

Using Zoom for Meetings

 mbcc.org.uk/wp/using-zoom-for-meetings



Milngavie and Bearsden Camera Club

Part 1: Participating in and Joining Meetings

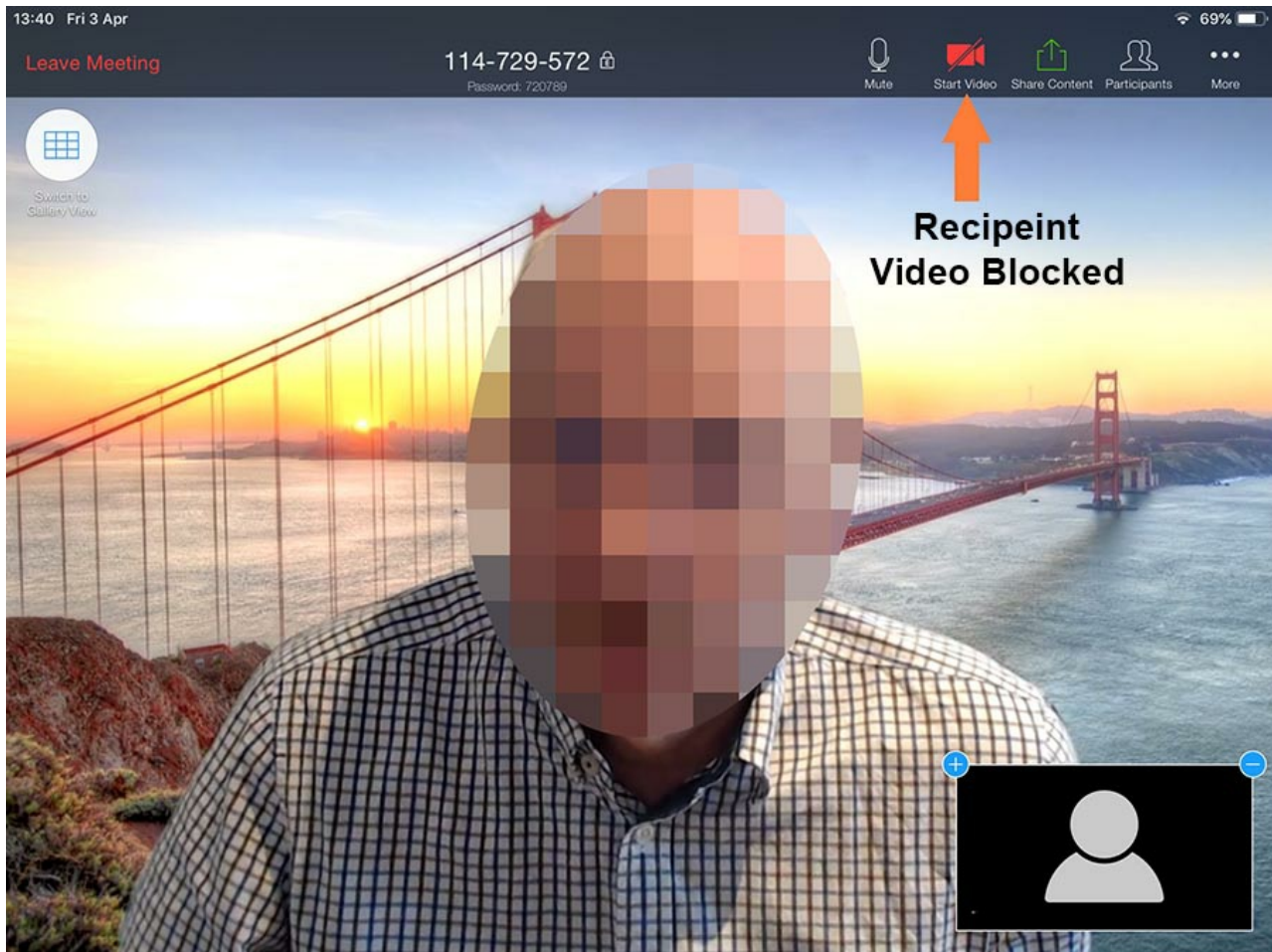
If you **only wish to participate** in, rather than host or start, Zoom meetings then you can just use your web browser. If you are sent a link by email, click on the link to join a meeting or be admitted to the 'waiting room' where the host can admit you. Only do this if you know the host of the meeting. Never click on a link in any email if you are at all suspicious.

If you wish to use a tablet computer or a phone to join a meeting then you can download the apps from Google Play or the Apple App Store and use the meeting ID (and or password) that has been sent to you.

Android: phones and tablets go to the [Google Play](#) and download [Zoom Cloud Meetings](#)

iOS go to the Apple App store and download [Zoom Cloud Meeting](#)

Allow the microphone and video to be used on your phone or tablet app.



The Zoom Cloud Meetings app interface on an iPad Mini showing the speaker against a background and the video camera of the recipient blocked by the pad user. Notice there is no need to show the recipient (bottom right). [The recipient name was taken out of the inset image above with Photoshop.]

If you are shy you do not need to use your video or microphone if the meeting host allows this kind of one way interaction. You do not need any additional software. Currently the best browser to use is Google Chrome as you can join a meeting and choose to use your computer audio.

<https://www.google.co.uk/chrome/> (For more information on this topic Zoom has a page about [using browsers only](#))

A one minute video on how to use the email you have received to join a meeting. Don't click on a link if you are suspicious of the sender.



You can choose to see the group (as shown above) or only the speaker. Click on the controls on the top right of the Zoom window to change the view. You can even appear to be on a tropical beach by using one of the background settings.

Part 2: Hosting or Starting Your Own Meetings

If you wish to **host and participate** in online meetings using free video conferencing software from Zoom, follow the simple instructions illustrated below. Zoom is incredibly easy to use, even for technophobes!

Signup With Zoom If You Wish to Host Meetings

1. Sign up for Zoom either using your email address or via the Google or Facebook sign in options. If you use Gmail then you can have direct access to your address book.

<https://zoom.us/signup>

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

Already have an account? [Sign in.](#)

Sign In

[Sign Up Free](#)

 [Forgot?](#)

Keep me signed in

or

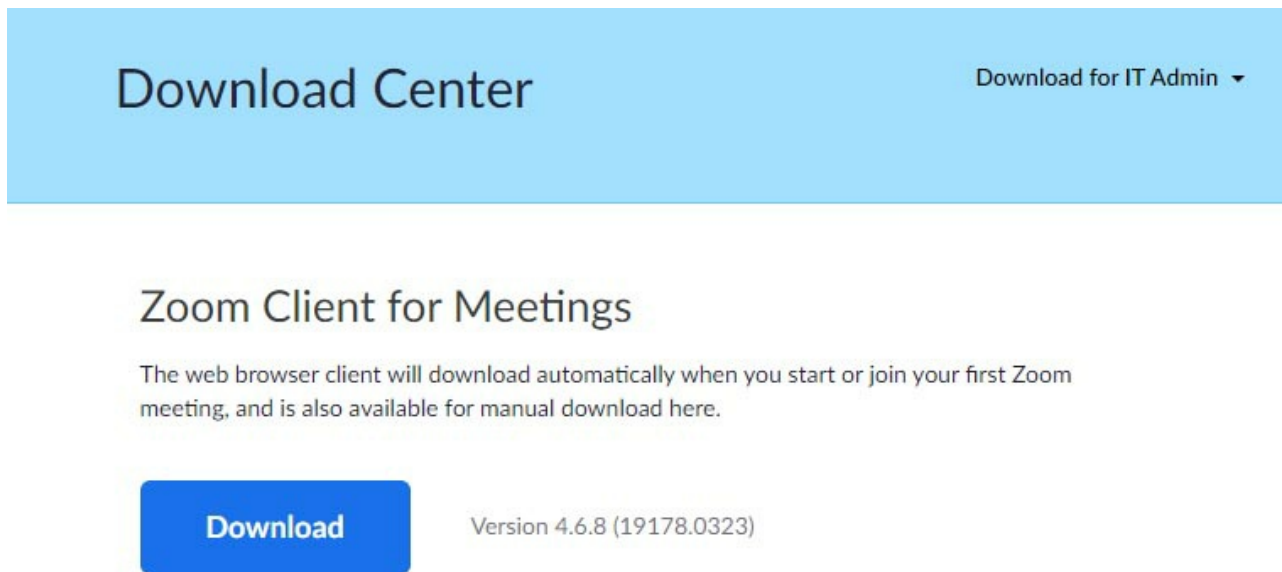
[← Back](#)

Installing the Apps on Tablets, Phones and PC

Please Note: This is for host or those who wish to use the App rather than just the browser

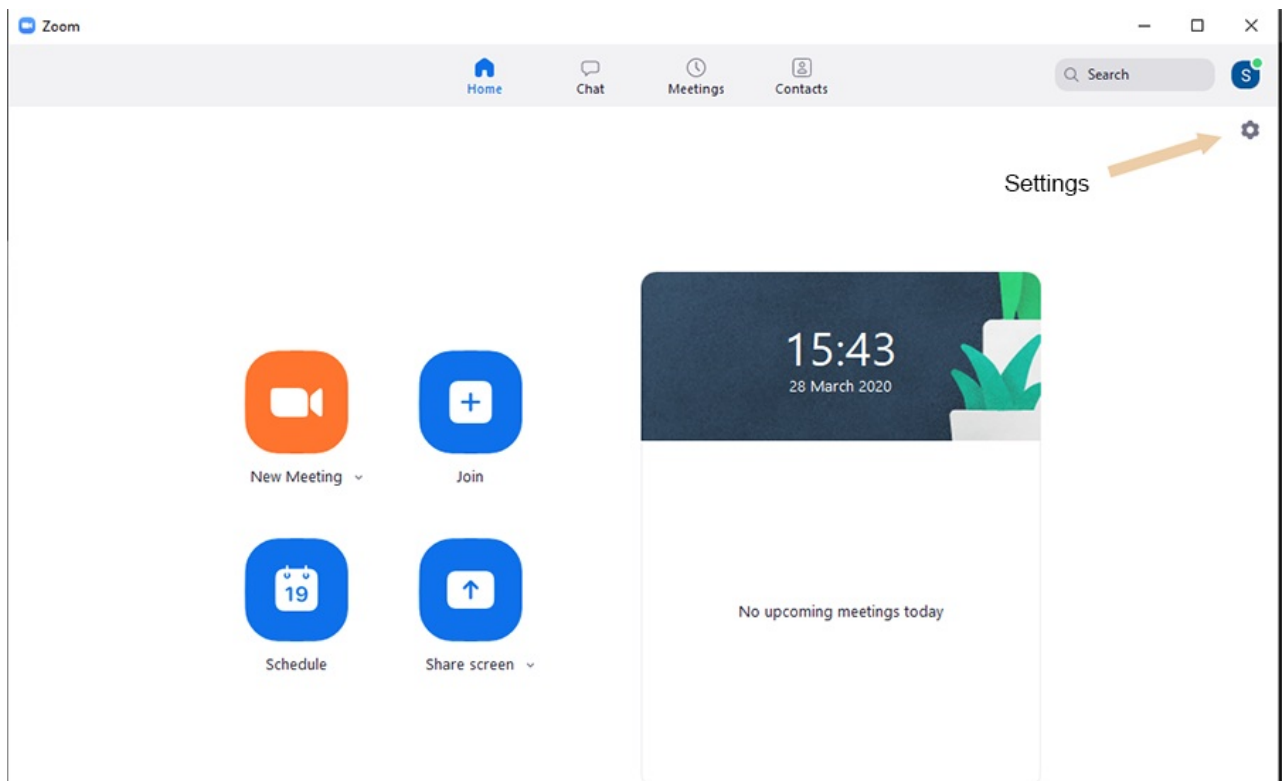
a) **Windows:** go to the downloads page and download the 'Zoom Client for Meetings' for your Windows PC or Mac. You can also download the Zoom extensions for Chrome and Firefox on the same page.

<https://zoom.us/download>

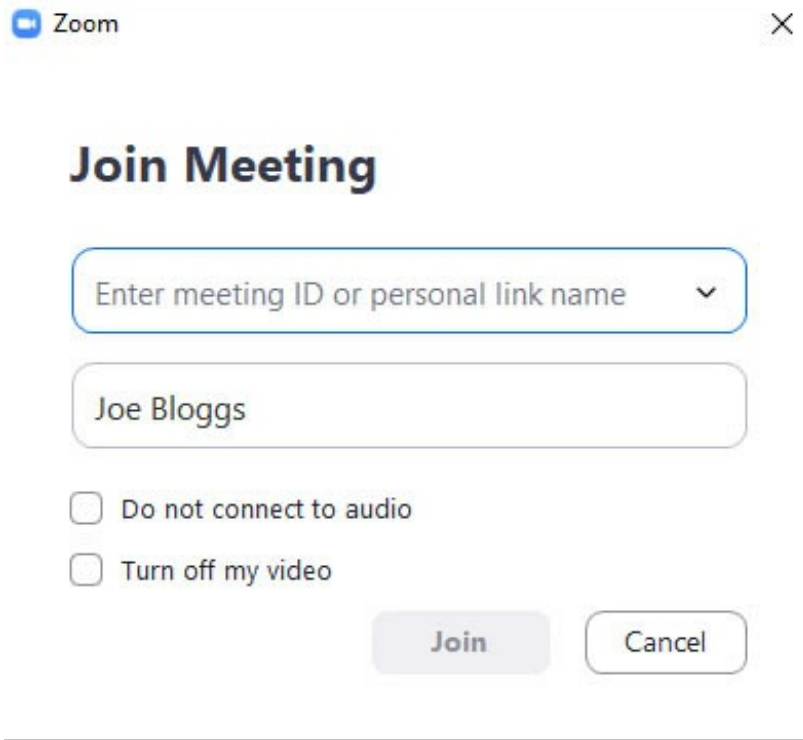


Plugin a webcam or camera that has a microphone in to your PC. Switch on your speakers or plugin some headphones or the small ones used with phones.

Please note that the Zoom interface is more restricted on some devices.

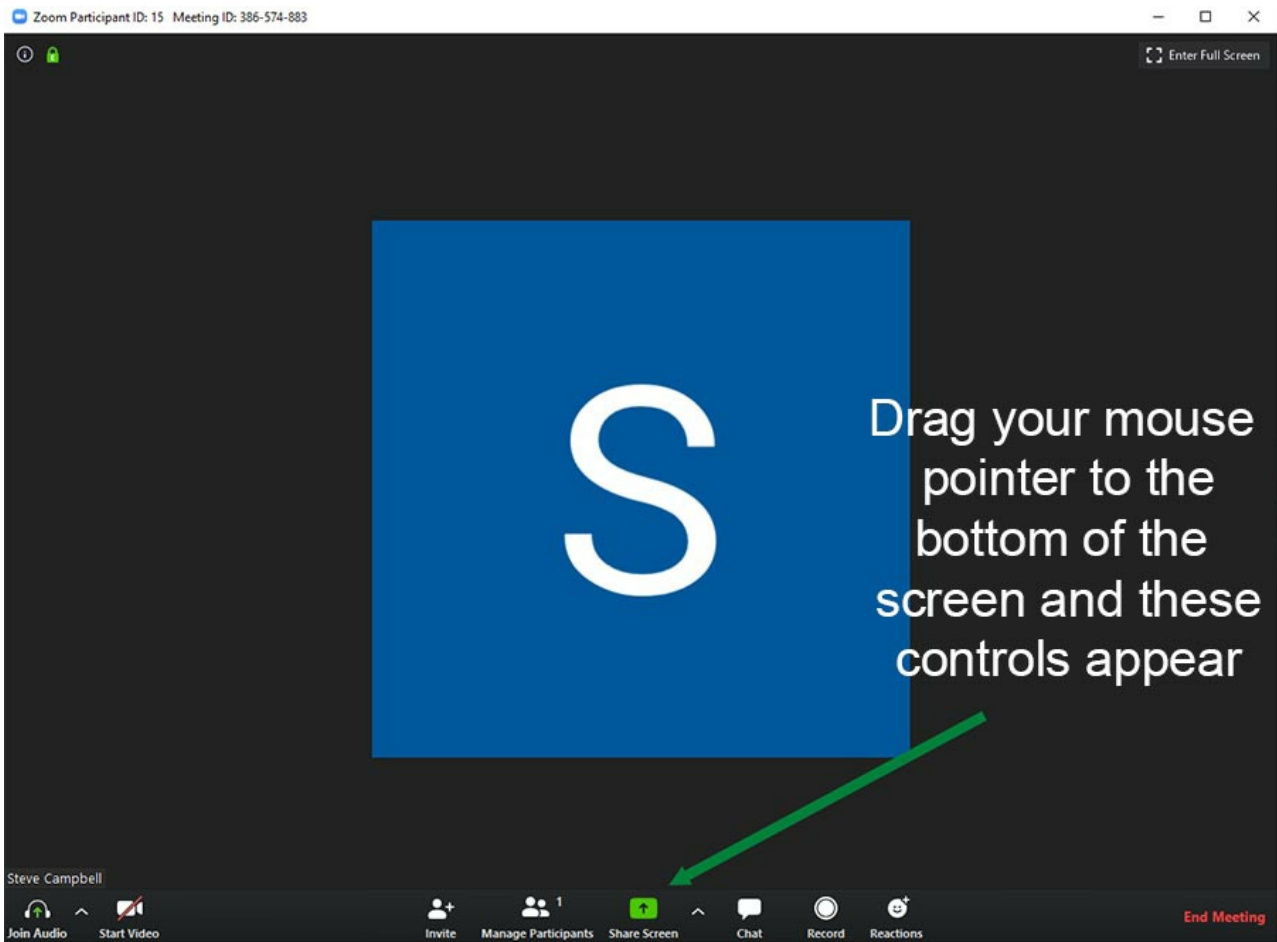


Paste or type in the meeting ID into the dialogue box as instructed. If there was a password used on the meeting, paste or type that in when the password box appears.

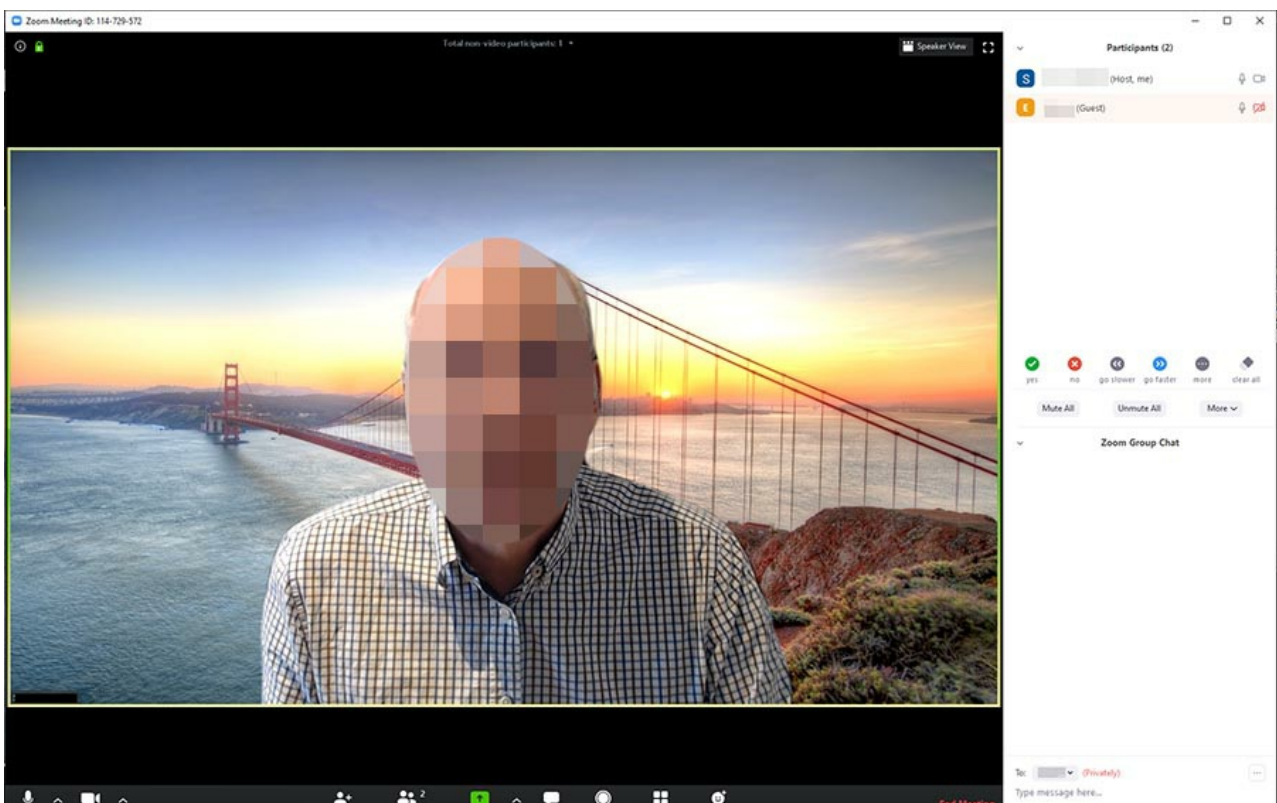


Make sure you unmute your microphone and/or video according to your preference when you join. You can keep your microphone muted and video camera off if the host admits you to a meeting on that basis. In very large meetings the host will probably want to switch off participant microphones and just allow the selected speaker to use their microphone.

The instruction in the image below applies to a PC using Windows but **not** to an **ipad** for example, where the interface is different.



When you first join a meeting you can unmute the microphone and start the video for full participation. The controls for these features are on the bottom left of the window. **Please note:** the host might have chosen to block microphones in large meetings (and perhaps the video).



The Windows Zoom Client (app) interface showing the participants list and the chat box.

An official Zoom video explaining the details of the controls if you are hosting a meeting.

Hosts can also organise little sub-groups once a meeting has ended or at the 'coffee break'. These are called 'Break Out Rooms'.

<https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

Meeting Security Menu for Hosts

Note that hosts can mute video and microphones of participants. Hosts should switch off file download with a very mixed group of people as a security precaution. It is probably a good idea to disable participants recording the meeting. Hosts might also wish to disable participant screen sharing.

Zoom Help

Zoom is extremely easy to use! There are lots of good videos on how to use zoom. If you need help go to <https://support.zoom.us/hc/en-us?>

Practice before you join a meeting and try out the controls on the device you are using as the user interface varies according to the system.

If your screen should go black when in a meeting try pressing the escape key on a PC.

Have fun!