



Zoom is video conferencing over the web that allows us to meet up, see each other, and join in the discussion together, whether we are on a desktop computer, laptop, tablet, or phone.

Setting up Zoom is easy!

It's even easier if you've already been in a meeting; just click on the link you are sent by the meeting host.

Join by computer (if your computer has a webcam)

Close any program on your computer that uses your camera, eg Skype.

Click the Zoom link that's been sent to you in an email, and Zoom should automatically and quickly download to your computer.

Zoom should direct you to Downloads on your computer. Click Zoom_launcher.exe to run.

Once Zoom has launched, a screen should pop up asking for your name. This will identify you during the meeting.

You should now be part of the meeting. Click the green button that says "Join Audio By Computer".

Join by tablet or smartphone

You will need to install the Zoom app ahead of time. Find it in the App Store or Google Play. (Look for the logo above)

Once you have downloaded the Zoom app, follow the "Join by computer" instructions above.

Help!!

The Zoom website has a very comprehensive [Help Centre](#). As we will all be using different devices, it is easier to point people to the help here than to reinvent the wheel. Many of the pages are divided into sections for Windows & Mac, Linux, Web, Android, iOS.

The Help for [Attendee Controls in a Meeting](#) covers Mute / Unmute microphone, Start Video / Stop Video, Raise Hand. Try here first if you are having problems with being seen or heard. Even if you can't get video to work, you can still participate.

During the meeting

We've found that some things help our experience:

- Do not have two microphones on in same room, or you will get feedback!
- Mute audio when not speaking, to keep background chatter down and help us hear
- If you wish to speak, raise your hand the host notices you, and unmute audio
- If you don't have video, you can still raise your hand using the attendee controls
- If participating on a smartphone, you may need to plug in headphones to be able to hear the meeting

(cont.)

A final tip

Zoom might open in either Speaker view (left image) which highlights the current speaker, or Gallery view (right image, recommended) which shows everybody at once. On tablets and phones, try either tapping your screen or swiping left/right. On computers, hover with your mouse and the option should appear.

Here is the Zoom help re [switching to Gallery view](#) and about [layout generally](#).

