

Using Zoom- a quick guide

Helen Fooks

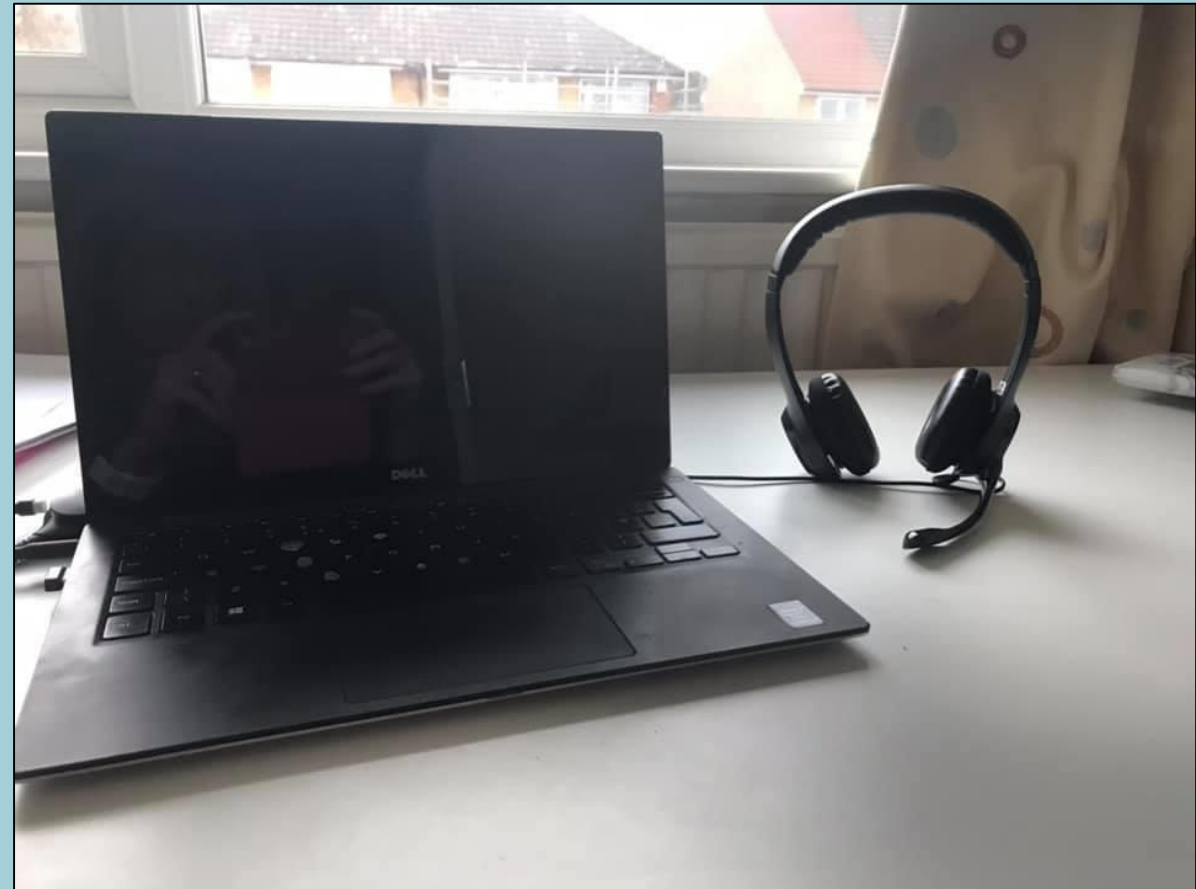
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IT TRAINING



What do you need?



- A computer, laptop, tablet, ipad or phone. Phones can get very warm and the battery can run down quickly.
- A webcam if you want people to see you
- A microphone (most computers or phones have an inbuilt mic although sometimes the quality is not great)
- Headphones, or even better a headset. This makes it much easier to hear what is going on. (Obviously not so good for running fitness classes or where you need to move about!)



How to I join a meeting

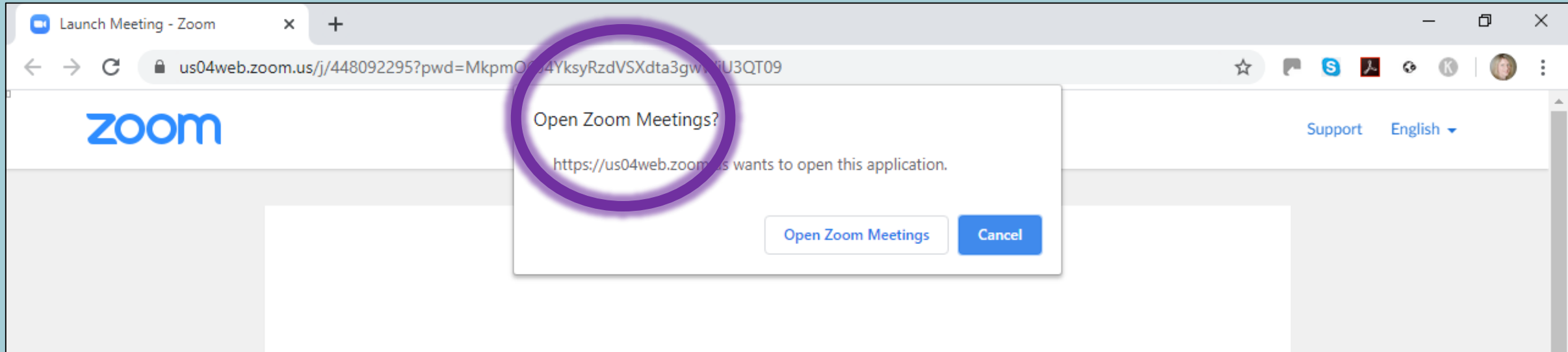
- You will need a link. This can come in via email, or can be a link on a social media page. Click on the link to access the meeting.

Join Zoom Meeting

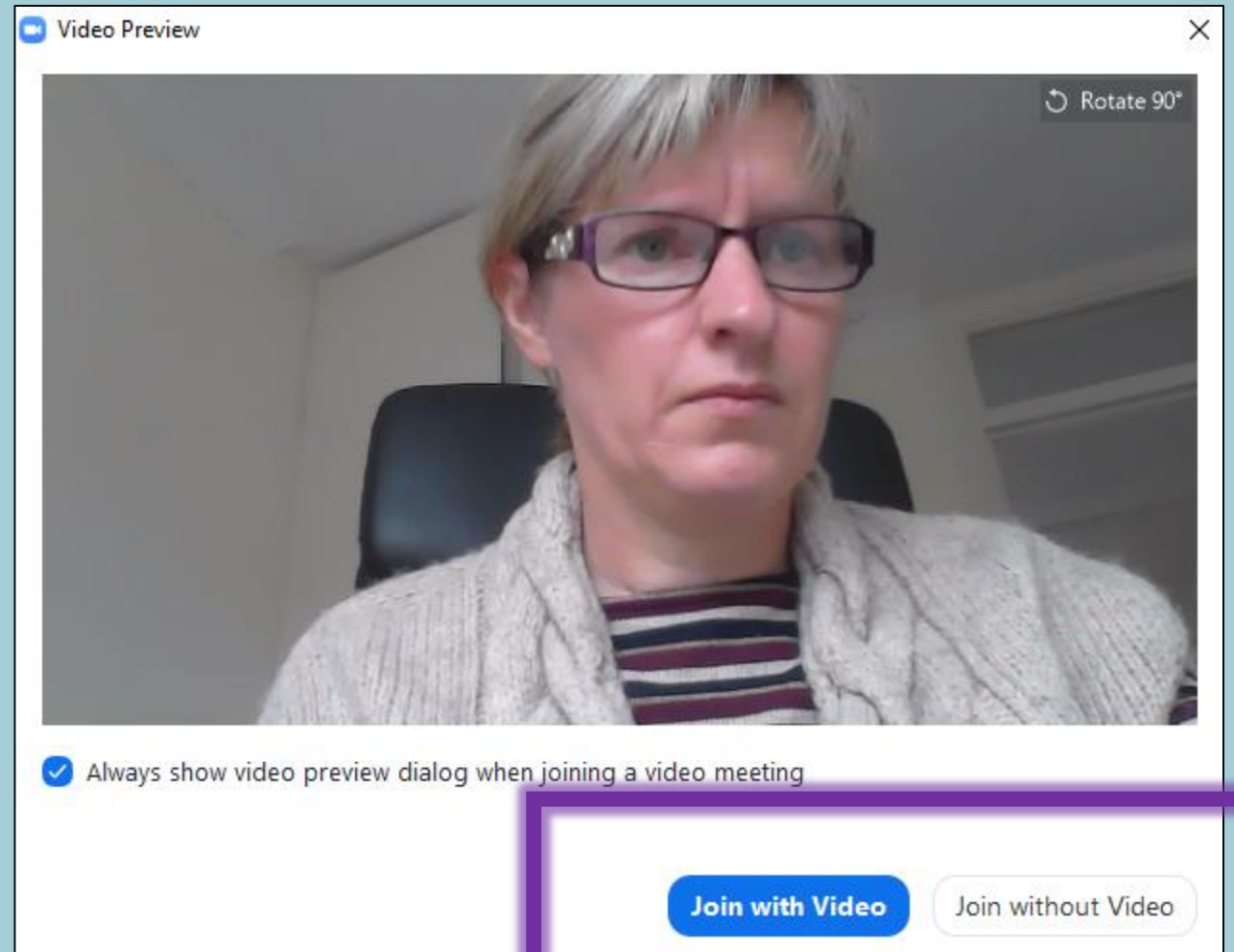
<https://zoom.us/j/683637339>

Download Zoom

- You may be prompted to download zoom. This is just like downloading any app. If you download it will appear on your screen or desktop so you can easily use it and set up more meetings.
- When you have clicked the link, select **OPEN ZOOM MEETINGS**. If it's the first time you have used it, you will be prompted to enter your name so that people in the meeting know who you are.



Select JOIN WITH VIDEO (this will only work if your computer has a webcam) or JOIN WITHOUT VIDEO



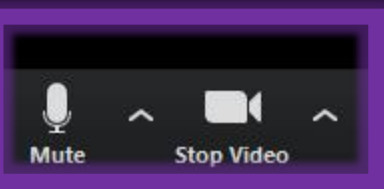


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Cat is optional!!!!



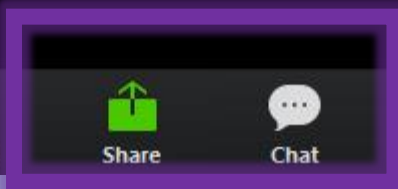
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MUTE - will switch your microphone on and off. If it has a red line through it, your microphone is switched off!



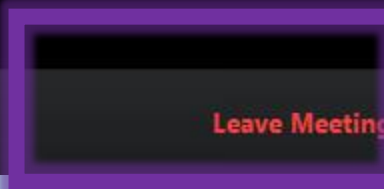
STOP VIDEO - will switch your video on and off. If it has a red line through it, your video is switched off! You can turn video off and one during the meeting.



SHARE allows you to share your screen with other people. This is useful if you have a presentation you want them to see.



CHAT will bring up a window that allows you to type a message to others in the meeting. It is useful to let others know if you have having technical issues.



LEAVE MEETING. If you want to leave the meeting click this button.

Hints and Tips

- When you first join a meeting and everyone has got their microphones on, it can be very noisy. Mute your microphone, and then switch it back on to talk.
- Most hosts will mute all mics so don't be surprised if your microphone is suddenly displaying a red line and no-one can hear you!
- If the host is talking and you don't want everyone to see you staring at the screen turn off your video.
- Close any files or windows on your screen before you start especially if you are going to be screen sharing.
- HAVE FUN!!!

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