

A short guide to using Zoom



What is Zoom?

- Zoom is a videotelephony service, allowing people to meet virtually via webcam/microphone over the internet, using a PC or mobile device.
- Unlicensed users can join meetings via invite without an account.
- Free licenses allow users to create meetings lasting up to 40 minutes for up to 100 others.
- Paid license plans expand the capabilities of the software and remove the time limits.

Joining a meeting

- Via shared link/zoom website
 - This is the easiest method and does not require a Zoom account.
 - Click the link you have received from the meeting organiser, usually in an email or instant message, or from a website. (Only click at the appropriate time, i.e. the start time of the meeting.)
 - You are taken to the Zoom website (or store page on mobiles):
 - If you haven't installed Zoom before, you will be prompted to download and install it.
 - Once installed, you are prompted to open Zoom Meetings, do so and the meeting will start.
 - Alternatively, go to zoom.us/join and enter the meeting ID and password you have been given.
- Alternative method.
 - You will need a Zoom account (free of charge): go to zoom.us and click 'Sign up' to create one.
 - Download and install the Zoom software: from zoom.us/download click 'Download' under 'Zoom Client for Meetings' (or from your device's app store).
 - Open the software and login, then click 'Join' and enter the meeting ID and password, or select a saved meeting room from the dropdown list.

Joining a meeting

Join a Meeting

Meeting ID or Personal Link Name

Join

Zoom

Join Meeting

Enter meeting ID or personal link name

Tom Boughen

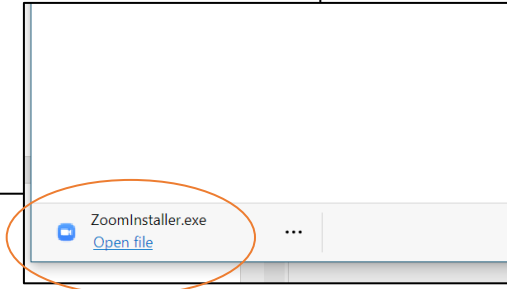
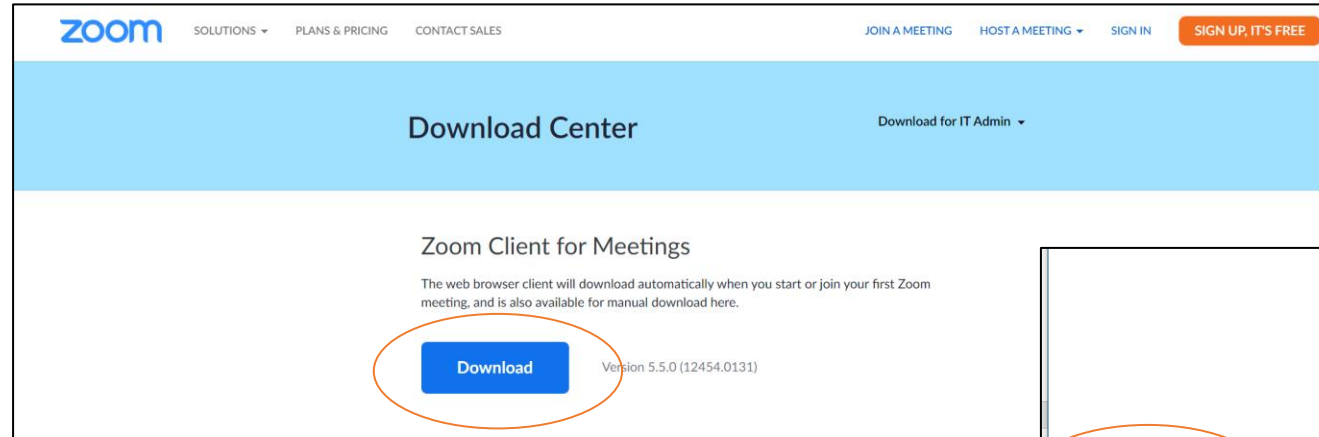
Do not connect to audio

Turn off my video

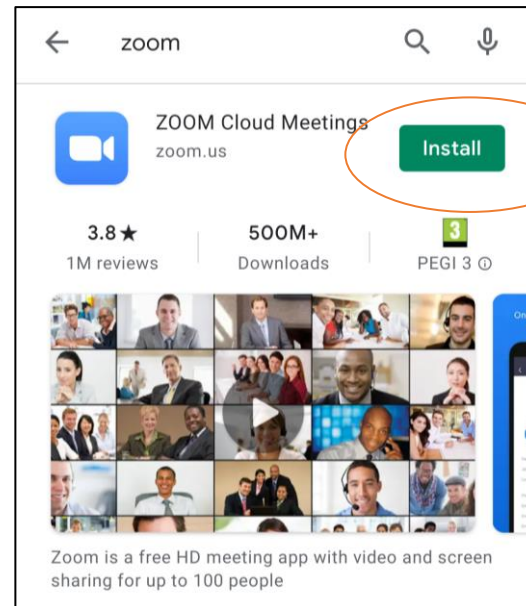
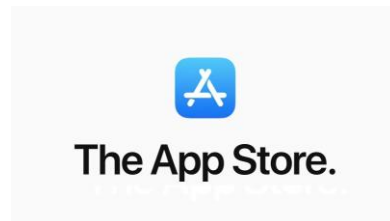
Join **Cancel**

Downloading and installing Zoom

- On PC



- On mobile



Creating an account

JOIN A MEETING

HOST A MEETING ▾

SIGN IN

SIGN UP, IT'S FREE

Sign Up Free

Your work email address

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

Sign Up

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

Or sign in with



SSO



Google

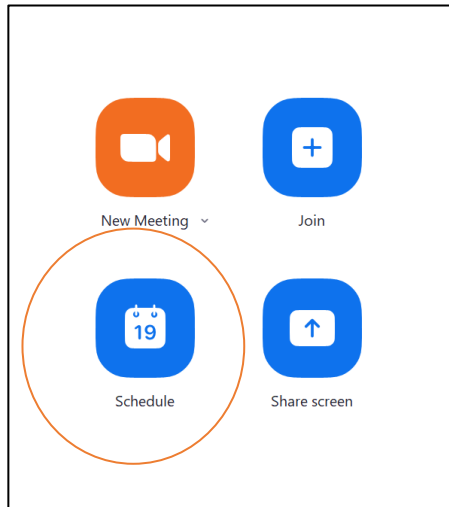


Facebook

Creating a scheduled meeting

- You will need a Zoom account, and have installed the Zoom software.
- Open Zoom, login, and click 'Schedule' (not 'New Meeting').
- Complete the form with meeting name, date and time, and other options, then click save.
- Be sure to copy the invitation and send it to the invitees (e.g. via email).
- At the appropriate time, open Zoom and click 'Start' next to the meeting name.

Creating a scheduled meeting



Schedule Meeting

Topic: Tom Boughen's Zoom Meeting

Start: Tue February 2, 2021 8:00

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: London

Meeting ID

Generate Automatically Personal Meeting [REDACTED]

Security

Passcode uPq966
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Video

Host: On Off Participants: On Off

Calendar

Outlook Google Calendar Other Calendars

Advanced Options

Save Cancel

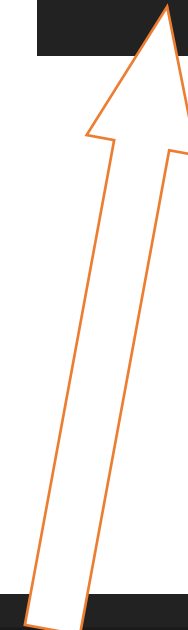
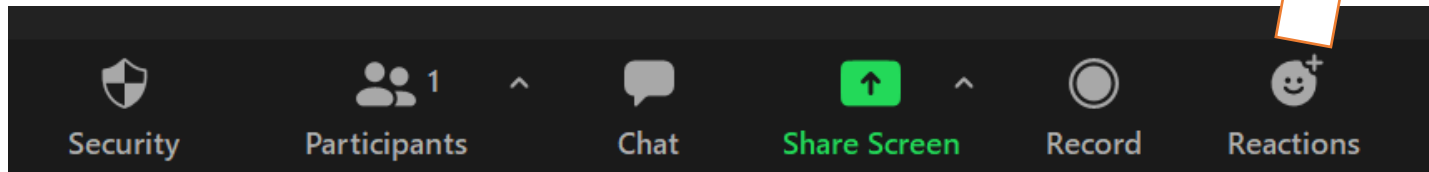
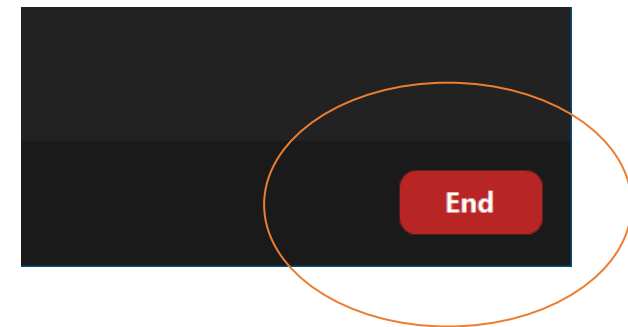
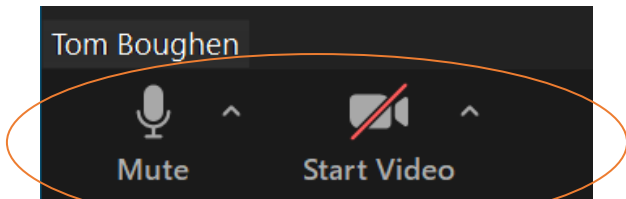
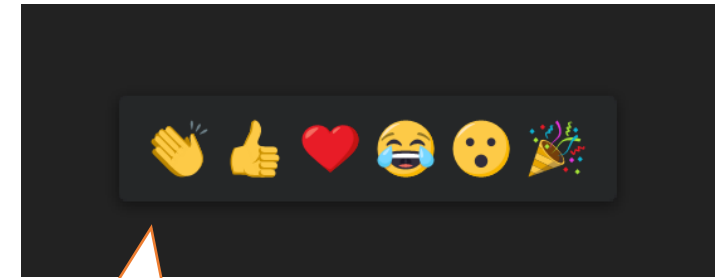
7:31
Tuesday, February 2, 2021

Tom Boughen's Zoom... Start

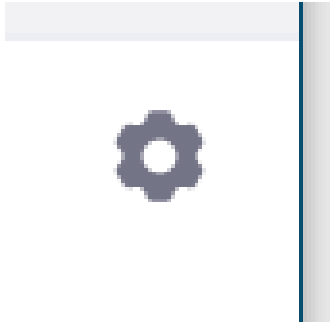
8:00 - 8:30 | Starts in 29 minutes

Meeting ID: [REDACTED]

Using Zoom



Zoom options



Video options (webcam)

Audio options (microphone)

Fun special effects

