Zoom might sound complicated but once you know a few of the tricks it is very **easy!**

You will need an internet connection - and

A camera and microphone on your device so you can see and hear other people and they can see and hear you too!! (if your laptop is old and doesn't have these use a mobile device e.g. iPad, tablet or mobile phone, all work very well)

If you are setting up the meeting you are the '**host'** and will need to download zoom, go to the app store, google play etc. to download the app. Set up a login with your email and password.

If you are a '**guest'** you **don't** need to download Zoom, you simply click the link in invitation email.
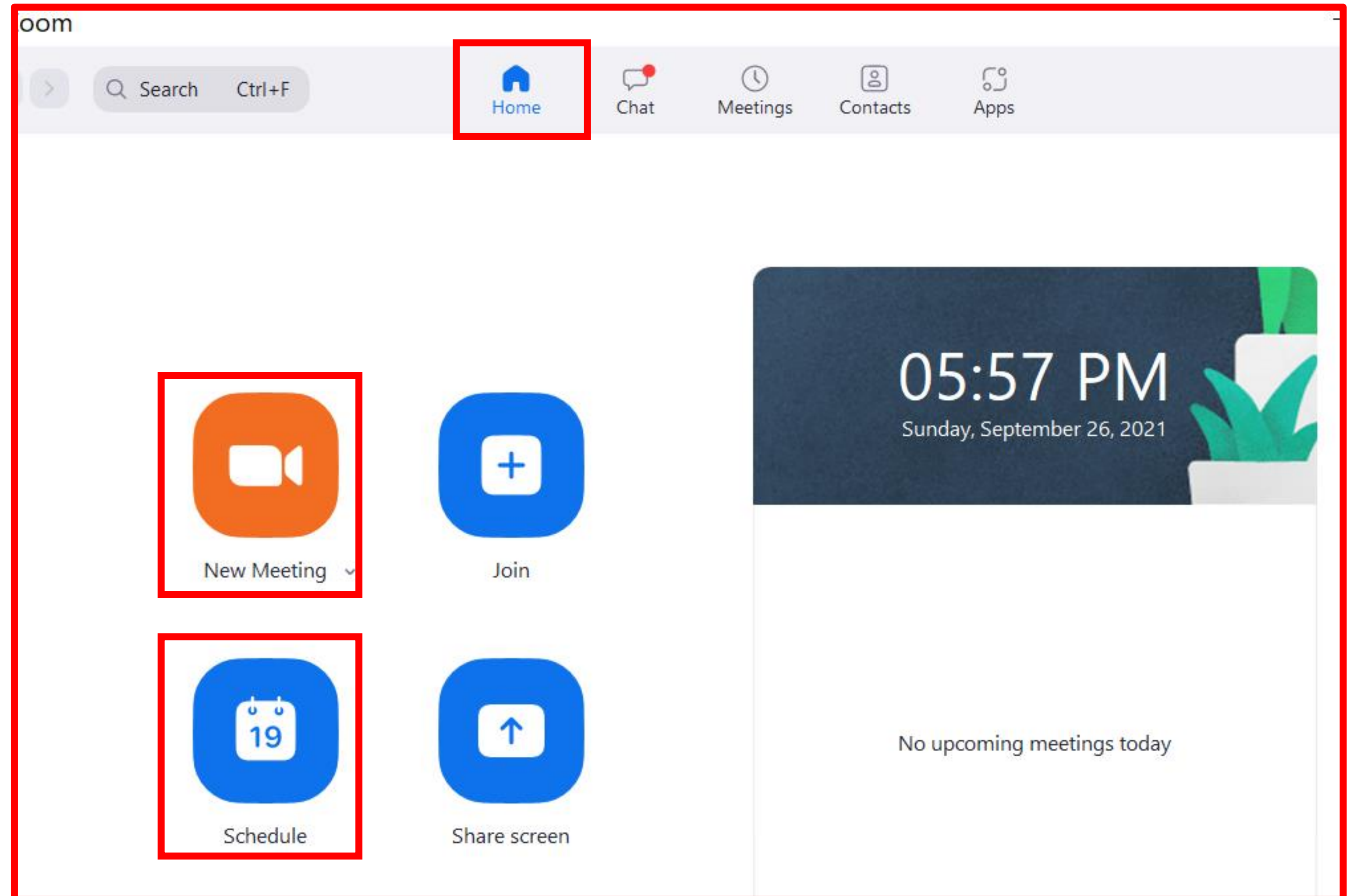
Hosting a Meeting

Open the Zoom App **sign in** with your user name and password, → tap the '**home**' button

Select 'New Meeting' to set one up on the spot

OR

Schedule a meeting so all the 'guests' have plenty of time to get organised

How to Schedule a Meeting

Select 'Schedule' on the **Home Screen**

Schedule

Schedule meeting

Start: Mon September 27, 2021 — 11:00 AM

Duration: 1 hour — 30 minutes

☐ Recurring meeting — Time Zone: Canberra, Melbourne, Sydn... ∨

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
Upgrade now to enjoy unlimited group meetings.
☐ Do not show this message again

Meeting ID
○ Generate Automatically — ● Personal Meeting ID 289 561 6152

Security
☑ Passcode 9Wd7wX ⑦
Only users who have the invite link or passcode can join the meeting
☑ Waiting Room
Only users admitted by the host can join the meeting

Video
Host: ● On ○ Off — Participants: ● On ○ Off

Calendar
○ Outlook — ○ Google Calendar — ● Other Calendars

Advanced Options ⌃
☐ Allow participants to join anytime
☐ Mute participants upon entry
☐ Automatically record meeting on the local computer
☐ Approve or block entry for users from specific countries/regions

Save — Cancel

- Enter the date and time

- Enter the **duration** – I put 1hr 30 min an alert came up because this is a free version: *maximum time 40 minutes with **3 or more** people* (**but** you can have 1 guest with no time limit). The **paid** version allows unlimited time

- Select Personal Meeting ID;

- **Video:** both Host and Participants '**On**'
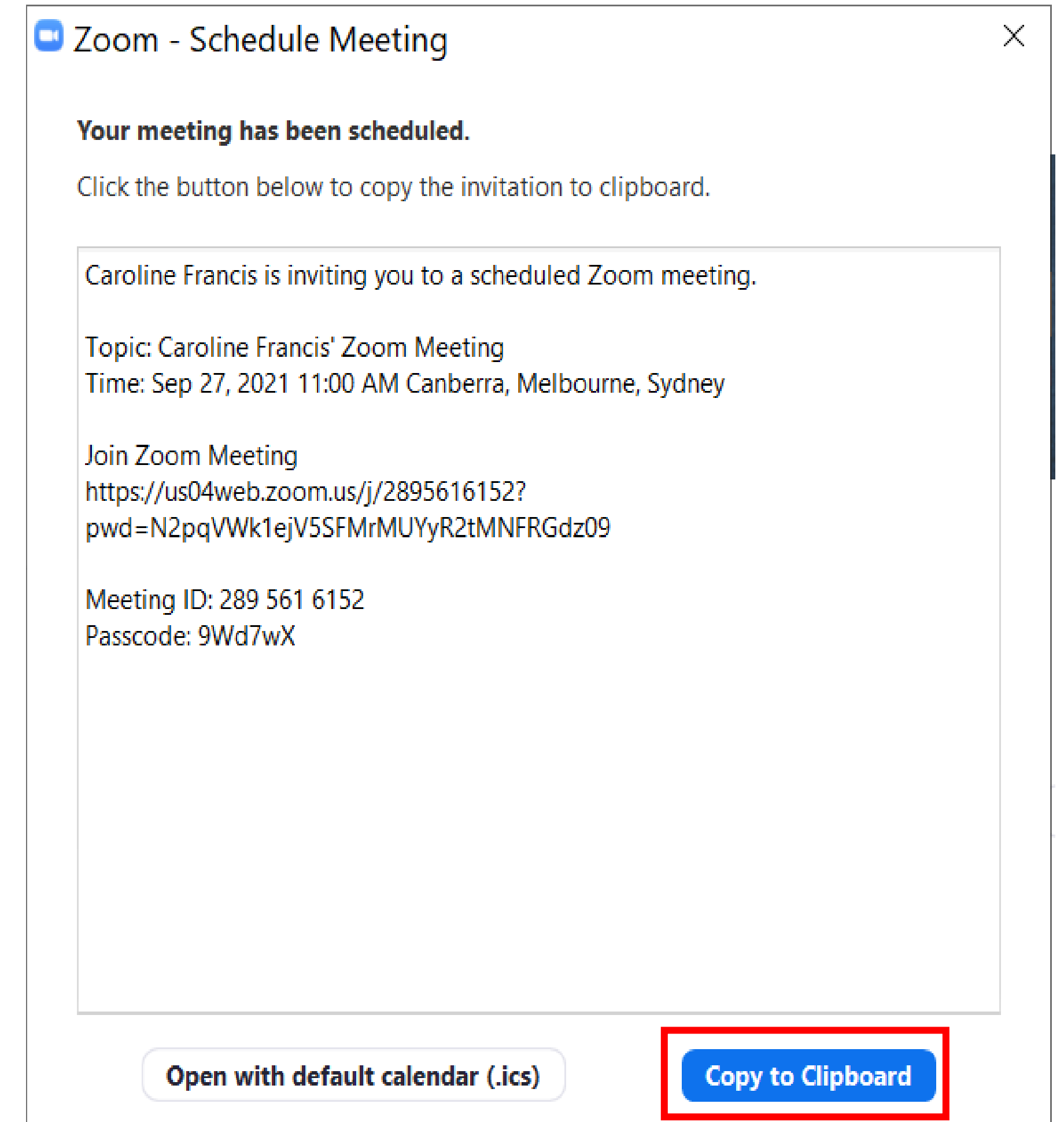
- Advanced Options – leave as is

- Finally 'Save'

This will take you to the next screen …….

Schedule a Meeting cont'd.

In Windows the screen at right appears – click on 'copy to Clipboard – Write a new email and right click and paste – the meeting link will now be in your email ready to send to all the invitees
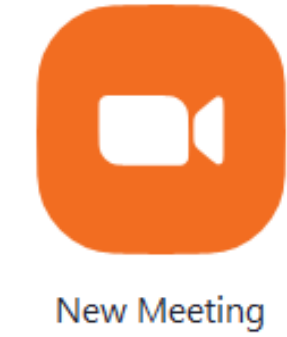
iPad is much simpler you schedule the meeting and 'save' – this takes you straight through to a new email and populates with meeting details ready to send to participants.
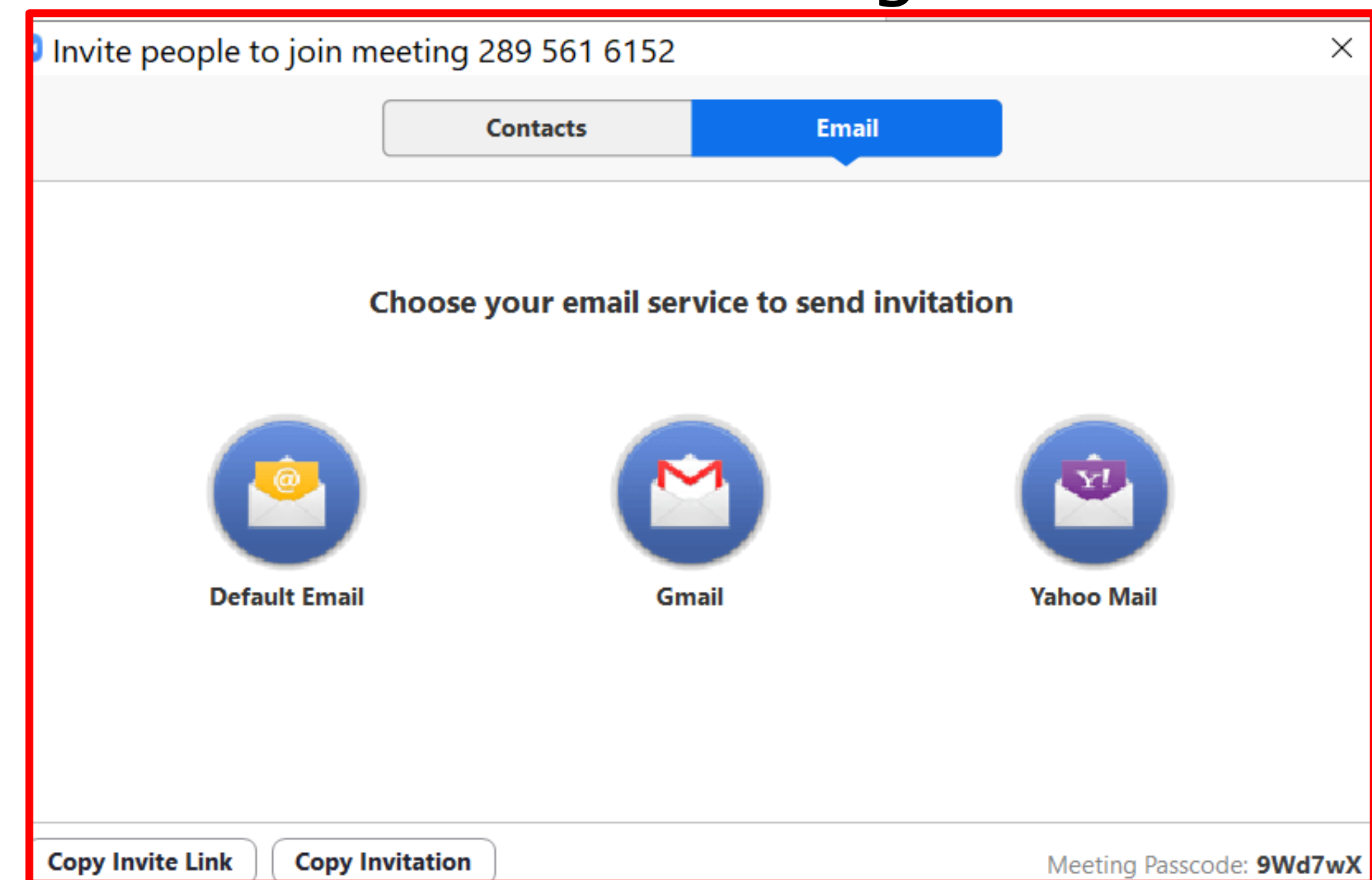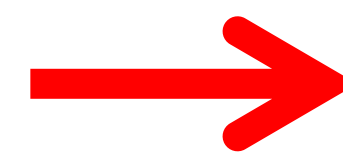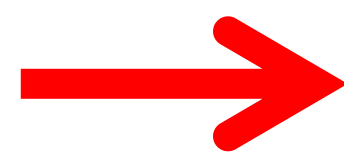

Zoom - Schedule Meeting ✕

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

Caroline Francis is inviting you to a scheduled Zoom meeting.

Topic: Caroline Francis' Zoom Meeting
Time: Sep 27, 2021 11:00 AM Canberra, Melbourne, Sydney

Join Zoom Meeting
https://us04web.zoom.us/j/2895616152?
pwd=N2pqVWk1ejV5SFMrMUYyR2tMNFRGdz09

Meeting ID: 289 561 6152
Passcode: 9Wd7wX

Open with default calendar (.ics)   **Copy to Clipboard**

Invite your Guests **on the spot**

On the **Home Screen** select 'New Meeting'

New Meeting ⌄

Select 'Email' – and it will take you through to your emails with a link to the meeting – ready to send to all the guests

Select 'Participants'

A popup/sidebar will appear – tap on 'Invite'

Invite people to join meeting 289 561 6152

Contacts | Email

Choose your email service to send invitation

Default Email   Gmail   Yahoo Mail

Copy Invite Link   Copy Invitation   Meeting Passcode: **9Wd7wX**
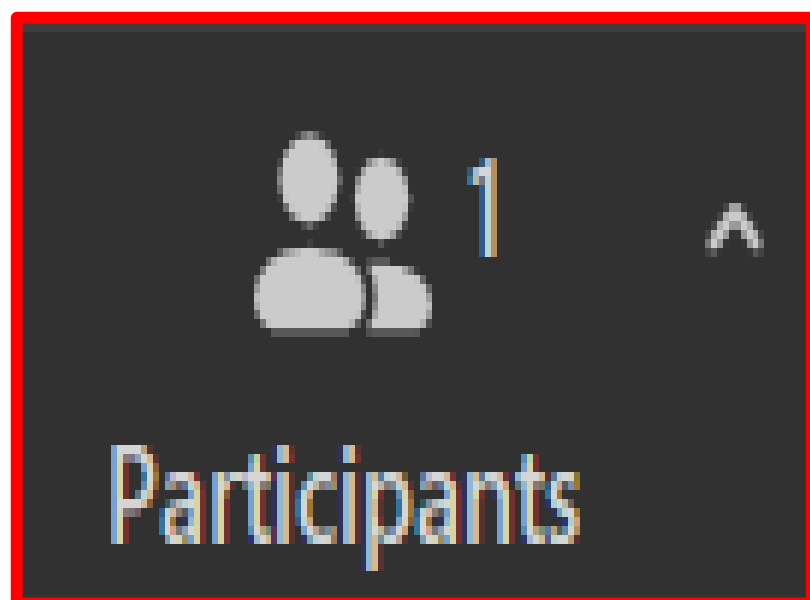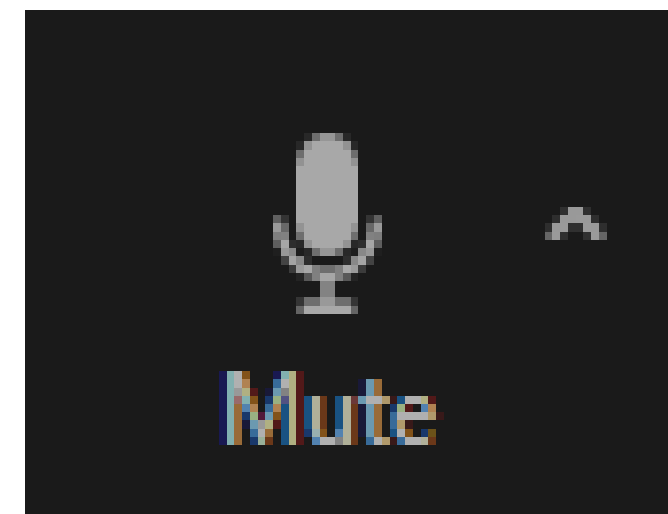
Join a Meeting as a Guest

Simply click on the link in your invitation email and the 'Host' **will let you in**

Some Important Controls

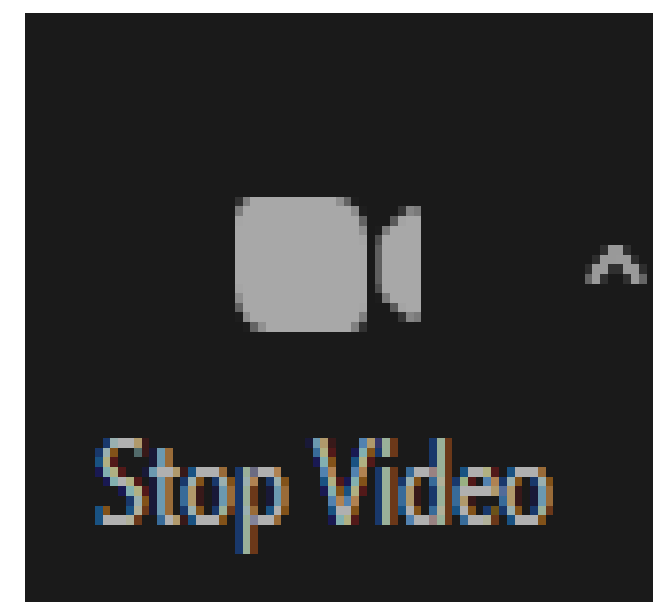Simply click/tap the icon to cycle through on/off

Note: *you might have to **tap/click** the screen to display these*

Mute | Microphone **ON**

Microphone **OFF**
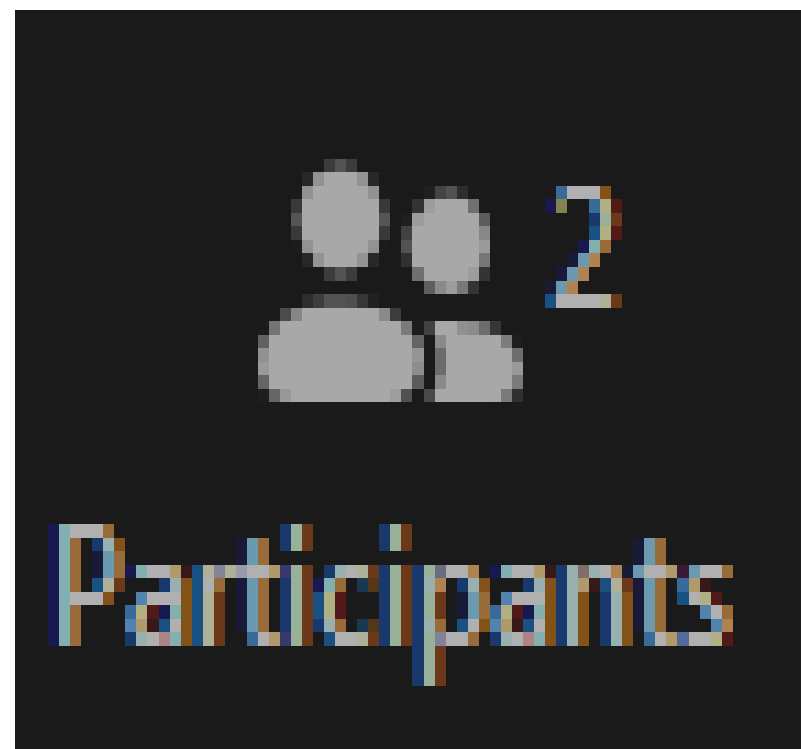
Stop Video | Video **ON**

Start Video | Video **OFF**
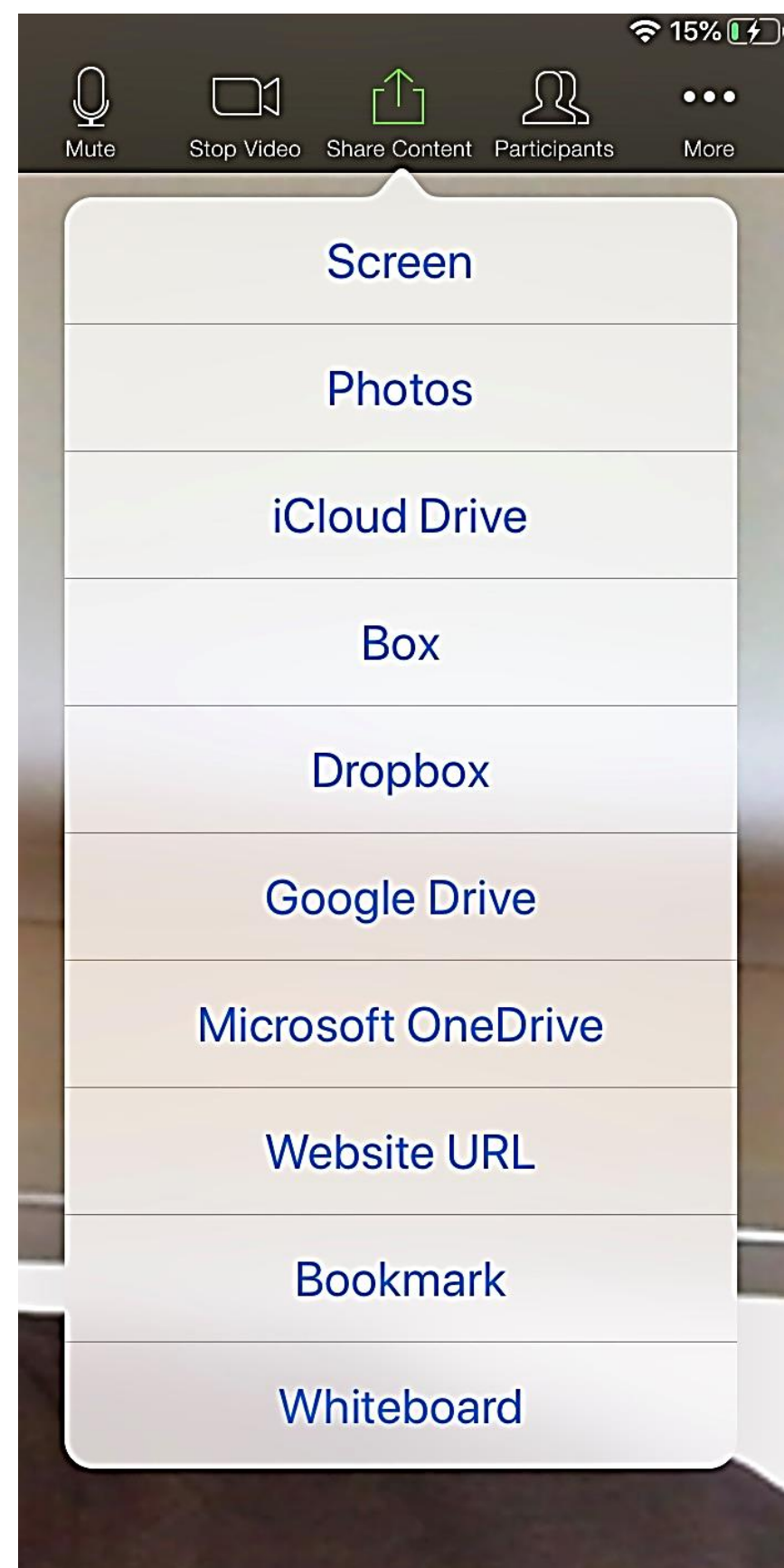
More Controls

Tap Here to see how many participants and their names
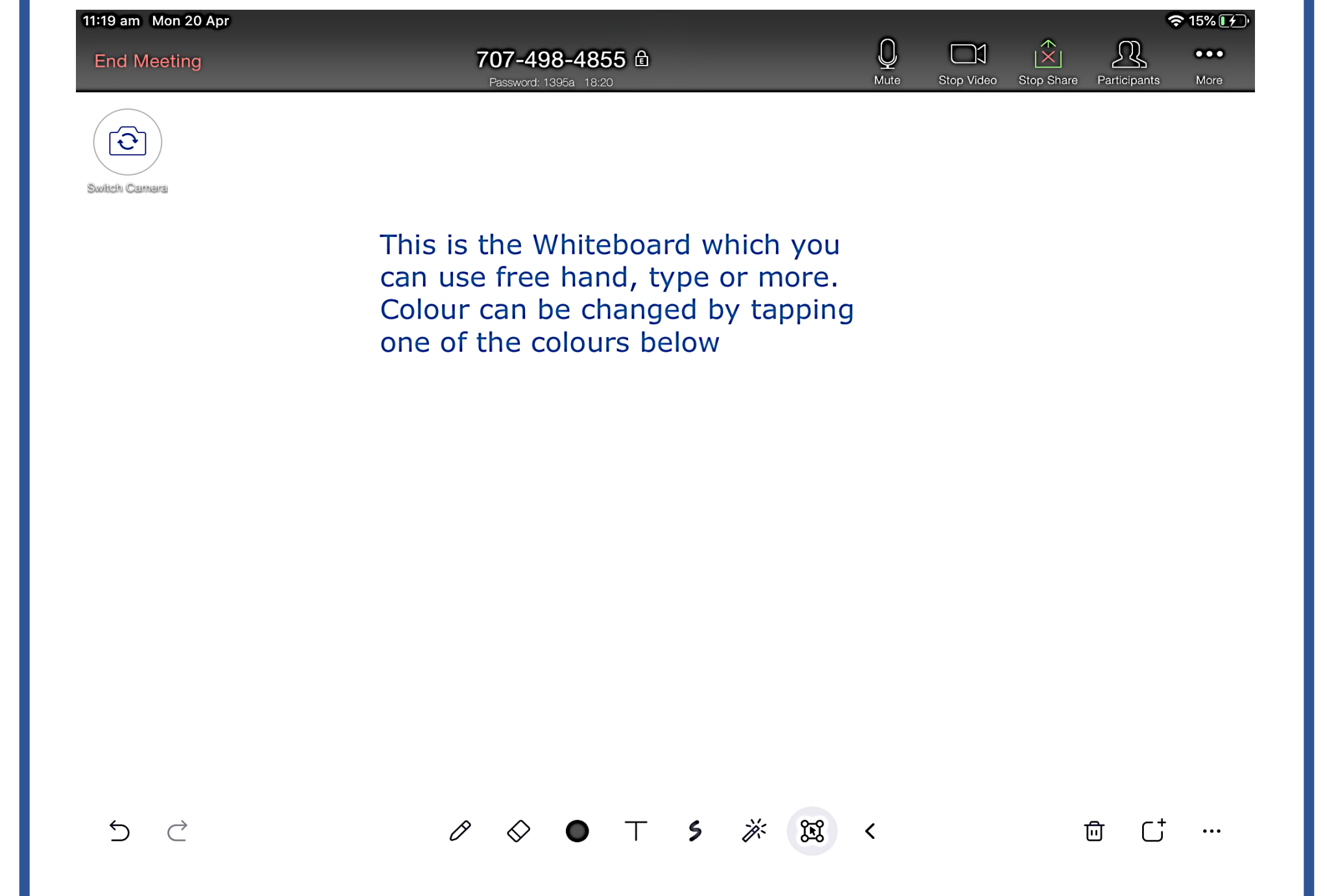
Finally 'Share Screen'

Tap **share screen** if the host invites you to share your screen so guests can see your screen/photos/whiteboard etc. The whiteboard can be useful (see below) you can type onto it, use freehand, etc.
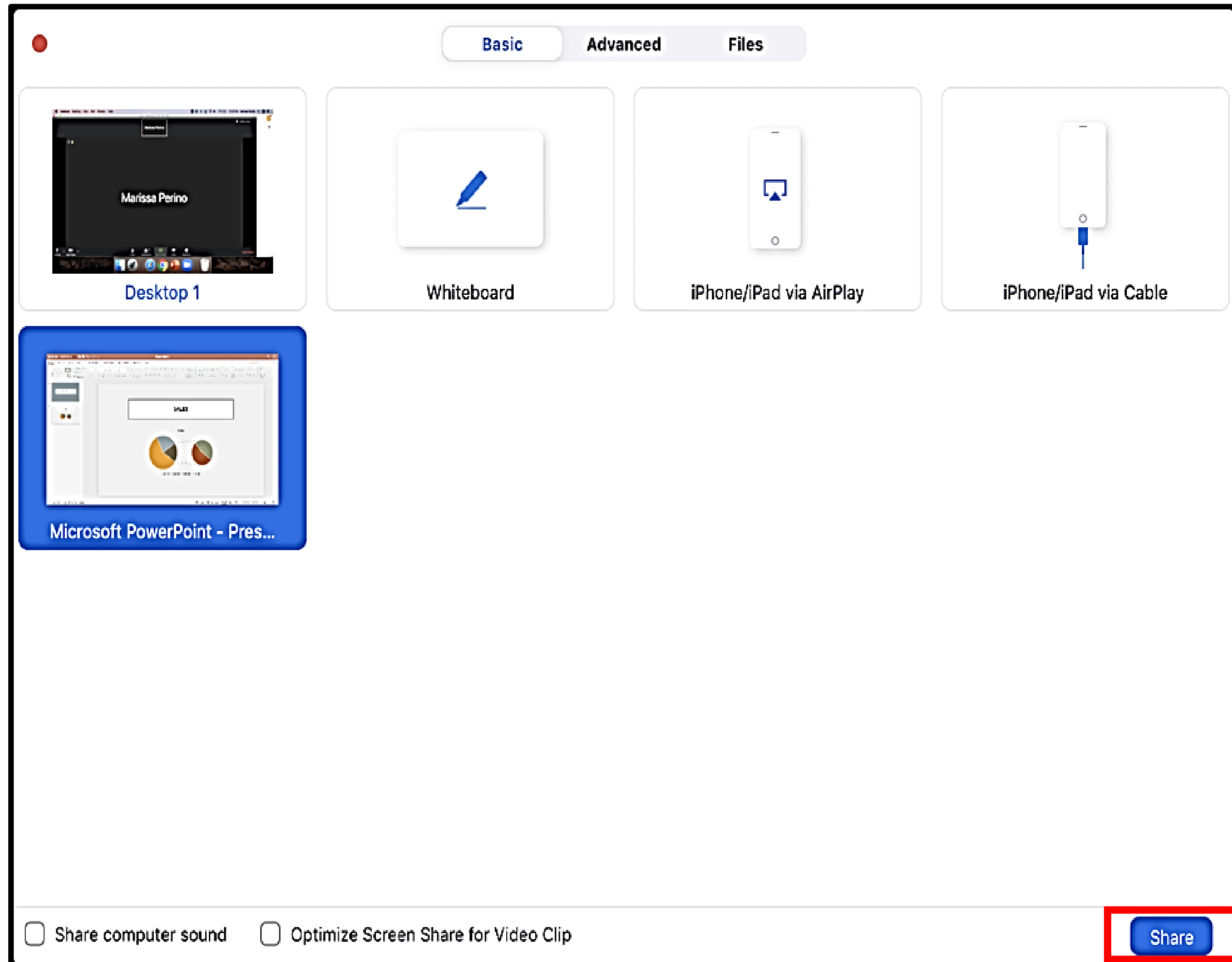

Tap share screen if the host invites you to share your screen so guests can see your screen, photos, whiteboard etc. See options at left. **This is how it displays on iPad (Windows next page)**

The whiteboard below allows you to use freehand, type or more.

This is the Whiteboard which you can use free hand, type or more. Colour can be changed by tapping one of the colours below

Share Screen on a Computer:

If you're using a computer, simply choose what you'd like to share on the video call. On your desktop, you'll have lots of options, such as your multiple screens, a whiteboard, your iPhone if you plug it in, and any **apps you may have open** on your computer (e.g. Powerpoint).

Select what you'd like to share and click the blue "Share" button in the bottom right hand corner. You have now joined the call and are sharing the screen you've selected.

Tap/click '**Stop Share'** when finished

To leave the meeting - use the Leave Meeting button.
To End the Meeting   - use the End Meeting button.

There is more information available:-

https://support.zoom.us/hc/en-us

https://support.zoom.us/hc/en-us/categories/201137166

See what else Zoom can tell you!

Happy Zooming.