Zoom

During the outbreak of Covid-19, we are looking at ways we can support people with digital skills, but remotely. As part of this work we are hoping to use video calling software, that will allow us to connect with digital champions and learners across the borough at a time when having access to digital tools is important.

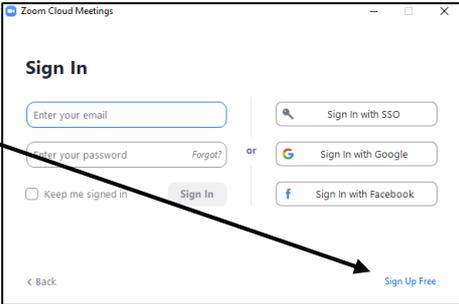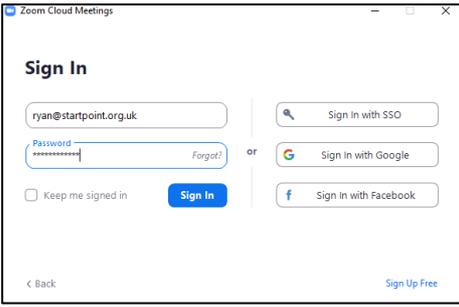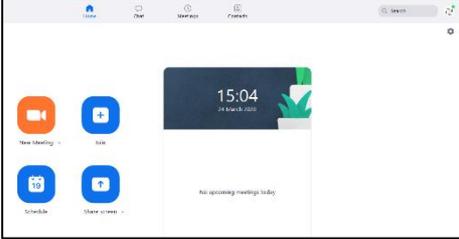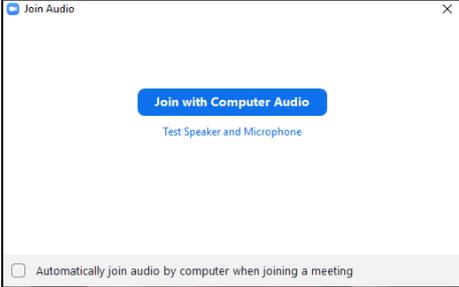|	**Zoom**	
1	Zoom is one of the leading video calling software companies in the world and is available across devices meaning you can download it on to your laptop or download it as an app on to your smartphone or tablet device.	**zoom** *Throughout this handout, we are looking at Zoom with the basic package. This allows you unlimited 1-on-1 meetings but gives you a 40-minute limit for meetings of more than 3. You can upgrade your Zoom account. They offer options for businesses, but for those wanting to help support digital champions and learners, you can select the option of a Pro account for £11.99 per month, per host. This allows you up to 100 participants and a meeting duration limit of 24 hours!*
2	Zoom allows you to use its service in multiple ways including for online meetings for video webinars, as collaborative conference rooms plus an integrated phone and instant messaging service!	Meetings · Video Webinar · Conference Rooms · Phone System · Business IM
3	This handout is going to see us look at downloading Zoom on to our devices, creating an account, adding contacts and then making/accepting video calls. We are hoping to be able to use Zoom to still offer support during the current period of self-isolation and social distancing.	
4	With Zoom, you can join meetings without having to create an account. If you wish to hold your online meeting, you will have to create an account. You must download Zoom, regardless.	🔒 zoom.us

	<u>To download Zoom – Laptop user</u> Using your internet browser, type www.zoom.us into the address bar and press enter. Once you are on the Zoom website, you'll notice that running along the top of the screen is a toolbar with various options. One of these is RESOURCES. Select the downward - facing arrow next to RESOURCES and select 'Download Zoom Client'.	
5	You'll then have to locate 'Zoom Client for Meetings' and click on the blue 'Download' button. Follow the steps on your screen and the download will begin. If you are sent an invite to use Zoom or attend a meeting, you will have to download the software before it allows you to enter the meeting. The link you receive in your e-mail will walk you through the same steps we have just looked at.	
6	Once it has finished downloading, you need to select the downloaded file from the bottom left-hand corner of your screen, and it will begin to install the software onto your laptop. Once the software has installed, you'll be greeted with a screen like the image on the right. Well done – you have downloaded and installed zoom.	
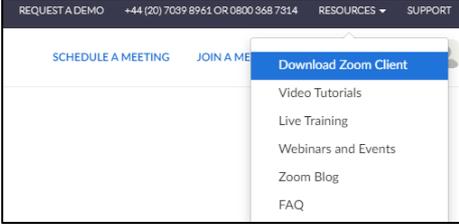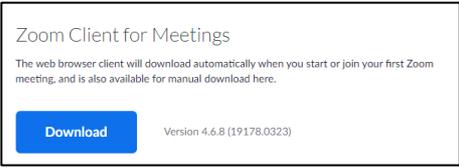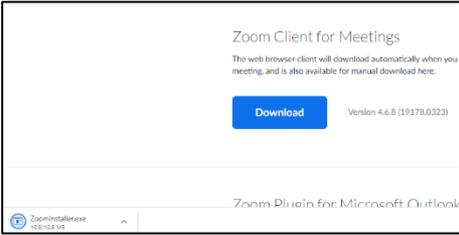
7	For those wanting to hold their own meetings, you would also enter www.zoom.us into your address bar in your browser, but you'd then select HOST A MEETING from the toolbar and select one of the options from the drop-down. Once you've selected an option, it will begin to download and run Zoom as well as go through the account creation process.	JOIN A MEETING HOST A MEETING ▾ MY ACCOUNT With Video On With Video Off Screen Share Only Launching... Please click **Open Zoom Meetings** if you see the system dialog. If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.
8	<u>To download Zoom – tablet and smartphone user</u> For those using a tablet device or a smartphone, you'll have to go to your app store to download Zoom. Once in your app store, use the search function to search for Zoom. For App store users this is in the bottom right-hand corner and for Google Play users, this is at the top of your app store screen.	Apple App store logo ANDROID APP ON Google play
9	Once you've found the app in the app store, you'll need to select the 'Get/Install' button as highlighted in the image to the right. You may need to enter your Apple ID and password or your Gmail account details to begin the download. If you don't have these, look for an option to reset your password and follow the steps.	ZOOM Cloud Meetings Business ★★★★☆ 38 GET Apple ID Apple ID Password Required Sign In Forgot your Apple ID or password?
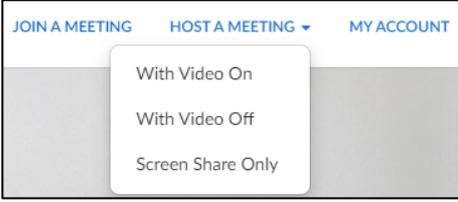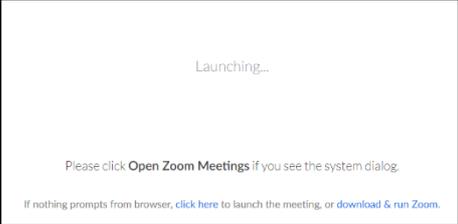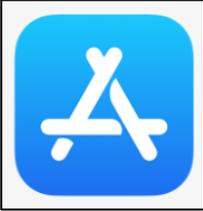
10	Once you've downloaded the app, select the app to open it and you should be greeted with a screen like the image on the right. If you are, well done – you have downloaded Zoom.	
11	If you selected a link in an e-mail you received to begin to use Zoom, it will automatically take you into the meeting. If you have a joining code, you'll have to select 'Join a Meeting' and enter the code.	
12	For those wishing to hold their own video calling meetings using Zoom, they'll have to select 'Sign In' and then create an account. You'll see in the bottom right-hand corner of the pop-up, the option to 'Sign Up Free'.	
13	When creating a Zoom account, you can use either your Gmail account or your Facebook account to create a Zoom account nut this will see those accounts linked and information shared. To create a Zoom account, you'll need to provide them with your name, e-mail address and a password. Once you've filled in the online form, you will have created an account. Zoom will send you an e-mail. You must click the link in the e-mail to verify your e-mail address.	
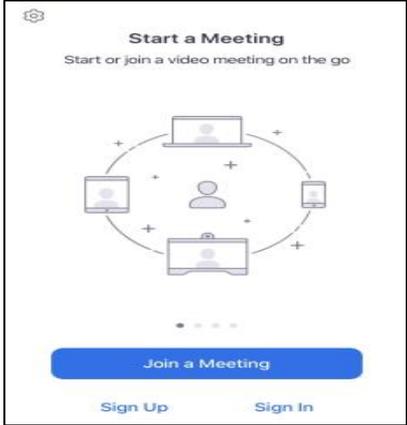
14	Once you have created a Zoom account, open up either the downloaded Zoom software or the Zoom app. We are now going to look at hosting a meeting.	
15	Once you are logged in to your Zoom account, you'll see there are various options – New Meeting, Join, Schedule and Share Screen. We are going to select the New Meeting option and begin our very own video call.	 *New Meeting – This begins your very own video meeting.* *Join – This allows you to enter another video meeting's join-in code and take part in their meeting.* *Schedule – This allows you to plan future video meetings including time, date, duration, video and audio settings and more. You can send these meetings to Zoom users and e-mail addresses of participants.* *Share screen – This allows you to share what is on your screen during video meetings.*
16	Once you've started your video call, Zoom will ask if you'd like to check your video and audio settings. Select 'Test Speaker and Microphone' and Zoom will play a sound and allow you to record your voice to check your speakers and microphone are working.	

17	Once you've launched the video meeting, you'll be greeted with various in-call options. These options allow you to join/stop both audio and video, allows you to invite others to the call, allows you to share your screen and even remotely control participants screens. You can also record the video call to share with those unable to make it and create breakout rooms. We are now going to look at inviting others to the call.	
18	From the in call options, that run along the bottom of the screen, we need to select 'Invite'. This will then bring up a screen like the image on the right to either add contacts you already have in Zoom or to invite people using their e-mail address. If your meeting isn't scheduled, you may have to wait for e-mail invitees to download the Zoom software. If the person you are adding has already created a Zoom account, you can add them as a contact making it quicker to invite them to your call. You can view and add your contacts by selecting 'Contacts' as highlighted in the image on the right. Try sending a request to ryan@startpoint.org.uk to add Starting Point as a contact on Zoom.	