



An Introduction to On Line Meetings & Courses using Zoom

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On Line Meetings & Courses using Zoom

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On Line Meetings & Courses using Zoom

1. Introduction

This document has been prepared to provide an introduction to the use of the ZOOM Video Conferencing Tool by individual WI members to access on line meetings and courses.

It also includes information for members/officers who wish to organise meetings or courses for WI Members.

The ZOOM application has been selected for its free/low cost and also because of the ease of use using a simple user interface. It is also free to use for any one attending a meeting or course and for any one setting up a meeting with limited attendees/time duration.

Zoom is supplied by www.zoom.us with integrated security for users and is used by a large number of Government and Businesses across the world as their go to application for its simple interface and ease of use.

North Yorkshire West Board of Trustees have been using it since March 2020 for meetings and are now rolling it out for the provision of on-line courses. A number of WI's are using it for their own meetings during the Covid 19 outbreak when they have been unable to meet at their usual venues.

Note: You do not need to create a Zoom account to just attend meetings – an account is only required if you wish to arrange meetings and invite others.

😊 This is Easy to Use and allows us to Meet Respecting Social Distancing – as used by WI member HM The Queen.

These notes are designed to provide a brief overview of starting to use Zoom covering the key points. To assist they are supplemented by online video resources provided by

- On Line Resources provided by Zoom Video Tutorials on the Zoom website(www.zoom.us) at [Zoom Resources](#)
- Video Tutorials provided by Buckinghamshire Federation at <https://www.bucksfwi.org.uk/library.html> for non-commercial use under licence – NYWest Federation are grateful for Buckinghamshire Federation's agreement to allowing us to reference their training materials under their licence.

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On Line Meetings & Courses using Zoom

2. Joining a Meeting/Course

You will have received an email with an invitation in the following format which shows you who has invited you and the Meeting title with the date and start time of the meeting: -

Topic: Hazel Smyth's Sample Zoom Meeting

Time: Apr 9, 2020 04:00 PM London

Join Zoom Meeting

<https://us04web.zoom.us/j/219007203?pwd=OUU1NIZzN0JRdHNPK3BhTDJBSWVSZz09>

Meeting ID: 219 007 203

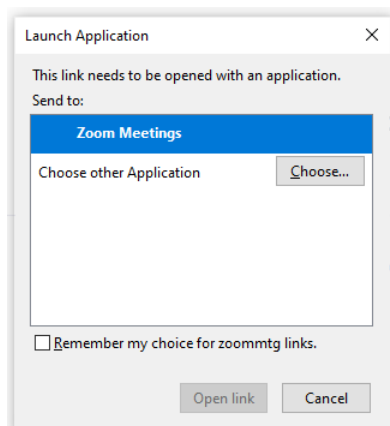
Password: 011796

Note: the numbers and password will be different for each meeting

You can either

- click on the URL (– the bit in red) and Zoom will open automatically
- copy all the URL (– the bit in red) into a browser – Internet Explorer, Firefox, Chrome, Safari

This will automatically take you to “launch Application Screen”



Select the Zoom Meetings and click Open Link

If your system requests you to download the app say “Yes” or use via the Browser Option - you will then be entered into the meeting.

You may be asked (depends on how the invite has been set up)

- if you wish to join with Video – if you choose not to only your name will be displayed - best if a meeting to use video so others can see you
- if you wish to use Computer Audio – say yes so you can hear and potentially use your microphone.

Video Tutorial - Buckinghamshire Federation Tutorial 1 re downloading and Tutorial 2 for Joining.

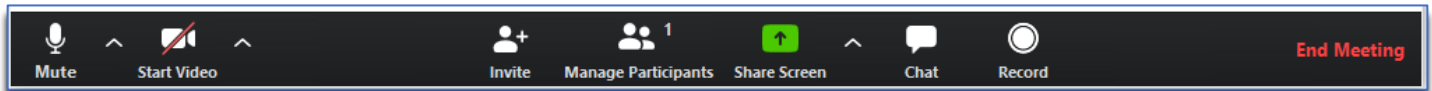
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3. Controls within a Zoom Call

Once in the meeting there are a number of options available to control what and how you interact with the other attendees:

If you are going to allow attendees to see you via video check that you are dressed (doing the rounds on sociable media is a man who stood up revealing he was naked in a work call). Also consider what is behind you – last week's washing/washing up 😊

Scroll down to the bottom of the meeting screen and you will get a tool bar with a series of icons check



(on some devices this is at the top of the screen)

- a) Your microphone is not muted - a red line through the icon we can't hear you
- b) Your Video is on- a red line through the icon means we can't see you
- c) Your speakers are on and the volume turned up otherwise you won't hear us
- d) You will be able to see how many participants have already joined and are waiting.
- e) Chat allows you to type in a message if you can't see anything/hear anything and the host will try and sort it out.
- f) End/Leave Meeting – allows you to leave and end the meeting – closing down Zoom

If you now go to the top right of your screen you will see either a series of bars (very small) hover over and you will either have "Speaker View" or "gallery view" choose "Gallery View" to see everyone if you have a big screen or "Speaker View" will show you only the person speaking plus small icons of 4 other attendees with arrows to allow you to view all attendees .

It will be helpful whilst someone is speaking if you can mute your microphone (the host will be able to do it remotely but better if you control your end) that will then allow those in speaker view to not keep getting switched to you when your microphone picks you shuffling papers etc 😊

Video Tutorial - Buckinghamshire Federation Tutorial 3 Basic Controls

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4. Creating a Zoom Account

You will need to create a Zoom account to act as the host and invite others to join a meeting.

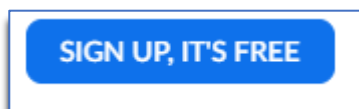
Zoom offer several pricing models the Basic Level is free and offers:

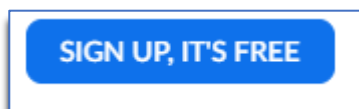
- Host up to 100 participants
- Unlimited 1 to 1 meetings
- 40 mins limit on group meetings (note you can restart the meeting and get a further 40minutes repeatedly)
- Unlimited number of meetings

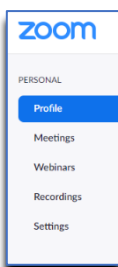
Paid versions offer more facilities but be aware - National Federation are discussing a corporate licence therefore paying monthly may be the prudent option rather than commit to an annual charge.

North Yorkshire West has a Federation Account which can be used for Federation Meetings and Courses contact Hazel Smyth @web.nwyorkswi@yahoo.co.uk for details.

Got Website www.zoom.us

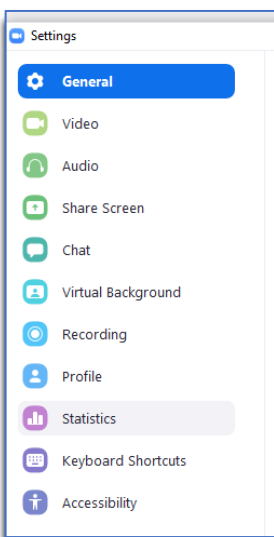


Click the  and follow the on-screen prompts. Once set up and on signing in you will be presented with a menu on left hand side



Go in and check the profile to include your picture/telephone no's etc.

Also look at the Cog to get access to all the other options.





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You may at this stage wish to Download the Zoom App by going to the Zoom Download site@ zoom.us/download and select Zoom Client for Meetings and following the instructions there – this provides an easy icon-based interface

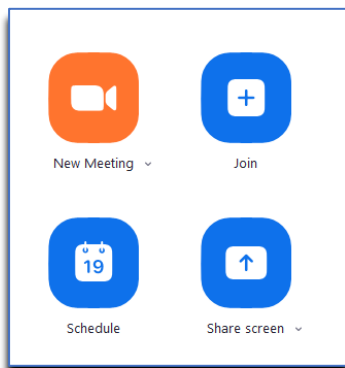
Video Tutorial - Buckinghamshire Federation Tutorial 4 Starting to Host

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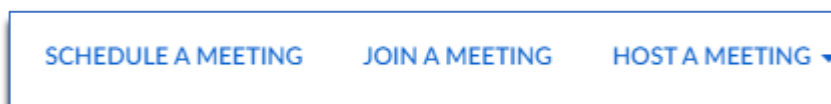
5. Scheduling/Arranging a Meeting

To host a meeting, you need to Schedule the meeting and to do this you will need to log into your Zoom Account with the email address and password you created.

Once logged into the Zoom Application/Browser based Application you will be presented on your Home screen with



or on the web version a menu at the top of



Choose Schedule a meeting and complete the on-screen form giving

- Date and time – note because if using free version, you get limited time
- The Meeting can be generated automatically or you can use the personal ID for meetings where you know the person already has a log in Password – set by default and good practice as it ensures that only those with the password can access the meeting
- Video options – choose whether to automatically start attendees (good for new users)
- Audio – choose both computer and audio.
- Advance Meeting Options –
 - allowing others to join before host means that new users can get set up before the meeting
 - mute participants on joining means that background noise is not shared
 - enable a waiting room – set by default to be on – this allows host to prepare in meeting before sharing/starting hence allowing host to ensure they have access to the correct documents etc for sharing
 - Record – only really if you need to.

You now can copy the meeting invitation and paste it into an email or note the details of the Meeting ID and Password to pass on by Telephone

NOTE

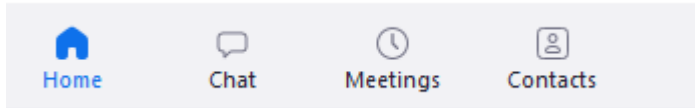
- All meeting invitations should be sent via direct email to the attendees by the host.
- Invitations should not be posted/sent on social media e.g. Facebook, WhatsApp, Instagram etc.
- Attendees should not forward invitations without the Host's permission

Video Tutorial - Buckinghamshire Federation Tutorial 4 Starting to Host

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6. Starting and Running a Meeting as Host

The host needs to log into the Zoom Application or Browser to access the meeting details via the Meetings button using the account that scheduled the meeting



and selecting the appropriate meeting and selecting the Start Meeting option.

It is recommended that hosts open a meeting at least 5 Minutes before the start time to allow themselves time to ensure their Video/microphone etc are all working.

The Host then needs to action/familiarise themselves with the following:

- Ensure they have their video and Microphone available (no red lines through)
- Change their view so they are not in full screen mode – use Exit Full Screen
- Click on Participants Button - this will show attendees waiting to be admitted/already admitted
- Click on Chat – use this if required to send message to all on call or an attendee who is having issues
- Open any Documents which they wish to share and use the Share Screen to allow others to see them

The Host can if required

- Mute/Unmute for some/all attendees to reduce background noise
- Stop/Start Video for some/all attendees
- Send Messages via Chat to some/all attendees
- End the Meeting for all
- Leave the meeting and assign Host responsibilities to another attendee.

Video Tutorial - Buckinghamshire Federation Tutorial 6 Hosting a Meeting