

HOW TO USE ZOOM – THE BASICS

1. iOS Installation

To install Zoom onto iOS, unlock your iPhone/iPad and navigate to the home screen. From here, locate the App Store application and open it. From the bottom menu, select 'Search', then tap the search field above the 'Trending' tab. Your keyboard should pop up, and you can then search 'zoom' in the App Store. Press the blue 'Search' button in the bottom right corner of your keyboard, and once the results have loaded, there should be a panel saying, 'ZOOM Cloud Meetings'. On the right-hand side of the panel, there should be a small grey button that says 'GET'. Tap this button, then enter your password if prompted. Navigate back to the home screen, and on the last page to the right, a Zoom icon should appear. Wait for it to finish installing, then tap the icon to open Zoom.

2. Android installation

To install Zoom onto an Android device, start by unlocking your phone/tablet and navigate to the home screen. From here, swipe up from the bottom of your screen or select the 'All Apps' icon (depending on your Android version) and find the 'Play Store' icon. Tap it, then at the top of the Play Store screen tap the 'Search for apps & games' text. Your on-screen keyboard should appear. Type in 'zoom', and then press the magnifying glass in the bottom right corner. Once the results have loaded, a panel should appear saying 'ZOOM Cloud Meetings'. To the right of the screen, there should be a green button with the word 'Install' written inside. Tap this, then enter your password if prompted. If you are asked for a payment method, look out for a small grey button saying 'SKIP', and press it. Wait for Zoom to finish installing, then tap the green 'Open' button to launch Zoom.

3. Joining a Meeting

When you first launch Zoom, on the main page of the app there should be three options: 'Join a Meeting', 'Sign Up' or 'Sign In'. Unlike the majority of video calling applications, Zoom does not require you to have an account with them in order to join a Meeting. If you have been provided with the details of a Zoom call, you can use these to join the meeting. To begin, tap the blue 'Join a Meeting' button.

A new window will appear, asking for a 'Meeting ID'. This is always a number between 9 and 11 digits long. If you have this number, you can enter it here. Alternatively, if you have a website link (URL) to your Zoom call on your phone, you can simply tap it, and this will open the Zoom app, or you can tap the blue 'Join with a personal link name' text underneath the Meeting ID field and paste the link into the Zoom app.

In the next entry field below the Meeting ID/link field, the name of your device will be displayed by default, e.g. '[Your Name]'s iPhone' or 'ALBA tablet' (whatever device you are using Zoom on). This text is what will display when you join a Zoom meeting, so change it to display your name. Simply tap this field, and your keyboard should pop up, allowing you to delete what is currently displayed and enter your name.

Finally, beneath the blue 'Join' button, there are two join options: 'Don't Connect To Audio' and 'Turn Off My Video', with a toggle switch to the right of each option. By default, each option will be off. 'Don't Connect To Audio' will mute your microphone, and 'Turn Off My Video' will turn off the camera. Please note that the host of the meeting is also able to change these settings during the Zoom call.

Once you have entered all the meeting information and selected your join options, you can tap the blue 'Join' button on the screen to join the meeting. If there is a password on the meeting, you will be prompted to enter it. The password should be supplied with the Meeting ID/join link by the host, so if you are asked for a password but you do not have one, please contact your meeting host. You will then be taken to the 'waiting room' where you must wait until the meeting host lets you into the meeting. Once the host lets you in, you will be able to see and hear the other participants in the meeting and talk to them.

4. Signing up

If you would like to host your own meetings, you will need to create a Zoom account. From the Zoom application homepage, underneath the blue 'Join a Meeting' button, there is a blue 'Sign Up' text. Tap this, and you will be brought to a page asking to confirm your date of birth. Enter your DOB, and then press the blue 'Confirm' text on the right of your screen. The next page you will be brought to is the main 'Sign Up' screen. Here, you must enter your email address, first name, and last name in the fields provided. Once you have filled out all the required information, the grey 'Sign Up' button at the bottom of the page will turn blue, and you can tap it to continue. You will then get a pop-up informing you that a confirmation email has been sent to your email address. You must now go onto your email account and open the 'Please activate your Zoom account' email and press the orange 'ACTIVATE ACCOUNT' button. When you press this button, you will be taken to a webpage which asks you whether you are signing up on behalf of a school. Select 'No', and then 'Continue', and you will be brought to a final page asking you to set a password. Enter your new Zoom password and confirm it, then press the orange 'Continue' button. There will be some proceeding pages, however they are not mandatory, and you can simply close your browser and go back to your Zoom application.

5. Signing in

From the Zoom application homepage, there is a blue 'Sign In' text. Tap this, and you will be brought to a page prompting you to enter your email address and Zoom password. Enter these details, then tap the blue 'Sign In' button. Pop-ups will then appear asking to send you notifications and access your calendar. You will then be brought to the 'Meet & Chat' page of the Zoom application.

6. Hosting a meeting

If you have logged in to your zoom account, from the 'Meet & Chat' page of the Zoom application, there are four main options at the top of the screen: 'New Meeting', 'Join', 'Schedule' and 'Share Screen'.

(Note: You can use the 'Join' option from the 'Meet & Chat' menu to join a Zoom call hosted by someone else. Please refer to section 3 paragraph 2 above).

To create your own meeting, you can either press the orange 'New Meeting' button, or the blue 'Schedule' button. The orange 'New Meeting' button is used to start a new meeting at the current time, and the blue 'Schedule' button is used to schedule a meeting in advance.

(Note: if you are using the free version of Zoom, i.e. you are not paying for an account, you will only be able to hold meetings up to 40 minutes in length if there are 3 or more people present).

6.1. Creating a meeting at the current time

To start a meeting right now, tap the orange 'New Meeting' button. A menu will then appear with two options: 'Video On', and 'Use Personal Meeting ID (PMI)'. By default, 'Video On' will be

set to on, and 'Use Personal Meeting ID (PMI)' will be set to off. The 'Video On' option allows you to choose whether you would like your camera to be visible during the meeting, or whether you would only like to share audio with the meeting participants. The 'Use Personal Meeting ID (PMI)' option allows you to choose whether to use your personal meeting ID, which is shown below the 'Use Personal Meeting ID (PMI)' text, or whether you would like Zoom to generate a custom meeting ID that is specific to this meeting. The advantage of using your personal meeting ID is that anyone who you have shared this with in the past will be able to join the meeting with the same ID they have used before. There is no additional security in generating a custom meeting ID, as all Zoom calls are locked with a password by default.

Once you have selected these options, tap the blue 'Start a Meeting' button to begin. You will then be taken into your new meeting, and you will either be shown a live feed of your camera on-screen, or a black screen with a grey person outline depending on whether you chose to turn on video for the meeting. If you tap your screen, some options will appear at the top and bottom of your screen; at the top of your screen, to the left, you have a mute button shown by an image of a speaker, an option to switch between your front facing/back camera (if you have both) shown by a camera symbol, an option to end the Zoom call on the far right, and finally, at the centre of the top menu, there is some text saying 'Zoom'. If you tap the 'Zoom' text, you will get details of your current meeting, including the 'Passcode', which you must send to anyone attempting to join the meeting. To conclude your meeting, simply press the red 'End' button in the top right corner of the menu, then select either 'End Meeting for All' to close the meeting for all participants, or 'Leave Meeting' if you are finished but other participants are not.

6.2. Schedule a meeting in advance

To schedule a meeting in advance, from the 'Meet & Chat' page, tap the blue 'Schedule' button. A new menu will then appear, allowing you to set the meeting options. The first field, at the top, will by default say '[Your Name]'s Zoom Meeting'. Tap this field to give your meeting a custom name, so that the participants know what it is about. Underneath this field, there are several scheduling options. 'Starts' is the meeting start date and time. Tap this field to select a date and time for your meeting. 'Duration' is the length of your meeting, but don't worry if it's longer or shorter, as this is just an estimate for participants of the meeting. 'Time Zone' will usually be set to your default location, but if not, you can tap this field to select a time zone. This feature is also useful when contacting friends or relatives in different countries. 'Repeat' allows you to set up a recurring meeting on a daily, weekly, monthly or annual basis. Tap this field to select a recurrence pattern. Finally, 'Calendar' allows you to add your scheduled Zoom meeting to your device's calendar if you want to.

Underneath this set of options, there is a 'Use Personal Meeting ID (PMI)' option. This option allows you to choose whether to use your personal meeting ID, which is shown below the 'Use Personal Meeting ID (PMI)' text, or whether you would like Zoom to generate a custom meeting ID that is specific to this meeting. The advantage of using your personal meeting ID is that anyone who you have shared this with in the past will be able to join the meeting with the same ID they have used before. There is no additional security in generating a custom meeting ID, as all Zoom calls are locked with a password by default.

Underneath the 'Use Personal Meeting ID (PMI)' option, there are security options. Usually, the 'Require Meeting Passcode' field cannot be changed and is set to on. Underneath this field, you can tap 'Passcode' to select a custom passcode for your meeting, or you can use Zoom's randomly generated password. Below this, there is a toggle option to 'Enable Waiting Room'.

The waiting room is where participants of a Zoom meeting are placed after entering the Zoom meeting ID and passcode, and you, the host, must let them in before they can see, hear or talk to anyone else in the meeting. If you would rather people auto joined after entering the meeting information, set this toggle to off.

Finally, at the very bottom of the 'Schedule Meeting' page, you have some meeting options, where you can choose to turn on your video ('Host Video On') and the option to allow participants to turn on their cameras ('Participant Video On').

Once you have finished customising the settings of your scheduled meetings, simply tap 'Save' in the top right corner of your screen to create the meeting. A confirmation page will appear, showing you all the details of your meeting. Simply tap the 'Add' button in the top right corner of your screen, and the scheduled meeting will be created.

6.2.1. Scheduled meeting options

Now that you have created a scheduled meeting, you can view it from the 'Meetings' button to the left at the bottom of your Zoom screen. Tap the 'Meetings' icon with the clock above it to bring up your scheduled meetings. This list will include any scheduled meetings you have created, as well as any scheduled meetings that another Zoom host has invited you to. Find the scheduled meeting you have created in the list and tap it to view the options for the meeting. This will bring up a new page, with the meeting name, date and time, ID, duration and passcode. Underneath this information will be three buttons: 'Start', 'Add invitees', and 'Delete'. To start the meeting, simply press 'Start'. The meeting can be started at any time but bear in mind the participants will only begin to join the meeting once the scheduled time arrives.

The 'Add invitees' button allows you to send out the meeting invite through different channels such as text message, or you can simply copy the meeting link and send it through your own methods. Please note that this invite does not include the meeting passcode, this must be sent separately.

Finally, the 'Delete' button allows you to cancel your scheduled meeting.