

# Using Zoom conferencing for meetings

## What is Zoom?

Zoom is an online facility with an app to allow many people (up to 100) to participate in a “virtual” meeting in front of their PC, laptop or phone at home or wherever they can get an internet connection. There are free and paid options – for now, we are only looking at the free option.

## What can you use it for?

Well, the obvious ones are for virtual meetings. But thinking ‘outside the box’:

- What about a virtual quiz night? The leader asks the questions. The others will take down the answers and add it up at the end. Honesty has to prevail, but it could be fun.
- What about doing some virtual activities with your sections. Show them how to make something on the screen and they can try it out and show you on their video.
- Give a talk on a topic close to your heart.
- Take them on a ramble around your garden with your phone.
- Etc.

## Assumptions:

1. Someone is the meeting organiser and will have an account with Zoom (see below)
2. Every person has some sort of computer device (PC, Laptop, tablet or phone) with audio (microphone and speakers) available.
3. For video, the computer device must have a camera that is pointing towards the user.

## Principles

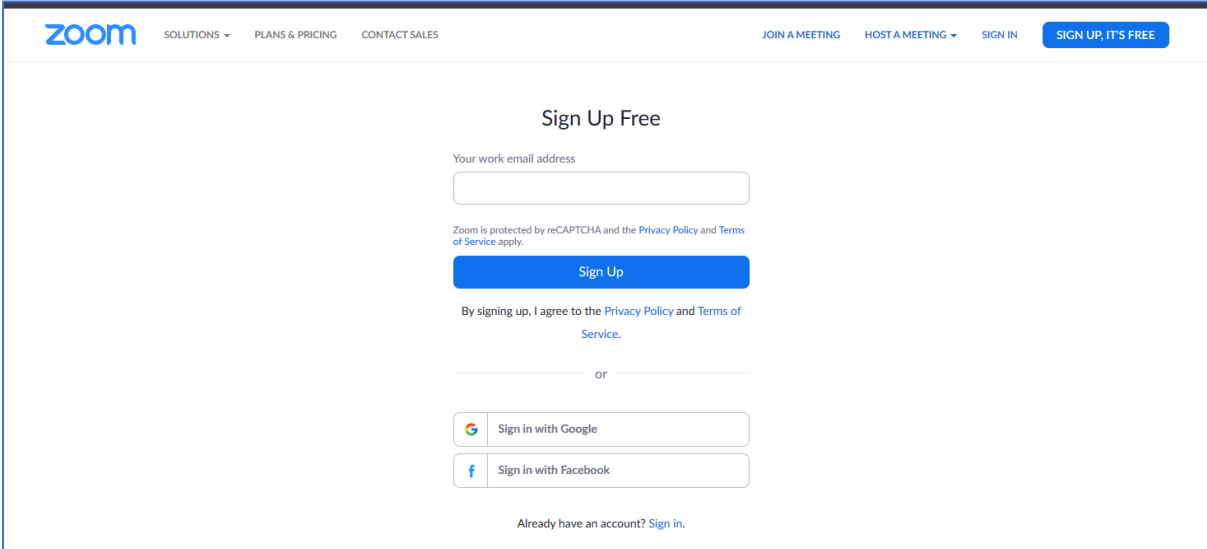
The idea is that someone (the leader) will set up a meeting within Zoom and then send out a meeting request (a link) via email. Everyone else (participants) will click on the link at the appropriate time and will join in the meeting.

If you are a leader continue reading. If you are a participant , go to page 7.

## Setting up as a leader.

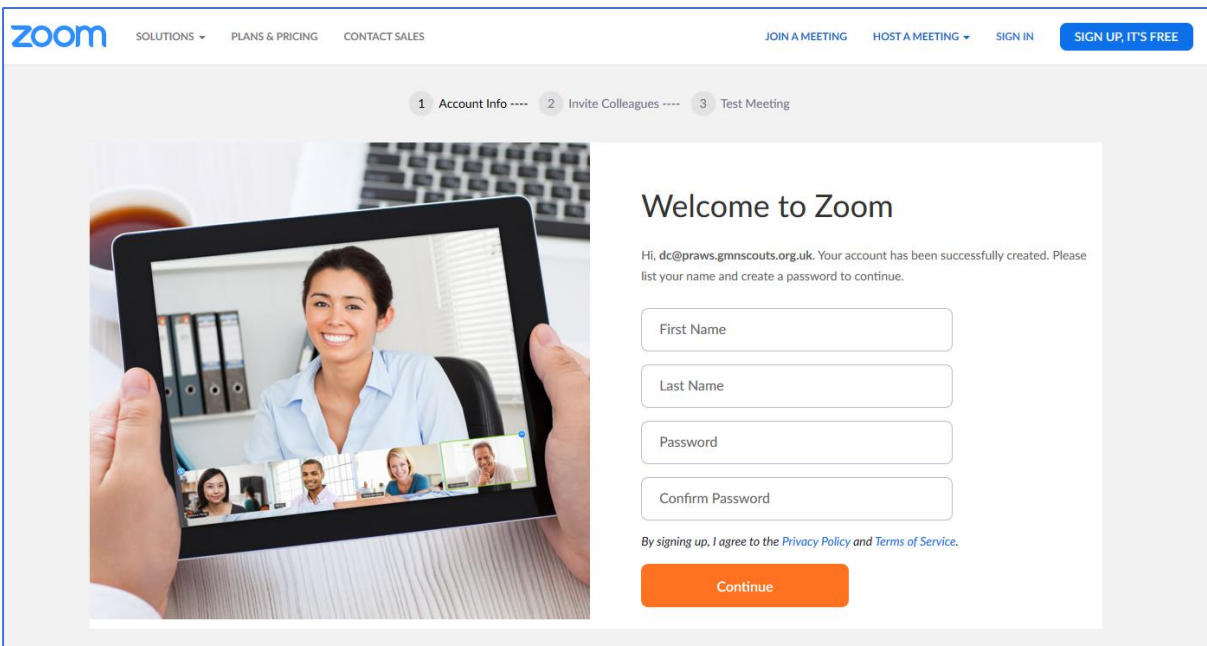
In order to be a leader, you must have an account on Zoom. This part only needs to be done once.

Click on this link <https://zoom.us/signup> A screen like this will appear:



The screenshot shows the Zoom 'Sign Up Free' page. At the top, there is a navigation bar with the Zoom logo, links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES', and buttons for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and 'SIGN UP, IT'S FREE'. The main heading is 'Sign Up Free'. Below it, there is a form for 'Your work email address' with an input field. A note states: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' There is a blue 'Sign Up' button. Below the button, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' There are two options for signing in: 'Sign in with Google' and 'Sign in with Facebook'. At the bottom, it says 'Already have an account? Sign in.'

Enter your email address. Then click [Sign up]. An email will be sent to you with a link in it. Click that link to activate your account. It should take you to a page like this:



The screenshot shows the Zoom 'Welcome to Zoom' page. At the top, there is a navigation bar with the Zoom logo, links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES', and buttons for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and 'SIGN UP, IT'S FREE'. Below the navigation bar, there are three steps: '1 Account Info', '2 Invite Colleagues', and '3 Test Meeting'. The main heading is 'Welcome to Zoom'. Below it, there is a message: 'Hi, dc@praws.gmnscouts.org.uk. Your account has been successfully created. Please list your name and create a password to continue.' There are four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below the input fields, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' There is an orange 'Continue' button. On the left side of the page, there is a large image of a person holding a tablet displaying a Zoom meeting.

where you enter your name and a password:

Note password must:

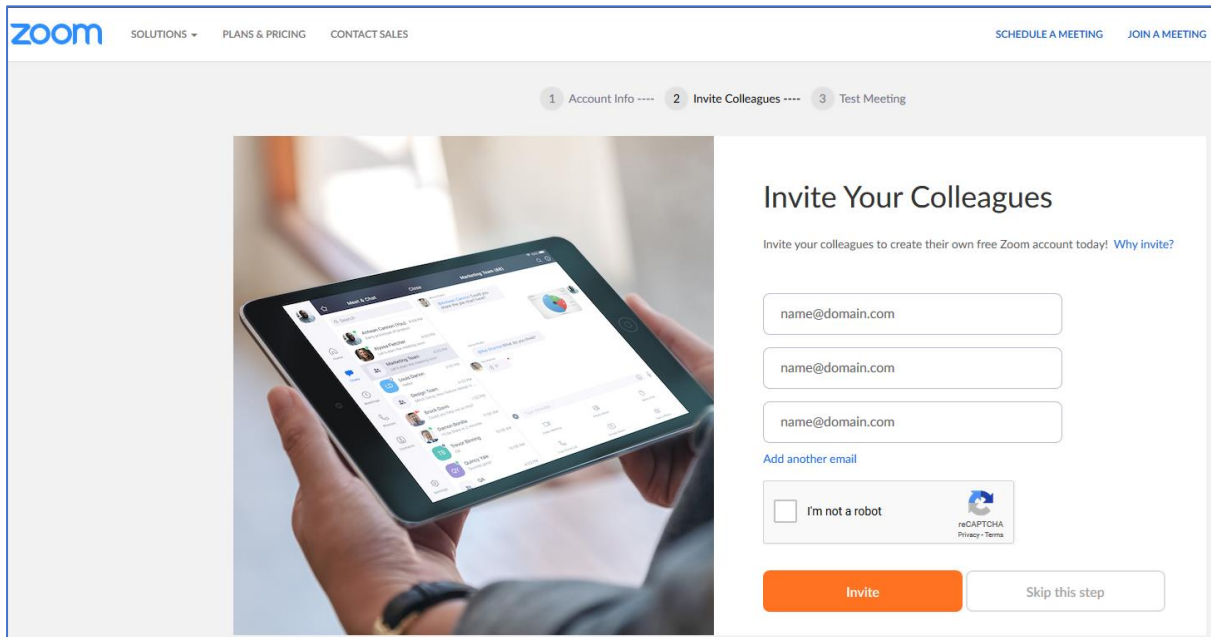
- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper-case and Lower-case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

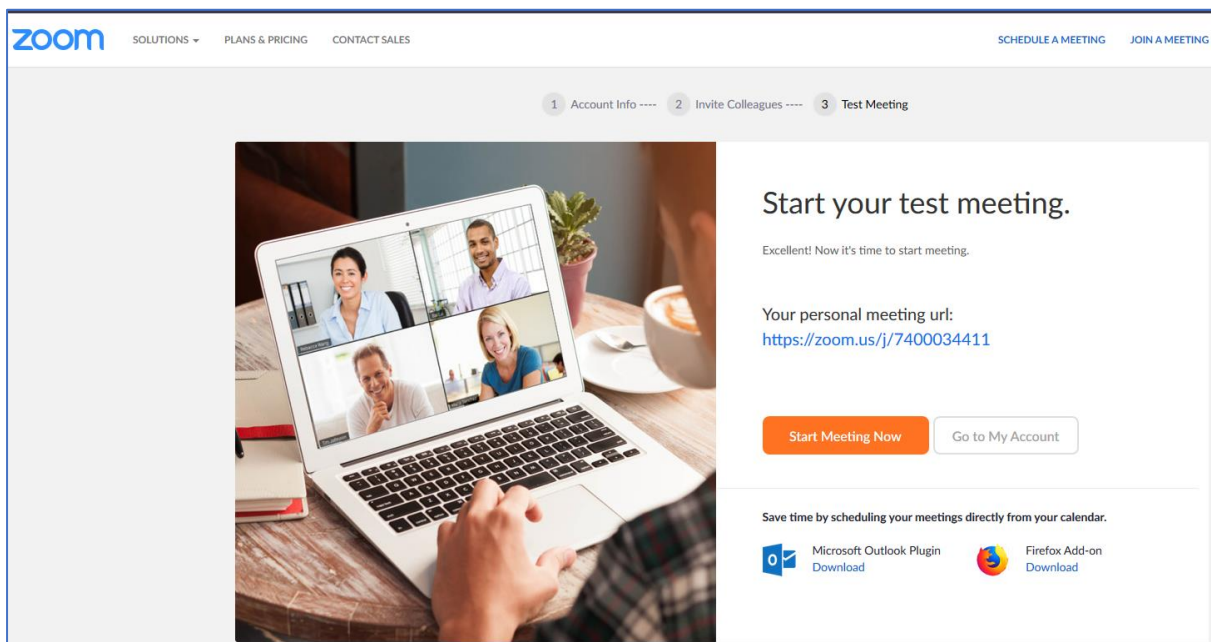
Once you have entered the information, click [Continue]. Save the password somewhere so you remember it.

The next screen will invite you to add others - like this:



For now, please click [Skip this Step].

The next screen will show you your personal meeting link – like this:



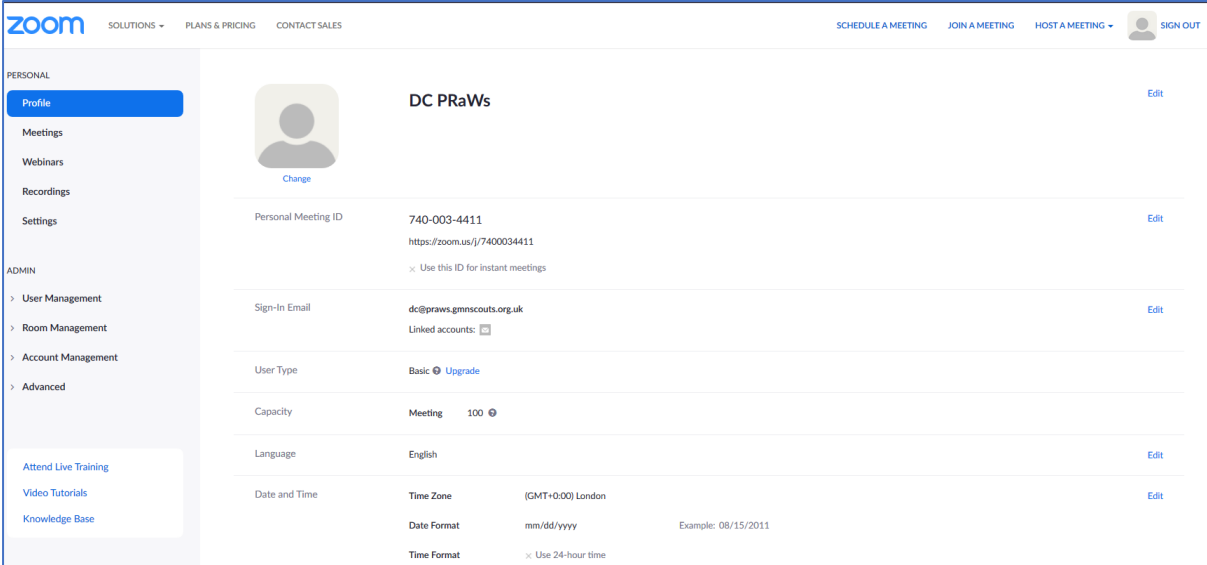
Save the link – you may need it. Click on [Go to my Account] to see your profile and set up future meetings.

## Scheduling a meeting.

When you want to schedule a meeting, this is what you do:

1. Go to the Zoom home page <https://zoom.us/>. Look at the top right and if it says [Sign in], click on that link and sign in with the email and password you set up earlier. You should now be at your <Profile> page.
  - a. If you are already logged on, click on [My Account] at the top right to get to your <Profile> page.

In either case above, you should see this screen:



The screenshot shows the Zoom user profile page for 'DC PRaWs'. The page is divided into a left sidebar and a main content area. The sidebar has sections for 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area displays the user's profile information, including a profile picture placeholder with a 'Change' link, and several rows of settings with 'Edit' links:

Setting	Value	Action
Personal Meeting ID	740-003-4411 https://zoom.us/j/7400034411 <small>✕ Use this ID for instant meetings</small>	Edit
Sign-In Email	dc@praws.gmnscoouts.org.uk Linked accounts:	Edit
User Type	Basic  Upgrade	
Capacity	Meeting 100	
Language	English	Edit
Date and Time	Time Zone (GMT+0:00) London Date Format mm/dd/yyyy Example: 08/15/2011 Time Format <small>✕ Use 24-hour time</small>	Edit

2. Click on [Schedule a meeting] (at the top of the page). You should see a form like this:

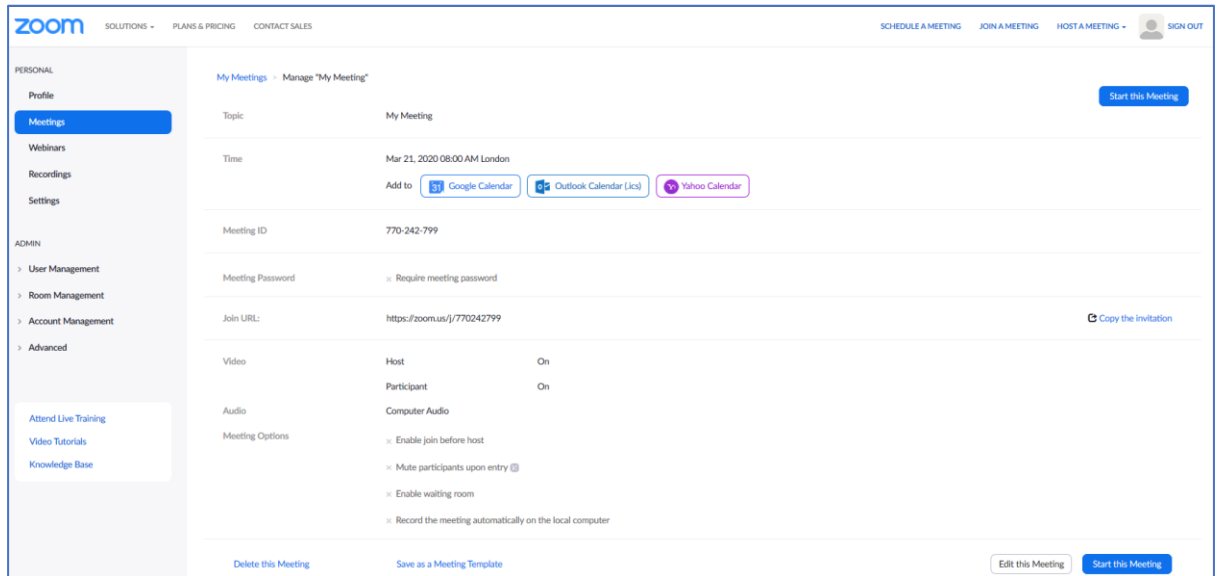
The screenshot shows the Zoom 'Schedule a Meeting' form. The left sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced, Attend Live Training, Video Tutorials, Knowledge Base). The main form area is titled 'Schedule a Meeting' and includes the following fields and options:

- Topic:** Text input field containing 'My Meeting'.
- Description (Optional):** Text area for 'Enter your meeting description'.
- When:** Date picker set to '03/21/2020', time set to '8:00 AM'.
- Duration:** Dropdowns for '1 hr' and '0 min'.
- Time Zone:** Dropdown menu set to '(GMT+0:00) London'.
- Recurring meeting:**  checkbox.
- Meeting ID:** Radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 740-002-4411'.
- Meeting Password:**  checkbox for 'Require meeting password'.
- Video:** Radio buttons for 'Host' (selected 'off') and 'Participant' (selected 'off').
- Audio:** Radio buttons for 'Telephone', 'Computer Audio', and 'Both' (selected).
- Dial from:** Link labeled 'Edit'.
- Meeting Options:**  checkboxes for 'Enable join before host', 'Mute participants upon entry', 'Enable waiting room', and 'Record the meeting automatically on the local computer'.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom.

Fill out the form with the following constraints:

- If you are using the free version of Zoom, and inviting more than one attendee, the meeting must be less than 40 minutes. If you leave it at the default of 1 hour, you can only invite 1 other person.
- Video for host and participant needs to be turned on.

3. Click on <Save> and another page appears as shown here:



Click on [Copy the Invitation] on the right of the screen to copy the meeting request to your clipboard for sending on via email.

4. Create your email – or WhatsApp message – or Facebook entry – and the paste the link into there so that the others can see it. Then send the email out (or do whatever the other options dictate). Everyone should then get a link to click at the appropriate time.

Now go to page 7 to see how to install the Zoom application.

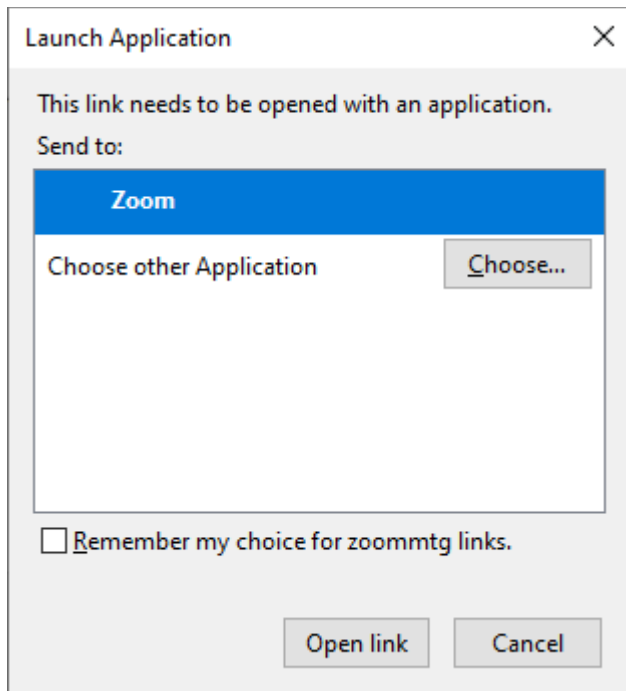
## For all participants (including the leader)

You need to install the Zoom app. You can do it at any time before a meeting starts. You only need to do it once.

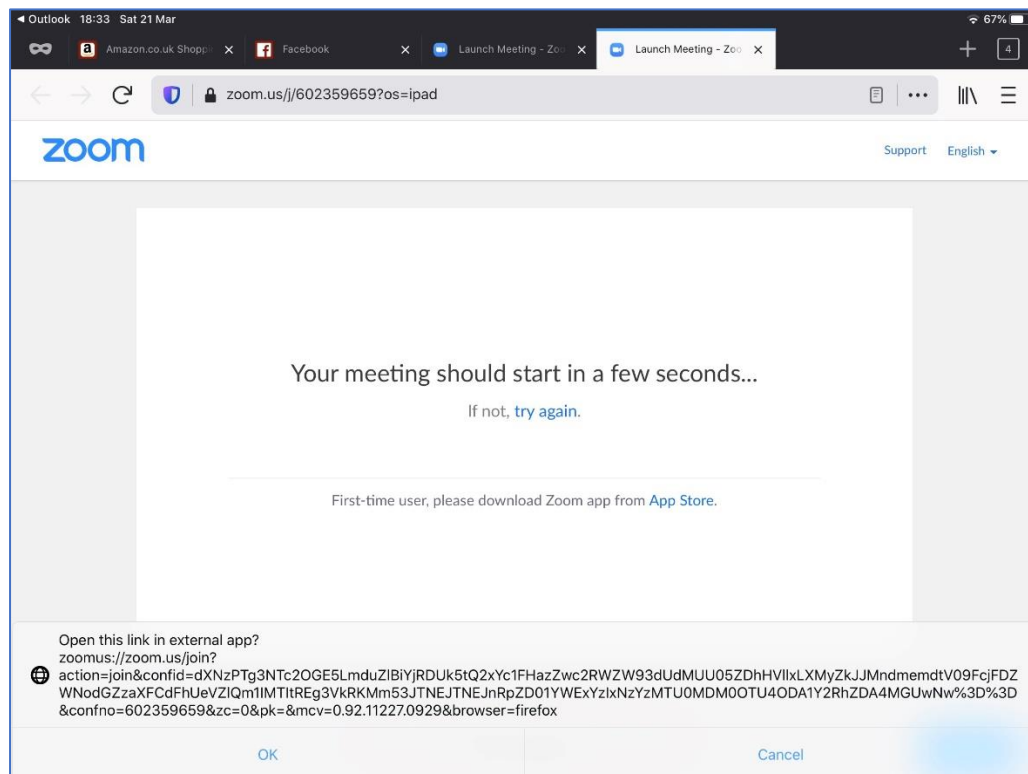
- For a PC, click on this link <https://zoom.us/client/latest/ZoomInstaller.exe> and let the installer run.
- For an iPhone or iPad, open the App Store, search for Zoom and install it (it will be called Zoom Cloud Meetings).
- For an Android Phone, open the Play Store and do the same thing.

## Starting and joining a meeting - Leader

As the leader, log into Zoom and then click on the link. The application should start up with you as the leader. From a PC, you will see this:

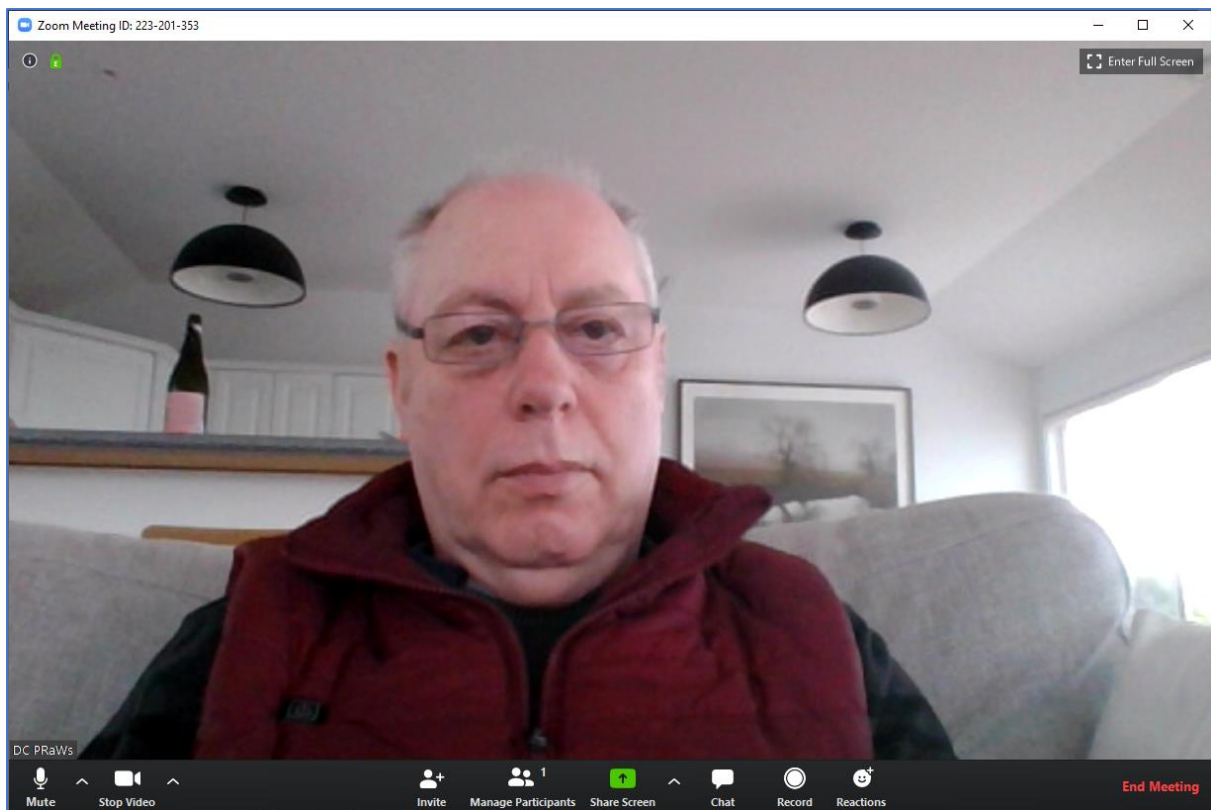


For tablet and phone users, when you click on the link, a browser window opens



and you press [OK] at the bottom to start the Zoom App. You may be asked for a name. For an Android phone, it may not immediately bring up the browser when you start (depends on the phone). Work at it and I am sure you will get there.

Once the app has loaded, the screen will look like this (with video enabled – and yes, it’s me 😊)



You get the items at the bottom of the screen (or the top on an iPad) when you move the mouse over the window. Using that, you can add participants, start and stop video, end the meeting etc.

## Enter a meeting as a participant

As a participant, click on the link you have been sent. The application should start up as shown above. Enter that and then you will join the meeting. The message bar is reduced (you can leave the meeting, but you can't shut it down for example) but it works the same way. Shown below is an iPad view.



That's it. You can now speak to each other and, if video is enabled, see each other.