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INSTRUCTIONS FOR ZOOM VIDEO CONFERENCING

<https://us04web.zoom.us>

NOTE FROM 05-04-20 passwords are needed for meeting participants using a phone or a pad. (It is included in the URL for computers). The organiser will need to log in before the meeting and do admit attendees. This Waiting Room function can be turned off when Schedule a Meeting is being done. (I recommend doing this as it makes for a more positive experience for the participants of the meeting).

<https://support.zoom.us/hc/en-us/articles/360041408732>

Zoom is free for up to 40 mins and £143 a year for unlimited time with recording

Zoom enables one to have a number of people showing on your PC screen and have a discussion. There is a yellow line around the video image of the person speaking.

It can be used also by phones and pads. Download the Zoom App which is blue with a video camera image. On a Nokia phone you can give the phone your name by Settings, About Phone. On an Ipad when you use the App put your name in.

With a smaller image of a phone the current person speaking is shown large whereas with a computer you can see everyone

With phones and apps when you receive an email invitation from the organiser write down the nine digits of the Meeting ID. Also write down the password. Open the app at the appropriate time before the Zoom meeting and put those 9 digits in plus password and click join meeting.

TO BE A HOST

Log into the zoom web site <https://us04web.zoom.us> and register if new or sign in.

When arranging a meeting click on Sign in, or if already signed in click on My Account. Then do Schedule a Meeting and set a date, time and length. Click on the date to select it. Times are only available on the hour or half hour. Do Save and then click on Copy Invitation to the right of Invite Attendees and then Cancel to clear the screen.

Create an email and do paste. After the line Join Zoom Meeting: add (or paste in the following)

EXAMPLE

by clicking the below URL when you are ready to join the meeting Then click on Open zoom, then Join With Video, then Join with Computer Audio.

When using a phone write down the nine digits of the Meeting ID. Also write down the password. Open the app at the appropriate time before the Zoom meeting and put those 9 digits in plus password and click join meeting. I suggest you turn your phone sideways for a wider image and you will need to click on Sound (and then White Square)

If the Waiting Room function is being used there will be a delay in connecting after the Host has logged in as they need to say yes to every Participant

Alter the email to your needs and then send to the attendees plus yourself.

If the meeting is immediate do Start this meeting. If not do log out

The host just before meeting will need to look for the email they sent to the attendees and themselves and copy the Meeting ID. Log into Zoom click on Join Meeting and paste in the Meeting ID.

Do Open Zoom. When your video image shows click on Computer Sound. (There is an extra Blue Icon on the Toolbar for this image).

As Attendees join the meeting you need to admit them if the Waiting Room function has not been turned off. Attendees with a Nokia phone will need touch audio and then the white square

There is a button at the bottom of the Toolbar of the Zoom Image to record the meeting if you wish.

People can mute their microphone if there are background sound problems by the Mute Icon to the left. Then pressing the space bar toggles this option.

When people speak the persons video image has a yellow line around it. Top right of screen click on Gallery (9 squares symbol) to see everyone or Speaker to see person speaking.

CAN HOLD SPACE BAR TO UNMUTE. For better sound everyone should mute the sound

TO USE DOODLE FOR INVITATIONS

Note Share button at the bottom enables showing of documents

Can live stream the meeting

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For those without a camera on their computer I recommend the Logitech C920 HD Pro Webcam for its quality and the ability to reduce the quality of the image if your broadband is slow. Difficult to buy under the current circumstances.