

Zoom - Tutorials - Contents Page

These instructions have been put together to help people use Zoom and explain Zoom to others for the first time. Feel free to copy and reuse this however you find helpful.

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For queries and questions please contact Mark Tiddy - mtiddy@chelmsford.anglican.org

A Note on Security

You may well have seen in the news security concerns around Zoom. This largely stems from an issue known as 'Zoom bombing'. This is when someone joins your conversation and shares inappropriate content in your meeting.

This is, of course, naturally a concern to churches using Zoom for ministry amongst people of all ages however there are two simple things you can do to ensure that you don't have this issue.

1 . Always switch on the 'waiting room' feature when setting up meetings. This is found under 'Advanced Options' and is now switched on by default. Waiting room simply means that you approve people before they join your meeting. This enables you to check that people joining are those you expect.

2. Where possible, avoid sharing a link to a Zoom meeting in the public realm. There will be situations when you want to share your meeting publicly (such as a service for everyone) and this is fine (and waiting room should help minimise the risk of doing this) but, when avoidable, it's best practice to only share the meeting link with those who need to attend via email, text message, WhatsApp etc.

Zoom - Tutorials

For queries and questions please contact Mark Tiddy - mtiddy@chelmsford.anglican.org

Introduction

Zoom is a video conferencing tool which allows you to have video conversations with 1 - 100+ people at the same time. Whilst there are other platforms out there such as Google Hangouts that offer similar functionality Zoom tends to be the most effective, usually providing clear audio and video and plenty of additional functionality including breakout groups and polling (these two features are beyond the scope of these tutorials).

Using Zoom

Zoom can be accessed by participants using

- A desktop application (such as on a Windows computer or Apple Mac)
- A tablet or smartphone app (for iPhone/iPad and Android)
- A telephone (you can dial into Zoom calls and not use the video functionality).

Key Terms

Host - This is the person who sets up the meeting and this person will have a Zoom account.

Participant - Someone who is taking part in the meeting either via their computer, phone, tablet or landline phone. They don't need a Zoom account and have simply followed the link provided by the host or called the landline number.

Free vs. Premium Accounts

Zoom has free and paid accounts. You can read about all the features here: <https://zoom.us/pricing>

The key things to note about free accounts are:

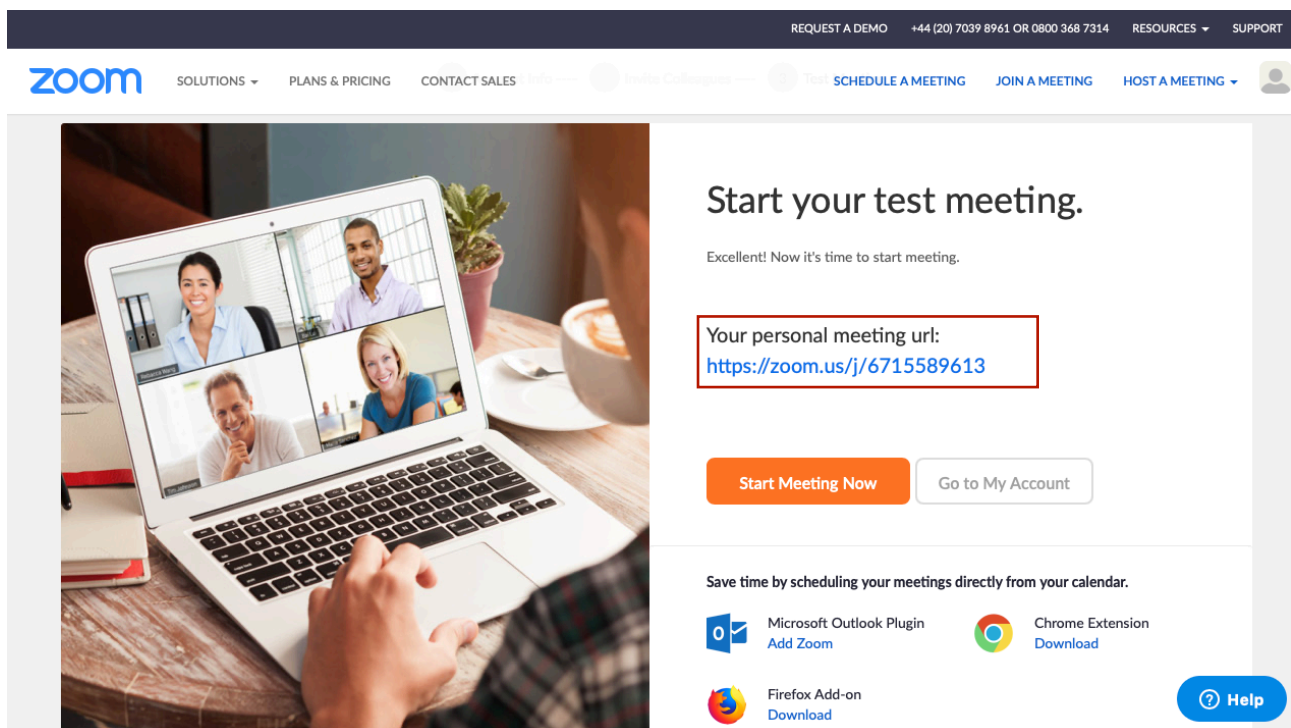
- Calls can only last 40 minutes for group meetings (where 2 or more are present)
- Group meetings can only have up to 100 participants

If you want longer meetings the £11.99 pro option (about £14 after tax) will solve this issue and be right for most users. Only the host needs a premium account not participants. You can also cancel after 1 month so you're not tied into a contract.

It's best to start with the free account and use it a few times to work out if it's the right tool for your requirements.

Setting Up Zoom for the 1st Time (for hosts)

1. Head to www.zoom.us and if you don't already have an account click the blue button in the top right-hand corner that says 'Sign up, it's free'
2. Put in your email address and press 'sign up'
3. Zoom will then send you an email to activate your account. In that email, click the 'Activate Account' button which will open a new webpage.
4. In that new page put in your first name, last name and create a (remember: it's good practice to use a different password for each site you use)
5. It may then prompt you to invite colleagues...you can press the 'skip this step' button
6. It will then prompt you to start a test meeting. On this page you'll see a 'personal meeting url'...click this! (circled in red below)



REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES **Test** SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://zoom.us/j/6715589613>

Start Meeting Now Go to My Account

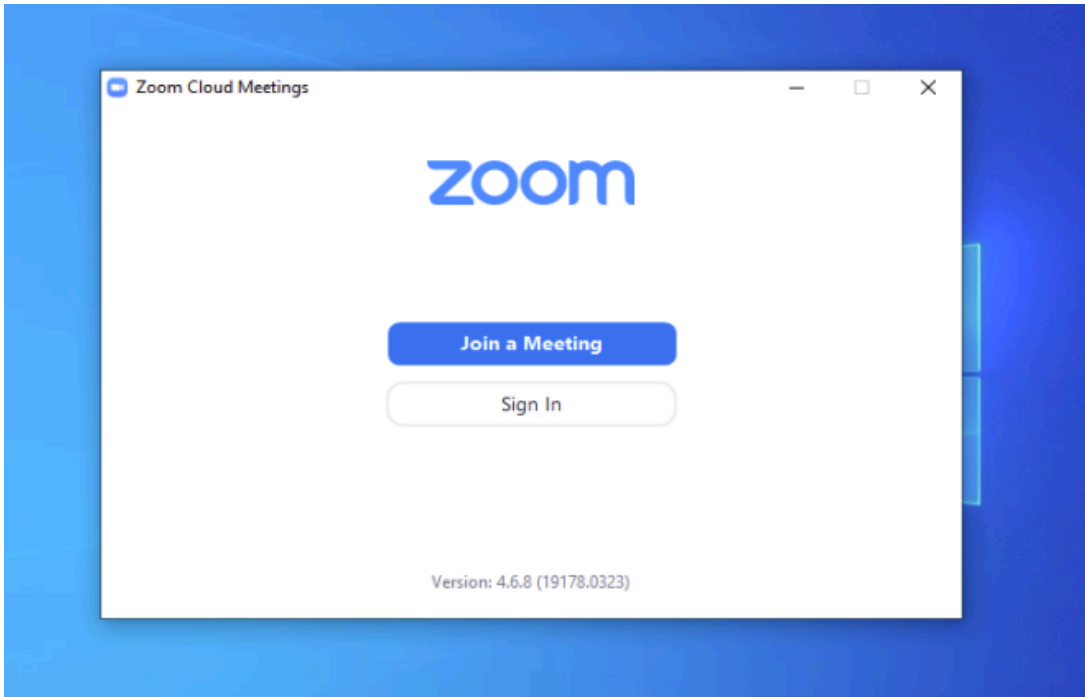
Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Add Zoom Chrome Extension Download Firefox Add-on Download [Help](#)

7. If you're using a computer (e.g. a Mac or Windows machine) you'll be prompted to download the Zoom application....click the run button and follow the instructions to install it. *(After installing the programme will open automatically and if you need it in the future you can find it on Windows by going to your start menu and looking for 'zoom.us' or on a Mac by going to your Applications folder and finding zoom.us)*
8. When the application is done installing it will open a window prompting you to join with computer audio. On the bottom of this window you'll see a 'sign in' button. You either want to click this button and sign in or close the window *(we'll talk through signing in in the next section of this tutorial)*

The Zoom Application as Host - Desktop (Windows/Mac)

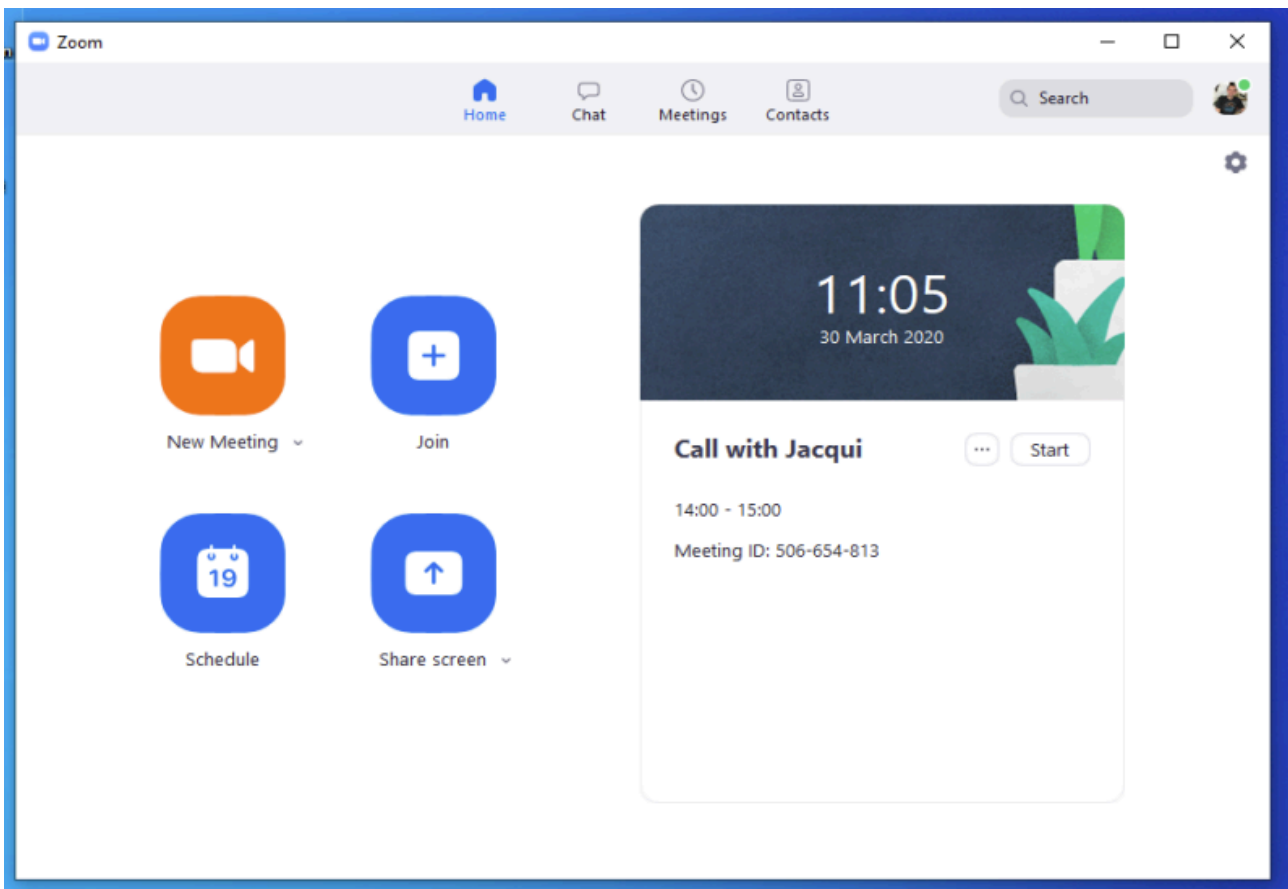
Now you're all set up with a Zoom account you can host meetings. When you first open the zoom desktop application from the start menu in Windows or Applications folder on Mac you'll see a window like below:



As the host, you'll want to click 'sign in'. Your participants will simply click 'join meeting'.

Here you want to sign in using the email and password you created in the setting up. If this is your computer then you might want to tick the 'keep me signed in' box.

Once you're signed in you'll see a window like this:



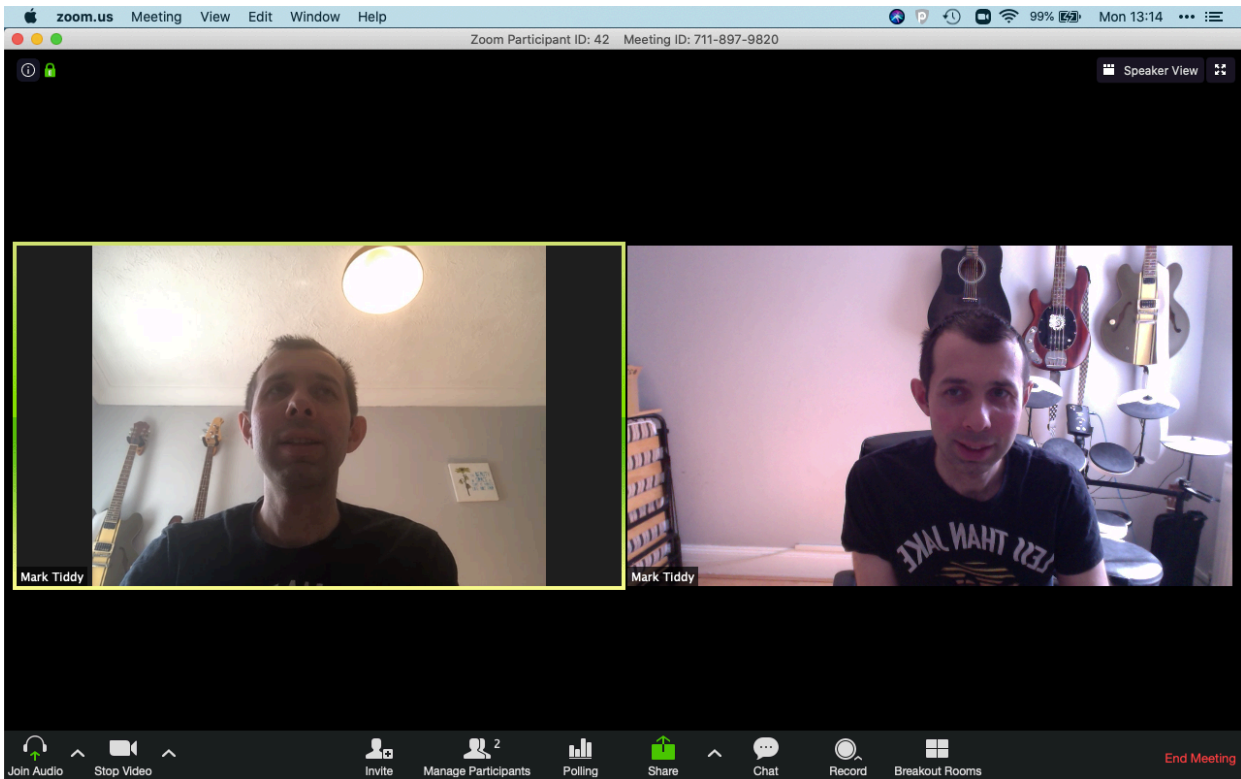
Here's an overview of the 4 sections:

1. New Meeting - If you want to start a meeting straight away then click this. This will start a new meeting with you as the host. - This is worth doing to start with to get a feel for the zoom window (we'll talk through that next).
2. Join - If you've been sent an invitation to a meeting with a 9 digit code then clicking 'join' will let you type that number in and then a password (if required by the person inviting you). If someone sends you a meeting invitation with a web address you can click then this essentially clicks join and adds the code and password in on your behalf.
3. Schedule - This is where you can set up future meetings (more on this shortly)
4. Share Screen - Don't worry about this...you probably won't use it!

The Zoom Meeting Window - Overview

When you start or join a meeting you'll see a window that looks like the one below (it will probably prompt you to 'join with computer' audio over the top of this initially...you want to do this).

This window has a view that looks like this



(Note: You will probably just see the one video frame...you can see two of me here because I also joined the meeting from my phone in order to illustrate some features you'll see in a group meeting).

Let's talk through this window...because it looks a little complicated.

Along the top

During a meeting with more than 1 participant the top will display two things in the top right hand corner. The four outward arrows will take your view into full screen mode. The view that says 'Speaker View' will show you a mode known as 'Speaker view' this is where most participants appear in small squares at the top of the screen and the person speaking will take up the whole screen. This button may also say 'Gallery View'. This will take you to a view as seen above where we see every participant in an equal rectangle and the 'active speaker' (e.g. the one currently speaking) has a yellow square around them.

Along the base

The base of the screen has lots of options (if you can't see them then moving your mouse/cursor over the window will make them appear) (You won't see all the ones I have...that's fine!).

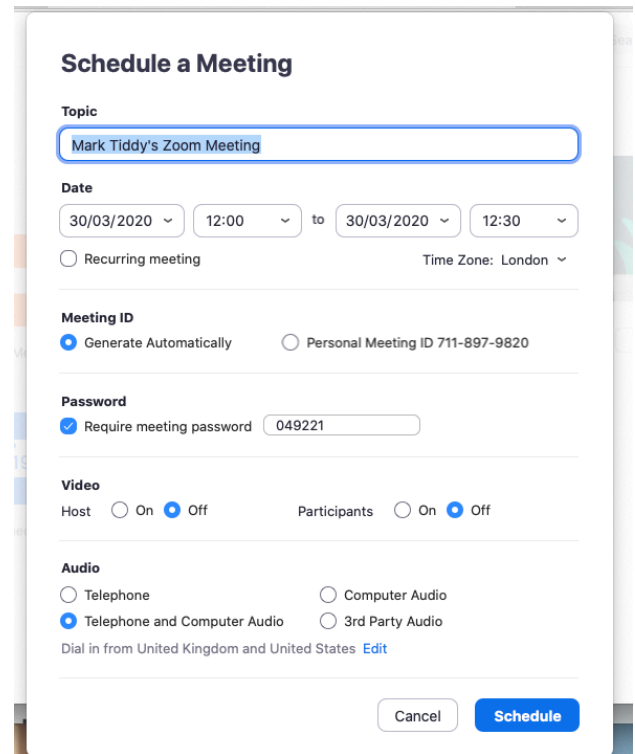
Those icons explained (from left to right)

1. Mute/Unmute - This lets you mute or unmute yourself...it's common practice to mute yourself when you're not speaking so that knocks or crunches (if you're eating) don't get shared with everyone).
2. Stop Video - This lets you show or hide your video to others. If you just wanted a voice call you might hide your video.
3. Invite - This lets you invite others to the meeting. Clicking it will bring up a window. The key thing is the 'copy URL' and 'copy Invitation' buttons at the bottom of this. Both of these copy something to your clipboard (like using copy and paste) that you can share somewhere else such as in an email.
Copy URL - This simply copies the meeting web address e.g. [zoom.us/k/919986767](https://zoom.us/j/919986767) - You can then email this to someone so they can click it and join you
Copy Invitation - This also copies the meeting web address but also provides a selection of phone numbers so someone without a laptop/tablet/phone could join the meeting using an 020 number and their landline.
4. Manage participants - This lets you see a list of those in the meeting. If you're the host you can hover over individual names to mute them and you can mute or unmute all (particularly useful for delivering training over Zoom)
5. Polling - This is a feature I've got enabled...you won't have...don't worry about it!
6. Share - this lets you share something you can see on your computer screen such as a powerpoint presentation - again, you probably won't use this feature!
7. Chat - This opens a window for chatting to participants using text. You can send messages to everyone or to individuals, this is useful for sharing web links you're talking or asking questions without interrupting the flow of the speaker during a training session.
8. Record - If you're the host you'll see this button, this lets you record a session. Participants will know you're doing this as they'll see a 'recording' logo on their screen. *If you're planning to record then you should seek consent from participants first.*
9. More - If you have a small window or lots of features this just shows those that don't fit!
10. End Meeting - This lets you leave the meeting, if you're the host you can also end the meeting for everyone.

Scheduling a Meeting

If you want to set up a future meeting and invite people along this is how to do it.

1. Load the Zoom application (found in your start menu on Windows or Applications folder on a Mac)
2. On the main window click 'Schedule'
3. The window that appears looks a little complicated but is relatively straight forward
4. Fill out the 'topic' (e.g. PCC meeting) date, start time, finish time and time zone.*
5. For meeting ID leave it as 'generate automatically' (a meeting ID is how people join you)
6. Password is on by default (as of April 2020). It's worth leaving this on.
7. The video options are entirely up to you...I usually say on for both.
8. Leave the audio options as telephone and computer...this lets people connect using their landline.
9. The final options when you scroll down are for calendar (don't worry about this) and advanced options (again, don't worry about this)
10. If you keep scrolling down you'll find 'Advanced Options'. Here, the 'Waiting Room' feature is switched on. It's recommended that you leave this on so you can manually allow people into your meeting (see contents page for why this is important)
11. Once that's all done, click 'schedule' (This might open your calendar to add an event)

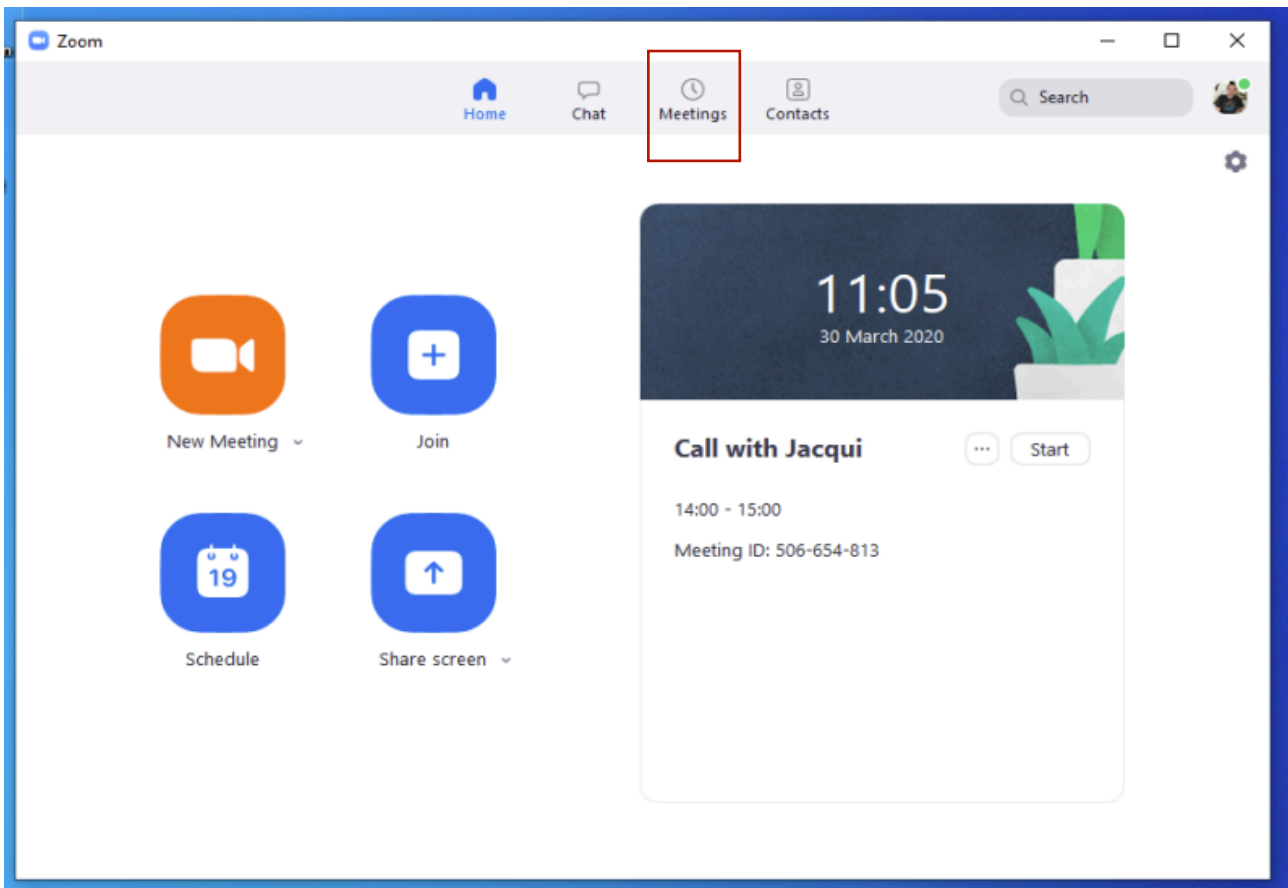


The screenshot shows the 'Schedule a Meeting' window in Zoom. The 'Topic' field contains 'Mark Tiddy's Zoom Meeting'. The 'Date' is set to 30/03/2020 from 12:00 to 12:30 in the London time zone. The 'Meeting ID' is set to 'Generate Automatically'. The 'Password' field is checked and contains '049221'. The 'Video' options are set to 'Off' for both Host and Participants. The 'Audio' options are set to 'Telephone and Computer Audio'. At the bottom, there are 'Cancel' and 'Schedule' buttons.

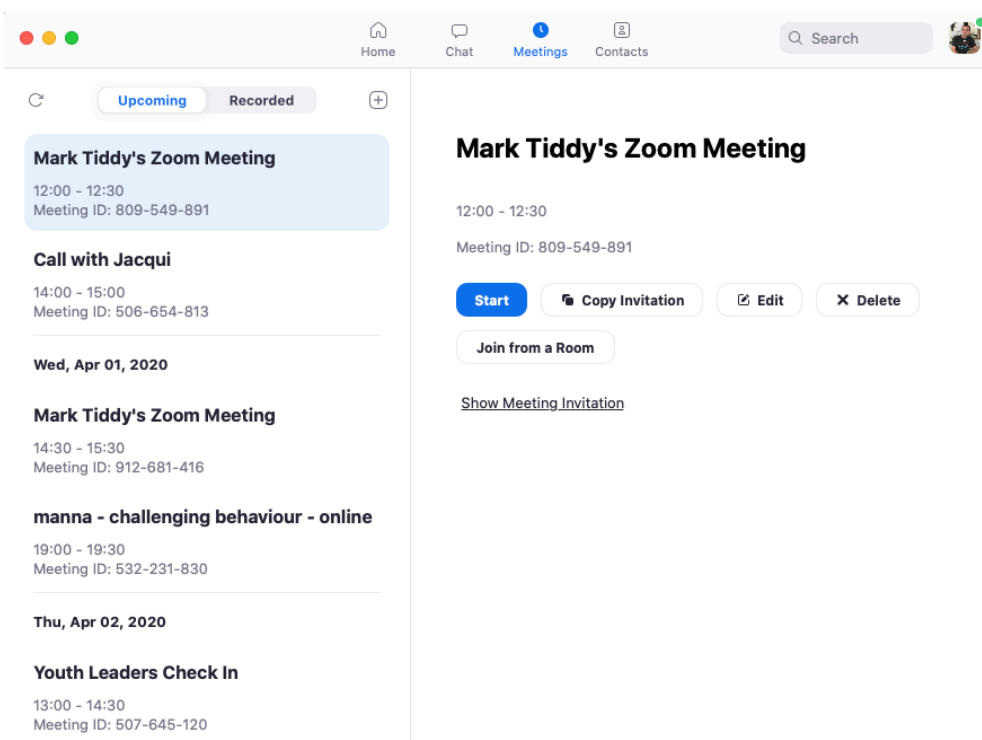
* if you're time zone is constantly appearing wrong then head to zoom.us and log in, from here under 'My Account' in the 'Profile' settings you can set your time zone

(Head onto the next page for how to share the invitation)

Now the meeting is all set up you return to the main window. From here click the 'Meetings' tab across the top (circled in red)



From here you'll see a list of meetings that are set up. To get the invitation link simply click the one you want the link for and choose the 'copy invitation' option



Clicking this option puts the following on your computer's clipboard (you can see this by heading into a new email or word document and either choosing the 'Edit' menu and 'Paste' or by right clicking in the document and choosing 'Paste'.

You'll see something that looks like this (*colours added by me for illustrative purposes*)

Mark Tiddy is inviting you to a scheduled Zoom meeting.

Topic: Mark Tiddy's Zoom Meeting

Time: Mar 30, 2020 12:00 PM London

Join Zoom Meeting

<https://zoom.us/j/809549891?pwd=bUNCVGJwR0RWTWVwL0J0YndPeUxwZz09>

Meeting ID: 809 549 891

Password: 049221

One tap mobile

+442034815237,,809549891# United Kingdom

+442034815240,,809549891# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US

Meeting ID: 809 549 891

Find your local number: <https://zoom.us/u/a006Edaq6>

The key pieces of information are highlighted in red.

The first red text is a link to join a meeting. If a participant clicks it at the start of a meeting it will load up Zoom and let them join your meeting (you might like to advise participants to download the Zoom application in advance to their laptop, phone or tablet) - The link to download is <http://zoom.us/download>

The second part is your meeting ID and password (if you set one when scheduling). A user might open their zoom application and choose to 'join a meeting' and simply enter this data when prompted.

The third red area is one of the telephone numbers for users to connect in the UK. Once a user dials this number to connect using a telephone they will be asked to enter the meeting ID (our 4th piece of red information).

Sample Invitation Email

As Zoom will be new to many participants here is a sample invitation email template you might use,

Dear [participant]

On [date and time] we will be using Zoom for our [meeting name]. This is a way of us hosting this meeting via video call.

To join our meeting you can either:

1. Click this link at the start time - <https://zoom.us/j/809549891?pwd=bUNCVGJwR0RWTWVwL0J0YndPeUxwZz09>
2. Open Zoom on your computer, phone or tablet at the start time and choose the 'Join a meeting' option and then entering the meeting ID: 777-333-666 and password: [a password]
3. Dial in using your landline phone by phoning [UK NUMBER FROM INVITATION] and entering: [MEETING ID] when prompted.

If you're joining us using your phone, tablet or computer and haven't used Zoom before...

In advance of the meeting you will need to download the Zoom application to your computer, tablet or smartphone.

On a computer you need to head to <http://zoom.us/download> and follow the instructions - This works for Windows and Mac.

On a smartphone or tablet head to <http://zoom.us/download> and this will redirect you to your app store where you can install the app.

Finally, please note that as a participant you don't need to sign up for a Zoom account to participate which means none of your personal details will be passed to Zoom.

We look forward to meeting with you soon!

Joining a Zoom Meeting as a participant

There are two ways to join a Zoom meeting you have been invited to.

Firstly, you should make sure, that for either option you have gone to <http://zoom.us/download> and installed the Zoom application. This works on smartphones, tablets and computers (PC and Mac).

1. To join via a link:

If the meeting host has sent you a link to join (which will look like: <https://zoom.us/j/809549891?pwd=bUNCVGJwR0RWTWVwL0J0YndPeUxwZz09> or <https://zoom.us/j/809549891>) then click it and the meeting will load on your computer/phone/tablet.

2. To join using meeting ID and (if provided) password

1. Open your Zoom application on the device you want to connect with (smartphone, tablet, laptop)
2. Click the 'Join a Meeting' button and when prompted type in your meeting ID (which will look like: 989-989-989) and, if prompted, a password (not everyone who sets up a meeting sets a password so if you don't have one you probably don't need one).