Getting started with Zoom teleconferencing.

Basically there are two stages to setting it up and joining a meeting:

1. download and install zoom on your device or computer, then

2. start the program and join a meeting by typing in the unique meeting ID number provided by the host in the meeting invitation.

You'll need either:

- an iPad or Android tablet (or smartphone) with built-in camera and microphone, or
- a laptop or PC running Windows or an Apple computer with a built-in or plug-in microphone and camera

If your device already does Skype, or Messenger video chat or Facetime, it's good to go for Zoom.

Step 1: Download Zoom

- If you are using a PC or laptop running windows, visit this page: https://zoom.us/support/download . **No need to open an account, nor sign in nor enter a password or email address .** Download should start automatically - there is a manual option if it doesn't start.
- When download is complete, locate the downloaded file "ZoomInstaller.exe" - it's probably in your "Downloads" folder. Double-click it and follow the prompts.
- For an iPad or other Apple device, go to the "App Store" (you'll need to enter your Apple ID that you created when you first set up your Apple device).
- For an Android device, go to the Google Play Store.
- Search for Zoom and select "Zoom Cloud Meetings". Click "Get" or "Install".

Step 2: Start the Program and Join a Meeting

- The Host will set up the meeting and email you an invitation. The invite will provide the date and time of the meeting, the meeting ID number (and a meeting password if required).
- A few minutes before the scheduled start, open the Zoom app (double click the icon)
- Click on "Join a Meeting" (**do not** click 'sign in' or 'sign up').
- In the next window, enter the meeting ID number that the host sent you. Also enter your name as you want it to appear to others next to your video feed. Leave the audio and video boxes blank. Click "Join".
- Enter the meeting password if one is required and press "Continue".
- If asked, click on a button to "Join with computer audio" and/or to "Join with Video".

Optional: Testing in Advance

- Follow the instructions as for Starting and Joining.
- You should get a small window saying something like: **"The meeting is scheduled for dd/mm/yyyy. Start: 1.00 PM"**. If so, all is good.
- Close that window and click "Leave the Meeting" in the next dialog box.

Hints and tips

1. It will work just fine with a device's own built-in or add-on speakers and microphone. However, headphones or audio ear buds might give you a clearer sound. I prefer to use a mic/phones combo headset.

2. There are two options for how people appear on your screen: Gallery View and Speaker View. To select your preference, touch the iPad screen or laptop touchpad, or move your mouse; several control buttons will appear along the top and/or bottom of your zoom window. In the top right, you will see the words "Gallery view" or "Speaker view". Click this to toggle between the two views.
   NB. The bigger your screen the easier it is. A smartphone screen gets very crowded if there are more than four participants in Gallery view. For a small screen, Speaker view might work better.

3. It works best if you can arrange for a plain background with light coming from in front of you.

4. Also you might like to check that there are no unfortunate objects behind you so it doesn't look as if you are wearing a lampshade or have a pot plant growing out of your head.

5. You don't need to set up a Zoom account or sign in if you only intend to participate in meetings arranged by other people. You only need an account if you intend to create and host meetings yourself. The basic account is currently free but limits meetings larger than three people to 40 mins although I've noticed that occasionally they go longer.

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23 April 2020

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