

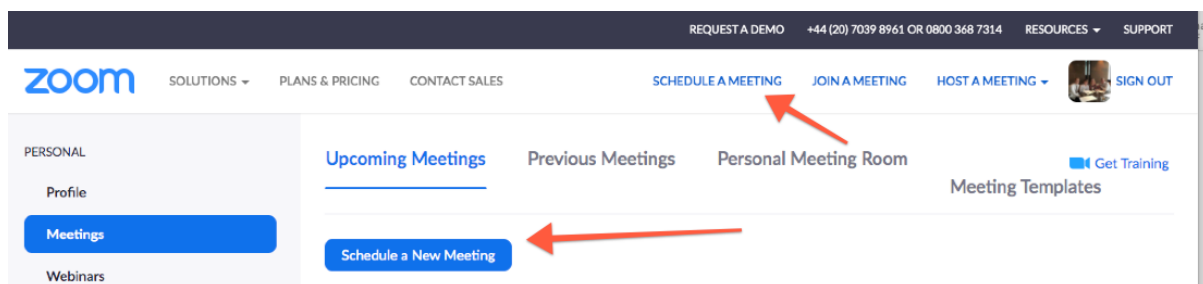
## HOW TO USE ZOOM

Zoom is a fantastic tool for keeping up to date with remote team members, those working from home and all the more useful during Covid-19. Start with the free plan in order to for hold meetings of up to 100 people! There is however, a time limit to adhere to, 40 minutes per online meeting.

To start, sign up for a new account at zoom.us and software will be available to download or download the app from the App Store or Google Play for devices use.

### Schedule a Meeting – Desktop

Once set up, simply go to the home page in Zoom on your desktop and click either “Schedule A Meeting” or “Schedule a New Meeting” .



### Complete the form with -

Meeting title and optional description.

Date and begin/end time (40 min duration).

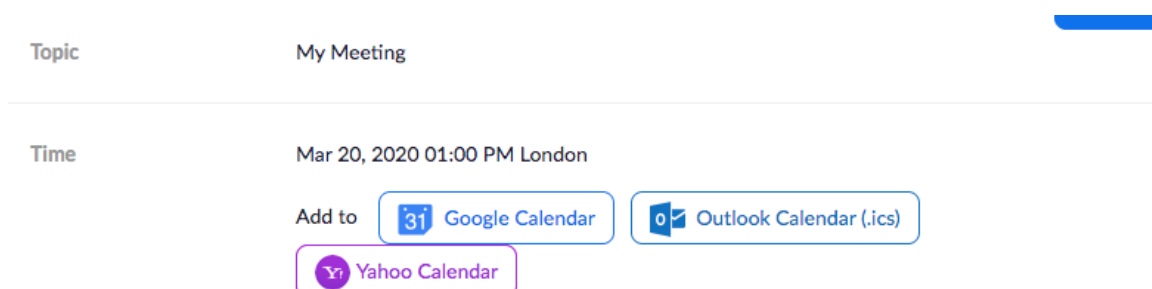
Perhaps add a password for security or have video and audio on/off when people join the meeting.

Other options include a waiting room.

Invite participants to join the call.

### Invite Participants to Join the Call

Using desktop you can either, click one of the calendar options here and invite your guests from within your diary.



Or click “copy invitation” and paste it into your email client. On device you can either – choose your invitees straight from the meeting schedule page or once you have clicked “Add” go to your homescreen on Zoom and click meetings across the bottom and then select your meeting and click “add invitees”.

### **Begin the Call**

At the time of the call simply click “start” from the meetings tab on desktop or from meetings icon on your device.

### **Further Information**

- Send people who haven’t used Zoom before some instructions – they won’t need a Zoom account but will need 5-10 minutes to download a piece of software prior to the meeting commencement.
- Be on time
- Prepare a welcome and allow time for greetings etc
- Screen share – during the meeting participants can share the screen to show slides.
- Record option – you can either set this up at the schedule a call stage or click record from the bottom of the screen as the meeting commences. It’s advisable you make this known to participants.
- Zoom’s audio transcription function (under Cloud Recording) can automatically transcribe the audio. It is saved as a .vtt file which you can edit using Word or most word processing packages. You can also make use of closed captioning during the meeting – so key points appear on the screen – this can be done by the host or someone assigned as co-host.
- Make use of virtual backgrounds – to customise your calls with your logo or motivational message!
- Make use of break out rooms for smaller participant discussions.
- Encourage people to use the text chat function which the meeting host can refer to.

### **New to Zoom**

If you haven’t used Zoom before – it’s easy! You don’t need an account but will need to download software to your computer. Once you’ve received your Zoom invite, simply click on the link and follow the instructions. In advance, add the details into your online diary as it is easier then to access the link on the day and you will receive reminder notifications.

At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application if you haven’t previously done this. Take the opportunity to test audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You also have the option of joining by going to [join.zoom.us](https://join.zoom.us) and entering the meeting ID you were given by the host.

### **Please note:**

Participant controls in the lower part of the Zoom screen.

Using the icons in the lower left corner of the Zoom screen, you can:

Mute/Unmute your microphone (far left)

Turn on/off camera (“Start/Stop Video”)

Invite other participants

View Participant list – opens a pop-out screen.

Send comment via a text chat facility

Share your screen