

An Introduction to Using Zoom

This factsheet will show you how to:

1. Join a meeting set up by someone else

1. Joining a Zoom Meeting

You can be invited to attend a meeting by email, text message or instant message. The message you receive will be something like this:

Leslie is inviting you to a scheduled Zoom meeting.

Topic: **Viewpoint Virtual Coffee Afternoon**

Time: **Date and time of meeting**

Join Zoom Meeting

[https://us04web.zoom.us/j/long meeting number](https://us04web.zoom.us/j/long%20meeting%20number)

Meeting ID: **meeting number**

Password: **password**

(The text in red will often be different for each meeting you attend)

To join the meeting click on the hyperlink

In the example above this is :

<https://us04web.zoom.us/j/10000000000000010>

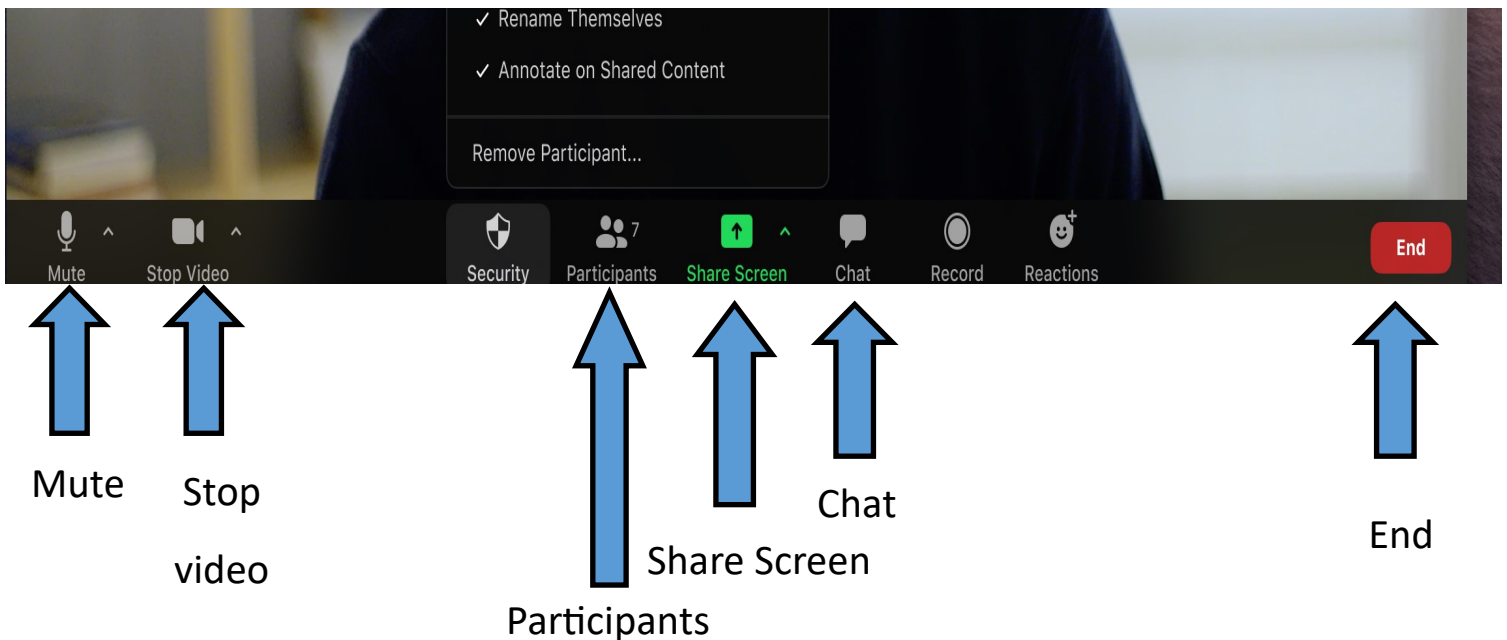
- The app will ask your permission to download the app software. You need to tick 'agree' and the app will take a minute or two to download to your device.
- The app will then open (or ask permission to open if you already have it installed). Agree to this..
- A window will then open on your screen.
- The app will ask your permission to use your microphone and camera. This will allow others at the meeting to see and hear you.

When you join a Zoom meeting a window will open looking like the one below.



There are images in a gallery at the top of the screen which show the other participants at the meeting and the main image is of the person joining the meeting.

Along the bottom of the screen there is a toolbar.



Mute: selecting this will allow you to mute yourself so others can not hear you. This can be helpful if you need to attend to another task at home or have a private conversation with someone outside of the meeting.

Remember to unmute yourself (by selecting it again) when you are ready to rejoin the meeting.

Stop Video: This allows you to stop your camera from showing your image and other items behind you. It works in a similar way to mute but is relates to visual rather than audio sharing.

Participants: shows you who is also attending the meeting.

Share screen: This allows you to share something else that you have open on your own personal desktop. This could be an image, document, video, etc. This can be useful in training sessions.

Chat: Allows you to send a message to all participants or just a selected member/s .

End: This allows you to end your video call or group meeting. If you are hosting the meeting you will have the option of ending the meeting for everyone or just yourself.

Worth noting:

The look of the app and the positions of icons and tool bar may look slightly different depending on what device you are using. You should however have all the same functions so just have a look around the screen for the same icons.

Zoom gives you two options for viewing the other attendees at your Zoom meeting, Speaker View and Gallery View.



Speaker View (like in the picture)

You see the person speaking in the bigger window and can scroll between other attendees using the bar at the top.



Speaker

Gallery View



Gallery

Allows you to see all attendees at once/in groups of 9 (depending on the device you are using).

To toggle between both views click the icon at the top right (on laptop) or top left on ipad