



Zoom Guide for Beginners

What is Zoom

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video.

Setting up an Account

You **do not** need to set up a Zoom account to attend a Zoom meeting. But you will need to set up an account if you are planning on hosting a meeting (it is free to join).

To set up an account, take the following steps:

1. Go to <https://zoom.us> and click 'Sign Up'
2. Enter your date of birth and e-mail. A verification e-mail will then be sent to you.
3. Go to your email account and click the verification link, sent by Zoom
(The e-mail may take a few minutes to come through, and may go to Junk)
4. After clicking the verification link, complete your sign up

When setting up an account, you'll also be given the option to create a **Test Meeting**. This is a meeting just for you to familiarise yourself with the features of Zoom.

Joining a Meeting

The below steps may vary slightly depending on if you're using a computer, phone or tablet.

1. To join a Zoom meeting, click on the link sent to you within the meeting invitation
2. If you're using Zoom for the first time, a notification will pop up – prompting you to download and run the Zoom app.
- 3a. If using a laptop or computer Zoom Zip file will appear at the bottom of the screen. Click on the file to install the launcher.
- 3b. If you are using a phone or tablet/iPad, you will be redirected to the Apple Store or Google Play Store to download the app. There is no fee for this.
4. As you join a meeting you'll be put into a Waiting Room. The host will let you into the meeting when they're ready.
5. When you enter the meeting, you'll be given the opportunity to connect your audio and video.

In the Meeting

Here are the main features of a Zoom meeting:

1. **Mute/Unmute** – On your screen there will be a Microphone icon. By clicking this icon you will be able to mute and unmute your microphone.



2. **Start Video/Stop Video** – On your screen next to the Mute/Unmute button is a Start Video/ Stop Video button. You can click this button to turn your camera on or off.



3. **Main Screen** – Your main screen should show everybody who is in the meeting. Their names will appear on the screen too.

If using a computer there should be 'View' option on the top right hand side of the screen. Here you can choose to see all participants or the speaker only



4. **Share Screen** – If the meeting involves a presentation, the host or one of the participants may share their screen for you to see
5. **Chat** – You can write comments and join in the chat here.

For a more in-depth guide to Zoom, there are several useful tutorials on YouTube.