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ZOOM INSTRUCTIONS

INTRODUCTION

As a Group, we want to meet to discuss, encourage and pray for one another.

Meeting will take place using Zoom.

Throughout the document we will try and share handy hints – look for this symbol e.g.



Always Test Zoom out with someone who has used before in advance of hosting a meeting or taking part in a meeting.

Some of you may be familiar with Zoom. But many won't be. Don't worry - it's free and easy to use!

Zoom can be downloaded on a laptop/PC or tablet or on a smartphone. If you have a laptop/PC with camera, this will probably provide a better-quality connection - but tablet or phone also work.

To participate, you will need to:



1. Download/install Zoom (this is free and should be quick and easy to do). Instructions coming up.
2. Receive an 'invitation' to join a meeting - this will be a link that will be sent round, possibly with a password.
3. Just before the meeting, click on the link to join the meeting. You may be asked to enter the password

TO DOWNLOAD

Go to: https://zoom.us/download#client_4meeting – where you can find the “Zoom Client for Meetings” - The web browser client does download automatically when you start or join your first Zoom meeting, but is also available for manual download here [Recommended].



Downloading this helps you prepare for the meeting. Once installed, it may ask if you want to set up an account. This isn't necessary (though you may wish to if you anticipate using this often - the basic account is free).

If you want to download onto your tablet/ smartphone just use the Appstore or equivalent and search for Zoom app and download.

Once you have downloaded one of the versions, you will be asked to give an email address – probably best to use the one where you have an online calendar (if you use one).

Zoom will say " We've sent an email to “your email address”. Click the confirmation link in that email to begin using Zoom. (the email will say ...Welcome to Zoom! To activate your account please click the button below to verify your email address: You should press the button)

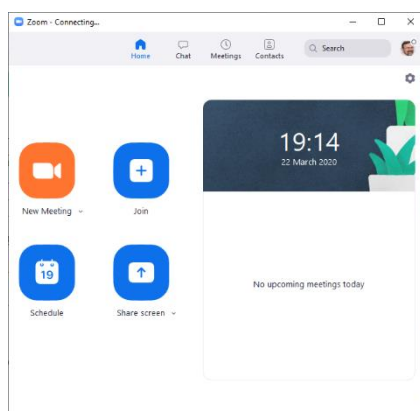
It will invite you to complete your details and then to invite others (there is no need to do that) press skip.



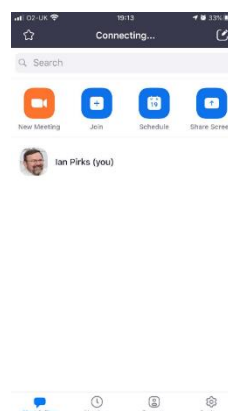
It now should offer you to do a test meeting - try this out.

It will possibly prompt you to load Zoom or to download & install to your PC - you should download if possible. Once you have installed Zoom to your laptop and launched it you should see something like this...

Desktop



Smartphone





to create a meeting, one way is to schedule it and invite others to attend - it should then pop up in the window to the right and you just join using the meeting no and password (if required).

CALENDAR INTEGRATION

Zoom also integrates with Google calendar, **if you let it**, and also Microsoft Outlook, so when creating a meeting you can zoomify it 😊. Once you have a zoom meeting in your calendar you should be able to just click on the link in the calendar entry and join.



Downloading the browser extension makes this really easy – see

https://zoom.us/download#client_4meeting.

Your meeting arranger should send a calendar invite including all meeting details. Something like this...

Ian Pirks is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

https://us02web.zoom.us/j/5426960293?pwd=MOFGdXlldVUxbjB1NDdXTU1XdEpEU_T09

Meeting ID: 542 696 0293

Passcode: 123456

One tap mobile

+442034815237,,5426960293# United Kingdom

+442034815240,,5426960293# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

Meeting ID: 542 696 0293

Find your local number: <https://us02web.zoom.us/u/kcowTmVEt2>



The telephone numbers are for those without a smartphone, tablet, PC or mac – they allow the user to dial into the conference as an audio only participant.



ZOOM VIDEOS

If you have any questions or difficulties on the technological side, there are some useful videos on the Zoom website.

Zoom Videos – Some General help can be found here.... https://zoom.us/docs/en-us/covid19.html?utm_source=website&utm_medium=postattendee&utm_campaign=COVID19FY21&zcid=3709

How to join a meeting - <https://www.youtube.com/watch?v=hIkCmbvAHQQ>

Video Tutorials on how to do the following...

- Zoom Meetings & Webinars
 - Join in a Meeting
 - Scheduling a Meeting with Zoom Website
 - Meeting Controls
 - Scheduling a Meeting with Google Calendar
 - Scheduling a Meeting with Outlook
 - Assigning Scheduling Privilege in Outlook
 - Scheduling a Zoom Webinar
 - Breakout Rooms
 - Closed Captioning
 - All About Zoom Webinar
- Audio, Video, & Sharing
 - Recording a Zoom Meeting
 - Joining & Configuring Audio & Video
 - Sharing Your Screen
 - Sharing Multiple Screens Simultaneously
 - All About Recording
- Zoom Rooms
 - All About Zoom Rooms
 - Zoom Rooms Direct Sharing
 - Zoom Room Feature Enhancements
- Zoom Account & Admin
 - User Management
 - Zoom Reporting and Dashboard

...can be found via the following link... https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.179209638.320099246.1584893431-1391399223.1584359828&_gac=1.116399220.1584359831.Cj0KCQjwx7zzBRCCARIsABPRscMRoK_B0EMGLKkLZwtUi3LHh0fnwlduG_vAiSGw94yEqADBfK6CR3oaApTyEALw_wcB

USEFUL THINGS TO TRY:

CHAT

There is a way to chat to others on the call – via Chat button at bottom and can share documents for download.

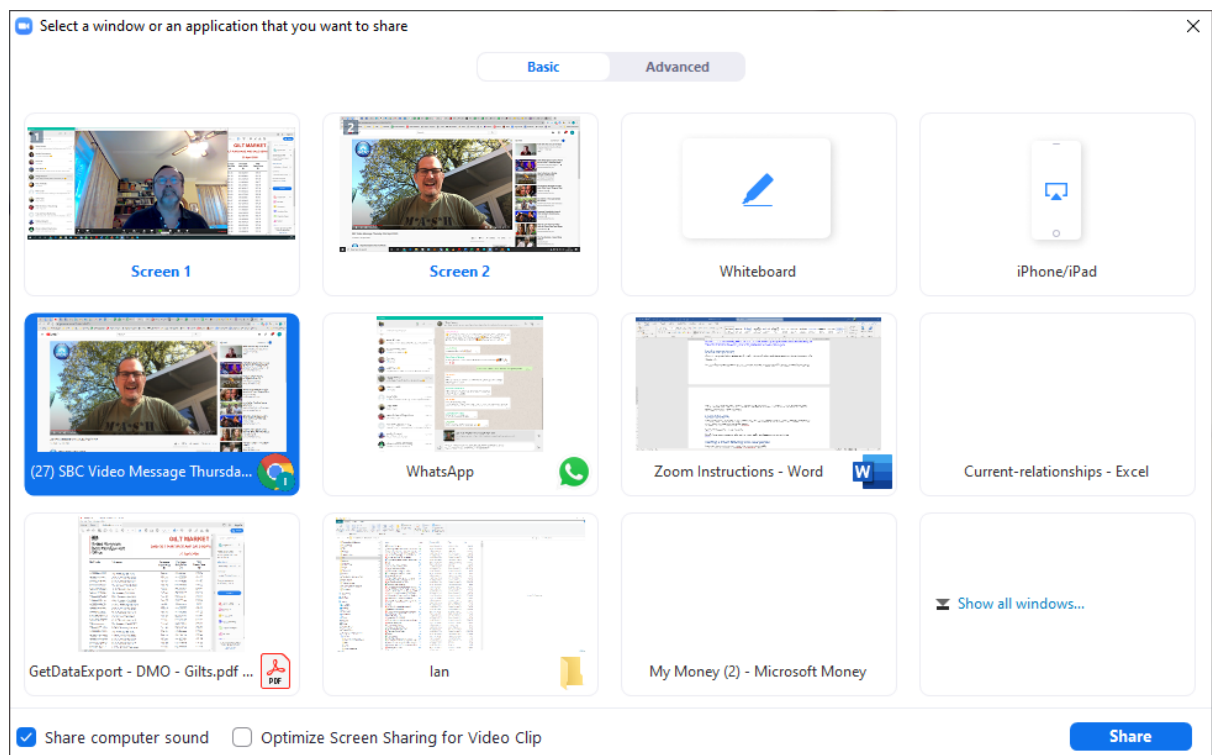
SHARING

You can share a document to the screen for everyone – again useful if running a meeting or group.

SONGS AND MUSIC

If you want to play a song / video for others on Zoom to hear/ see then you can do this through the Share Screen (hover over bottom of the window – there is a green button) – but you must:

- Share the program that is running the video or song and
- Click on the Share Computer sound in the Share a window box (bottom left)





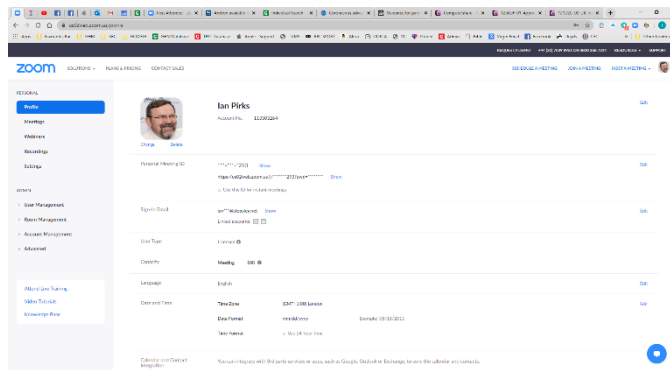
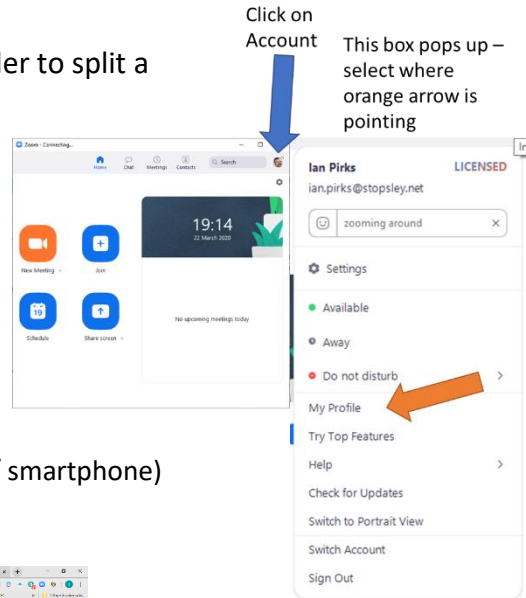
BREAKOUT ROOMS

This is an extremely useful feature – it allows the leader to split a large meeting or group into smaller ones to discuss things/ pray etc and then to return to the main meeting when done.

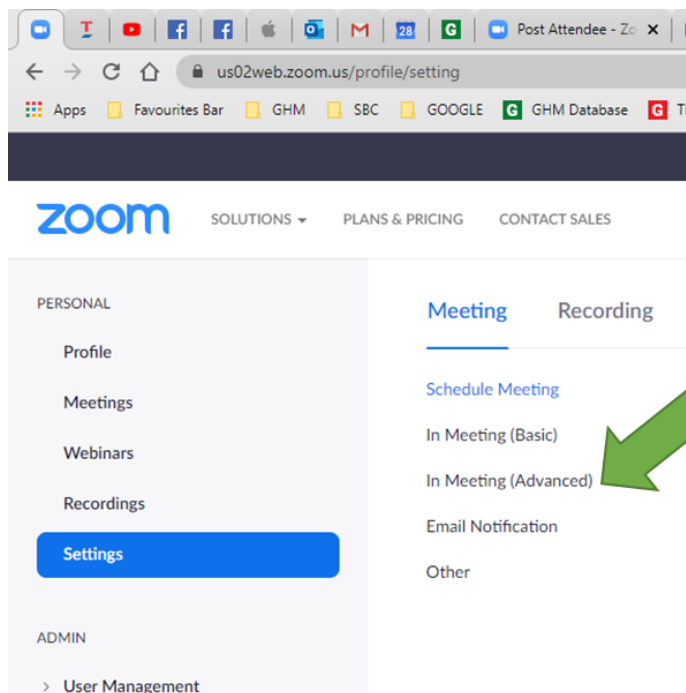


Can you do break out rooms in the free version? **Absolutely**, but you must update your zoom settings. It is quite easy.

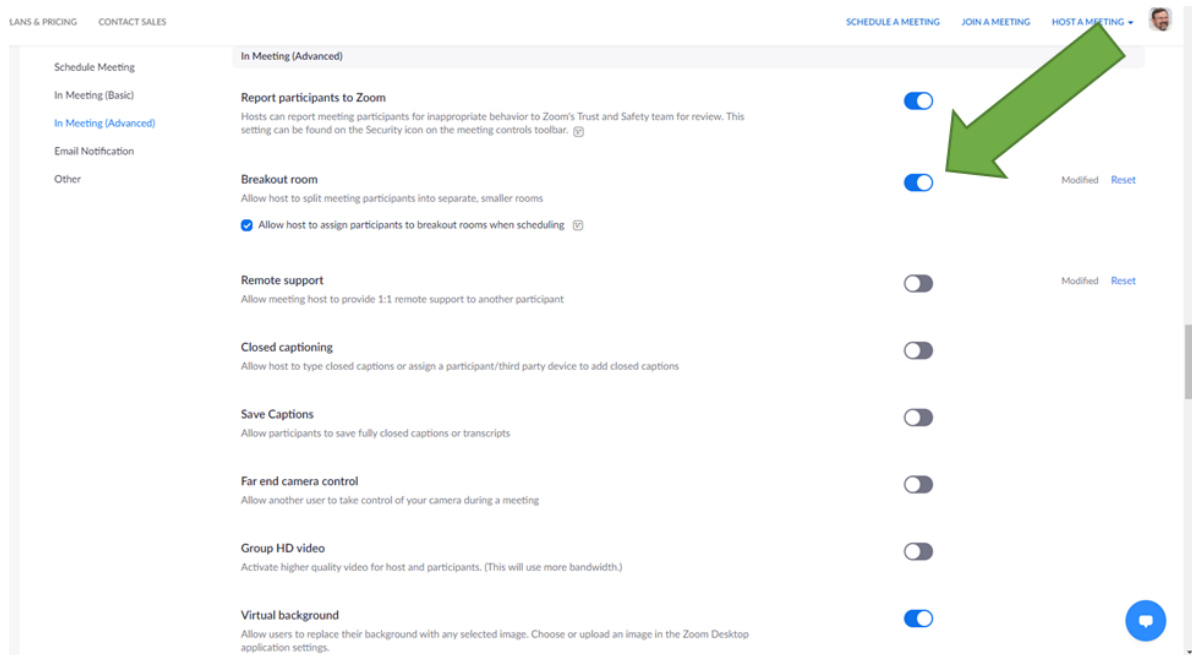
1. Open your Zoom Account and your profile – see right. (laptop settings- slightly different on tablet/ smartphone)
2. You will then see a web page like this below



3. It's in settings/ Meeting/In Meeting (Advanced) under your Zoom Account. (see below – click on where the green arrow is pointing)



4. After Clicking on the In Meeting (Advanced) link you should see this. Click on the button by the Breakout Room text



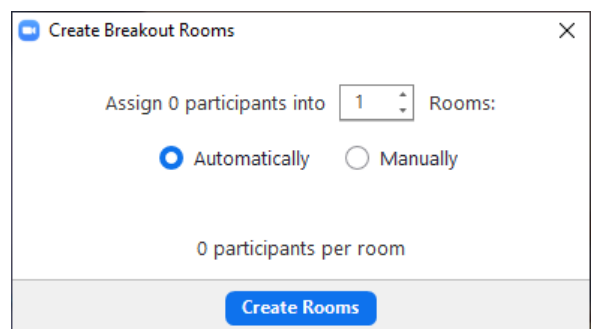
The setting will automatically save for your profile.

When you next open a Zoom meeting using your meeting id – you should see something like this...sorry about the self-portrait. The Breakout Rooms button is marked by the red arrow – though sometimes it hides behind a last button of three dots.



When you start Breakout Rooms there is a box that pops up

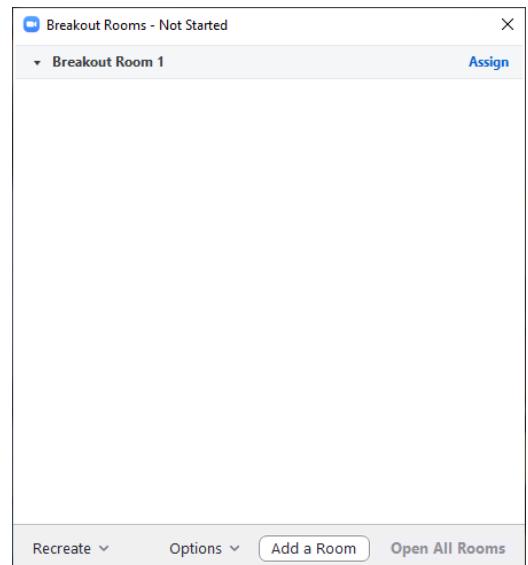
- then you decide whether to assign people to groups automatically or by selecting individuals. For a large number of people, the selecting individuals can take a while so make sure someone else is speaking while you do it. The automatic function is fun as you never know who you get to discuss stuff with 😊. (NB if you use the automatic function, then an approx. equal number of participants are allocated to each window)
- you must create rooms next. Press Create Rooms then ...





- the Breakout Rooms popup comes up... this is where you decide how many rooms you need
- You will see an Options button at the bottom of the box – this is important as it controls the length of time for the breakout room – select the desired settings...

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: minutes
- Notify me when the time is up
- Countdown after closing breakout room
Set countdown timer: seconds



- Then select Open All Rooms
- Everyone should go off to the rooms and you will be left in the main conference – you are free to join any of the rooms and/ or flit between them.

WHITEBOARD

When you Share Screen – you can share a whiteboard that has tools to draw, add text and allows feedback to be gathered.



Practice using before trying on a live conference.

ZOOM ETIQUETTE

Find the mute button early – if listening to someone it prevents others accidentally popping in and saying hi to you and upsetting the conference.

Don't rustle papers – or go on mute, everyone doesn't hear it disrupt the sound feed.



Don't Zoom near someone else on the same call – the feedback is excruciating!

STARTING A ZOOM MEETING WITH NEW PEOPLE

Turn off your mobile phone, alexa, siri, cortana if possible

Explain and demonstrate controls – show mute buttons, ALT A and space bar



Note: some people have trouble getting audio and/or video started when first using Zoom – this is a good reason to do a trial run first. Mostly it is a case of finding the audio and video buttons on the bottom left hand of the screen and enabling them.

Explain Gallery view and speaker view

Explain don't have two devices on in the same room – you get horrid feedback 😞

If you get disconnected from a Zoom event, then just log back in and the host will let you in.

Note the use of the chat function and explain.

Make sure you explain confidentiality.

Explain Break Out Rooms if you are using them.

ZOOM SECURITY

General advice to the person running the zoom is:

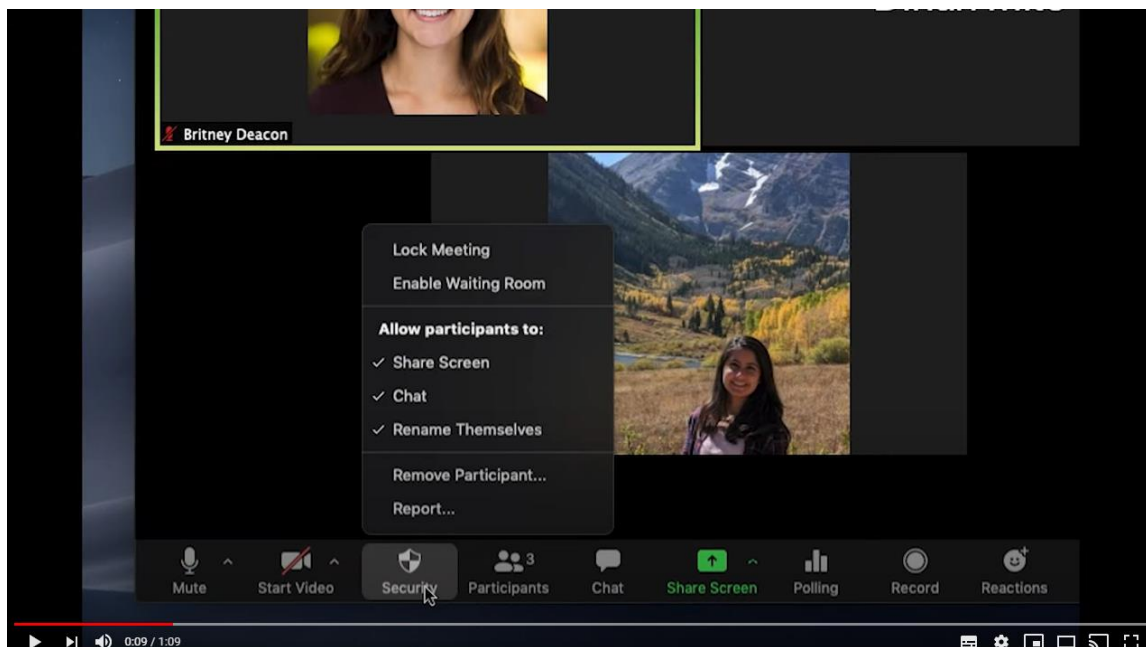


- Make sure you download the correct official version of Zoom with the blue logo. Use Zoom's official website — zoom.us — to download Zoom safely
- Enable the waiting room in your profile. Don't have people in the background. Find a quiet place & time.
- Enable password facility and do not share over social media.
- Limit screen-sharing ability to the host only initially, extend it to others during the call

The following Video explains the use of the Security button.

https://www.youtube.com/watch?time_continue=9&v=6JbDfXIEIT0&feature=emb_logo

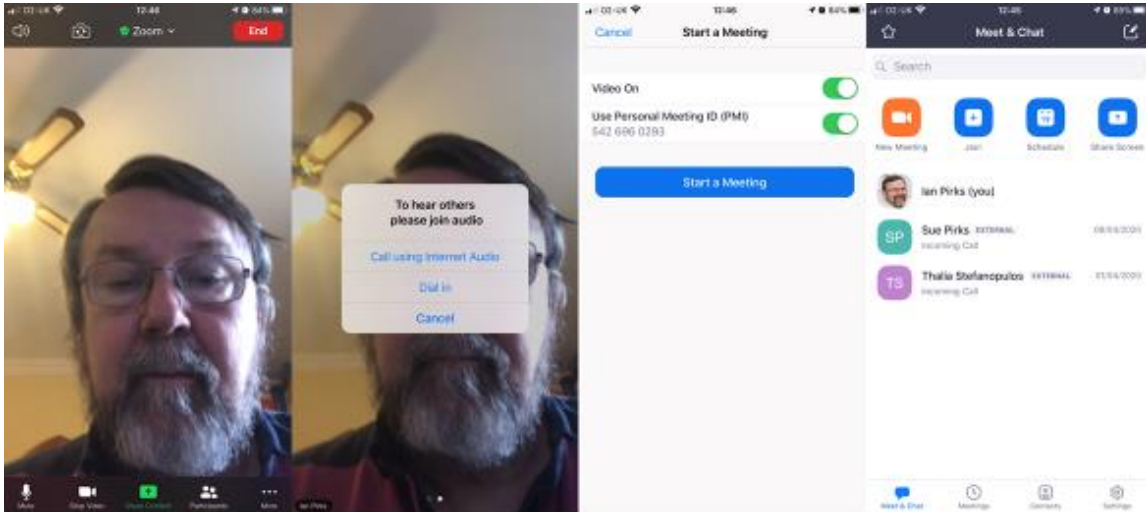
see picture below...



APPENDIX - SOME FURTHER SCREENSHOTS ON IPHONE



When people are using smartphones or tablets, then the controls are at the bottom of the screen (see below) BUT normally they only activate once the user has touched the screen once lightly AND only stay visible for a few seconds.

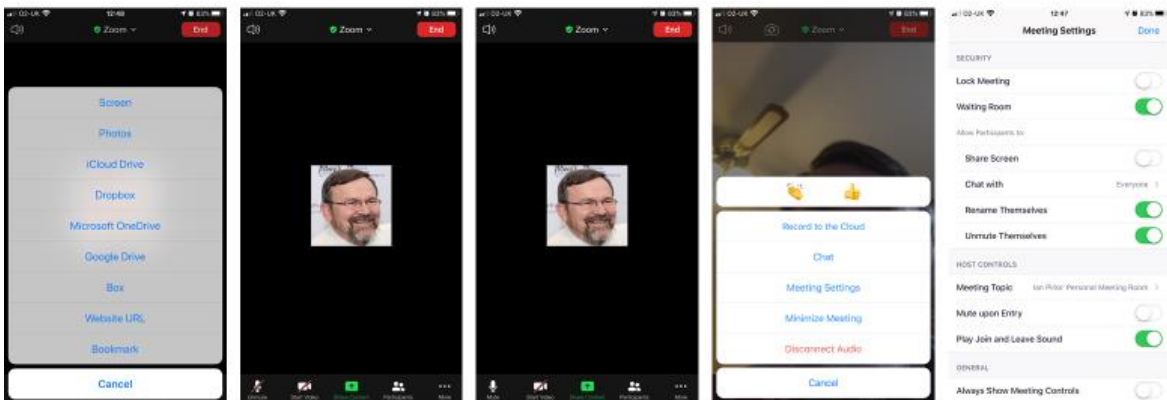


Screenshot of Zoom Controls

Screenshot of Zoom Start-Up

Screenshot of Zoom Start-Up 2

Screenshot of Zoom App-before start



Screenshot of Share Contact on iPhone

Screenshot of Video & Audio switched off

Screenshot of Video switched off

Screenshot of More Menu

Screenshot of More... Meeting Settings