

Geoffrey's Zoom New User Instructions

These instructions explain how to install Zoom on a desktop or laptop computer. If you are using a mobile phone (eg iPad or Samsung) or a handheld device such as an iPad, follow the usual procedure for installing an App.

If you have not used Zoom on your computer previously, then it will be installed the first time you attempt to join a meeting. This will usually happen because you receive an email from someone inviting you to join a meeting.

The email will probably contain a link that looks something like:

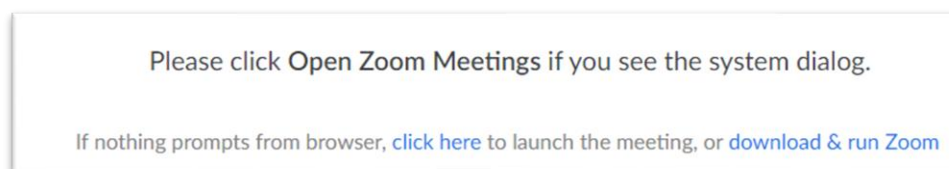
Join Zoom Meeting

<https://us02web.zoom.us/j/123456789?pwd=somerandomstringofcharacters>

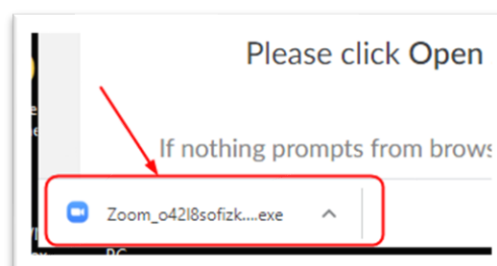
Open the email and follow the steps below. These instructions are for the Chrome internet browser. Details may differ if you are using a different browser, but the same steps are required.

Also, if you have previously installed, or even tried to install, Zoom, some steps may not be required.

1. Click on the link in the email.
2. Your browser (eg Chrome) will open and you will see a window with the following message:

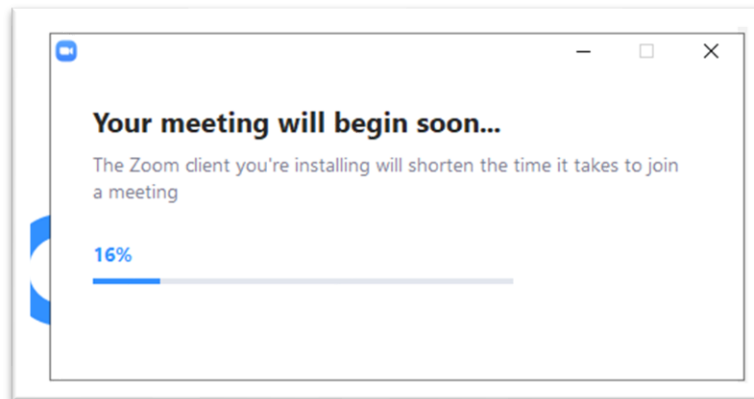


3. Click download & run Zoom.
4. After a short time you will see that a file has been downloaded. It will appear in the bottom-left of the browser window,

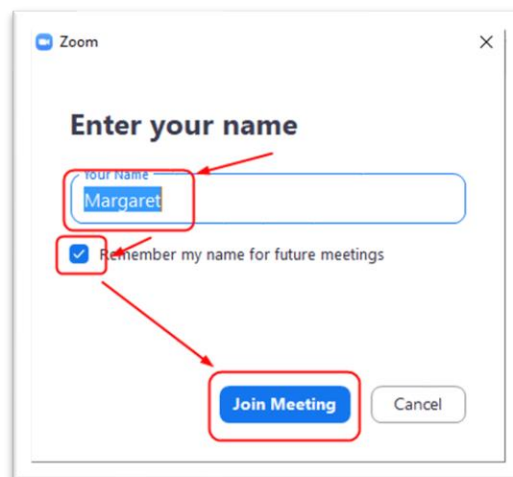


5. Click on the downloaded file name (as highlighted in the picture above).

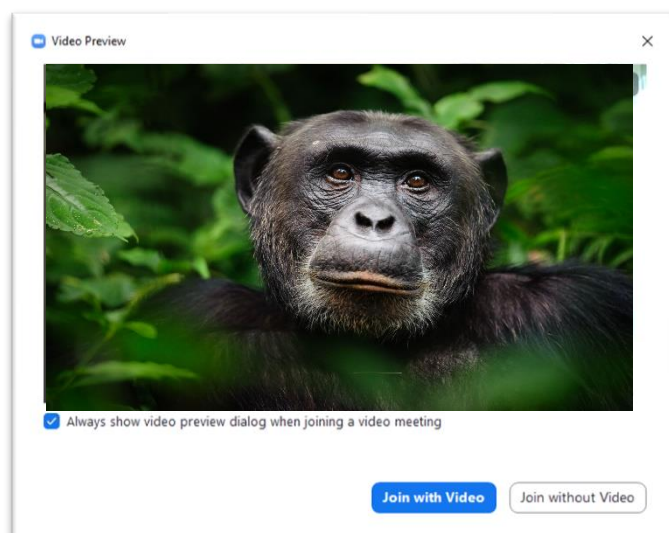
6. You will see a popup message saying Zoom is being installed:



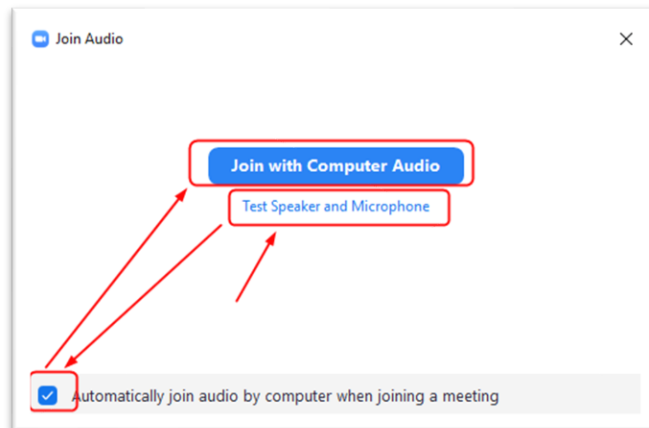
7. You may be asked if you want to allow changes to your computer. If so, allow the changes.
8. Zoom starts and asks for your name. Enter the name you want to appear in your meetings, and make sure there is a tick in the box to remember your name.



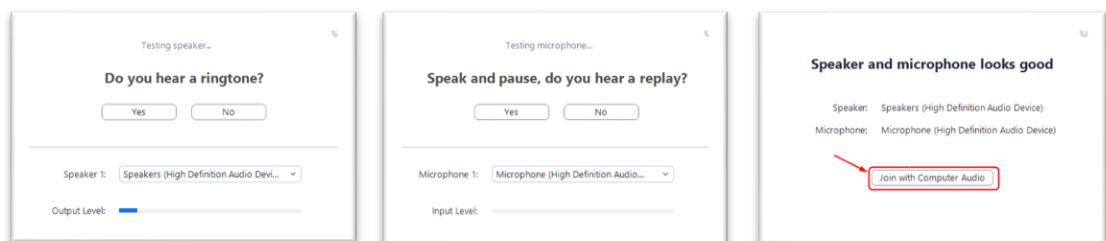
9. After entering these details, click Join Meeting.
10. You may see a preview showing what your camera is seeing. This is an opportunity to adjust the position of the camera or to tilt the screen so that you are in the frame. You may also want to ensure that the lighting is appropriate — for example, ensure that there is not a bright light or window directly behind you.



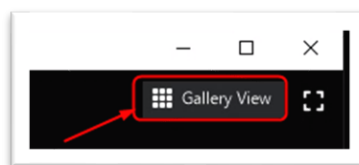
11. Click Join with Video.
12. Depending on the way the meeting was set up, you may now be joined to the meeting, or you may see a window asking you to wait.
13. Once you join the meeting you may see a window asking about the audio.



14. The first time you do this you may wish to test your audio system. This is helpful if you are not sure if your sound is working correctly, but you can probably skip this step. TO do the tests, click Test Speaker and Microphone then follow the instructions for testing the sound system on your computer.

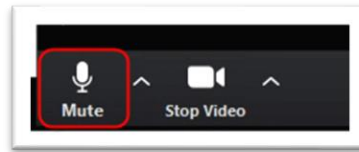


15. Make sure there is a tick in the option to Automatically join audio, so that you do not have to go through this step in the future.
16. Click Join with Computer Audio.
17. You are now in the meeting, and will see a picture of one or more other participants.
18. Move your mouse or cursor over the Zoom window (eg, point to one of the pictures of another participant). Click the button saying Gallery View (top right of the window)

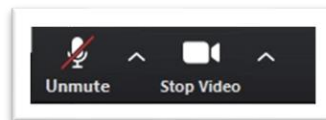


19. You will now see images of all of the participants in the meeting spread across your screen.

20. When you move the mouse over the Zoom window you will also see buttons across the bottom of the window. An important one is the Mute button.



21. You can click this to turn off your microphone (for example, when you want to sneeze). When muted, the button has a red line, and the same symbol appears on your picture. Click the button again when you want to resume speaking.



22. Similarly, you can use the Stop/Start Video button to turn your camera off and on.
23. Normally the host will end the meeting. However, if you want to leave early. You can do so by clicking the Leave Meeting button at the bottom-right of the window.

