

How to use Zoom



This guide has 3 parts:

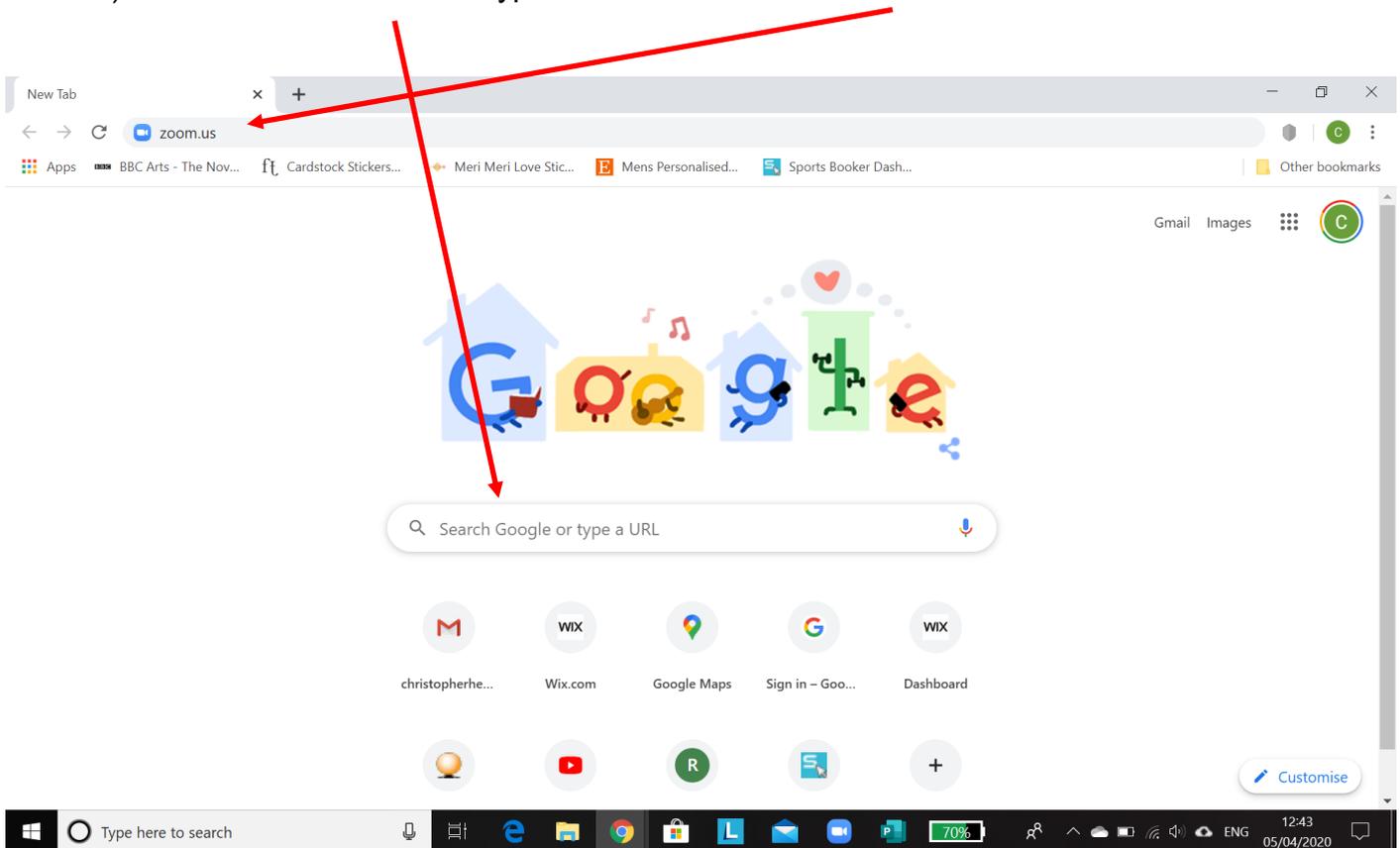
- 1) Part 1 takes you through the steps of downloading Zoom. You should complete this part as soon as possible.
- 2) Part 2 is about joining a pre-scheduled meeting. You will need to go through these steps just before your scheduled meeting.
- 3) Part 3 goes through some useful things to know while in a meeting.

Good to know:

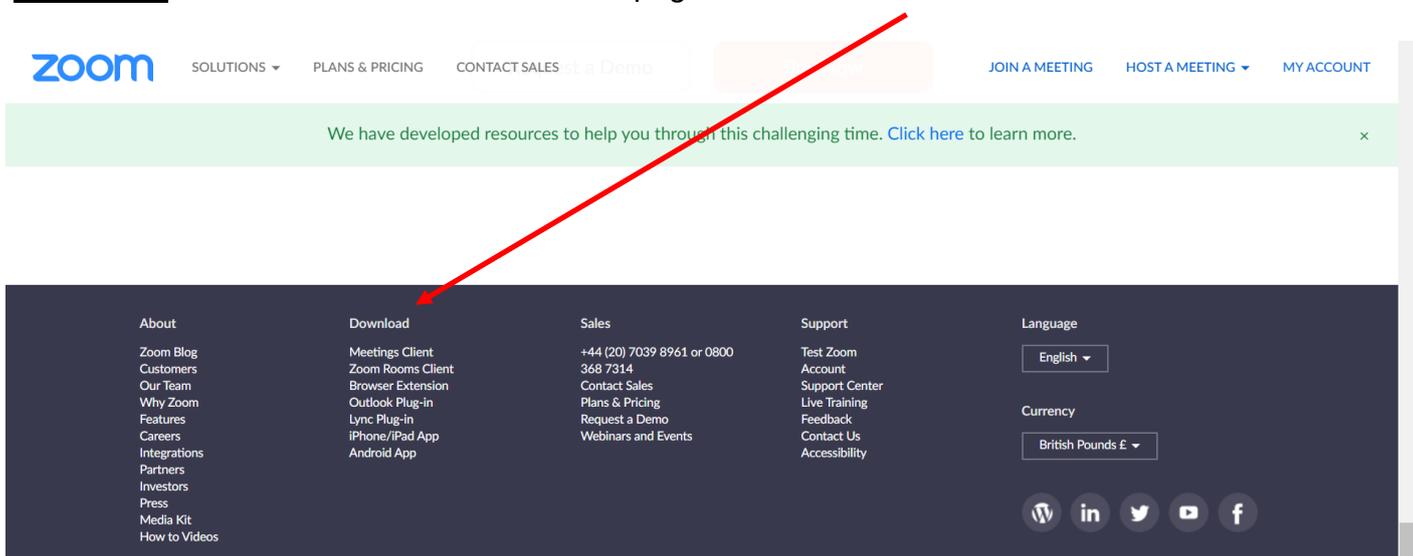
- 1) You do not need to create an account with Zoom to be able to join meetings with people. This guide does not expect you to have an account with Zoom already.
- 2) To be able to use Zoom you will need to have a webcam (either built into your laptop or computer or plugged in).
- 3) If you have any technical queries please visit waltonmethodist.com and use the Contact Form on the 'Holy Week Reflections' to get in contact with Christopher.

How to download Zoom

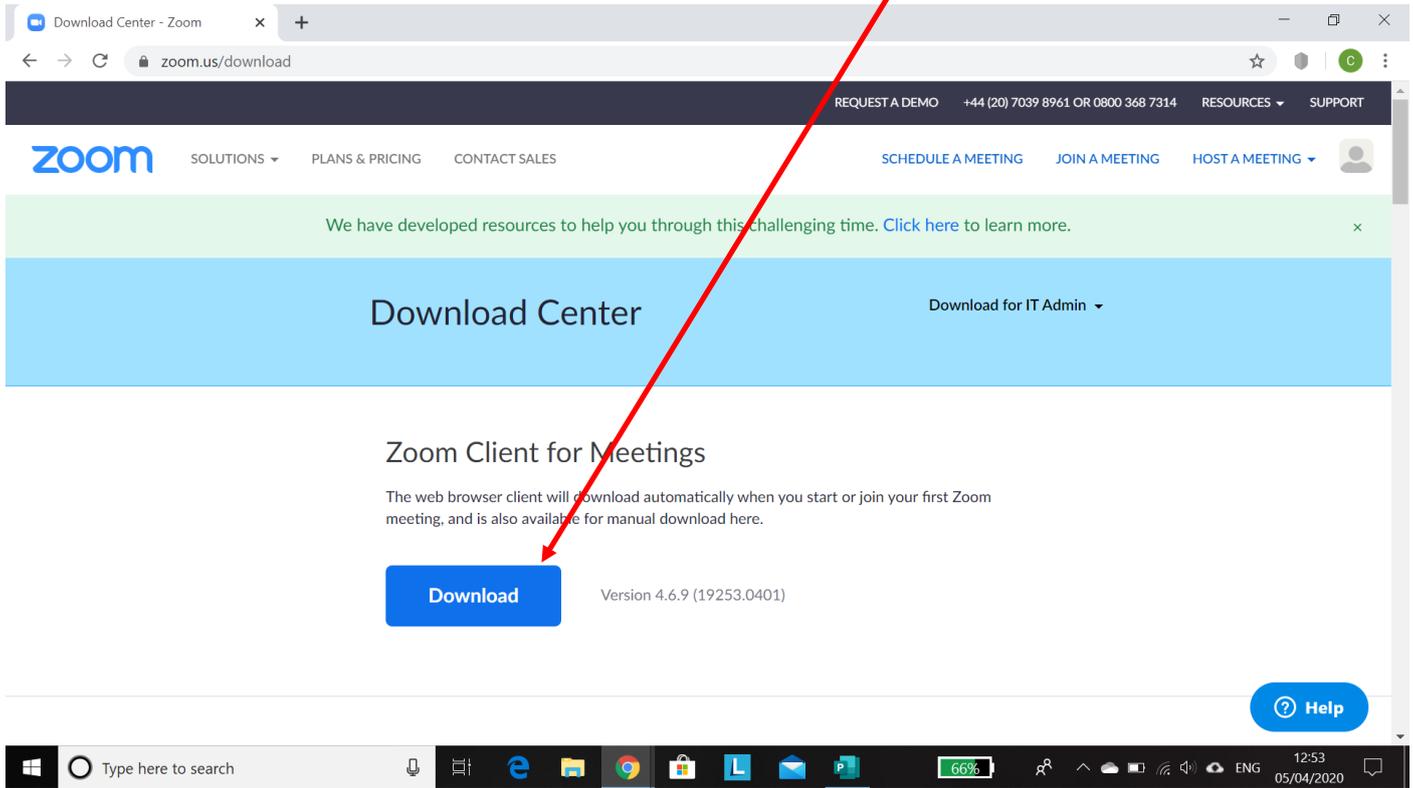
Step One: Open your internet browser (e.g. Google Chrome, Internet Explorer, Safari, Mozilla Firefox) and search for 'Zoom' or type in the website address: www.zoom.us



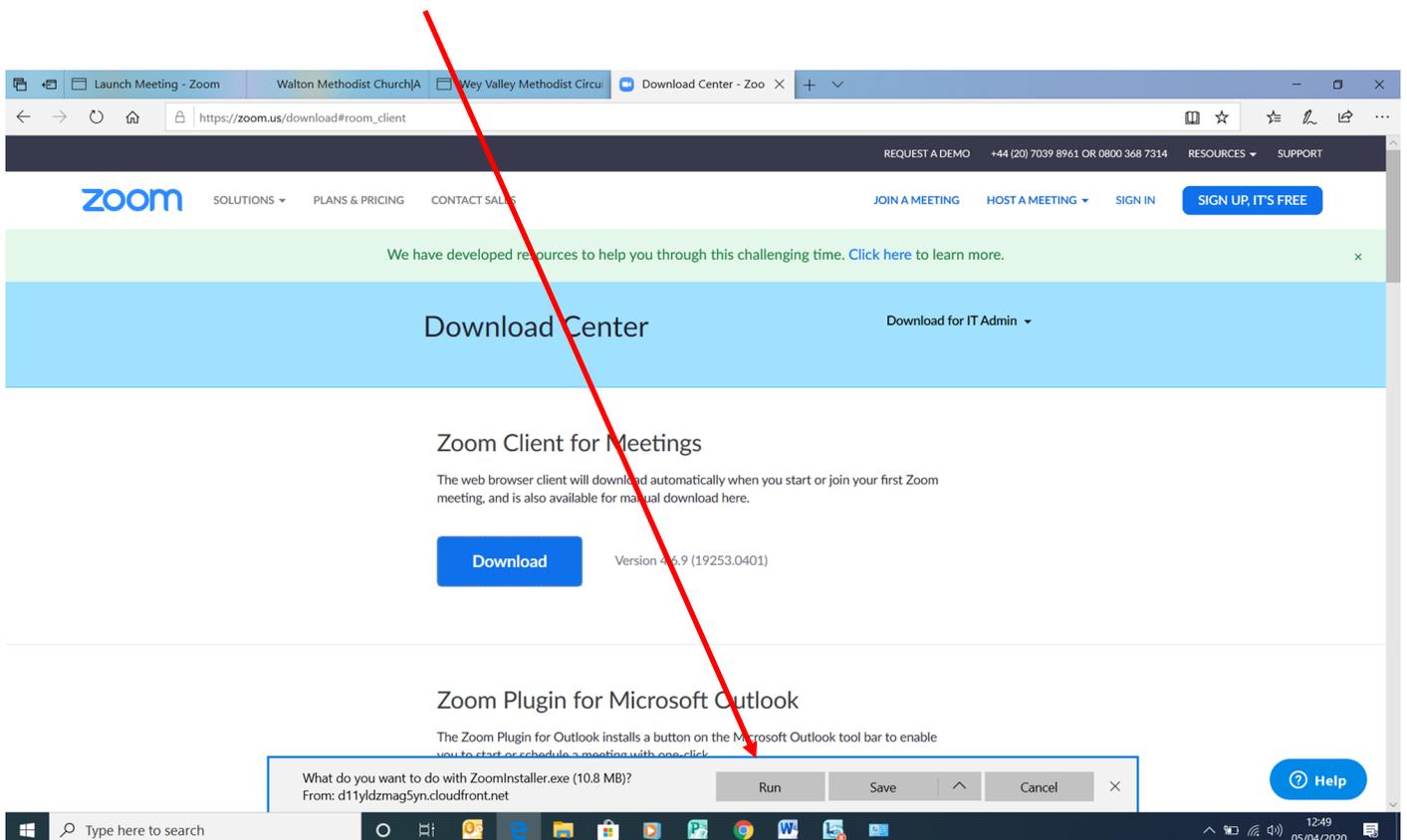
Step Two: Scroll down to the bottom of the page. And click 'Download'



Step Three: You will now be on a new page. Click the big blue download button under the title 'Zoom Client for Meetings'.



Step Four (a): If using Internet Explorer, a bar will appear at the bottom of your screen asking what you would like to do with ZoomInstaller.exe. Click 'Run'.

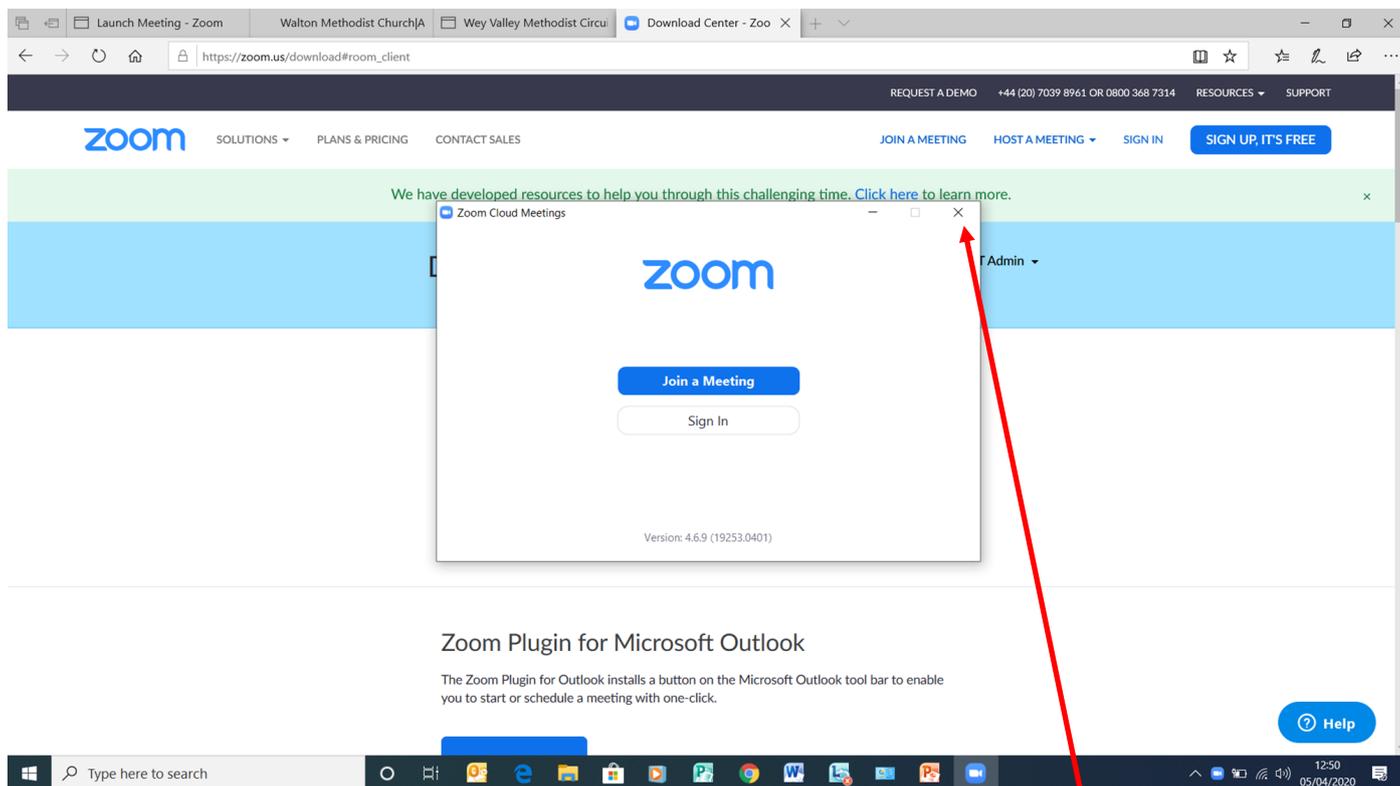


Step Four (b): If using Google Chrome, a bar will appear and you just need to click on Zoominstaller.exe.

The screenshot shows the Zoom Download Center website in a browser window. The browser's address bar contains the URL `https://www.zoom.us/download`. A red arrow points from the text above to the `Zoominstaller.exe` link in the address bar. The website content includes a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. A green banner states: "We have developed resources to help you through this challenging time. [Click here](#) to learn more." The main heading is "Download Center" with a sub-link "Download for IT Admin". The "Zoom Client for Meetings" section features a blue "Download" button and the text "Version 4.6.9 (19253.0401)". The "Zoom Plugin for Microsoft Outlook" section includes a "Help" button and the text "The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable start or schedule a meeting with one-click." The Windows taskbar at the bottom shows the search bar and various application icons, with the system tray displaying the time 17:33 and date 05/04/2020.

Step Five: You may then get a box pop up asking whether you want to allow Zoom Installer to make changes to your laptop. Click 'Yes'

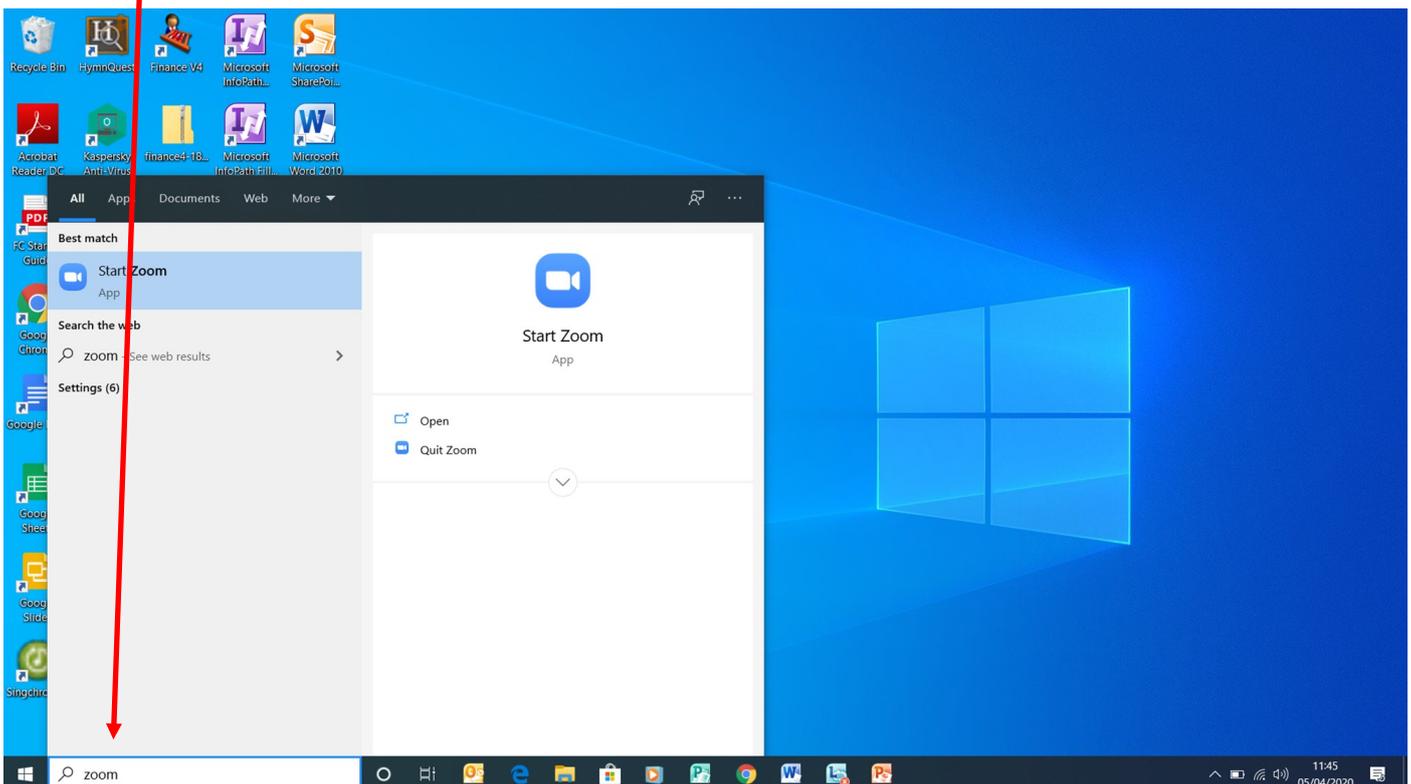
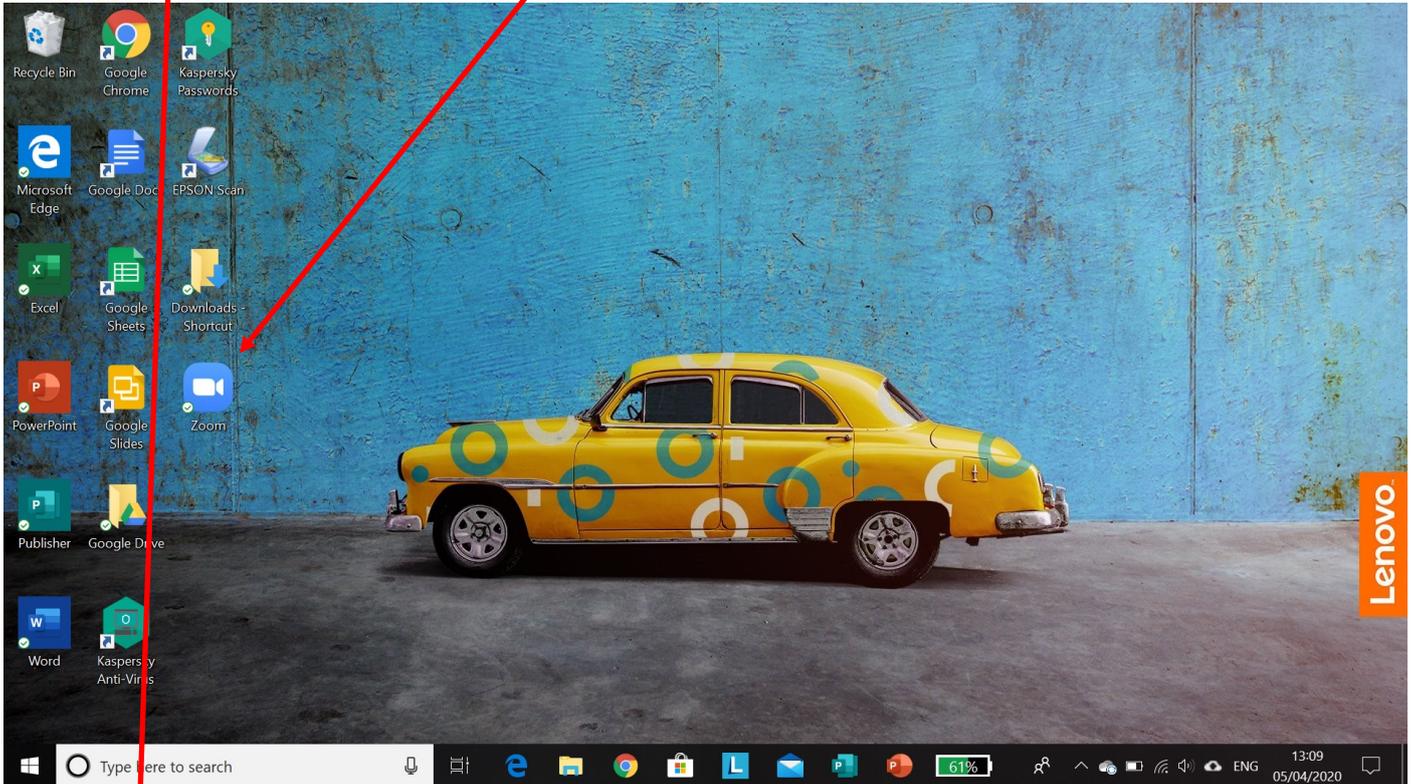
Step Six: Once Zoom has downloaded the following box will appear. This can take a few minutes.



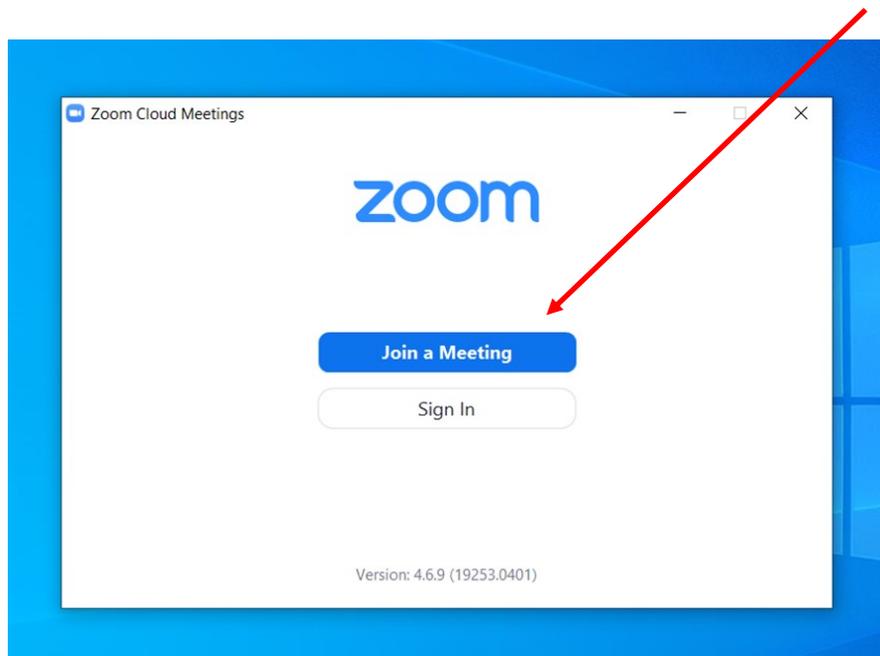
Zoom is now downloaded onto your computer. You can click the cross to exit Zoom for now. Return to these instructions when the meeting you wish to join is about to start.

Joining a meeting on Zoom

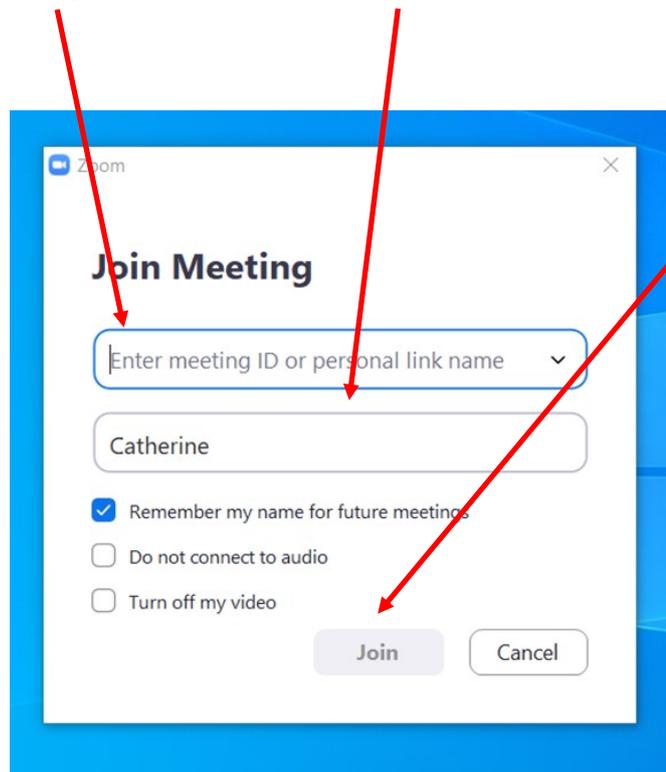
Step One: When you're ready to join a meeting on Zoom, find it on your computer and double click on it. It may be on your desktop (the main screen of your computer when you turn it on) or you may need to search for it.



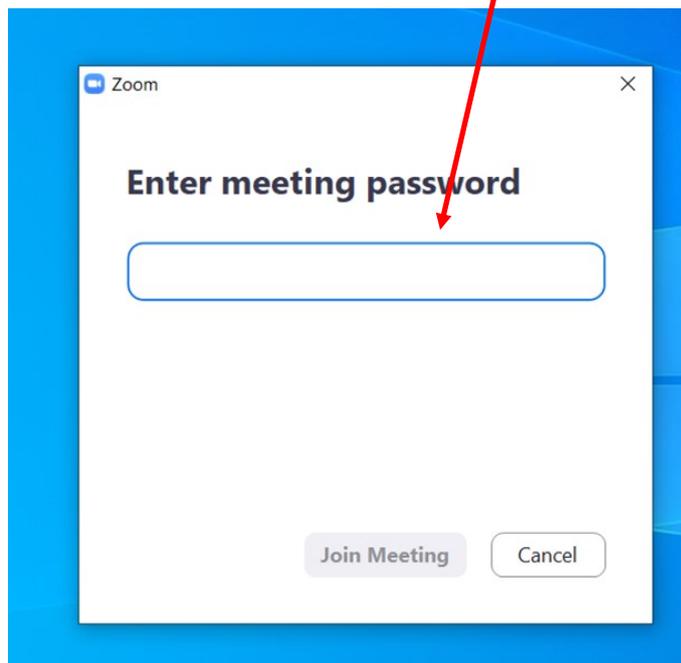
Step Two: Once you've opened Zoom, you will see the following box. Click 'Join a Meeting'



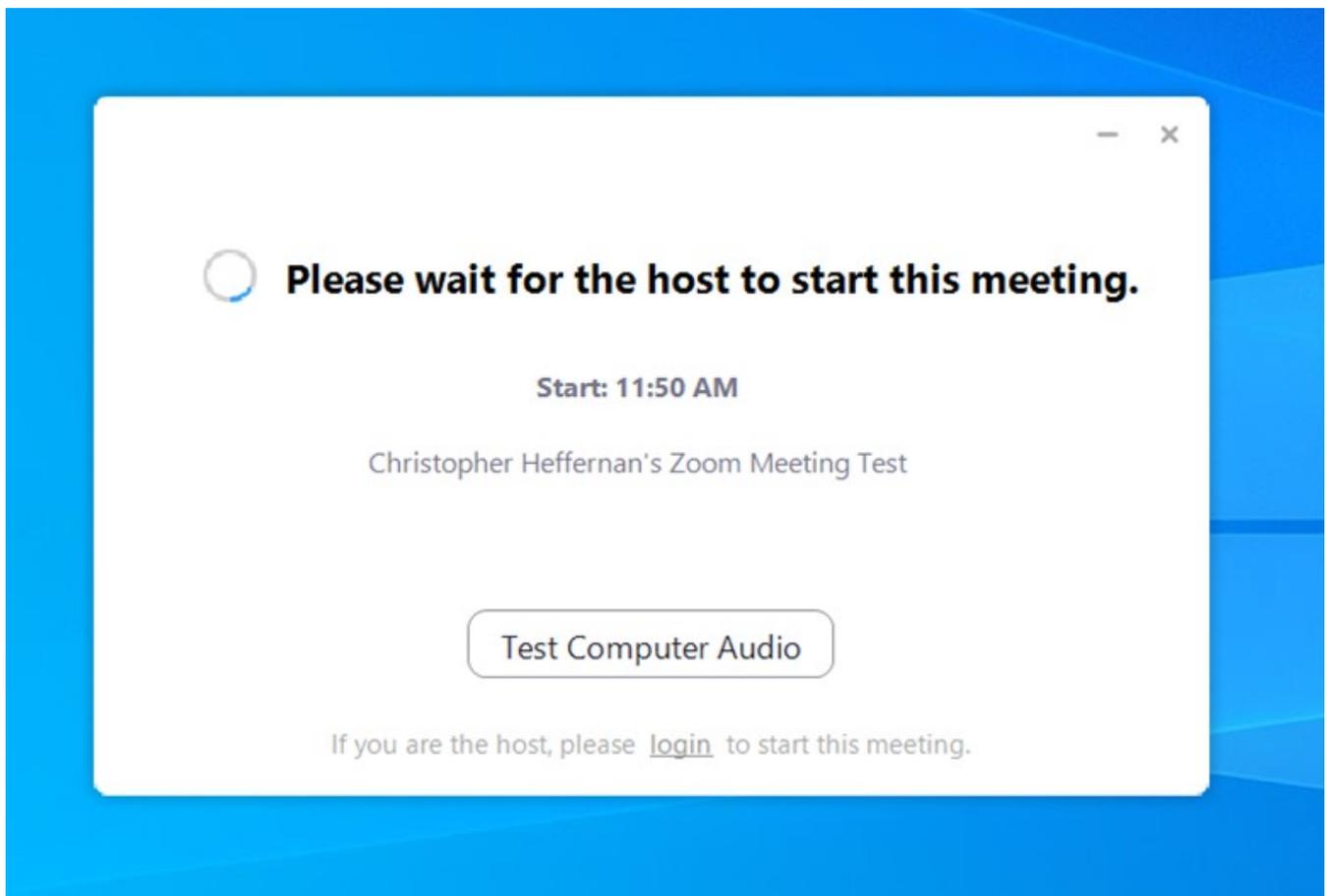
Step Three: Then enter the Meeting ID and write your name in the second box. Then click join,



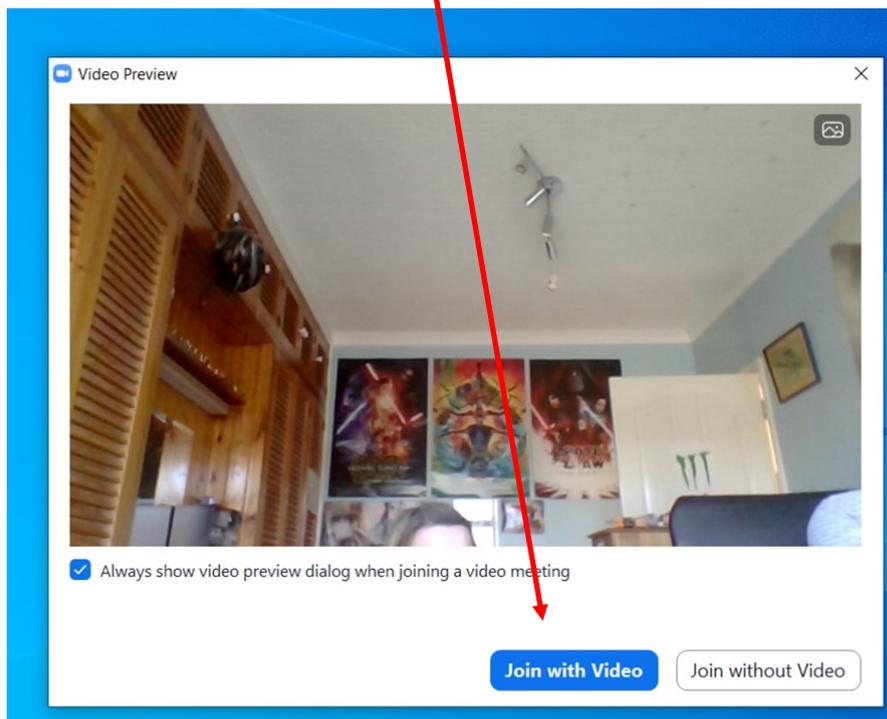
Step Four: You might then be asked to enter the 'meeting password'.



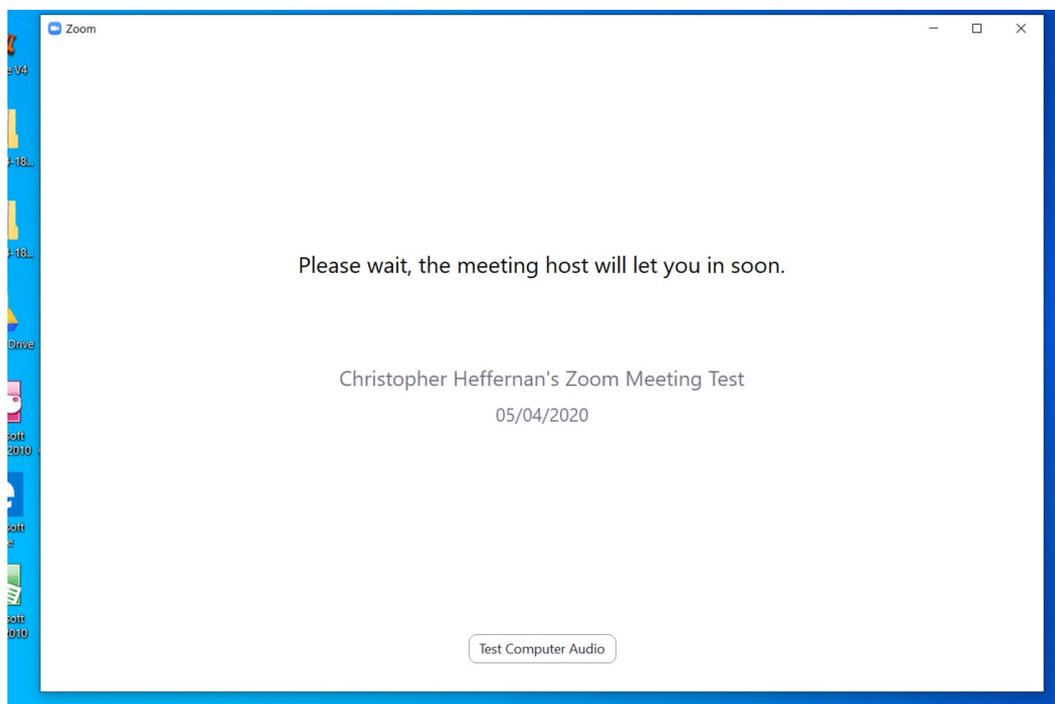
Step Five: The following message should then appear. You do not need to do anything.



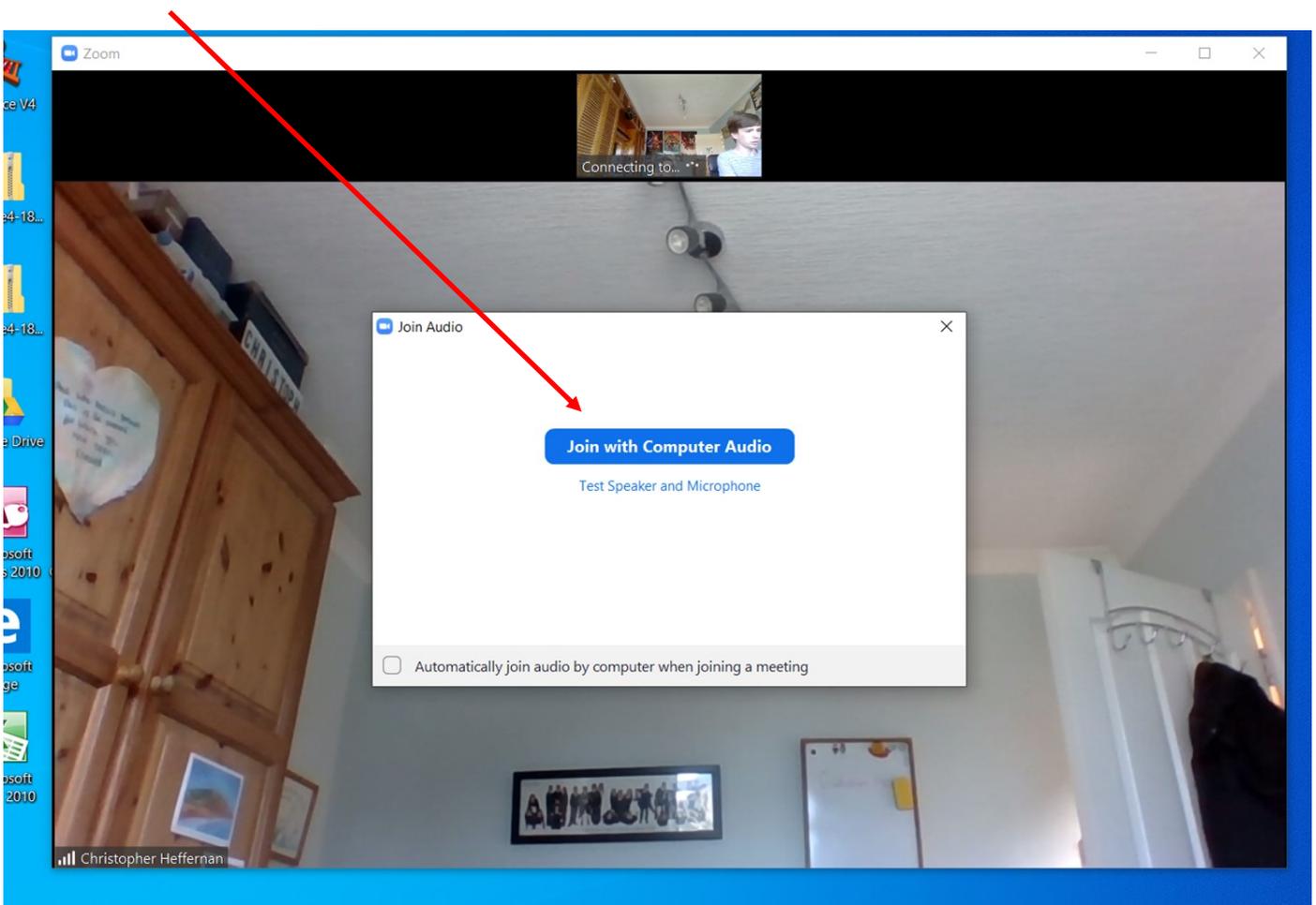
Step Six: When this appears, click 'Join with Video'. You may also be asked about using your 'Computer Audio' you want to click this too (or wait for Step Eight).



Step Seven: You are now ready to be part of the Zoom Meeting. You will see this message while you wait for the host of the meeting to accept you.



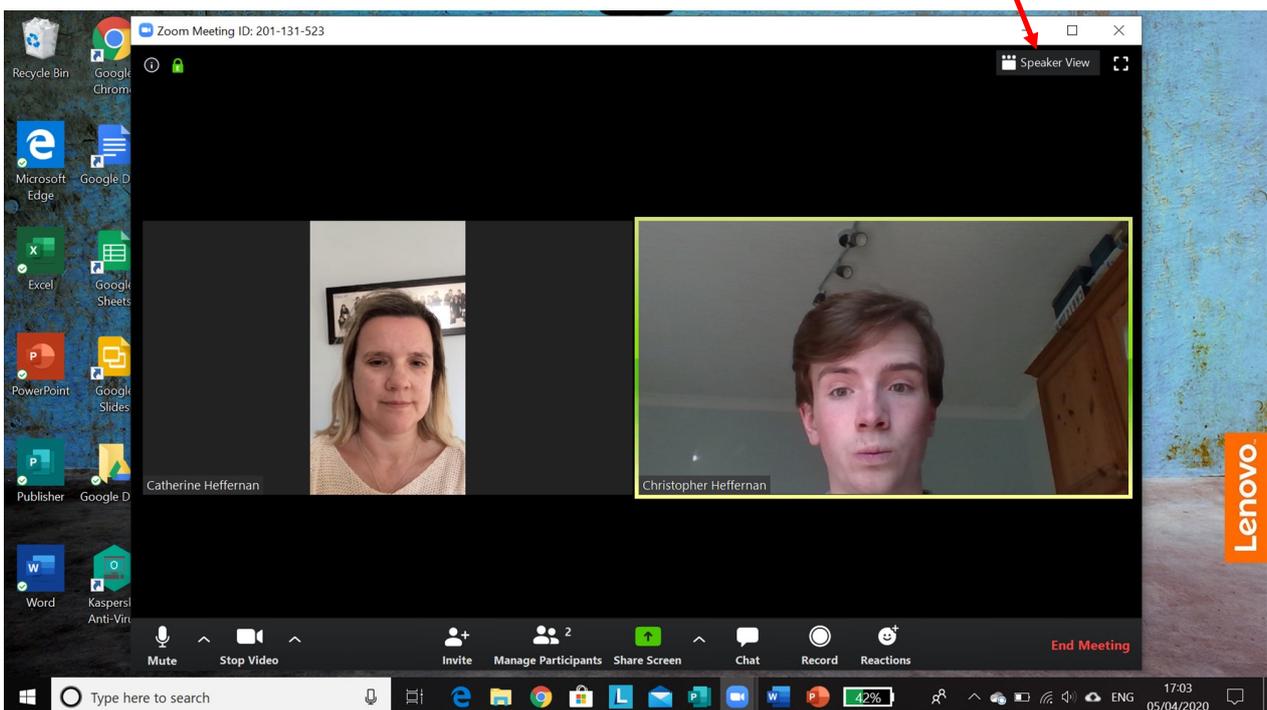
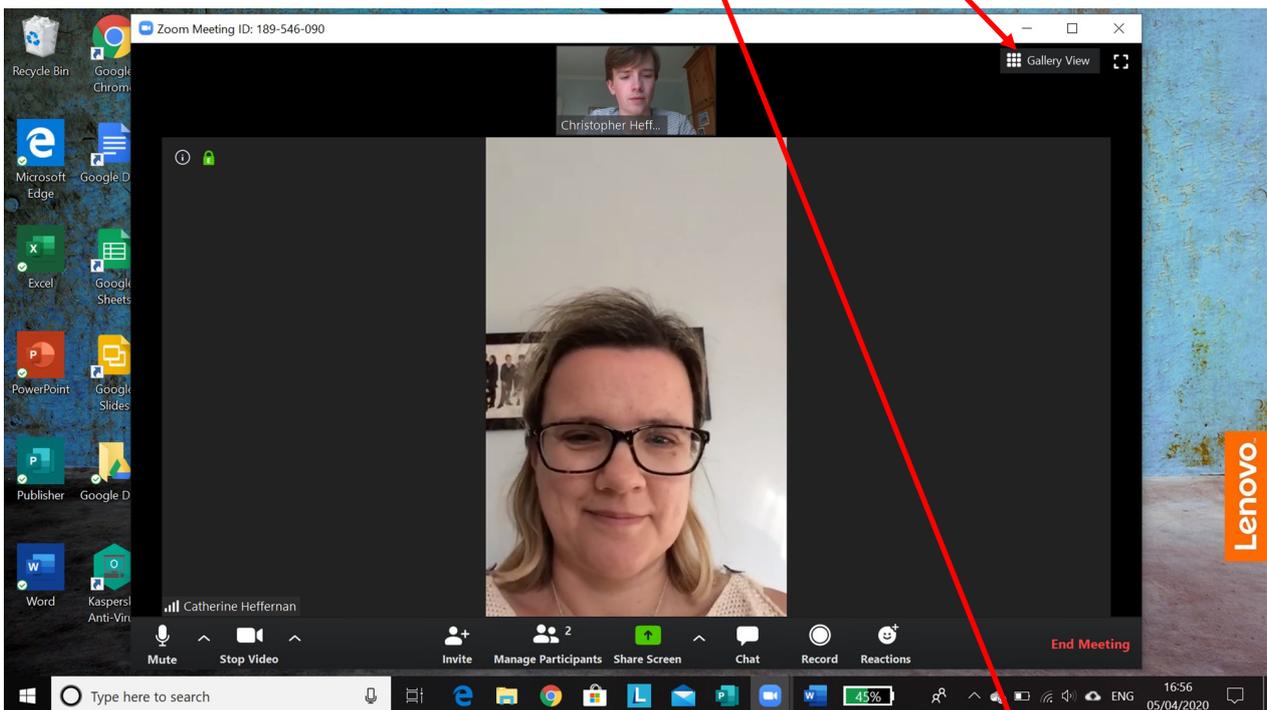
Step Eight: Just before you enter the meeting you may be asked, if not already, about joining with computer audio, be sure to click this.



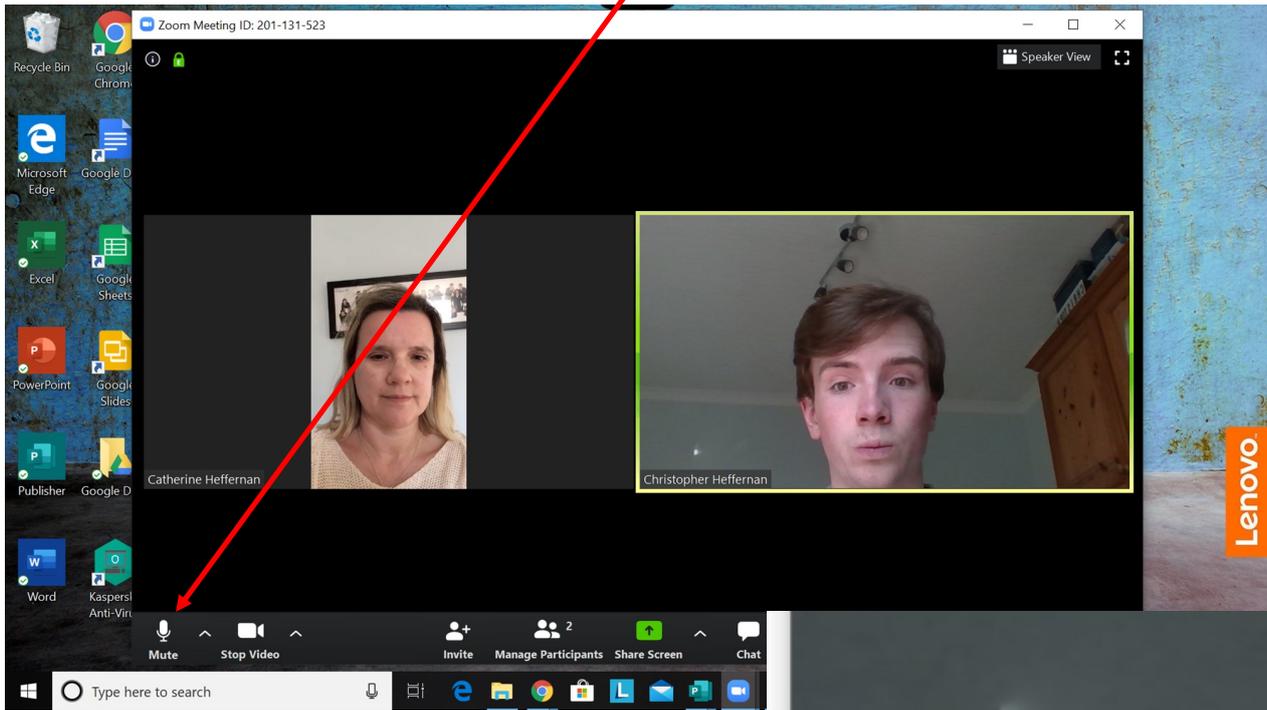
Useful things to know

When in a meeting there are two views/screen set-ups. One has the person who is currently speaking filling more of the screen (Speaker View). The second has everyone the same size (Gallery View)

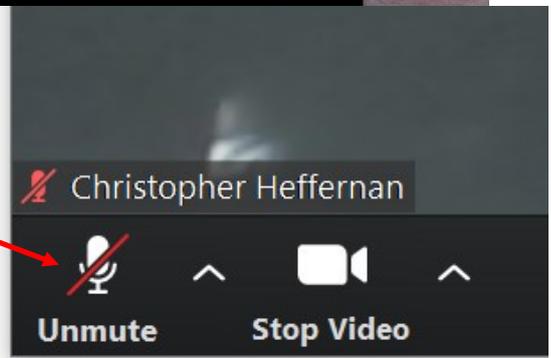
To switch between the two press either the 'Speaker View' or 'Gallery View' button in the top right corner. If you can't see these buttons, just move your mouse and they'll appear.



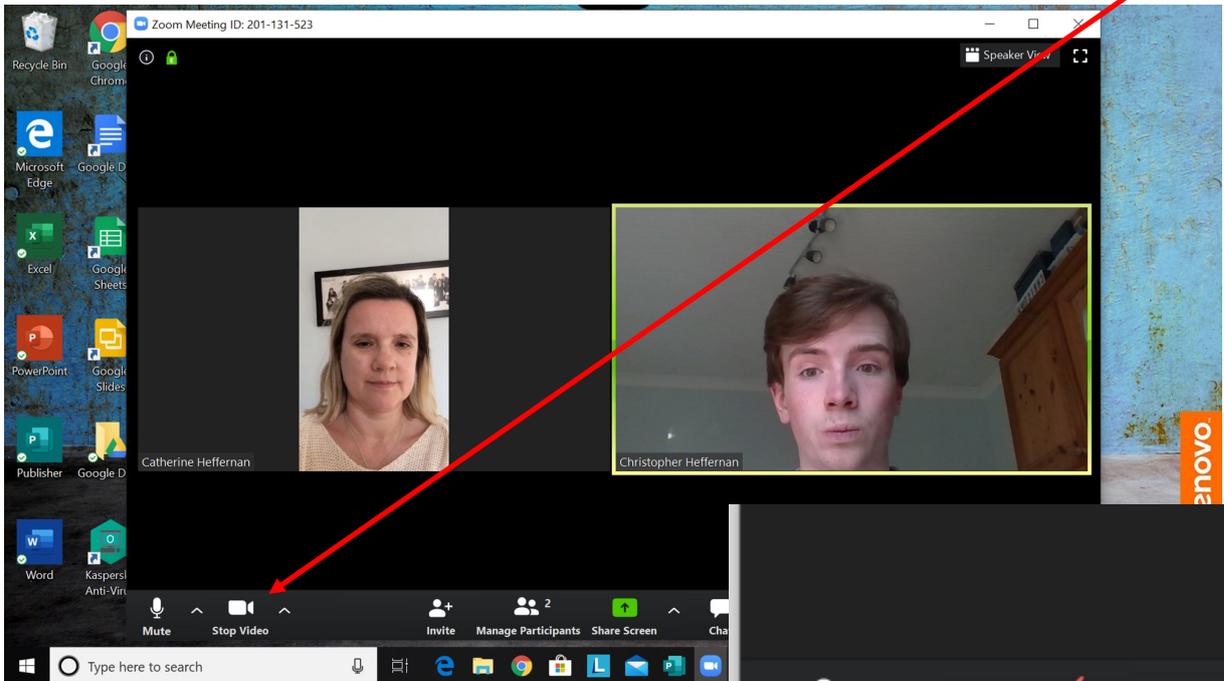
If you can't be heard, check that you're not on mute. This is how it looks when it's working.



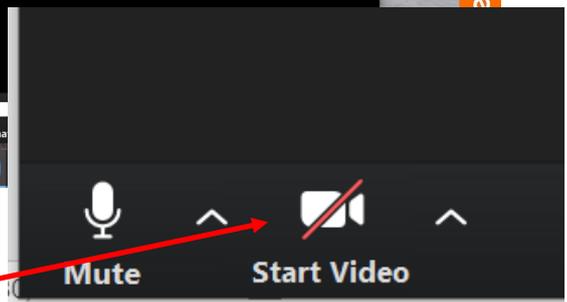
This is what it will look like if your microphone is muted. To unmute it, click the microphone with a line through.



Similarly, if your video isn't working, check it isn't turned off. This is how it looks when it's working.



This is what it will look like if your video is off. To turn it on, click on the camera with a line through it.



To leave the meeting, click in the bottom right corner where it says End or Leave the Meeting.

