



Disability Leadership Canterbury

Waitaha for Every Body

How to use Zoom to stay in touch

Zoom is a free video calling app which you can access online. You can use Zoom as an app on your phone, your tablet/iPad or on your desktop computer.

You can also use it in your internet browser without having to download an app, by visiting <https://www.zoom.us/>

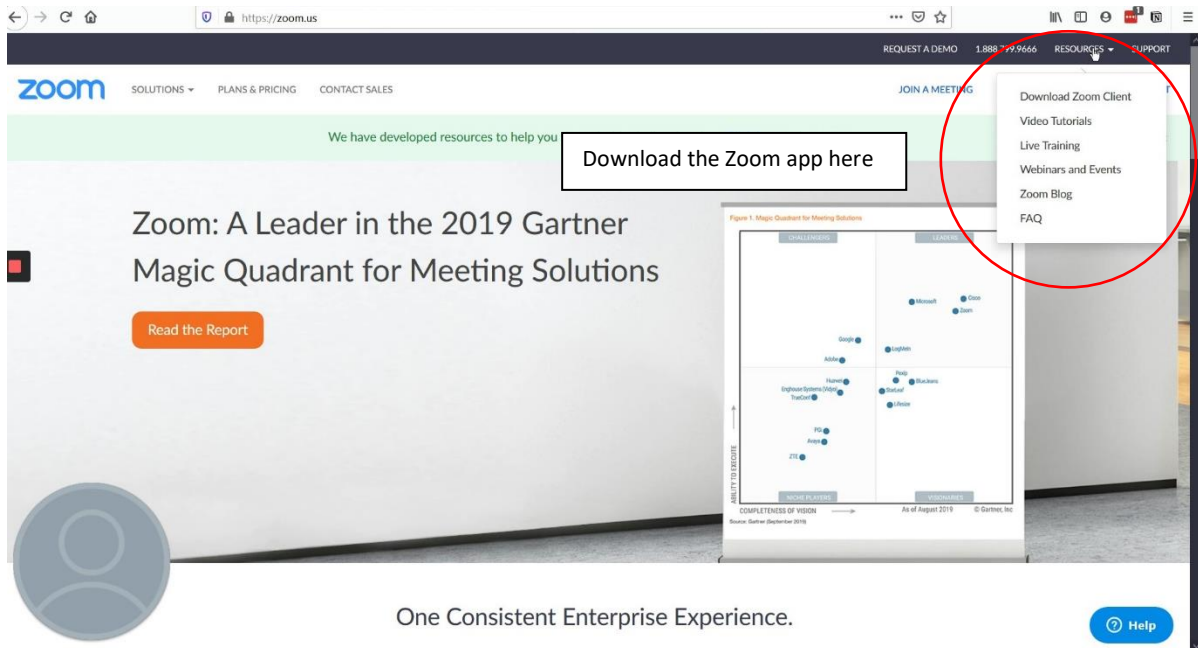
Download the Zoom app to your tablet/iPad or phone

1. Open the App Store or Play Store
2. Search for Zoom
3. Zoom Cloud Meetings is the app with a blue bubble containing a video camera. The developer is listed as "zoom.us"
4. Tap Install. Follow the instructions to download and install. The Zoom icon will appear on your device home screen
5. Open the app
6. Follow the instructions to sign in, or create a free account.

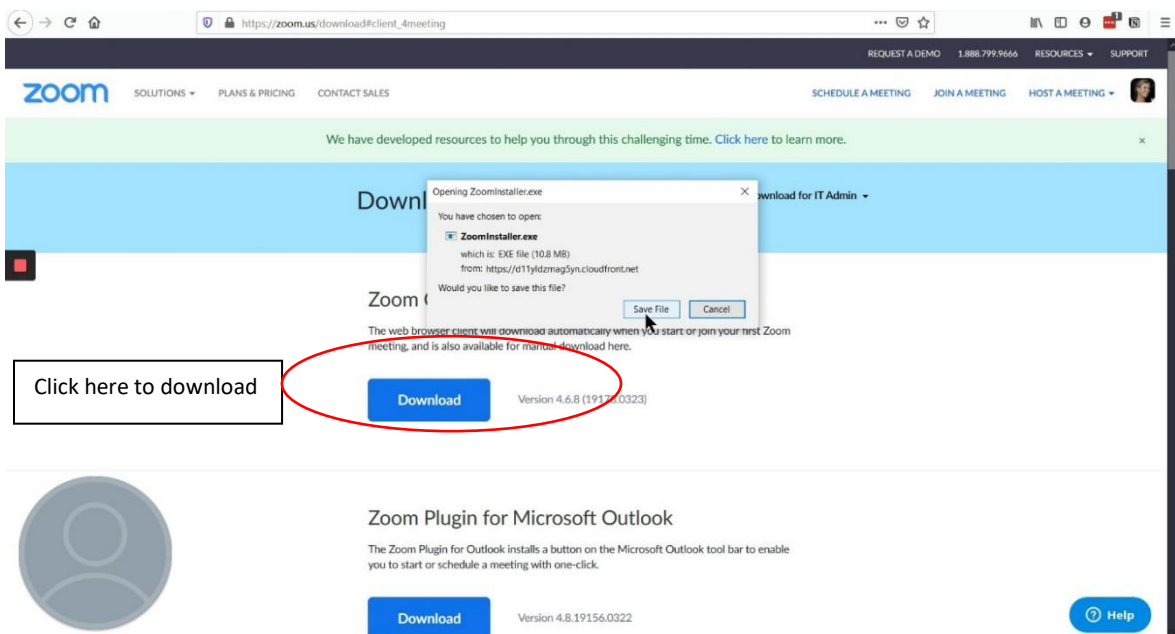


Download the Zoom app to your computer desktop

1. Open your browser and visit www.zoom.us
2. Click Resources in the top right corner
3. Click Download Zoom Client

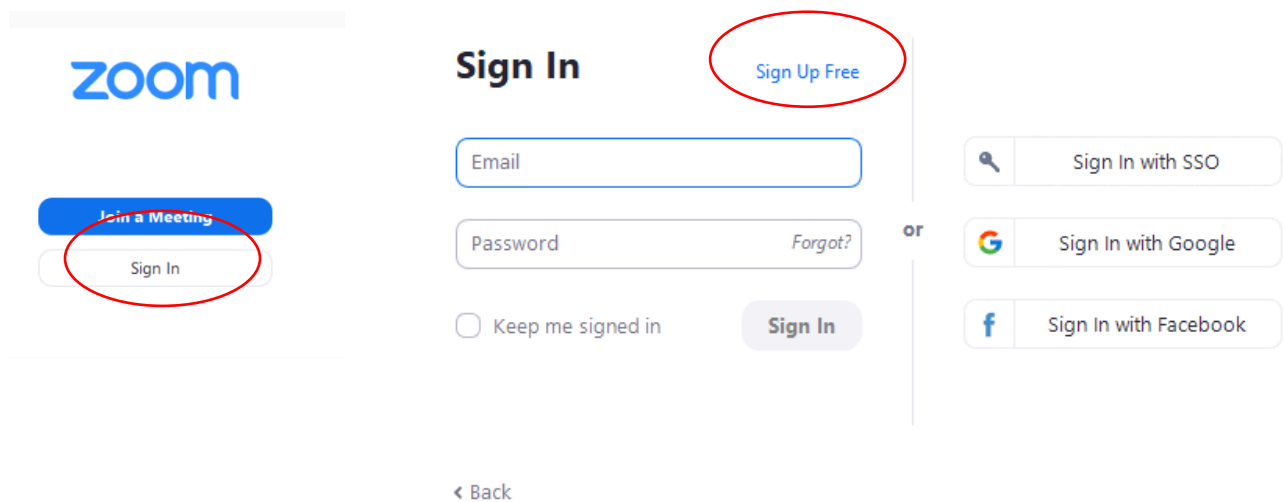


4. Click the blue Download button next to “Zoom Client for meetings”
5. A box will pop up like the one below. Follow the instructions on your computer to install
6. Click ‘Save File’ when prompted.



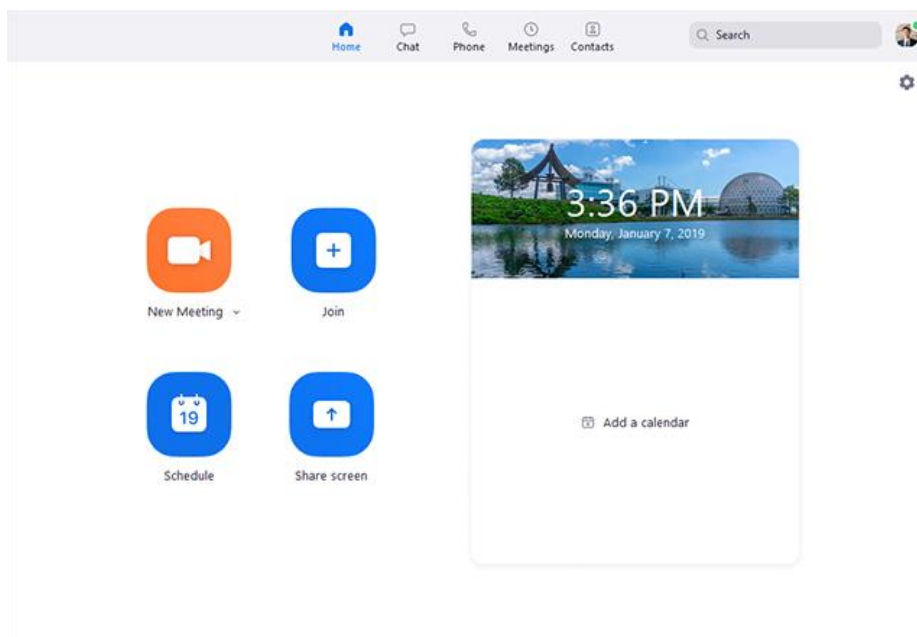
Sign in to Zoom

1. Click the Zoom icon on your desktop to open the app and click Sign In
2. You can sign in on the desktop or mobile app using your Google or Facebook account
3. If you don't have an account, click Sign Up Free to create a Zoom account
4. Follow the instructions to create your Zoom login details using your email and password.



Using the desktop computer app

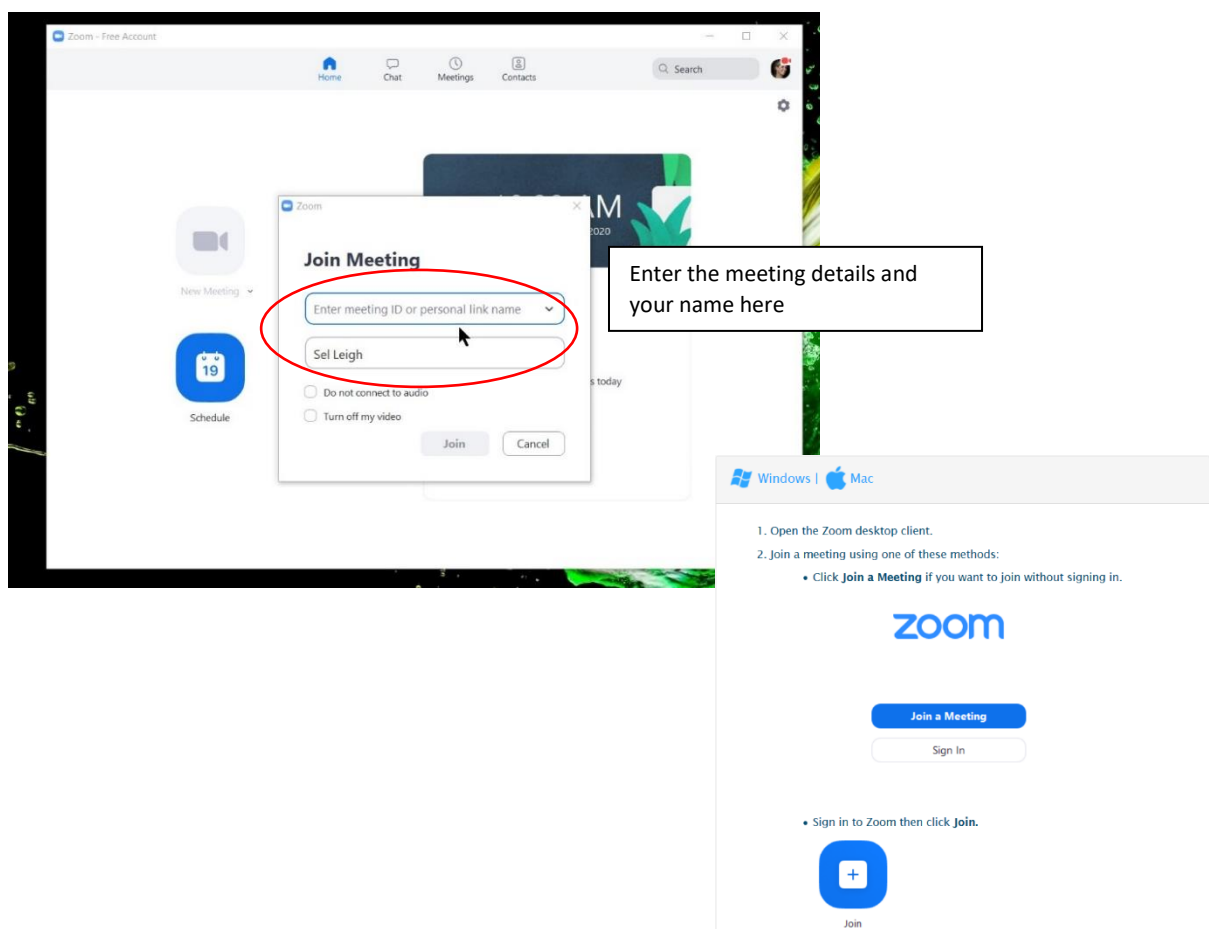
Open the desktop app and sign in, then you will see this screen.



- **New Meeting:** Start an instant meeting. This is not recommended for people you don't meet with regularly, but great for meetings you want to hold often with the same people
- **Join:** Join a meeting that is already in progress or starting soon
- **Schedule:** Set up a future meeting
- **Share Screen:** Share your screen, so the other people on your call will be able to see what's on your computer screen.

Join a meeting that someone else has set up

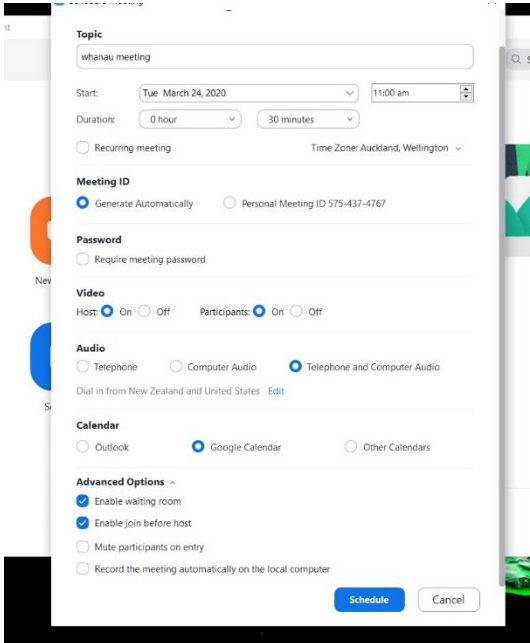
1. Open the Zoom app
2. Click Join Meeting
3. Enter the 10 digit meeting ID (copy and paste this from an email) or the personal link that the host has sent you
4. You may also need a meeting PIN number or password
5. Enter your name and click Join.
6. Your video and audio will connect automatically.



Schedule a meeting and invite others

You can schedule a future meeting to happen once, or repeat (recurring meeting). You can invite others to your meeting by including the invite on a calendar or sending it by email.

1. Click the calendar icon Schedule
2. Enter your meeting details, time and date
3. Select Recurring meeting if you want this meeting to repeat
4. The meeting will automatically create an event in your Outlook or Google Calendar. You can then invite others to the calendar event.
5. Or, select the meeting that you want to invite others to. Click Copy Invitation.
6. Right click and select Paste, or type CTRL + V to paste that information into an email or anywhere else you would like to send it out.



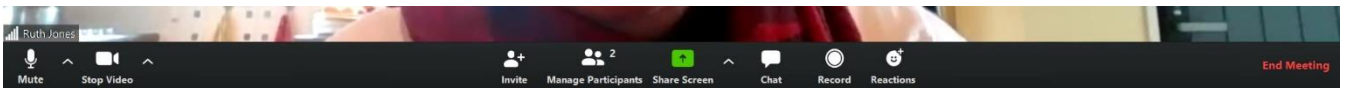
The screenshot shows the Zoom meeting scheduling form. The 'Topic' field contains 'whanau meeting'. The 'Start' date is 'Tue March 24, 2020' at '11:00 am'. The 'Duration' is set to '0 hour' and '30 minutes'. The 'Recurring meeting' option is unchecked. The 'Meeting ID' section has 'Generate Automatically' selected. The 'Password' section has 'Require meeting password' unchecked. The 'Video' section has 'Host' and 'Participants' both set to 'On'. The 'Audio' section has 'Telephone and Computer Audio' selected. The 'Calendar' section has 'Google Calendar' selected. The 'Advanced Options' section has 'Enable waiting room' and 'Enable join before host' checked, while 'Mute participants on entry' and 'Record the meeting automatically on the local computer' are unchecked. 'Schedule' and 'Cancel' buttons are at the bottom right.

In the Zoom meeting

Once you have started or joined a meeting, you can see the names and video of the other participants. The person currently talking will appear in the biggest box.



To see the meeting controls, move your mouse anywhere in the Zoom window. You will see this bar at the bottom.

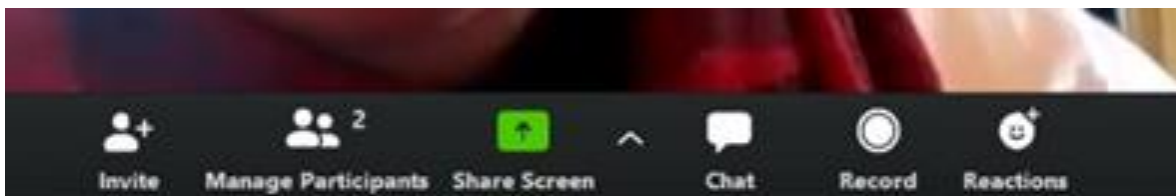


Click the microphone to mute yourself. This is good to do when there are more than 2 people in the meeting, to reduce background noise.

Click Stop Video to turn off your video. You will still be in the meeting and able to hear and see others.

Click the Invite icon to invite other people to join the meeting while it is happening. They will be able to join instantly.

Select the Reactions tab to choose from a “clap” or “thumbs up” as a quick reaction to a question by the speaker.



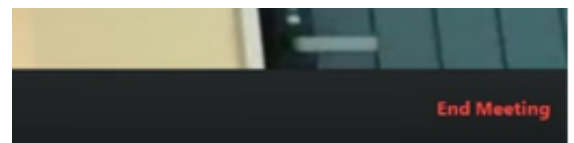
Click the green Share Screen button to share your computer screen, instead of video, with the other participants.

Click the speech bubble Chat icon to create or view private text messages with your contacts using instant messaging. You can also create group chats.

Using Chat is a good way to ask a question of everyone, or just one member in the meeting, without interrupting the conversation.

End or leave the meeting

Click the red End Meeting text at the bottom to end or leave the meeting. If you are not the host, you can leave but the meeting will not end for others.



If you are the host, the meeting will finish for everyone when you click End Meeting.

Join a meeting by phone (audio only)

If you don't have good internet connection or your computer/device microphone is not working well, you can join a Zoom meeting over the phone. You will need to dial

in using a free phone number that is included with a meeting invite. This option may not always be available as the host needs a paid membership to include it in their invite.

Use the Zoom website

Go to www.zoom.us to use Zoom through your browser instead of the app.

You can start, join or schedule a meeting the same way, it just looks a little different.

