IT CORNER

Hints and Tips for the Technological Age

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WHAT IS ZOOM ?

Zoom is a cloud-based app which allows you to hold online video hosted meetings and conference calls across mobile, desktop, and room systems.

Zoom Meetings has a free version which is great for online meetings and get togethers of up to 100 people. You can host or join a meeting on your laptop, iPad, desktop or phone*. Time is limited to 40 mins but there is no limit on the number of meetings so you could host several back to back.

Zoom Rooms is for corporate use in company board rooms, offices and training rooms and requires a high specification of video camera and audio.

* Note: the small screen limitation of a phone may make this difficult if there are lots of participants in the meeting

Click on the hyperlinks to take you the Zoom App and some additional information

HAPPY ZOOMING!

About Zoom Meetings

Zoom Meetings allow you to join or host online, high-quality video meetings and conferences calls – SI Crosby Exec is currently using **the free basic version** of Zoom to hold their meetings. As well as meetings, there are lots of ways Zoom can help us keep in touch and have fun get togethers such as quizzes, virtual tea parties or the 75th Anniversary VE Day celebration sing a long planned for the 8th May. You can join a meeting with or without video if you would rather just use the audio. There is a way of voting and virtual clapping and up to 50 people can join in - it almost feels like you are all in the same room.

What You Need to Zoom

You will first need to download the software which is **free**. Whilst you can use the browser version instead, it will have reduced capabilities and you will only be able to see one person at a time on screen (the person speaking). Zoom will work on a desktop, laptop, iPad or phone but you will need a web cam and audio, either built in to your device or separately linked up to it.

How to Get Started

Download and install the Zoom Application: *or ctrl & click on the underlined text*

go to Zoom's official website and click on Sign up for free. Enter your date of birth and select continue, enter your email ID and click on Sign up. You'll receive an email on the id you entered. Open the email and click on **Activate Account**. Set a password to complete the process.

Tutorial videos on the website show you how to use the features of Zoom and you can join a test Zoom meeting to try it out and test your microphone and speakers before joining a Zoom meeting. You can also test your video or audio while in a Zoom meeting in settings (click on the gear icon), add a photo of yourself to your profile and set a virtual background or video (no need to tidy up behind you before the meeting!)

How to join a Zoom Meeting

There are many ways to join a meeting, but the easiest way is to click the join link that the meeting host provided (usually by email). If you have previously downloaded Zoom you will be taken right to it, if not you will have to go through the registration process. You can also click **Join** when signed in to Zoom and enter the meeting ID provided by the meeting host.

I hope you have fun with it!   *Debbie Oulton SI Crosby*