

How do I set up a Zoom meeting?

Step 1: Download Zoom

If you would like to host a Zoom meeting on your laptop or PC, go to zoom.us/download and install Zoom on your computer.

To download Zoom on your iPad or phone, you can do this from the App store.

Please note: You only need to download the app or install the programme if you are hosting the meeting (setting it up). If someone else is, you can simply click on the link they send to you and enter the meeting password which will be in the invitation.



The free account entitles you to Zoom meetings with a **40-minute limit** when there are more than two participants. You will need to start a new meeting after 40 minutes, however, during Covid-19, Zoom has been extending some meetings automatically. **The maximum number of participants allowed on the free version is 100.**

How do I set up a Zoom meeting?

Step 2: Sign up

Create your free Zoom account via the homepage of the website zoom.us

You will find the sign up button in the top right hand corner of the page.

Enter your Date of Birth and email address when prompted. An email will be sent to you to confirm your account with instructions of what to do next.

JOIN A MEETING

HOST A MEETING ▼

SIGN IN

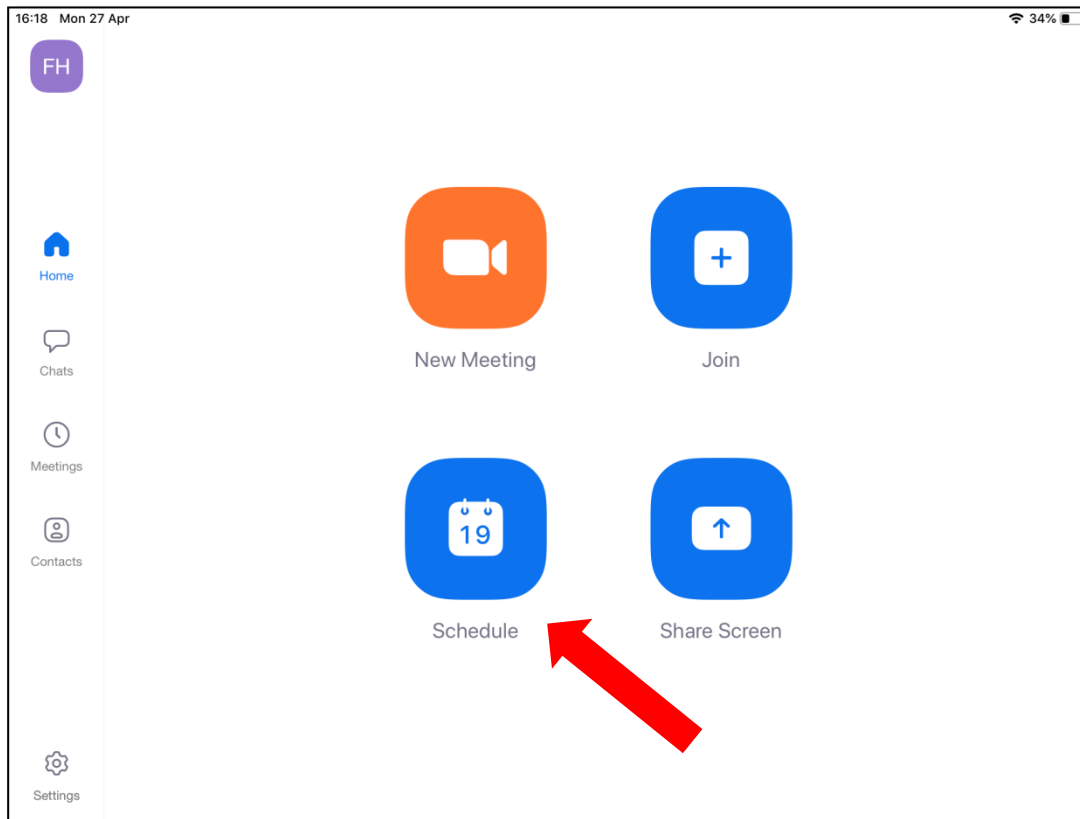
SIGN UP, IT'S FREE



How do I set up a Zoom meeting?

Step 3: Schedule or start a meeting

Once you have downloaded Zoom and have registered for your free account, open the application and enter your email address and password to log in.



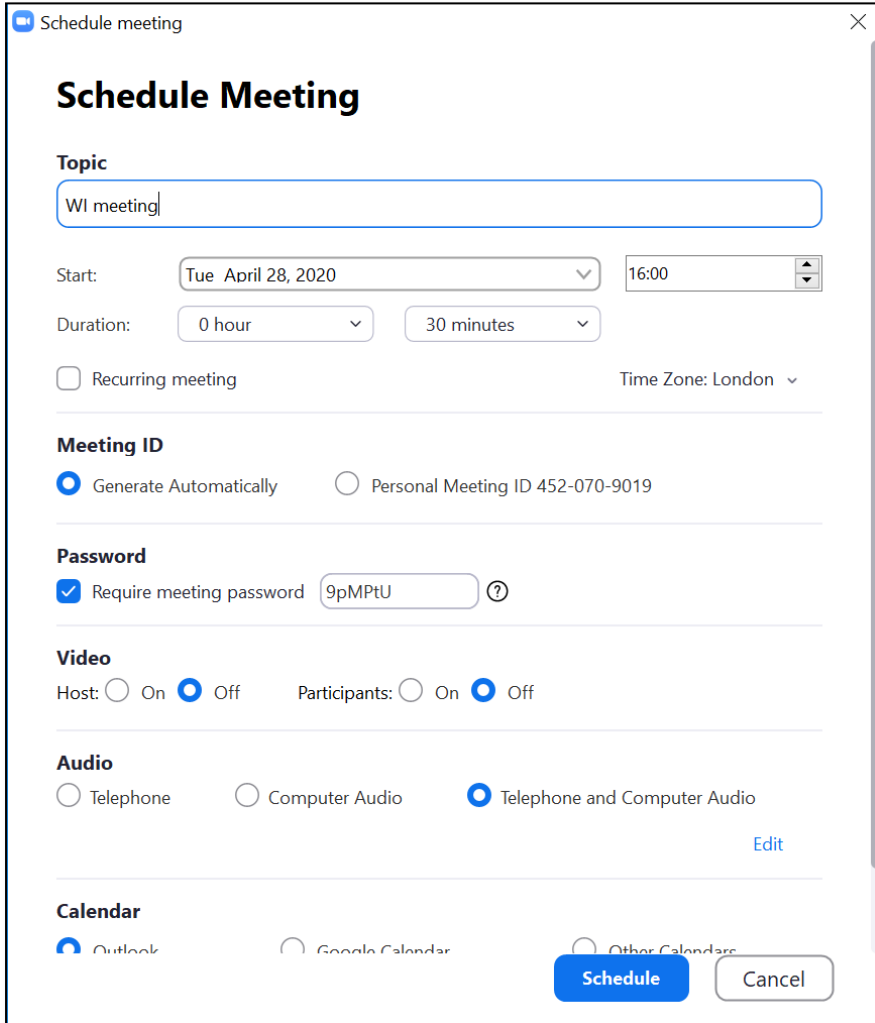
If arranging the meeting in advance, the best thing to do would be to ‘schedule’ a meeting.

The ‘New Meeting’ option is for if you want to start the meeting immediately.

Photo example from Zoom for iPad

How do I set up a Zoom meeting?

Step 3: Schedule or start a meeting



The screenshot shows the 'Schedule Meeting' dialog box in Zoom. The 'Topic' field contains 'WI meeting'. The 'Start' date is 'Tue April 28, 2020' and the time is '16:00'. The 'Duration' is set to '0 hour' and '30 minutes'. The 'Recurring meeting' checkbox is unchecked, and the 'Time Zone' is 'London'. Under 'Meeting ID', 'Generate Automatically' is selected. Under 'Password', 'Require meeting password' is checked with the password '9pMPTU'. Under 'Video', 'Host' is 'Off' and 'Participants' is 'Off'. Under 'Audio', 'Telephone and Computer Audio' is selected. At the bottom, 'Outlook' is selected under 'Calendar'. The 'Schedule' button is highlighted in blue.

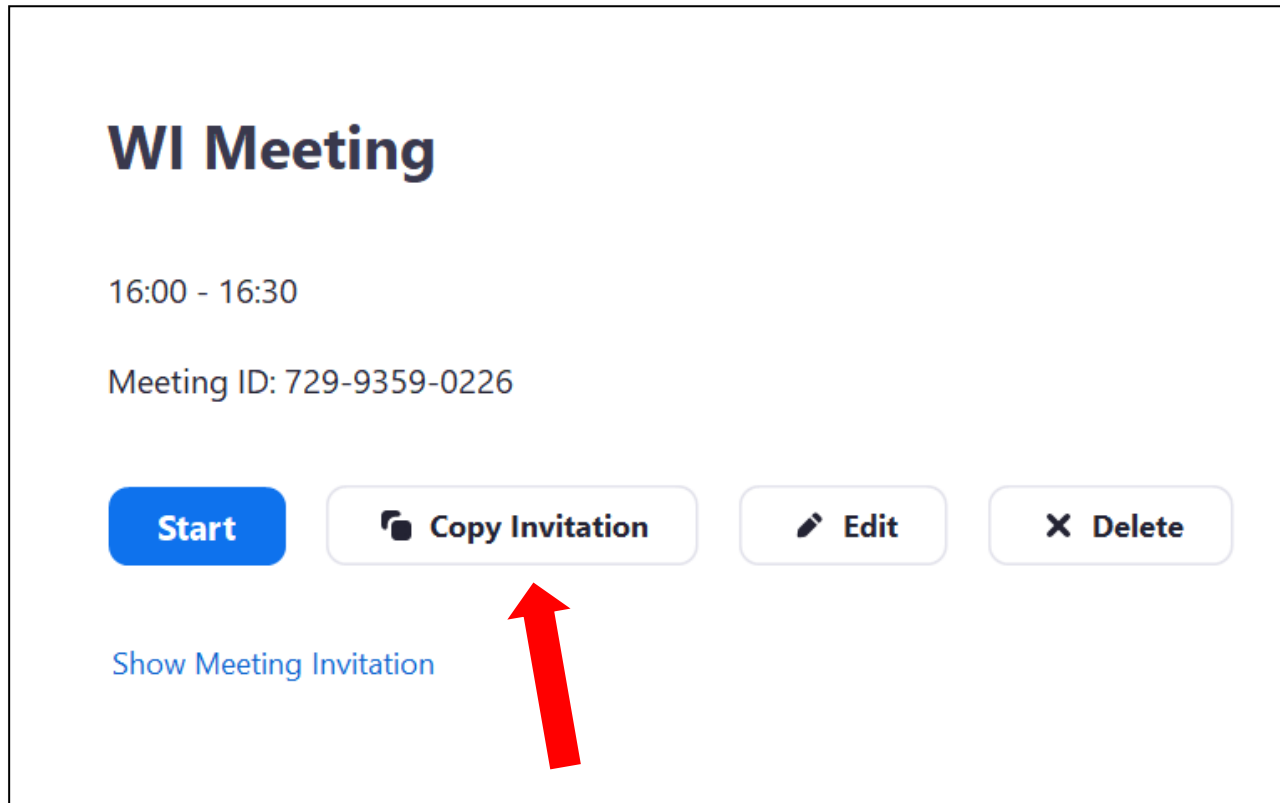
Fill in the details of your meeting including the **name, date, time and duration.**

You will be able to decide whether the meeting has a password for people to enter (recommended) and whether you use audio only, video or both.

Once you click schedule, this meeting will be in your Zoom meeting diary and you can start sending the invitation out.

How do I set up a Zoom meeting?

Step 4: Invite people



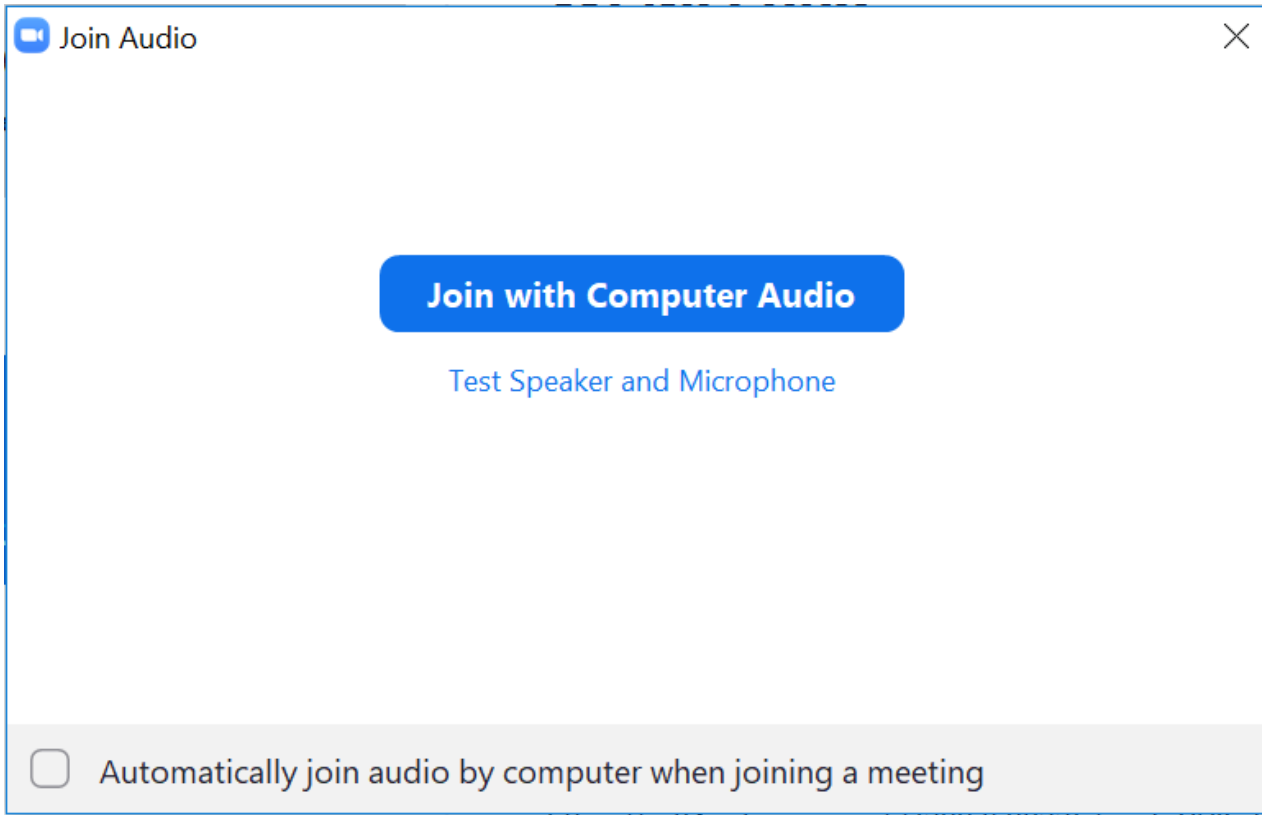
Go to the 'Meetings' tab in the Zoom app and your scheduled meeting will appear.

Select 'Copy Invitation' which will then copy all the details others need to access the meeting.

You can paste this invitation directly into an email or WhatsApp message to send to your invitees.

How do I set up a Zoom meeting?

Step 5: Start meeting



When the time of your meeting arrives, select 'Start' which will turn on your video and bring up this box, which you can click 'Join with Computer Audio' unless you have an external microphone and speaker.

How do I set up a Zoom meeting?

Dialling in from a mobile or landline

You can join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone). This is useful when:

- you do not have a microphone or speaker on your PC/Mac,
- you do not have a smartphone (iOS or Android) or
- you cannot connect to a network for video and VoIP (computer audio)

When you schedule a meeting you will need to include the dial in option for UK. You will receive instructions in the meeting invitation of how participants can dial into the call using a telephone or mobile.

Participants will need to dial in the local number provided, followed by the **meeting ID**, then the # key, followed by the meeting password and the # key again. These instructions will be read out over the phone.

Find the UK's dial in numbers at (scroll down on page):

<https://us02web.zoom.us/j/kVIC5rCiU>

How do I set up a Zoom meeting?

Things to remember!

- If you are the meeting host, you might need to admit people to the meeting, who will be put in a virtual waiting room. This will depend if you turned this function on when setting up the meeting
- Make sure all participants have turned their video and audio on when they enter the meeting
- If one person is talking, or you have a speaker for the meeting, make sure all others mute their microphone to ensure there is no background noise
- Only screenshot, record or take photos of the meeting if you have the consent of all participants to do so
- You can share your screen with other meeting participants to do quizzes or other activities