

## ZOOM MEETINGS FOR THE TECHNOLOGICALLY CHALLENGED!

### Getting started

If you are accessing Zoom via a PC, you do not need to download the Zoom App, but simply click on the link which you will be sent via email by the meeting organiser. However, your connection will be better if you do download the Zoom App. You can do this by Googling 'zoom.us', clicking on 'Download', and then download the 'Zoom Client for Meetings'.

If you are accessing Zoom via a Tablet or a Smartphone, you WILL need the Zoom App. Clicking on the link which you will be sent by the meeting organiser will take you directly to Zoom in the App Store (iPhone) or Play Store (Android) which you can download for free. However, not all features described below are available on a Smartphone and if this is your first Zoom experience it is better to use a PC or Tablet.

### Joining the meeting

Click on the link which you will be sent by the meeting organiser. Sometimes (but not always) you will also be asked for a password, which will have been sent to you along with the link if required. The first thing you see is a video preview where you can see what you look like! Click on 'Join with Video' and the meeting host will admit you to the meeting. There may be a slight delay. If you see a message saying, 'call using internet audio', click 'yes'.

### In the meeting

The first thing to do is to make sure that your microphone and video are switched on. Look for icons usually along the bottom on a PC, or along the top on a Tablet, called 'Mute/Unmute' and 'Stop/Start Video'. (You may need to move your cursor over this area for the icons to appear.) If you don't want to be heard, then simply click on 'Mute'. Often, when the meeting starts, the host will Mute everybody, or will ask you to Mute yourself to reduce background noise. If you don't want to be seen, then click on 'Stop Video', which will just show your name instead. This will also help if your internet signal is weak and the screen seems to freeze. (If you right-click on your name you can alter it by clicking 'Rename'.)

There are a number of other icons which may be found along the bottom or top depending on your device. On a PC these are usually along the bottom. Further icons can also be found by clicking on the 3 dots (labelled 'More'), usually on the right-hand side. Of these icons, the useful one is the 'Chat' icon, which may appear as a speech bubble or it may be found within the 3 dots labelled 'More'.

Clicking on 'Chat' opens a window where you can type a message which by default will go to everyone. If you want to message an individual privately, click on the down arrow next to the word 'Everyone' and that will give you a drop-down menu of all those in the meeting. Simply select the person you want to chat to. The Chat function is useful to ask a question during the presentation.

### Switching views

In order to change the view you are seeing, you can switch between a 'Speaker View' or a 'Gallery View'. On a PC you will find this icon at the top right, and on a Tablet it is top left. The Speaker View just shows the person who is talking at that moment, while the Gallery View shows all the participants. On a Smartphone you may need to scroll the screen sideways to change this view. If you are in Gallery View on a Smartphone, you will only see 4 other people; on a Tablet you will see 9 others; and on a PC you will see maybe 25 or more. However, you can scroll left and right to see the other people at the meeting.

You can exit full screen by minimising your window, if you want to have another document open on your screen at the same time.

### Reactions

Another icon on the bottom/top of the screen is labelled 'Reactions'. Clicking on this gives you the option of a 'Thumbs Up' or 'Clap' symbol which will appear against your picture.