

IT CORNER

Hints and Tips for the Technological Age

Joining a Zoom Meeting

The host will have set up a meeting in advance and will send you an invitation with details of the date and time, the meeting ID and possibly a password. Print or make a note of the details. There are several ways you can join the meeting:

- Click on the link in the email invitation the host sent you
- Open your Zoom app, select join a meeting and enter the meeting ID
- Enter the password if the host has set one up
- You should see yourself on screen, check how you appear. Too much light behind you will make you look dark, ensure a good profile by raising your device up or move it further away from you.
- Check what people can see behind you or select a virtual background by clicking on the up arrow next to the camera icon at the bottom of the screen, then click on choose virtual background.

Features of Zoom

There is a row of icons at the bottom of the screen:



click on the microphone to mute or unmute your sound, click on the up arrow next to the icon for settings and to test your audio, adjust volume



click on the camera to turn video on or off (just your profile will show, handy if you have to nip to the loo!), click on the up arrow for more options and video settings.



manage participants is for use by the host



chat allows you to send a message to one or all participants



share screen allows use of a whiteboard which you can write on to illustrate something to participants, show files from your computer etc.



The record button is for use by the host to record the meeting



the reactions icon allows you to clap or give a thumbs up
NOTE: not all of these features will be available on the phone app

Click on "Leave Meeting" to exit

Tutorial videos on Zoom website show you how to use the features



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TIPS

If your device doesn't have a built-in camera and audio you will have to plug in a webcam and separate speakers.

It's best to download the app before you join a meeting or time will be wasted. Download the free basic version from <https://zoom.us/> or from the App Store, onto a desktop, iPad, Laptop, Tablet or smart phone. Note that the phone version has limited features.

To test your video and audio is working before the meeting click on the link: <http://zoom.us/test>

Don't be late - the free plan only allows 40 minutes but you can schedule more than one meeting back to back.

HAPPY ZOOMING!

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