A BEGINNER'S GUIDE TO ZOOM FOR PARTICIPANTS

What is a Zoom meeting?

Zoom Meetings are audio and video conferences that allow two or more people to communicate online. This is a great way to 'virtually' meet with other people online, especially during this time of social distancing, because it allows you to participate in events where you can all see each other and join in the discussion together, whether you are on a desktop computer, laptop, tablet, or smartphone.

Zoom has grown quickly in popularity partly because it offers a lot of capabilities for free, and also is well regarded as a reliable, high quality conferencing tool that works easily and effectively.

A Zoom meeting, like a normal face-to-face meeting, has a scheduled date and time. The meeting 'host' will set up the meeting and send round the invitation details to the other participants, who will need to join the meeting via their computer or device at the arranged time.

You can download the Zoom app onto your device (computer, laptop, tablet, or smartphone), or use Zoom in your internet browser. Joining a Zoom meeting is really simple and you don't need a Zoom account to participate, in fact, if someone else sets up the Zoom meeting and invites you, all you need to do is click on the link in the email invitation and follow the instructions to start using Zoom.

This guide covers joining and participating in a meeting.

If you want to set up and host your own meetings, however, you will need to set up a Zoom account. The host can control various aspects of a Zoom meeting, such as managing the participants and deciding what options to make available to participants during the meeting. A separate guide for hosts is also available.

Most of the instructions in this guide apply to using the Zoom app on a laptop or computer; it may look slightly different in some respects if you are using it on a tablet or smartphone, and due to variations between different devices, browsers and settings, some instructions you see may be different from those shown in this guide. Please also note that the options you see on your screen will depend on how the host has set up the meeting and what features they have enabled, so you may not see all of the options mentioned in this guide, but they are described in case you do see them and want to make use of them.

What equipment do I need?

To fully participate in a Zoom meeting, your device will need to be able to play sound, and you will need a microphone, speakers and a camera (or 'webcam'), as well as an internet connection. All tablets and smartphones and most modern laptops and computers will have a built-in microphone, speakers and camera, so you should be ready to Zoom. Before you join a meeting, you will be able to test your microphone and speakers, once you have downloaded the Zoom app.
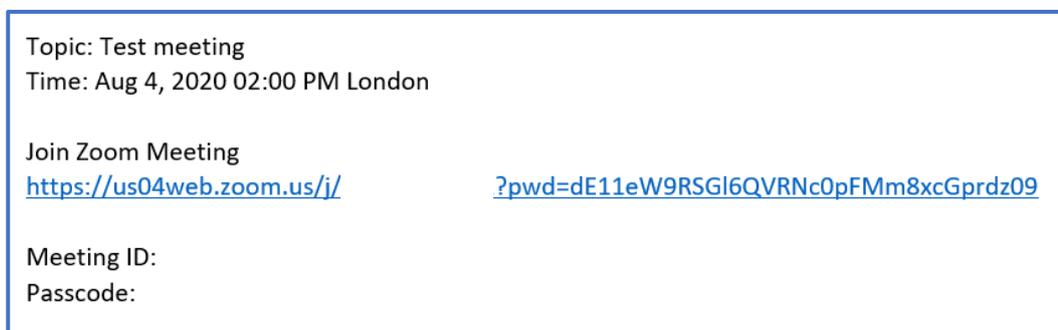
However, if you are using an older laptop or computer which doesn't have these facilities, you may need to invest in a webcam, some headphones (headset) and/or a microphone. Most modern webcams, speakers and some headphones (headsets) now have a built-in microphone, and these items can be bought relatively cheaply from Amazon, Ebay, Argos or some large supermarkets.

Depending on how the meeting has been set up by the host, it may also be possible to join the meeting by telephone only (for example by landline phone) –

you wouldn't be able to see any of the other participants as you would only hear the audio, but you would be able to speak, so if you don't have a smartphone, tablet, laptop or computer, this may be a possible way of taking part in the meeting.
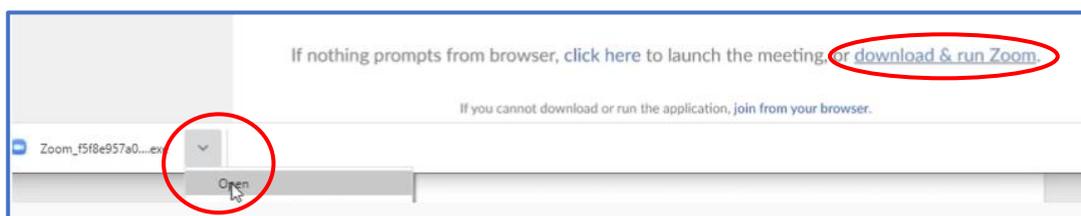
Joining a Zoom meeting

To join a Zoom meeting, you do not need to have a Zoom account – simply click on the *Join Zoom meeting* link in the email invitation you received.
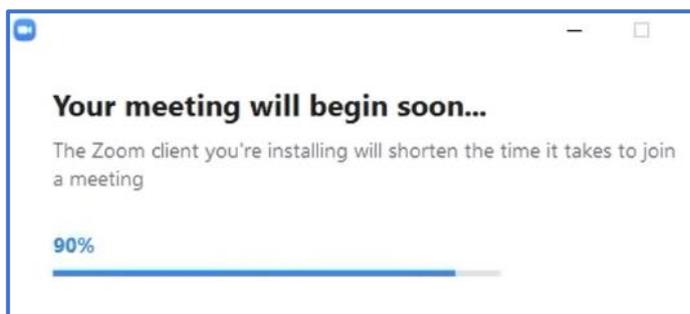
Topic: Test meeting
Time: Aug 4, 2020 02:00 PM London

Join Zoom Meeting
https://us04web.zoom.us/j/   ?pwd=dE11eW9RSGl6QVRNc0pFMm8xcGprdz09

Meeting ID:
Passcode:

When you click the link, a new window will appear saying that your computer is launching Zoom.
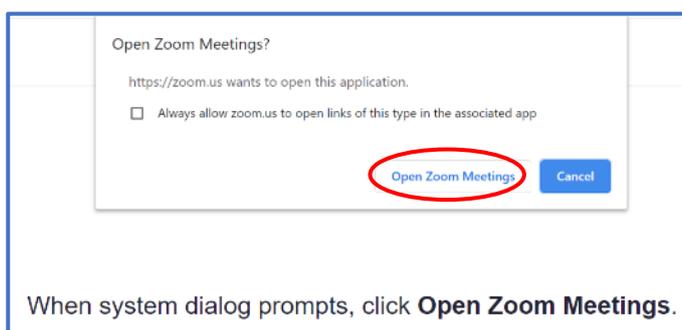
Downloading the Zoom app

If you haven't already downloaded the Zoom desktop application, click on the *download and run Zoom* link to install it. You will only need to do this once, and it will then be quicker and easier to join any other future meetings.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, join from your browser.

Zoom_f5f8e957a0....ex   ⌄

Open

You'll see in the bottom left corner of your screen that the app is downloading; when it's finished, click on the ∨ arrow and click *Open* and the app will start installing.

Your meeting will begin soon...

The Zoom client you're installing will shorten the time it takes to join a meeting

90%

The app will take a few minutes to install, then you'll be prompted to add your name, and join the meeting.

Open Zoom Meetings?

https://zoom.us wants to open this application.

☐ Always allow zoom.us to open links of this type in the associated app

Open Zoom Meetings   Cancel

When system dialog prompts, click **Open Zoom Meetings**.

If the Zoom app is already installed, a window will pop up asking you to *Open Zoom Meetings*. Click to allow it and proceed.

### *Joining from your website browser*

Alternatively, (if this option is enabled by your host) you can simply click the *join from your browser* link at the bottom of the screen to join the call without downloading the Zoom application. Just type in your name when prompted, and click *Join*. However, the browser experience may be limited, so if possible it's best to download the app.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

If you cannot download or run the application, join from your browser.

Using the Zoom app on a phone or tablet

If you're using a phone or a tablet, you can download the Zoom app to your device just as you would download any other app - search for 'Zoom cloud meetings' in your usual app store (eg App Store for iPhone or Google Play Store for Android).
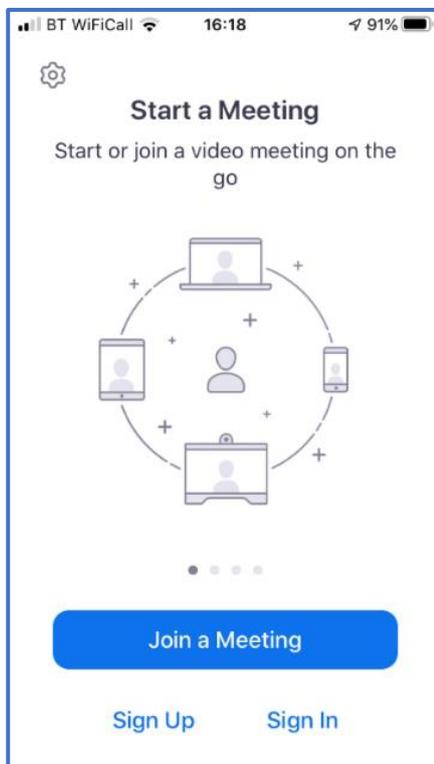
To join a meeting you've been invited to, open the app and tap *Join a Meeting*, then type in the Meeting ID from the meeting invitation email you received, type in your name (or amend if required, eg if you don't want your name to appear as "X's iPad"), and tap *Join*. You'll then be prompted to enter the meeting passcode, and tap *Join with video*. Alternatively, just tap on the 'Join Zoom meeting' link in the email invitation you received, and the app will open.
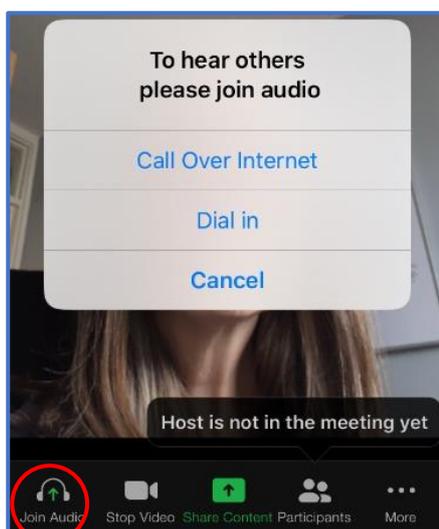

Select *Call Over Internet* or tap *Join Audio*.

Standard settings can be changed by tapping the 'cog' icon in the top left of the main home screen, then *Meetings*.

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See the later section on In-Meeting Controls for options once you have joined the meeting.

[As explained above, it is not necessary to set up a Zoom account if you are just joining meetings someone else has set up. However, if you *do* have your own account (perhaps you occasionally host meetings), and you wish to join a meeting someone else has set up, you can either tap on *Join a Meeting* as described above, or if you are signed into your Zoom account on the mobile app, then tap on the blue *Join* button and enter the Meeting ID.]
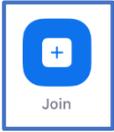
Using the Zoom app on a laptop or computer

If you have downloaded the Zoom app onto your laptop or computer (see *Downloading the Zoom app* section above), you can find it in the Start menu or as an icon on the desktop.
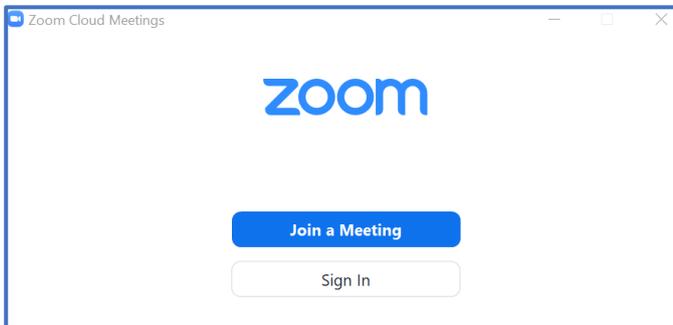
To join a meeting this way, open the app, and click on *Join a Meeting.*
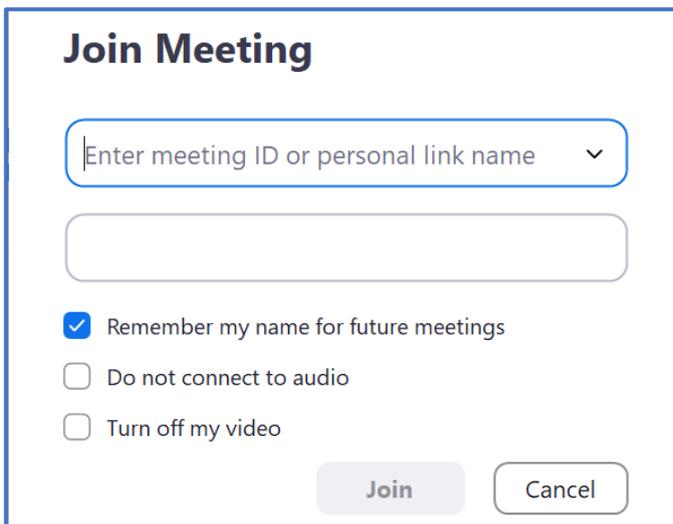
Then at the next screen, enter the Meeting ID, check your name appears correctly, and click *Join.*

Entering the meeting

If the host hasn't yet started the meeting, you will see a message '*Waiting for host to start the meeting'* but while you wait, you can test your computer audio and camera.

If the 'waiting room' facility is enabled, you will see a message *'Please wait, the meeting host will let you in soon'*.

When you enter the meeting, you will be prompted to *Join with computer audio*. You may also get the option to *Join with video*, and if this is your first time using

Zoom, you may be asked to allow Zoom to use your camera – Zoom is a visual medium which works via your camera, so when prompted, you will need to give permission for your computer or device to access your camera, so click *Allow*.


You may also see the screen below – click *Join Audio* to enter the meeting.
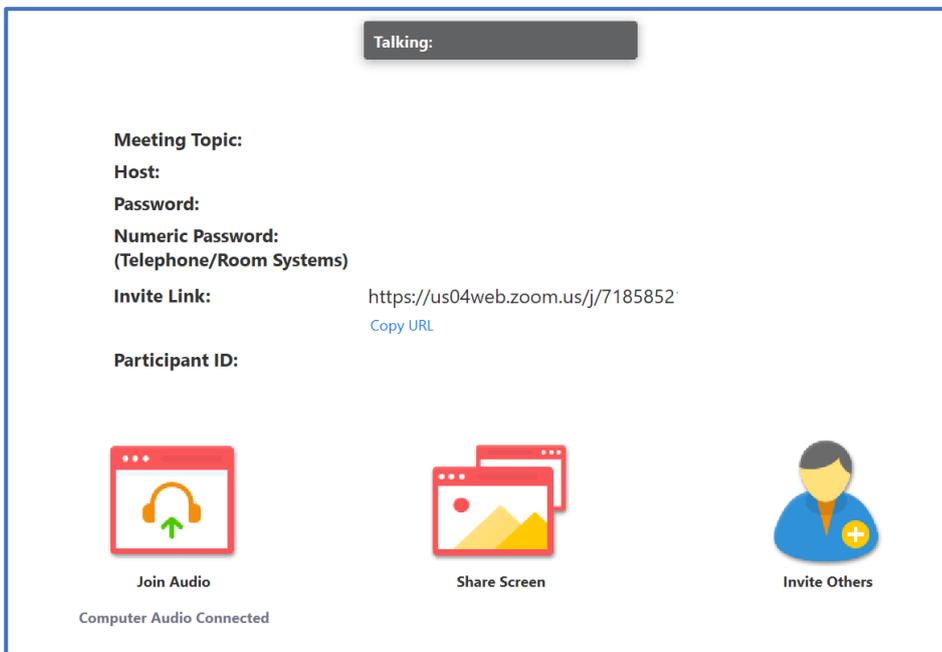
You are now in the meeting. If your camera is switched on, you will see yourself on the screen, as well as any other participants who have joined the meeting. Try saying hello, and if your microphone is switched on, the other participants should be able to hear you. You may wish to ask if they can see and hear you ok.

If they say they can't see or hear you, you may need to click *Join Audio* or *Unmute* in the bottom left hand corner of your screen to turn on the microphone, and *Start Video* (or *Start Video* on the mobile app) to turn on your camera, if these haven't already been switched on.

 or
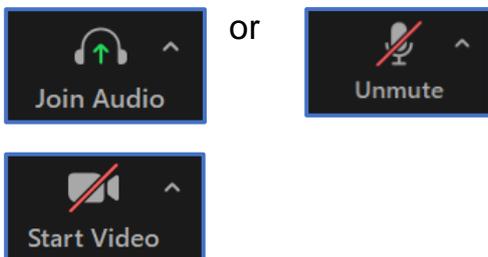
More details about this are in the **In-Meeting Controls** section below.

If you can't hear the other participants, check the volume control on your computer or device – you may need to turn up the volume until you can hear them comfortably.

If Zoom is in full-screen mode, you will need to minimise the Zoom screen (see *Full Screen* section on page 9 below) to be able to see the usual row of computer controls along the bottom of your screen.

Click on the loud speaker icon along the bottom of your screen to turn the volume up or down.

On most computers, you can also control the volume from your keyboard. Look out for the speaker + and – keys, often F2 and F3 on the top row of keys.

In-meeting controls

When you join a meeting, you will see yourself on the screen, as well as any other participants in the meeting (see next section on *How to view all participants* for the different viewing options). You will also find a black bar along the bottom of the screen with the meeting controls which allow you to control your presence in the meeting and interact with other participants. If you can't see the black bar, just hover your mouse over the bottom of the screen (or tap if you're on a smartphone) and it will appear. On a tablet, tap at the top of the screen to see the options bar.
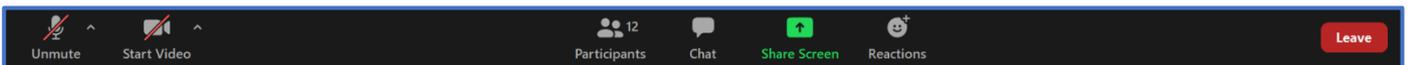
The control options available to you will depend on how the host has set up the meeting and what features they have enabled, so you may not see all of the options mentioned below, but they are described in case you do have them and want to make use of them.
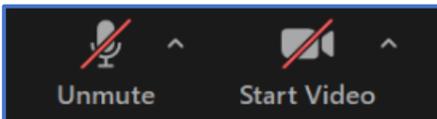
At the far left of the control bar are the microphone and video buttons. When they have a red slash through them, they are turned off - click once to turn them on or off. It's a good idea to have your microphone turned off when not speaking to avoid background noise or interference disturbing the meeting, but remember to unmute yourself when you want to speak! You can also click on the ^ sign to the right of the *Mute/Unmute* button to test your speaker and microphone or for more options, and the ^ sign to the right of the video button for video settings.
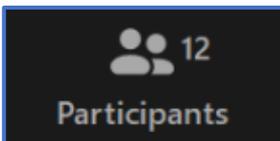
The *Participants* icon tells you how many people are currently in the meeting, and if you click on it, the names of the participants will appear in a panel on the right-hand side of the screen. If you click *More* against your own name, you can rename yourself if necessary.

At the bottom of the Participants panel, you will see some options:
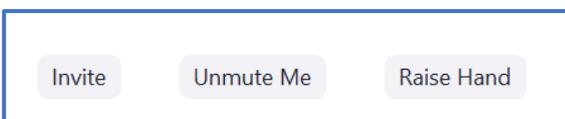
If enabled by the host, *Invite* allows you to invite other people to join the meeting even after it has started.

You can click on *Raise Hand* to indicate to the host and other participants that you would like to speak.
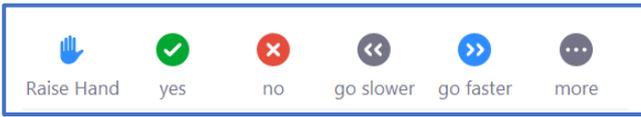
If enabled by the host, you will also see some other pre-set icons which can be used to give non-verbal feedback during the meeting.
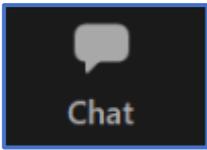

Click on this icon to access the chat window and share messages with other participants. You can type a message to the entire group or to an individual user in private, if enabled by the host. On the mobile app, this can be found under *More*. A number on the Chat icon indicates how many unread messages there are.
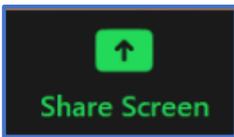

If enabled by the host of the meeting, you can share your screen with the other participants; this can be useful if you want to show the other people in the meeting for example a document, website page or photo that you have on your computer or device. Click the *Share Screen* icon (*Share Content* on the mobile app), select which window or application you wish to share, and click the *Share* button. Hover over the options bar at the top of the screen for more options, or click the red *Stop Share* button at the top of the screen when you have finished.
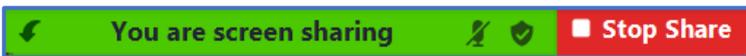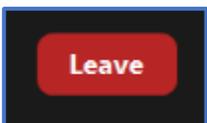

You will see this at the top of your screen.
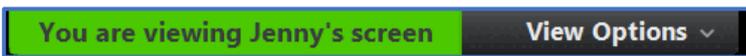
Other participants will see this at the top of their screen.
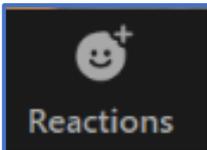
Click on *Reactions* to react to what's being said with the following emojis 👏 👍.
On the mobile app, these emojis can be found under *More.*

Click the red *Leave* button to leave the meeting when it's finished. If you need to leave the meeting early, just click *Leave* and it will continue for the other participants. Confirm on the next screen that you want to leave.
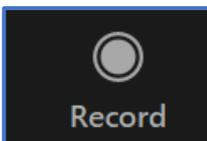

If enabled by the host, there is also the option to record your call – if you are planning to do this, we would advise you make sure you get consent from all participants beforehand.

How to view all participants (Speaker View vs Gallery View)

When you're in a meeting, there are two different layout options for your screen – Speaker View and Gallery View. If you're on a laptop or desktop computer, you can switch between the two views by clicking on either *Speaker View* or *Gallery View* at the top right of your screen. If you're using the mobile app, Speaker View is displayed by default; swipe left from Speaker View to display Gallery View.

 or
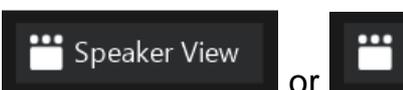
In Speaker View, the person who is currently speaking fills most of the screen, with other participants' videos shown in small windows across the top of the screen.

This is useful if one person is talking for a while or giving a presentation, as it is easier to see them clearly. However, if the meeting is more of a discussion between several people, you may find Speaker View can be a bit distracting as the picture is constantly switching as different people start to speak.
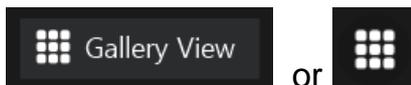
Gallery View displays all participants the same size in a grid format. If the meeting has 49 or fewer people, all participants will be displayed on a single page (depending on your computer). If there are more than 49 people, they will be displayed on several pages, and you can click left and right arrows to scroll to the other pages.

Note that if you are using the app on a phone or tablet, the maximum number of participants you can view at one time is 4. If there are more than 4 participants on the meeting, keep swiping left to see more.

Full Screen

At the top right of the screen, next to Gallery View/Speaker View, you can also select whether you want Zoom to fill your full screen or not.

or   click for Full Screen

or   click to exit Full Screen
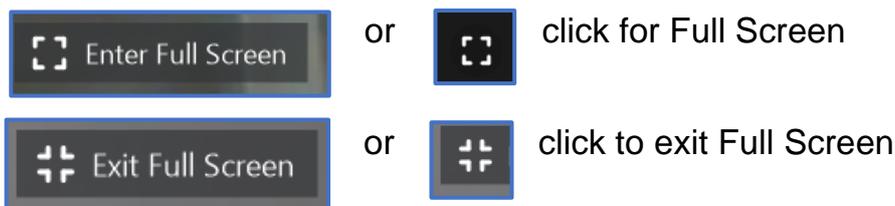
Additional help

Zoom has a very useful help section with quick-start guides, video tutorials and support articles. Click on the links below for further information.

Zoom help centre

Getting started with Zoom

Joining a Zoom meeting

Testing computer or device audio

Joining a Zoom call for the first time
(not produced by Zoom, but a useful basic video guide)

You could also talk to friends and family or other members of your group to share knowledge – they may know how to do something you don't, and vice versa!