USER GUIDE FOR ZOOM

(Share this guidance with people in your branch or mutual aid group)

Sign up for a free zoom account and join a meeting:

New Zoom account on a computer/laptop:

- Visit the Zoom Web Page at: https://zoom.us/
- Enter your email address on the page and click on the orange **Sign Up Free** button
- You will be shown your email address, click **Confirm**
- You are then offered the opportunity to receive other resources (i.e. marketing) so choose whether you want to do that.
- Check your email for a mail. **Please activate your Zoom account** (check your spam box)
- Click **Activate Account**
- Enter your name and a password - Click **OK**
- You are now set up with a zoom account! Follow steps below for Joining a Zoom Meeting.

New Zoom account on a tablet or phone (individual comrades)

- Go to the Apple or Google store, then find and install the **Zoom Cloud Meetings** app.
- **Open** the Zoom app
- Click on **Sign up**
- Fill in your email, first name and last name and agree to the Terms of Service
- Click on **Next** (it's at the top right-hand side of the screen)
- Check your email for a mail called **Please activate your Zoom account** (check your spam box)
- Click **Activate Account**
- You are now set up with a zoom account! Follow steps below for **Joining a Zoom Meeting**

Join Zoom meeting with link:

The person or group who is 'hosting' the meeting has sent you an invitation with a link that looks similar to this: https://zoom.us/j/173621927 You just have to click on that link and it should start Zoom and take you to the meeting. For security reasons, some meetings need a **password** to join which you will need to enter as well as the meeting ID. Follow steps overleaf to learn more about **Using Zoom During a Meeting**.
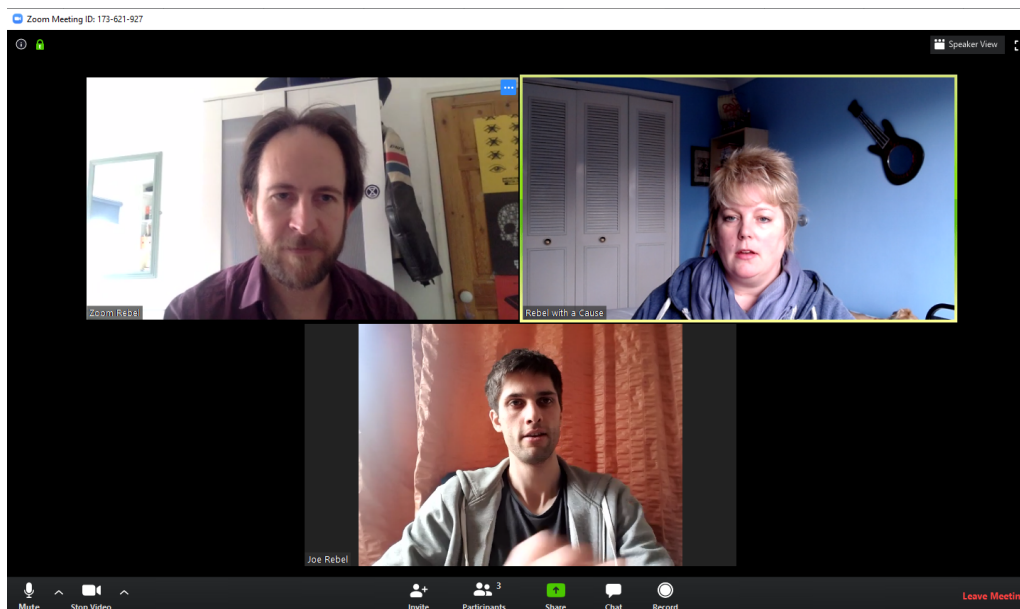
Join Zoom link with a Meeting ID:
Depending on how you log in to Zoom, you may be asked for a Meeting ID if the invitation link doesn't take you straight to the meeting. In this case, the Meeting ID is the number at the end of the invitation link. So if you have been given https://zoom.us/j/173621927 then the meeting ID is 173-621-927. Remember that some meetings have a **password** as well.

Use Zoom During a Meeting

Once you are in a meeting, there are several controls, and they look different on a computer or on a phone/tablet, so we'll discuss both below.

Controls for computer/laptop:

Note the buttons on the bottom of your screen. If you can't see that menu, then move your mouse towards the bottom of the window and they should pop up. They keep disappearing and you just need to hover it over the bottom to bring them back up again.
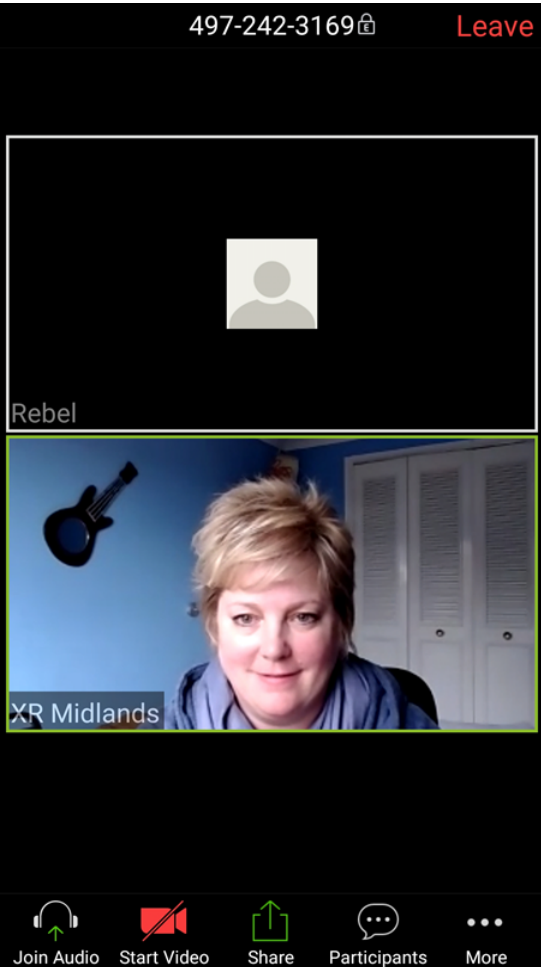
	Both sound & video are on, so other participants can see and hear you. Click once to turn them off or on
	Both sound & video are off, so other participants cannot see or hear you. (But you can still hear them).
	Clicking on this will open a panel to the right of the Zoom window which shows the list of people who have joined the meeting.
	This is at the top <u>right</u> of your screen. It changes how you see the different participants. Click on it a few times to see the different views and decide which you prefer.
	Click on this to open a panel on the right of the Zoom window which allows you to send a message to the other participants. This is used to share links to documents or other info which might be useful during the meeting.

TIP: *If you do not have a very good connection and the sound is breaking up, turning off your video may help.*

Controls for phone/tablet:

The phone/tablet screen looks and works a little differently than the computer screen described on the previous page. When you first join the meeting, you will have a choice in the bottom left of your screen to **Call via Device Audio** or **Dial In**. Choose the first option.

In order to get the buttons shown on the bottom of the window, you will need to lightly tap your screen in one of the black areas. The buttons are described below:
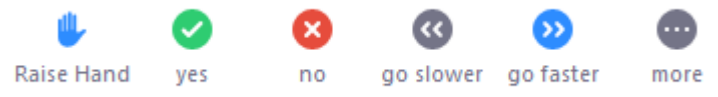
	Join Audio	You will see this button if you did not choose **Call via Device Audio** as described above. Click on it once & choose device audio in order to be able to speak
	Mute Unmute	Once your audio has been activated, you can click and unclick this button to mute and unmute yourself
	Start Video Stop Video	Click to turn your video on and off.
	Participants	The screen showing people's video images disappears and you see a list of participants' names. Use the phone/ tablet's Back button to return to everyone's image.
	Chats	When looking at the list of **Participants** (see above), you will see a small button called **Chats** at the bottom left of your screen. *You can only find this option when using a phone/tablet from the Participants list.* Click on **Chats** to open a separate screen to send a message to the other participants. This is used to share links to documents or other info which might be useful during the meeting. Use your phone/ tablet's Back button to return to **Participants** list and hit it again again to see everyone's image.
	View options	In a larger meeting you won't be able to see all the participants' video images. Swipe right & left to scroll through everyone's video.

TIP: If you do not have a very good connection and the sound is breaking up, turning off your video may help.

Using Meeting Controls

Larger zoom meetings might make use of **Meeting Controls** to ask yes or no questions or for participants to raise their hands digitally (rather than using a finger as in our normal meetings).

To access the Meeting Controls, you will first have to go to the **Participants** view. Below the list of participants' names, you will see the controls shown below, which are fairly self-explanatory. Please note that not all meeting facilitators are aware of these controls and they may not be monitoring them, so don't use them unless directed to by the facilitator.

<u>We wish you happy Zooming!</u>

Big thanks to XR Midlands for this guide.