

Zoom Instructions

Here are some instructions for getting Zoom set up as well as for hosting or joining a meeting.

Zoom is pretty straight forward to use for participants. Meeting participants DO NOT have to create a user account if they don't want to. In fact those joining a meeting using a computer do not need to install Zoom at all if they don't want to, they will be able to participate using just a web browser. Participants who will join on a smart phone WILL need to install Zoom from their device app store but they still do not have to create an account if they don't want to.

Why use Zoom? There are 2 main reasons I can think of. The first is that Zoom allows up to 100 people to join a meeting. Of course 100 participants is way more than you would like to have, but the other options are limited. WhatsApp for example only allows 4 participants. The second is that Zoom is free and relatively easy to use all things considered.

Note: As of now, Zoom is waiving the time limitation of the free account. Normally a free account limits meeting with 3 or more participants to 40 minutes. During the pandemic Zoom is allowing free account holders to host meetings in excess of 40 minutes. Of course this could change at any time.

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Joining the meeting

You will receive a link for the meeting from the meeting host.

1. Select the link and your computer/phone/device will be prompted to open the Zoom app and join the meeting. Allow your device to launch Zoom.
2. You will be asked to "join with video", select "join with video"
 - a. You can choose to "join without video" if you like, we won't be able to see you but you will be able to see us.
3. You will be asked to "join audio", select the option "call using internet audio".
 - a. If you do not select "call using internet audio" you will not be able to hear anyone in the meeting and they will not be able to hear you.
4. You are now in the meeting.
 - a. The host may select an option that participants are automatically muted on joining the meeting. To unmute select the "mute/unmute" button on your screen. The mute button will show up as a red microphone with a slash through it when you are muted.

Installation

You can install Zoom on your computer or your phone/tablet.

1. You can ignore the next 2 options if you like. When the meeting begins simply follow the link for the meeting and you will be prompted to install the Zoom application if you don't have it installed already. You will then be automatically joined to the meeting as outlined above.
2. Computer installation: download and install the first option on the page "Zoom Client for Meetings". <https://zoom.us/download>
3. Phone/Tablet installation: search for Zoom in the appropriate app store for your device. You must have Zoom installed on a mobile device

User account

You can sign up for a free user account at <https://zoom.us/signup> if you like. A user account is not required to join a meeting, so if you don't want to be bothered with yet another username and password for yet another service, you don't need to be. If you want to host your own meeting you will need an account at that time.

Host a meeting

There are a nice set of features available for the host of a Zoom meeting. You can choose to mute/unmute each participant as you see fit through use of the "Participants" button. The host can also remove a participant from the meeting in the event you might have an unwanted guest.

Schedule a Meeting

Once Zoom is installed on your computer/phone/device you can schedule a meeting in the following way:

1. You will see a row of 4 buttons: Home, Chat, Meetings, Contacts. Select "Home".
2. You will see a few options including: New Meeting, Join, Schedule, Share Screen. Select "Schedule".
3. You now have a range of options to set:
 - a. TOPIC: This is the name of your meeting. Be descriptive but brief.
 - b. DATE: This the day and time you plan for the meeting to take place. The end time is not critical, you can exceed the amount of time you have scheduled and your meeting will not be auto-ended.
 - c. TIME ZONE: Be sure to select the correct time zone (Dublin).
 - d. MEETING ID: Set to "Generate Automatically"
 - e. PASSWORD: Make sure "Require Meeting Password" is checked. It is fine to use the randomly generated password.
 - i. NOTE: The password is included when you send out a meeting invitation. The purpose of the password is to keep someone unwanted from joining your meeting by randomly entering meeting ID's.
 - f. VIDEO: Set "Host" and "Participants" to "On".
 - g. AUDIO: Most of the time you will set this to "Computer Audio".
 - i. NOTE: "Telephone and Computer Audio" allows someone to join by dialing a phone number or by using a computer/smartphone. When someone calls in they WILL need the meeting password.

- h. CALENDAR: This option allows you to choose which calendar Zoom will try to make an appointment on for you. If you do not want Zoom to put the meeting on your calendar you can select “Cancel” at the time Zoom makes this attempt.
- i. ADVANCED OPTIONS:
 - i. ENABLE WAITING ROOM: Make sure the box is checked. When this option is selected participants are not automatically admitted to the meeting. The host must admit each participant individually through use of the “Participants” button.
 - 1. NOTE: This is a safety feature in addition to requiring a password. This allows the host to screen each participant before admitting them into the meeting.
 - ii. ENABLE JOIN BEFORE HOST: This allows participants to join the meeting before the host begins the meeting. You can use this to allow the meeting to begin even if you have not started the meeting.
 - 1. NOTE: If “Enable Waiting Room” is selected, this option does not work.
 - iii. MUTE PARTICIPANTS ON ENTRY: When this option is selected participants join the meeting with their microphone muted.
 - iv. ONLY AUTHENTICATED USERS CAN JOIN: This option only allows participants to join the meeting if they have a Zoom account and are signed in. I leave this off as not everyone wants to have a Zoom account.
 - v. AUTOMATICALLY RECORD MEETING: This records your meeting as soon as it begins. If you are using this option be sure to let the participants know they are being recorded.
- 4. Once all options are set to your liking, select “Schedule”.
 - a. NOTE: Zoom will schedule the meeting and will attempt to add the meeting to the calendar on your device. If you do not want Zoom to add the event to your calendar, select “Cancel”.

Invite Participants

Now that the meeting is scheduled you need to let people know about the meeting as well as how they will join.

- 5. You will see a row of 4 buttons: Home, Chat, Meetings, Contacts. Select “Meetings”.
- 6. Select the meeting you wish to invite people to.
- 7. You will see the options: Start, Copy Invitation, Edit, Join from a Room. Select “Copy Invitation”.
 - a. This action copies the meeting invitation to the clipboard of your computer/device.
- 8. Now you can Paste the meeting invitation information into a messaging app or email of your choosing to send to your invitees.

Start a meeting

When you are ready for the meeting to begin open the Zoom application on your device.

- 9. You will see a row of 4 buttons: Home, Chat, Meetings, Contacts. Select “Meetings”.
- 10. Select the meeting you wish start from the list of meetings.
- 11. You will see the options: Start, Copy Invitation, Edit, Join from a Room. Select “Start”.

12. The meeting will now begin.

Administer a meeting

Once you start the meeting you be joined to the meeting automatically. As the host you will have access to the “Participants” panel. The location of the “Participants” button varies depending on what device you are using.

13. Select this option to: see participants in the meeting, see who is in the waiting room (if applicable, and to mute/unmute or remove individual participants.

14. When the meeting is complete, you will select “End Meeting”.