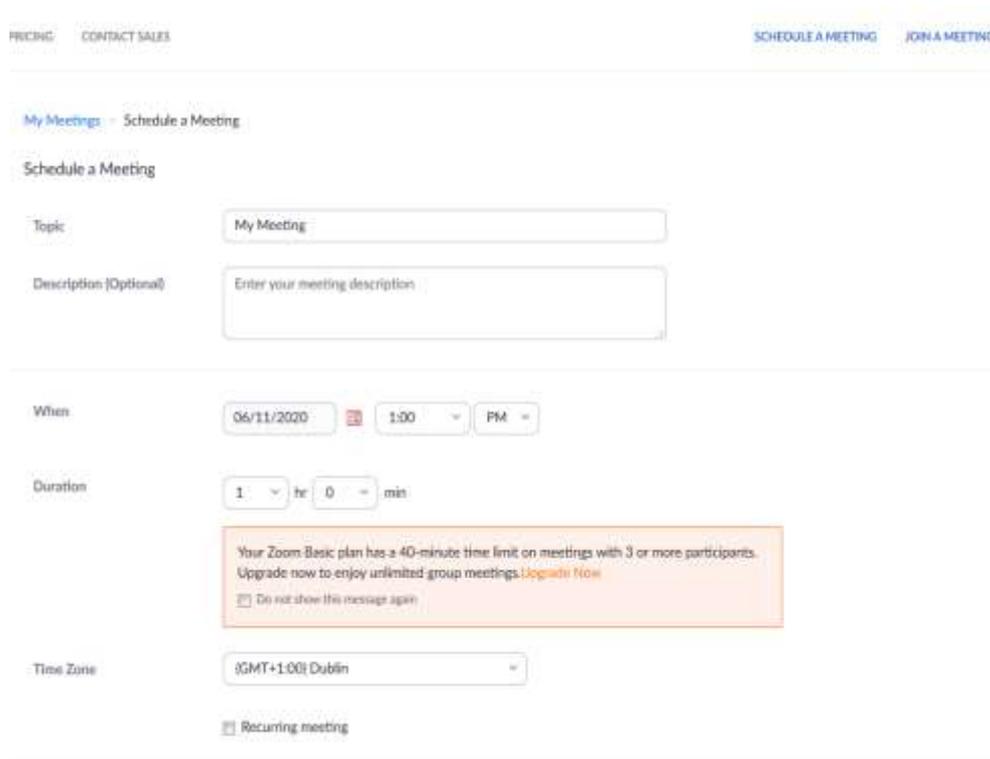
Topic - Enter a title in the **Topic** box e.g. *My Meeting*.

Description - A description of the meeting is optional.

When – Enter a date and time for the meeting

Duration – People who have paid for the use of Zoom can chose their meeting duration. People using the basic free Zoom package are limited to 40 minutes

Time Zone – Change if necessary.



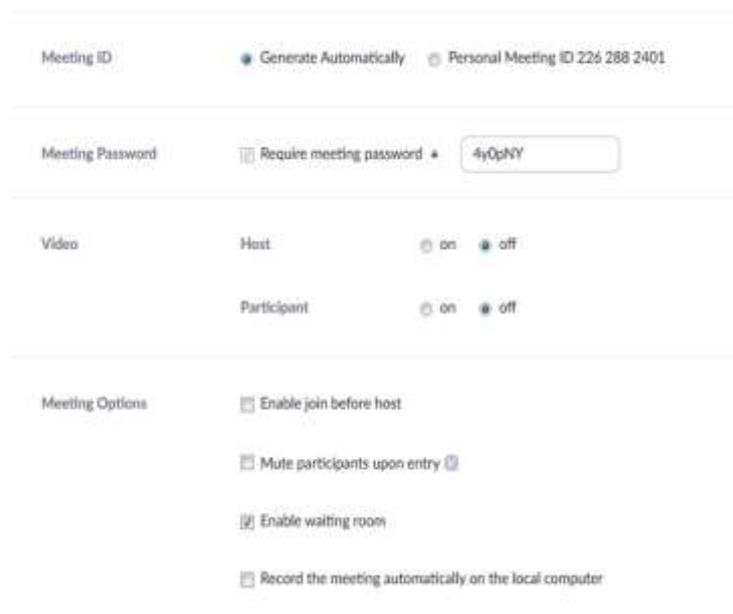
The screenshot shows the 'Schedule a Meeting' interface. At the top right, there are two buttons: 'SCHEDULE A MEETING' (highlighted in blue) and 'JOIN A MEETING'. Below the navigation, the page title is 'My Meetings - Schedule a Meeting'. The main section is titled 'Schedule a Meeting' and contains several input fields: 'Topic' with the value 'My Meeting', 'Description (Optional)' with the placeholder 'Enter your meeting description', 'When' with a date picker set to '06/11/2020', a time picker set to '1:00', and a PM/AM selector set to 'PM'. The 'Duration' field is set to '1' hour and '0' minutes. A warning message in an orange box states: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)'. Below the warning is a checkbox labeled 'Do not show this message again'. The 'Time Zone' dropdown is set to '(GMT+1:00) Dublin'. At the bottom, there is a checkbox for 'Recurring meeting'.

Meeting ID – Click Generate Automatically to allow the system to generate the **Meeting ID**

Meeting Password – If you require participants to enter the meeting with a password, click **Require Meeting Password** and the system will automatically generate one for you.

Video – Unless you do not wish anyone including the Host to be seen on camera, both Host and Participant should be clicked to **On**

Meeting Options – Click on each option which you wish to enable. I would suggest that you not mute participants upon entry as this can be done within the meeting. If you want your meeting to be recorded, please ensure that the the Record the meeting fixture is clicked.



The screenshot shows a meeting configuration form with the following sections:

- Meeting ID:** Radio buttons for "Generate Automatically" (selected) and "Personal Meeting ID 226 288 2401".
- Meeting Password:** A checkbox for "Require meeting password" (checked) and a text input field containing "4yOpNY".
- Video:** Two rows of radio buttons. The first row is for "Host" with "on" selected. The second row is for "Participant" with "on" selected.
- Meeting Options:** Four checkboxes: "Enable join before host" (checked), "Mute participants upon entry" (unchecked), "Enable waiting room" (checked), and "Record the meeting automatically on the local computer" (unchecked).

Click Save to save your meeting information



Two buttons are shown: a blue "Save" button and a white "Cancel" button with a grey border.

You will be brought to the screen below where you need to click on **Copy Invitation**



The screenshot shows a meeting invitation summary screen with the following details:

- Title:** My Meeting
- Time:** Jan 11, 2020 02:00 PM Dublin
- Add to:** Three buttons for "Google Calendar", "Outlook Calendar (Add)", and "Yahoo Calendar".
- Meeting ID:** 761 1122 8207
- Meeting Password:** A masked password field with "Show" text.
- Invite Link:** A long URL with a "Copy Invitation" button circled in red.
- Video:** Two rows of radio buttons. The first row is for "Host" with "Off" selected. The second row is for "Participant" with "Off" selected.
- Meeting Options:** Three checkboxes: "Enable join before host" (unchecked), "Mute participants upon entry" (unchecked), and "Enable waiting room" (unchecked).

You will then have an invitation as below which contains all the information needed for your meeting that you can copy and send to all participants.

Copy Meeting Invitation



Meeting Invitation

Denise Brennan is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Jun 11, 2020 02:00 PM Dublin

Join Zoom Meeting

<https://us04web.zoom.us>

[/j/78111228207?pwd=RU13NnFEaDRyL2ZQZ3FweXJPODRKdr09](https://us04web.zoom.us/j/78111228207?pwd=RU13NnFEaDRyL2ZQZ3FweXJPODRKdr09)

Meeting ID: 781 1122 8207

Password: 5nAhHf

Copy Meeting Invitation

Cancel