How To Use zoom

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What is Zoom?

Zoom is a free app that lets you:

- See and talk to people 'live'
- Join meetings, calls, classes etc

Zoom works on computers, smartphones, and tablets

Zoom is free for short meetings ie max 40 mins

- However if the ‘host’ has a paid-for account it is unlimited

What You Need to Use Zoom

1. **A device ie a PC, laptop, smartphone, or tablet**

2. **An Internet Connection (Wi-Fi or mobile data)**

   Enable WiFi or Data on your mobile device (pull down from the top of your device screen to select). Make sure you have coverage in your location.

3. **Either the Zoom app or a web browser:**

   Mobile: Search 'zoom' on the App Store or Google Play

   PC: web address: https://zoom.us/

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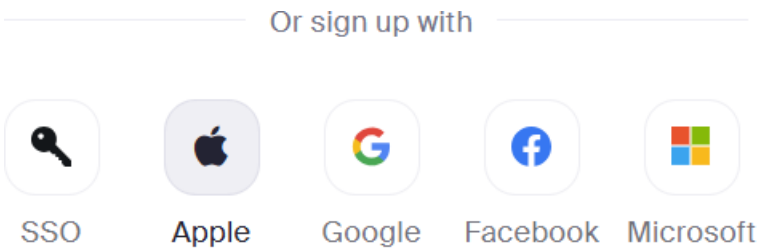
How to Use Zoom on a PC/Laptop Windows or Mac

Go to https://zoom.us/download

(to download and install zoom onto your device)

Sign Up or Sign In:

You can use your email address or the '*sign up with*' option, which takes all the info required from either Google for Android or Apple for iPhone or even facebook:



Joining a Meeting on a PC/Laptop

Recap: If you get a Zoom 'invite' via email then:

1. Open the web address
2. Click "Join a Meeting"
3. Enter Meeting ID and your name
4. Click "Join"
5. Remember to allow audio and video – See bottom left of your screen

A Meeting Invite

You may get an invite in an email or a WhatsApp Message and would be in the form of https://us02web.zoom.us/j/88329764472?pwd=
Where '88329764472' is the ID of the meeting and the pwd is the encoded 'Passcode'
It may also be in this format, where you join manually
Meeting ID: 841 4721 6046
Passcode: 716539

Using Sound and Audio

Moving the mouse to the bottom of the screen to the tool bar which allows you to:

- **Mute/Unmute**: Microphone icon (Alt+A)
- **Start/Stop Video**: Camera icon (Alt+V)

Clicking on it enables and disables it. The Red Line shows audio and/or camera is disabled

What No sound?

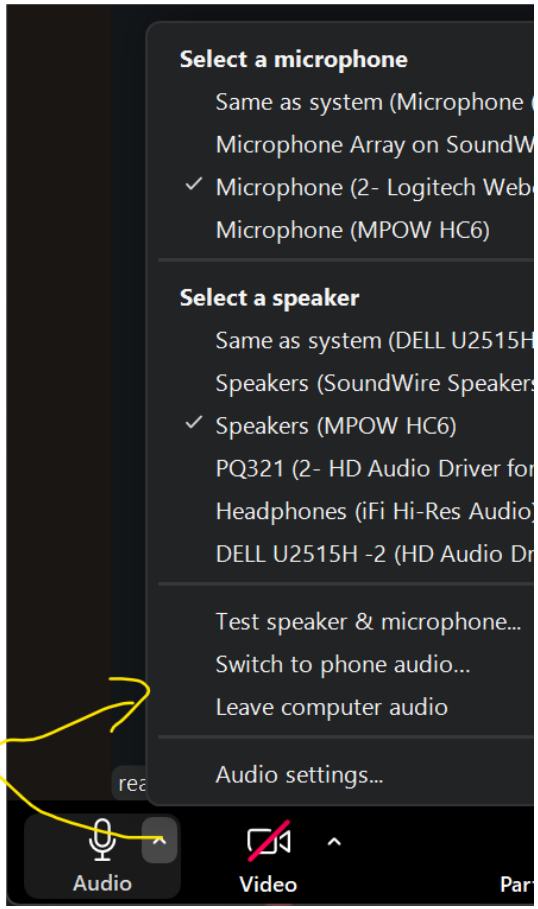
The Microphone icon has an Up arrow ‘^’
This lets you customize the sound.

In this example, I have a microphone in:

- Laptop Array on Soundwave
- Logitech 2 - Logitech WebCam
- MPOW HC6 headset
- Or your Hearing Aids

If an OWL were plugged in, that would show up as well.

These things are not automatic, and will often retain the settings from last time.



What No Picture?

The Video icon has an Up arrow ‘^’ This lets you customize all things video. In this example, I have a camera in:

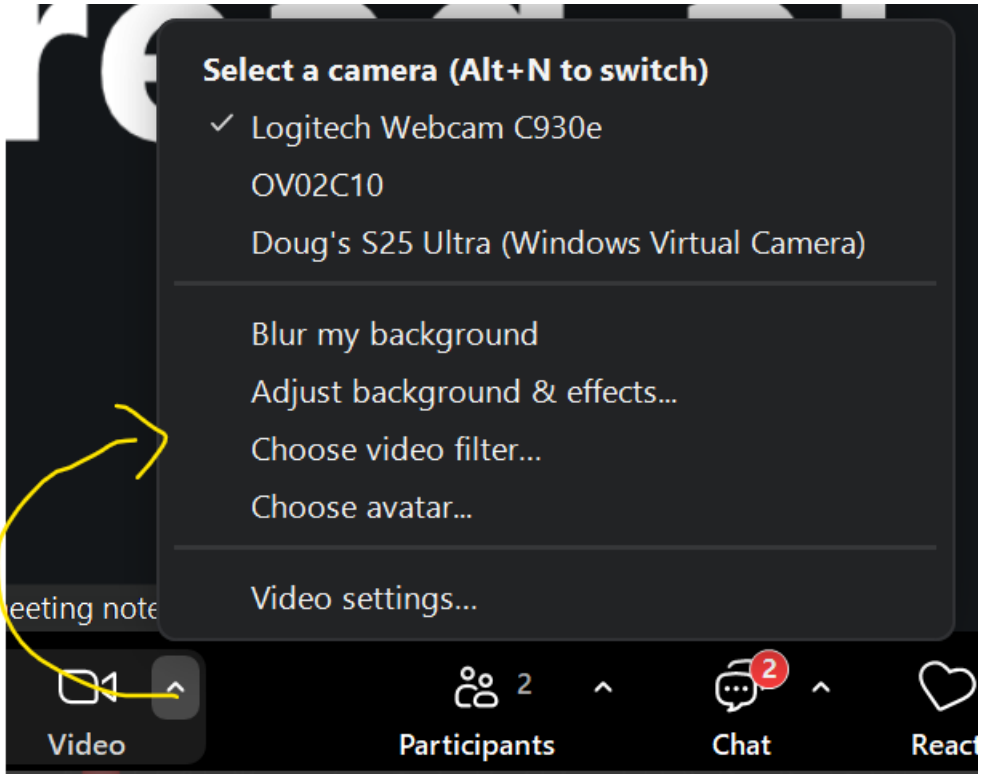
- Logitech 2 - Logitech WebCam
- Laptop OV02C10
- My Mobile phone, downstairs

If an OWL were plugged in, that would show up as well.

These things are not automatic and will often retain the settings from last time.

Blurring your Background or choosing one is also done here.

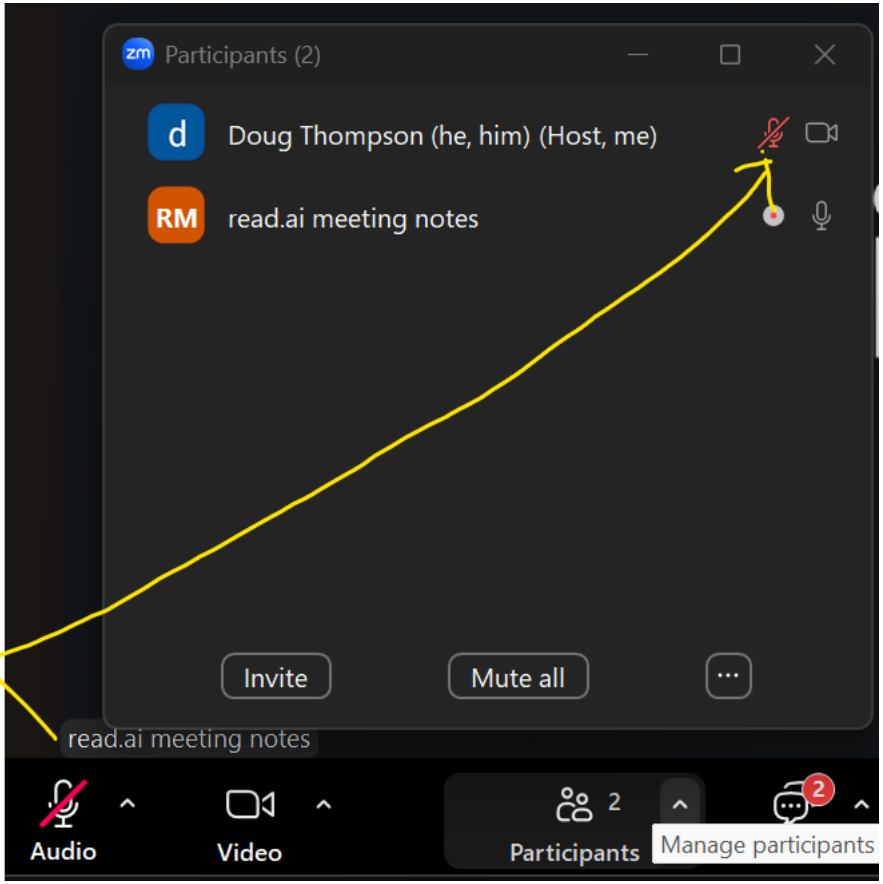
Note: (Alt+N) shortcut



Who Are The Participants?

- The Participants Icon (Alt+U) shows how many are in the meeting with you.
- When you click on it, it lists them, and those waiting to come in
- It also shows you who is muted; you can unmute them from here.
- Note the (…) in the bottom right-hand side of the screen.
- Three dots is used to indicate ‘more to follow’ in the written word, on the web, it means more options.

Note: (Alt+U) shortcut

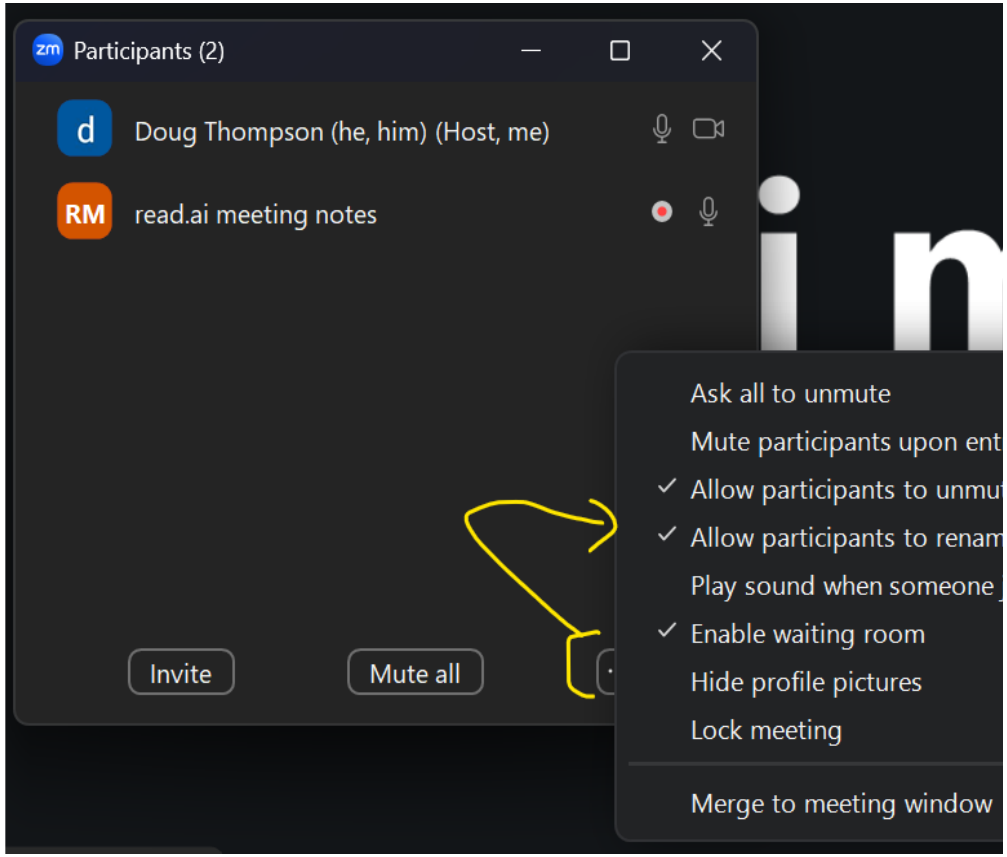


Participants Options

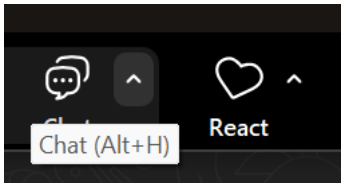
Note the (…) in the bottom right-hand side of the screen.:

This allows you options relating to the participants in the meetings

Waiting Room: Participants will wait here until you are ready to allow them in. Disable this when the meeting is in full-swing so late arrivals can join quietly.



Chat in a Meeting

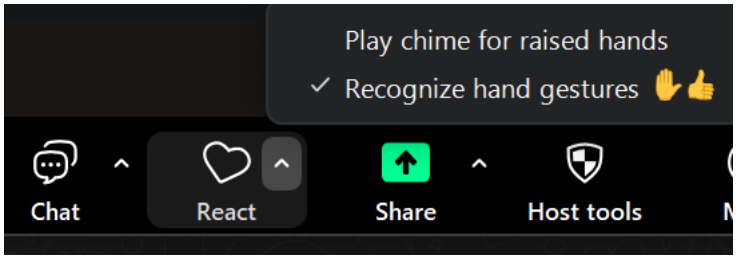


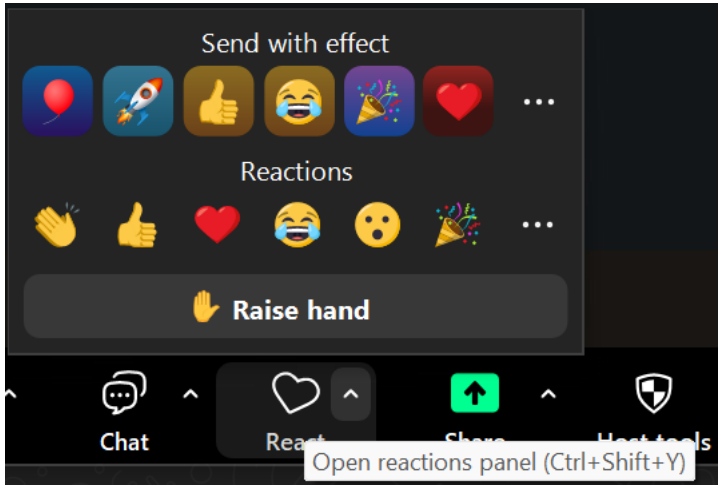
To Chat: Use the speech bubble icon (Alt+H) This opens a separate window so you can send a message. (‘**Everyone’** is your default option)

Important: Someone needs to be watching the chats to relay questions to the Chair.

To Leave Meeting: Click “*Leave Meeting*” (Alt+Q)

React Options





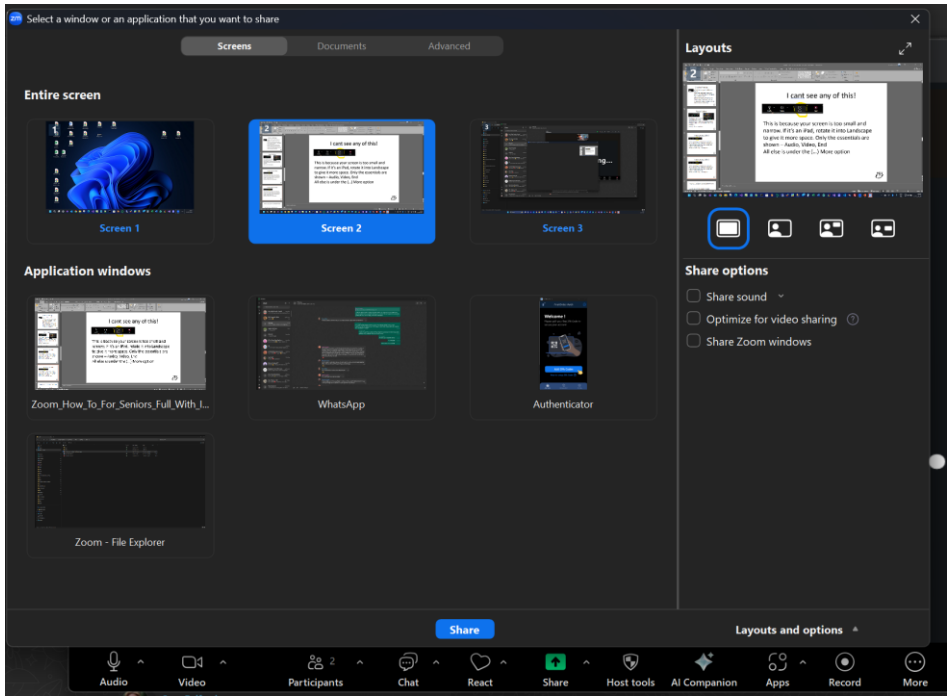
Click the ‘Raise Hand’ logo which

Indicates you wish to ask a question

Your Camera recognizes when your hand is up and it goes down when you speak otherwise, click on it (or Ctrl+Shift+Y) for more reactions.

Note: Click on (…) for more options

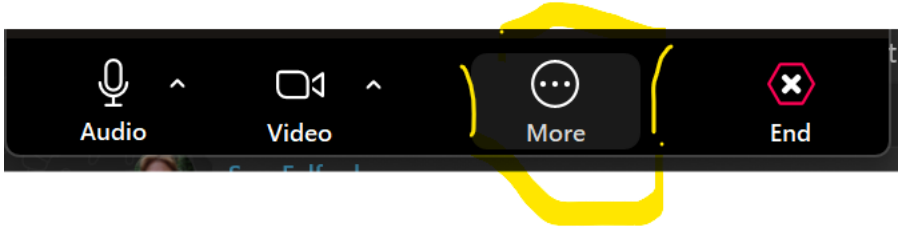
Share screen in a Meeting



You can share your Screen using Alt+S so everyone can see it.

Usually, it's just two screens ie the device you are using and the TV screen say in a meeting room

I can’t see any of this!



If you can’t see anything then this is because your screen is too small and narrow.

If you are using a tablet or mobile phone, rotate it into Landscape orientation to give it more space however only the essentials are shown ie: *Audio, Video, End* (as above)

All other functions are under the *More* icon eg recording the meeting, auto CC captions etc

How to Use Zoom on a SmartPhone or Tablet

1. Open App Store (Mac) or Play Store (Android)
2. Search and install the *'Zoom'* app
3. Tap the *'Zoom'* icon to open
4. Tap *'Sign Up'* or *'Sign In'*

This is much the same as in the Web Version on a PC or Mac

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Joining a Meeting on a Smart Phone

1. Tap “Join a Meeting”
2. Type Meeting ID and your name
3. Tap “Join”
4. **Allow Camera and Microphone** ←

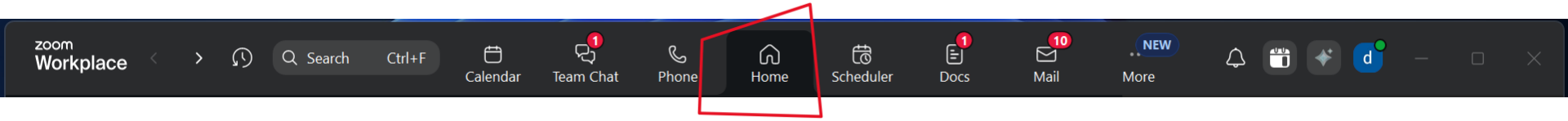
This is important if using a mobile or tablet as you have to give permission to access functions such as the speaker, the camera, and the microphone to ensure the app cannot spy on you without your knowledge!

Zoom Controls on a smart phone

As there is no Mouse on a mobile device, use a single finger tap instead:

- Mute/Unmute: Tap microphone icon
- Video On/Off: Tap camera icon
- Switch View: Tap “Gallery” or swipe
- Chat/Leave: Tap the “More” button

There's More…

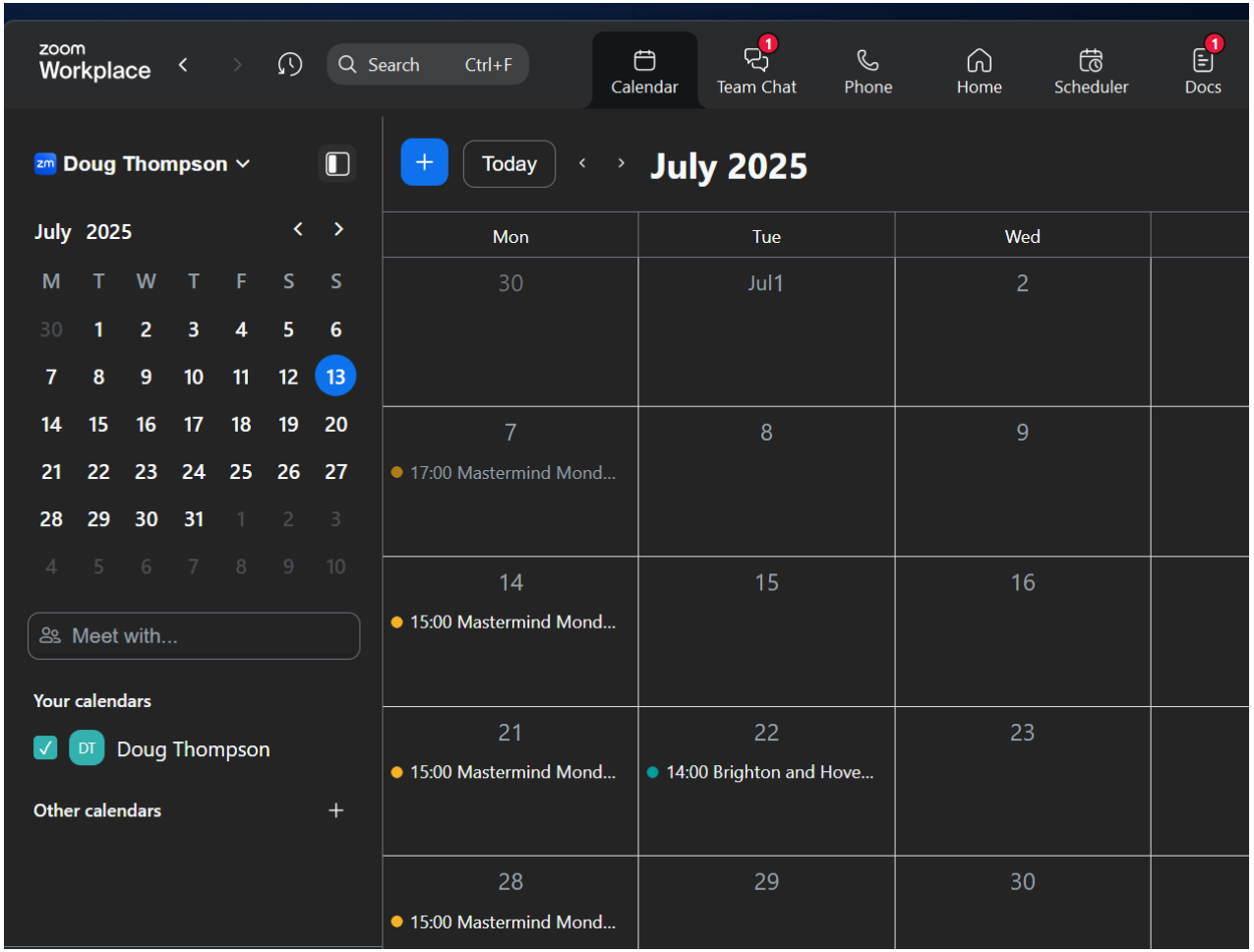


At the top of the Screen on the PC/Laptop version:

- There is a HOME button in the centre as shown above
  Press this to get to the default page for a
  New Meeting, Join, Schedule, and Share.

- Under these headings there will be a list of upcoming meetings today, and you can navigate to other dates using the arrows next to the [Today] button that returns you back to today.

Calendar



All planned ZOOM meetings are in one place.

Just double click on the event to edit or open it

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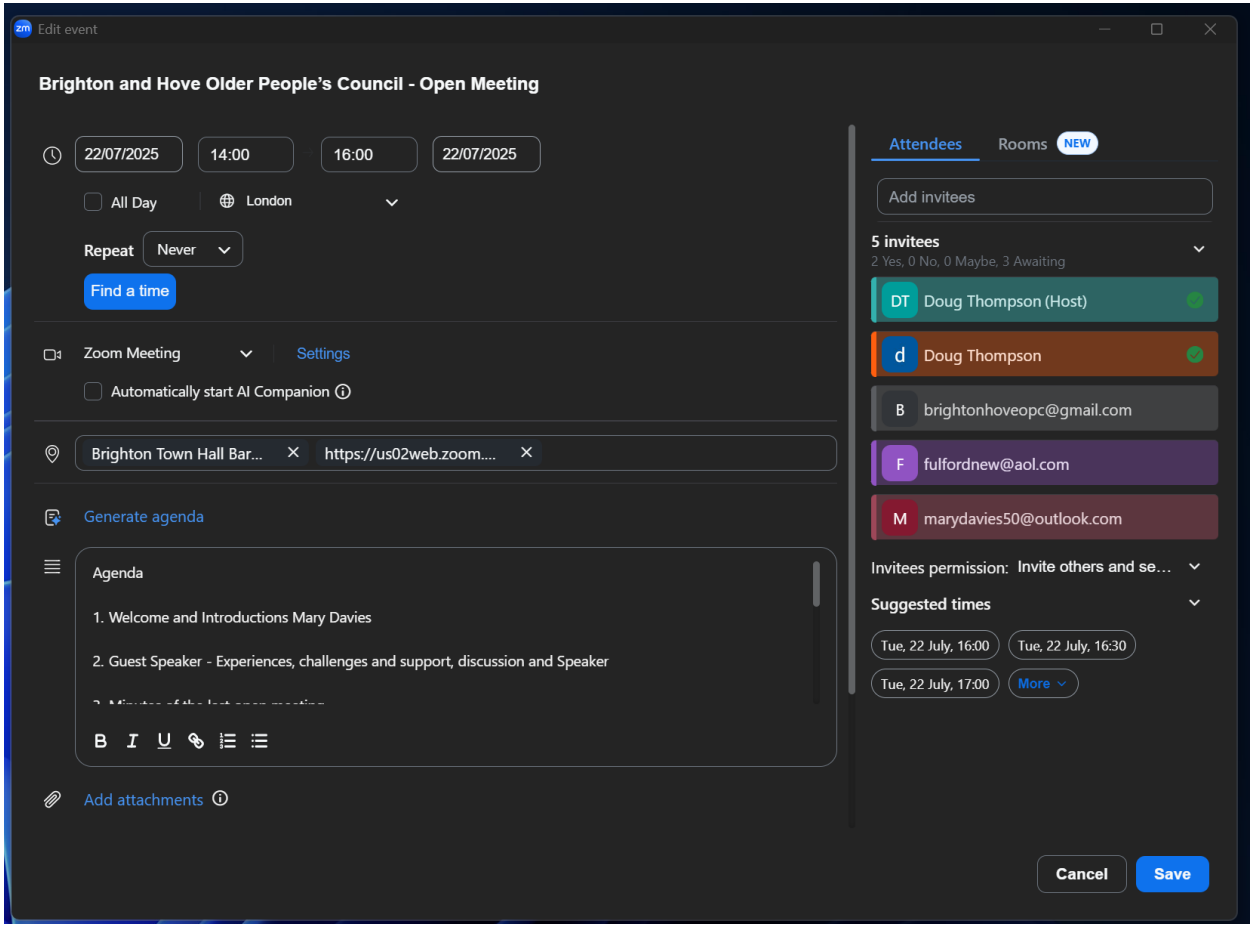
Edit Event



You can see who the event was sent to or add more.

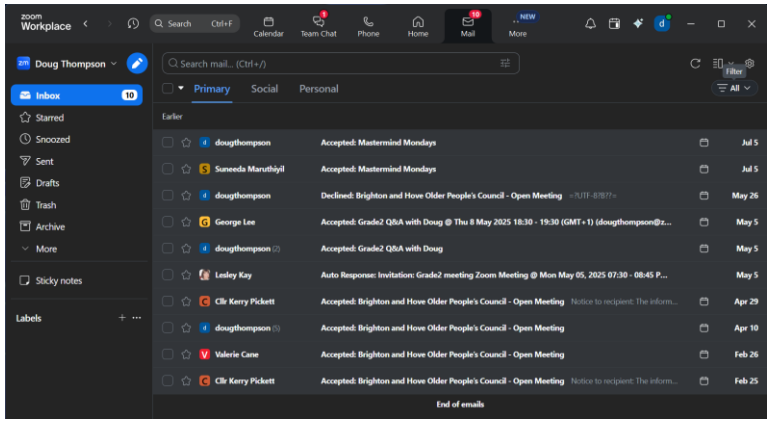
You can add attachments such as an Agenda or the Minutes of the last meeting

The grey scroll bar shows you there is more you can change, eg I have coloured all the OPC meetings as teal blue

Mail

The Mail Tab

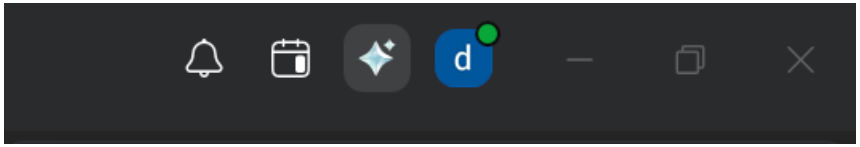
- You can see who was invited to the event or responded.
- Just like Gmail you can have categories so you can group OPC and non-OPC activities.



- You can add ‘Sticky Notes’ to an email or event (or anything in zoom)
- You can Add Documents (eg, meeting notes) to Zoom, which are then attached to the meeting you just had, and then you can share them

Top Right

Top Right



- You can see that ‘D’ (me) is online.
  If I click on it I can change all my profile information. It can check for Updates for the App and you can also access all the Help Documentations and Videos

- The blue star opens the ‘AI Companion’ just type in what help you need
  eg ask it “I want to schedule a recurring meeting”

- Next is the Calendar side Bar

- Lastly is the ‘bell’ that opens the activity center and any notifications that you might have

Using Hearing Aids on Zoom

Some hearing aids are Bluetooth-enabled to connect to a mobile device (or laptop).

NB: The microphone in your hearing aid will pick up everything in the room.
This makes the noise just as loud as your voice.
So no one can hear you, hence it is preferable to use the microphone in the phone (or set your hearing aids to ‘Restaurant’ Mode)

Tips for a Great Zoom Call

- Sit in a quiet, well-lit place – You don't want to be a black blob on screen!.
- Use the icon to blur your background to hide what might be behind you!
- Use headphones or ear buds if possible
- Look at the camera when speaking
- Mute microphone when not speaking (Alt+A)
- Don't worry – everyone makes mistakes!

Common Questions

- **Can't hear anyone?**
  Check volume and mute **(Alt+A)**

- **Others can't see you?**
  Turn on your camera **(Alt+V)**

- **Can I use Zoom without downloading the app?**
  Yes, via a browser at **https://zoom.us**

Common Questions

The Zoom link is buried in a pile of emails and I can't find it – what can I do?

- Go into the 'Zoom' app and select the 'Calendar' which will show a list of all your upcoming zoom meetings, not just the OPC ones.
- Use the Search bar in Outlook or Gmail and type in 'Zoom'
- When you get an invite, add it to your Calendar - you can also share it to WhatsApp or via Email

Let's Try Creating a Meeting and Sending Invites

1. Open the Zoom app and Sign In
2. Click on "Schedule" or "New Meeting"
3. For Schedule: choose date, time, and options
4. Click "Save" to create the meeting. A window will appear with meeting details
6. Click "Copy Invitation" or copy the Meeting ID & Passcode
7. Paste and send the invite via email, text, or WhatsApp

Need Further Help?

The OPC does not provide training however, *Senior Living* provides a rich resource including Technology:

- https://www.SeniorLiving.org/
- https://ActionForElders.org.uk/digital-inclusion/

ANY
QUESTIONS?