

An introduction to Zoom

Anyone with little or no experience of using Zoom can be reassured that it really is relatively straightforward to use, and we are more than happy to help anyone who would like to try it out before one of our 'meetings'.

Here are some easy to follow instructions and tips that might help you to get started:

1. You can use your desktop, laptop, tablet or mobile phone to connect, although the bigger your screen the better.
2. You do not have to have a Zoom account to attend a Zoom meeting. **However, you do need to have the Zoom app**, which you can install in one of the following two ways.
 - a. We **strongly recommend** that you download the Zoom app and check the functionality on your device **before joining a Zoom meeting**.
 - (i) On a **tablet or mobile phone**, downloading the app must be done before the meeting as you will need to download Zoom from either Google Play Store (Android) or the Apple Store (IOS).
 - (ii) On a **desktop or laptop**, the app is available for download at <https://zoom.us/download>.
 - b. On a desktop or laptop, it is also possible for Zoom to be downloaded when you click on a link to join a meeting for the first time (see 4. below).

At that stage you will be prompted to download and install Zoom. Our advice is to do this as soon as possible after you receive the invitation with the link so as to ensure that you have plenty of time to check that the download has been successful and there are no problems.

To join the meeting later, you would need to click again on the same invitation link just prior to the start time.

Please note that it would not be possible to help with any download issues at the start of the meeting, which is why we recommend that you download Zoom well ahead of the meeting.

3. Before the event, you will be sent an email by the 'host' with an **invitation** to attend the meeting. **Please do NOT share the link or password.**
4. Click on the **link** in the email, which has the password embedded in it. One click should connect you to the meeting (or prompt you to download Zoom if you haven't already and it's your first time and then connect you to the meeting).

Example (not a real meeting):

The link for the meeting is

<https://us02web.zoom.us/j/1111155554?pwd=X1XXXXvDDD5agg21XzXhRr9FLzk5Zz09>

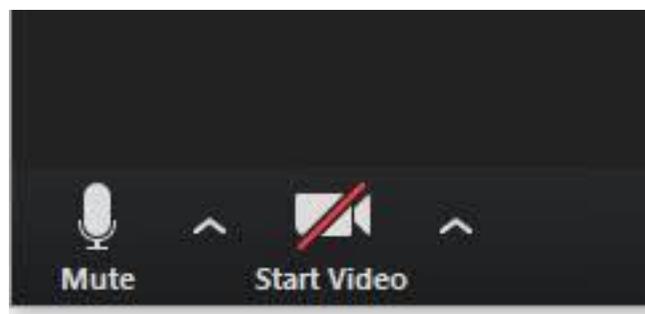
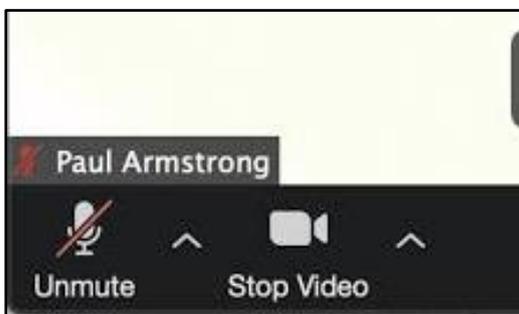
Meeting ID: 111 2222 2333

Password: 012345

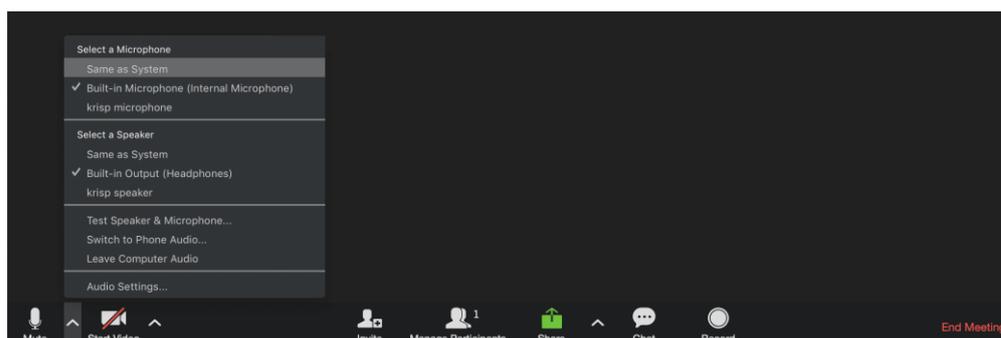
Time: May 19, 2020 07:30 PM London

Should you be prompted for a meeting ID and password, for example on a mobile phone, you can also find that information in the invitation.

5. Before joining the meeting, you will be held in a **'waiting room'** and will have to wait until the 'host' (usually Julia) lets you in to the meeting. This is a security feature to prevent unwanted guests joining in.
6. Make sure that you connect with **video and audio turned on** so that you can be seen and heard. Look for the audio and video icons at the bottom left hand side of the screen and check that there are no red lines across them. You should also be able to see and hear others. If you can't hear anything, it is worth checking that the speaker on your device isn't muted.



There are a number of options on a pull-up menu alongside the audio and video icons. You may need to check the options if, for example, you have more than one microphone or speaker.



7. You can view the screen in two ways:

i. Gallery view (look for this option on the top bar)

Using gallery view, you can see all or many of the participants. This is probably the best option for our meetings. If there are too many participants to see on a single screen, you can toggle between participants using the backward and forward arrows, as marked on the image below.



ii. Speaker view (an alternative option on the top bar)

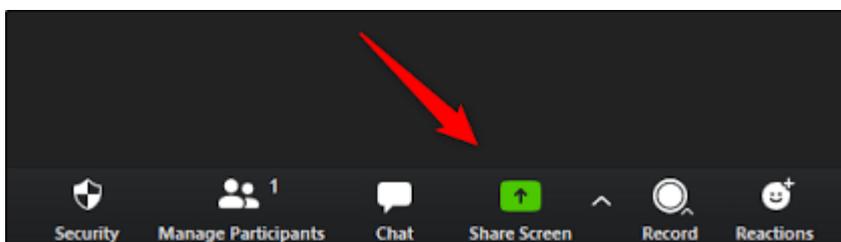
Using speaker view, you will see a large image of the speaker and everyone else in small boxes at the top or side of the screen, as in the image below.



8. There are a few other useful buttons:

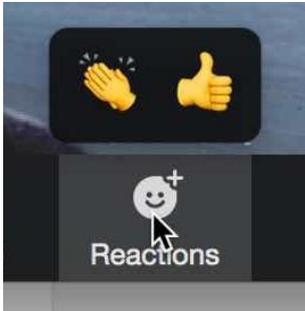
i. Screen share

A screen is usually shared by the meeting organiser, and can be anything from a single image to a slideshow or an audio-visual presentation. When this happens, the ‘thumbnails’ of participants will move to the top or right hand side of your screen and you should be able to adjust the positioning so that the participants don’t obscure the shared screen. If you can’t see the shared screen fully, please let the host know (see 8iv. below) as the person sharing may need to adjust their screen.



ii. Reactions

Under 'Reactions', you can click on the 'clap' or 'thumbs-up' icon. The icon will appear the top left hand corner of your 'thumbnail', and will disappear after a few seconds without you needing to cancel it.



iii. Leave meeting

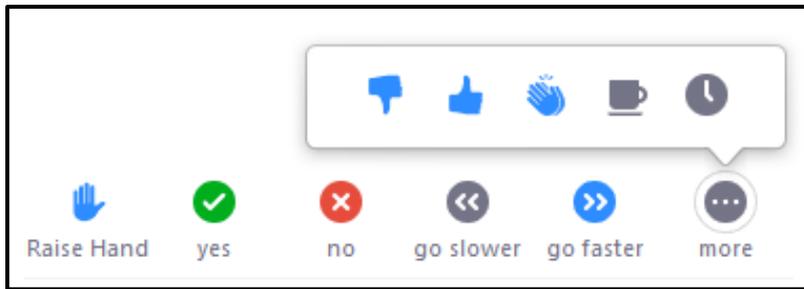
You can leave the meeting by clicking on 'Leave Meeting', which is in red at the right hand end of the bottom bar. Alternatively, at the end of the meeting the host will click on 'End Meeting' on their screen, and you will automatically leave the meeting.



iv. Chat

The 'Chat' feature allows participants to communicate with the host, the speaker, participants or specific individuals for the duration of the session.

- In your controls at the bottom window, click Chat . If you are on a mobile device, tap Participants, then Chat.
- The Chat window will open on the right hand side of your screen if you are not in full-screen mode. If you are full screen mode, it will open in a window that you can move around your screen.
- You can type your message into the chat window at the bottom and press 'Enter' to send your message.
- Click on the drop-down menu next to 'To:' to change who you are sending this message to. You can send a message to all participants or to an individual.



v. Participants

To provide non-verbal feedback yourself:

- Click the Participants button.
- Click one of the icons to provide (non-verbal) **feedback** or make a comment to the host. Click the icon again to remove it.

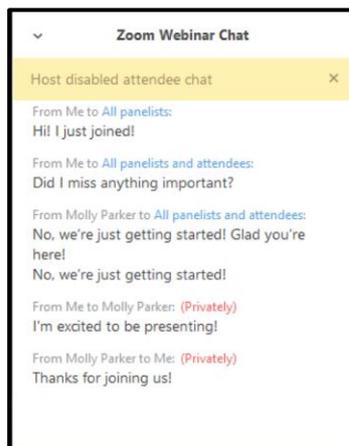
Note: You can only have one icon active at a time eg Raise Hand, yes, no, go slower, go faster, etc.

To see non-verbal feedback from others:

Click the Participants button to see a list of participants and view their non-verbal feedback. If a participant clicked on a feedback icon, you'll see that icon beside their name.

9. Etiquette

- If you need to talk to someone outside the meeting or someone sharing your screen please remember to mute your microphone otherwise everyone attending the meeting will be able to hear you. This is very distracting, especially if there is a guest speaker. Note also that the host is able to mute/unmute everyone.
- It can be quite disconcerting if everyone talks at once. During the meeting, if you wish to ask a question please use the raise your hand function (see 8v. above) or type a comment or question to whoever is moderating and they will invite you to speak at an appropriate time.



FINALLY

This document is intended to give some useful tips about using Zoom for the first time. It is by no means a comprehensive guide to using Zoom, and the best way to find out about the features is to give it a try.

If you are attending a Zoom meeting for the first time, please let Julia (secretary@bishophorpecc.co.uk) know. If you provide your phone number and we can't hear or see you, Julia may be able to give you a ring to try and help you to join the meeting.

If you would like to feel confident ahead of the meeting, please feel free to get in touch. We would be happy to host a trial 'meeting' to talk you through things and check you are happy with what to do before any of our events.