

Fr Duncan's Beginners Guide to Zoom

What is it?

Zoom is a video conferencing system. It allows groups of people on different devices (PC's, Mobile Phones, IPads etc.) to join together in a "virtual" meeting space. Everybody can see each other and hear each other.

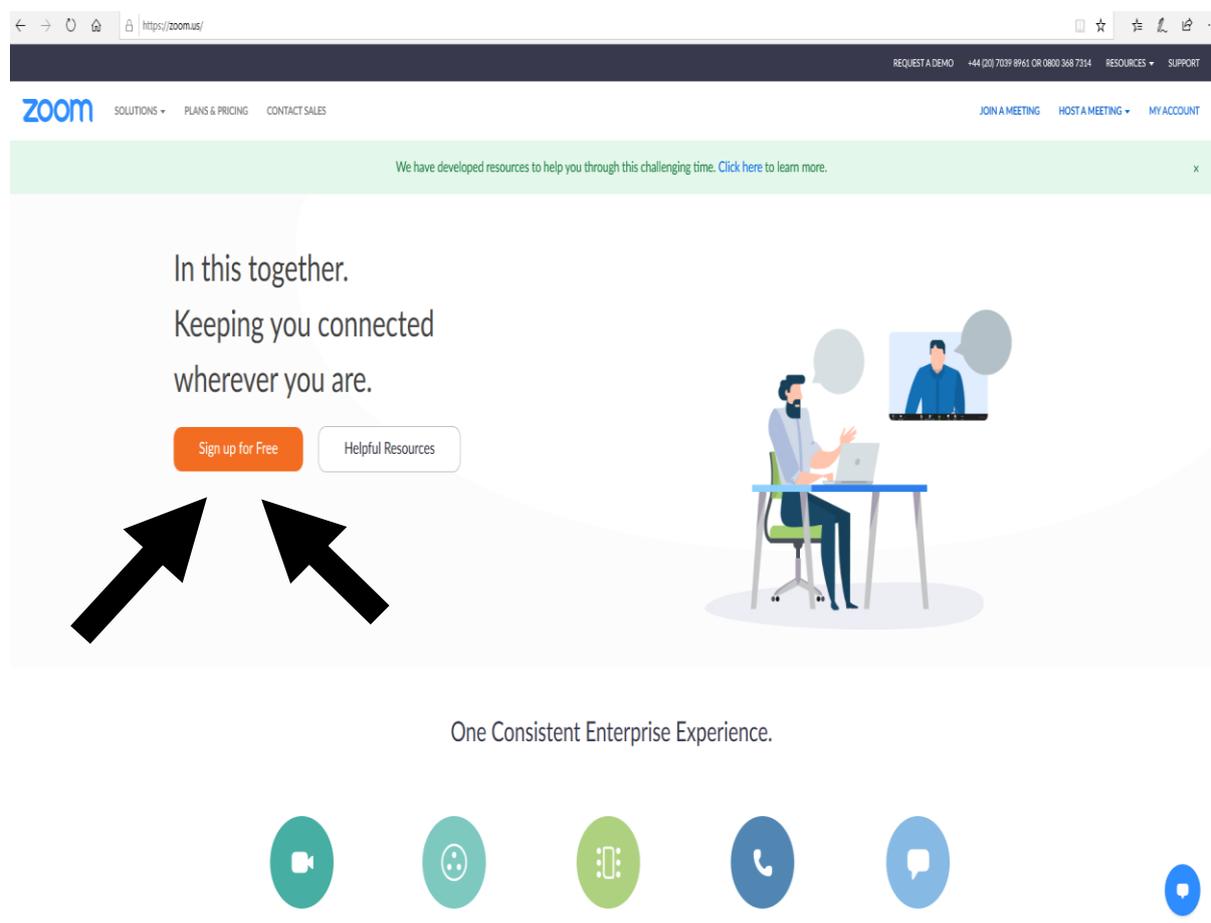
What do I need to make it work?

You will need a device which is connected to the internet that has a camera, speakers and a microphone. If you are using a PC you may need to purchase a webcam.

How do I access a Zoom meeting and what can I expect?

Zoom is a commercial organisation and as such charges for a number of the services it offers. However, there is a free version for individuals and small organisations (like our church.) You will need to register with Zoom, but you will not need to pay anything. This set of instructions is for computer users. If you are using a Smartphone or tablet you will need to download the app from Google Play or the App Store.

Start by going to www.zoom.us and clicking on the "sign up for free" button.

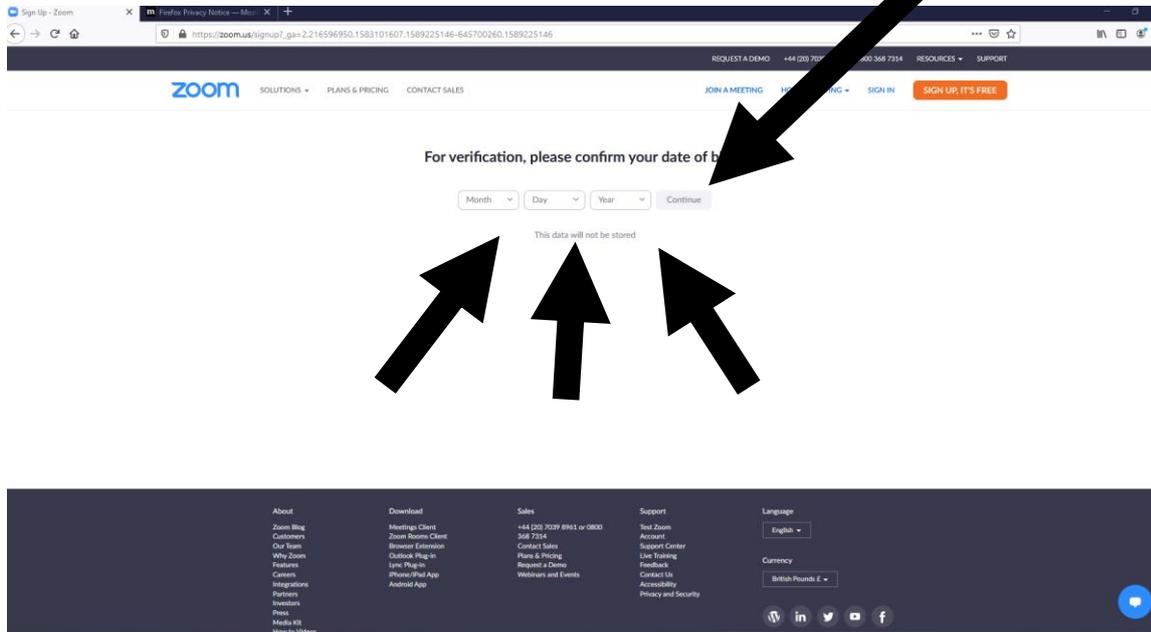


The image is a screenshot of the Zoom website homepage. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, and MY ACCOUNT. Below the navigation bar is a green banner with the text: "We have developed resources to help you through this challenging time. [Click here to learn more.](#)"

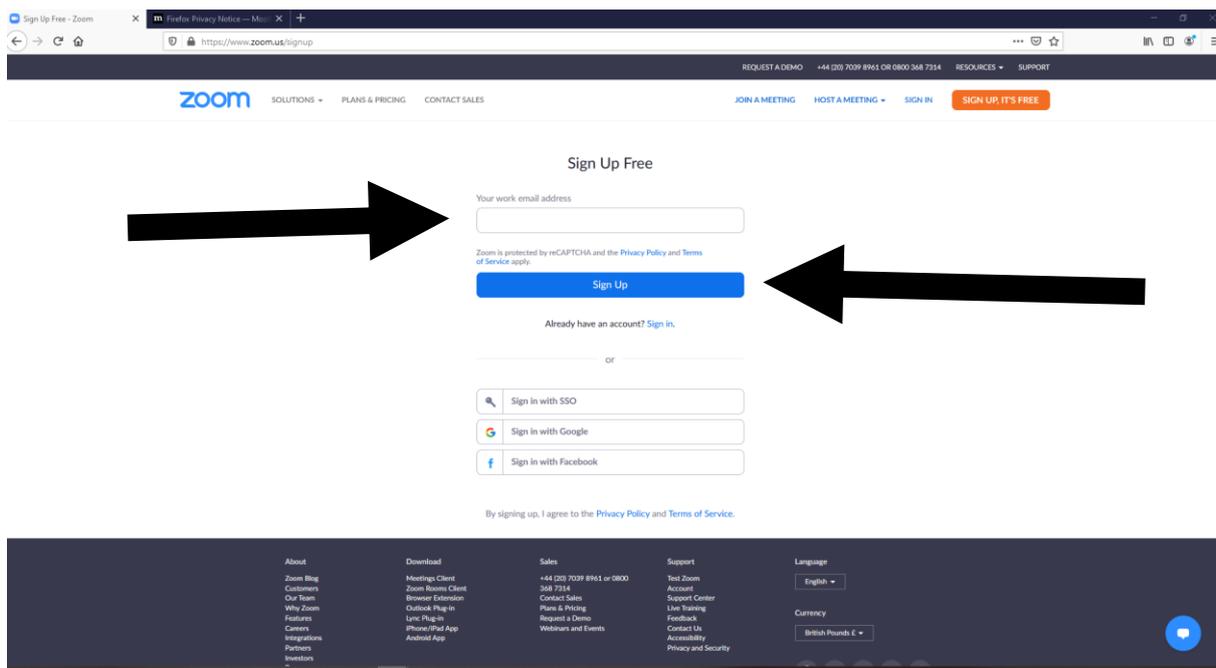
The main content area features the text: "In this together. Keeping you connected wherever you are." To the right of this text is an illustration of a person sitting at a desk with a laptop, with a video call window showing another person. Below the text are two buttons: "Sign up for Free" (orange) and "Helpful Resources" (white with a grey border). Two large black arrows point from the bottom left towards the "Sign up for Free" button.

At the bottom of the page, there is a section titled "One Consistent Enterprise Experience." followed by five circular icons representing different Zoom features: a video camera, a person's face, a list of people, a telephone handset, and a speech bubble. A small blue chat icon is visible in the bottom right corner.

You are probably now going to be asked for your date of birth and click the “continue” button. This is to check you are an adult!

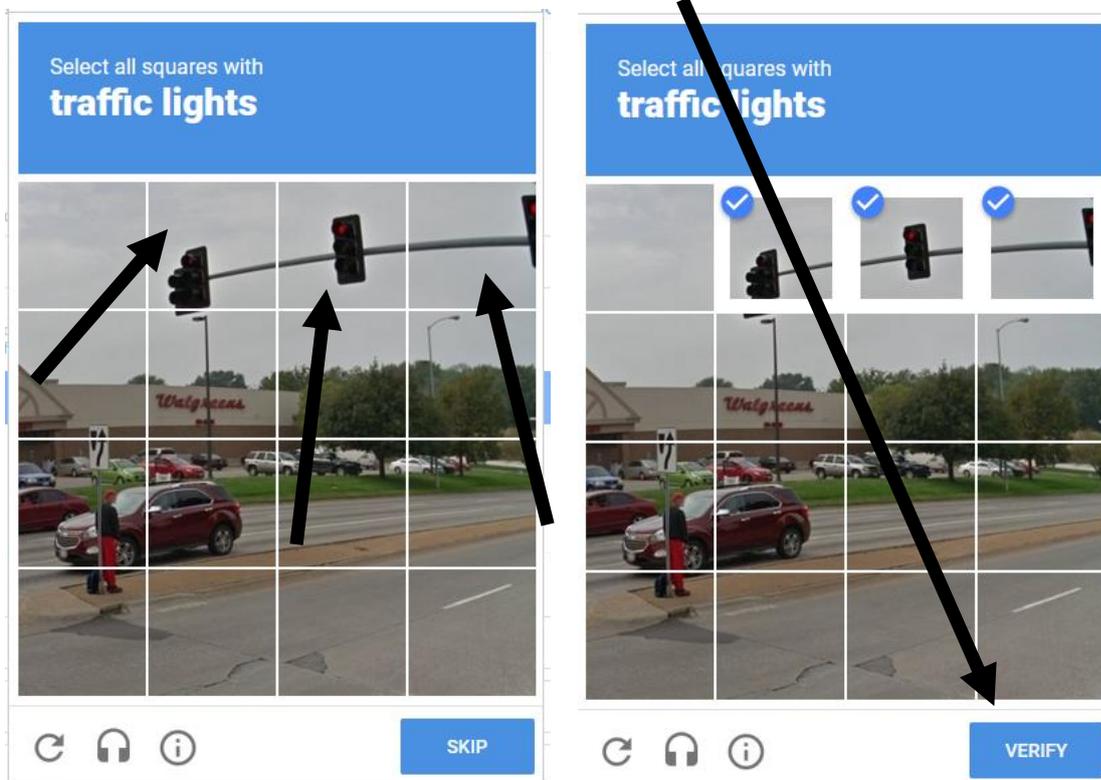


Next you will be asked for your email address. Type it in the box and click “Sign Up”

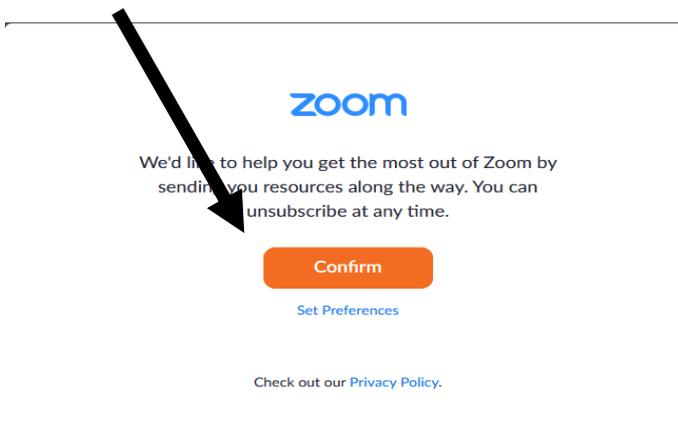


The next screen to appear will seem odd. It will ask you to select a particular number of pictures from a montage. This is to check you are a human being and not a computer program!

It might look something like this picture. In this picture you would need to select the three boxes with traffic lights. It could just as easily be a different picture with different instructions. When you have made your selection click on the bottom right “verify” button.



Click “confirm” on the next pop up screen.



You will now need to go to your email inbox. You should see an email from Zoom asking you to activate your account. If you can't see it, go and make a cup of tea and then come back and check again – email sometimes takes a few minutes! If you can't see the email now, please give me a ring (810510) and I will help you.

The email looks like this.



Sign In

Hello [REDACTED]

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

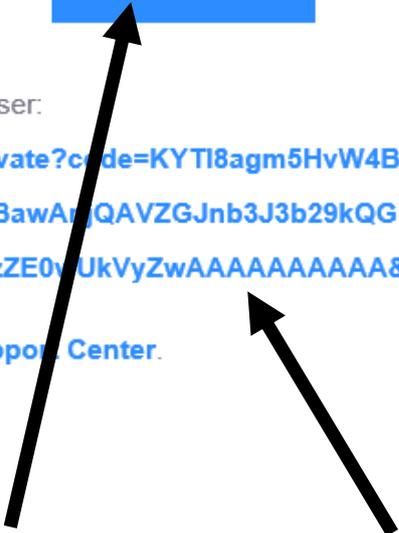
Activate Account

Or paste this link into your browser:

<https://us04web.zoom.us/activate?code=KYTI8agm5HvW4Bqq0nVXTpCkCHRM74MJ7TIWzOtcKfU.BQgAAAFyCAMBawArjQAVZGJnb3J3b29kQGhvdG1haWwuY29tAQBkAAAWODNMSXJycEFTTS11b18zZE0vUkVyZwAAAAAAAAAA&fr=signup>

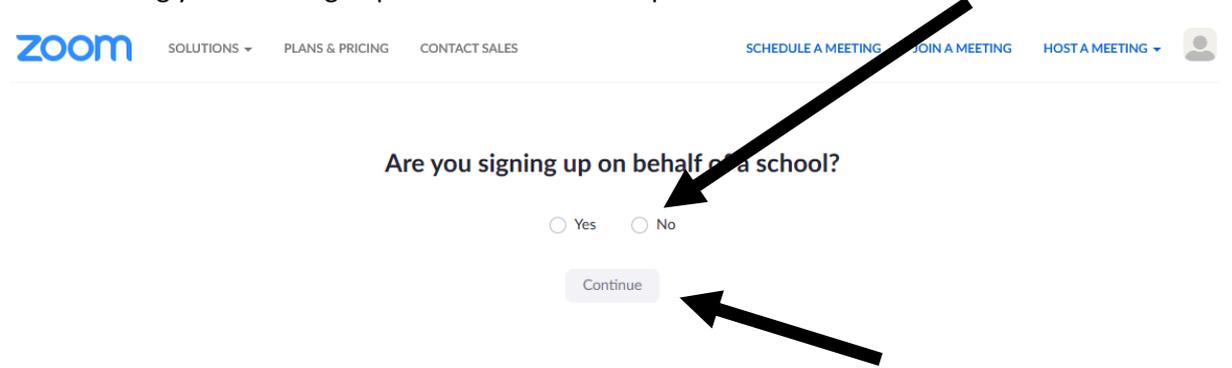
Questions? Please visit our [Support Center](#).

Happy Zooming!



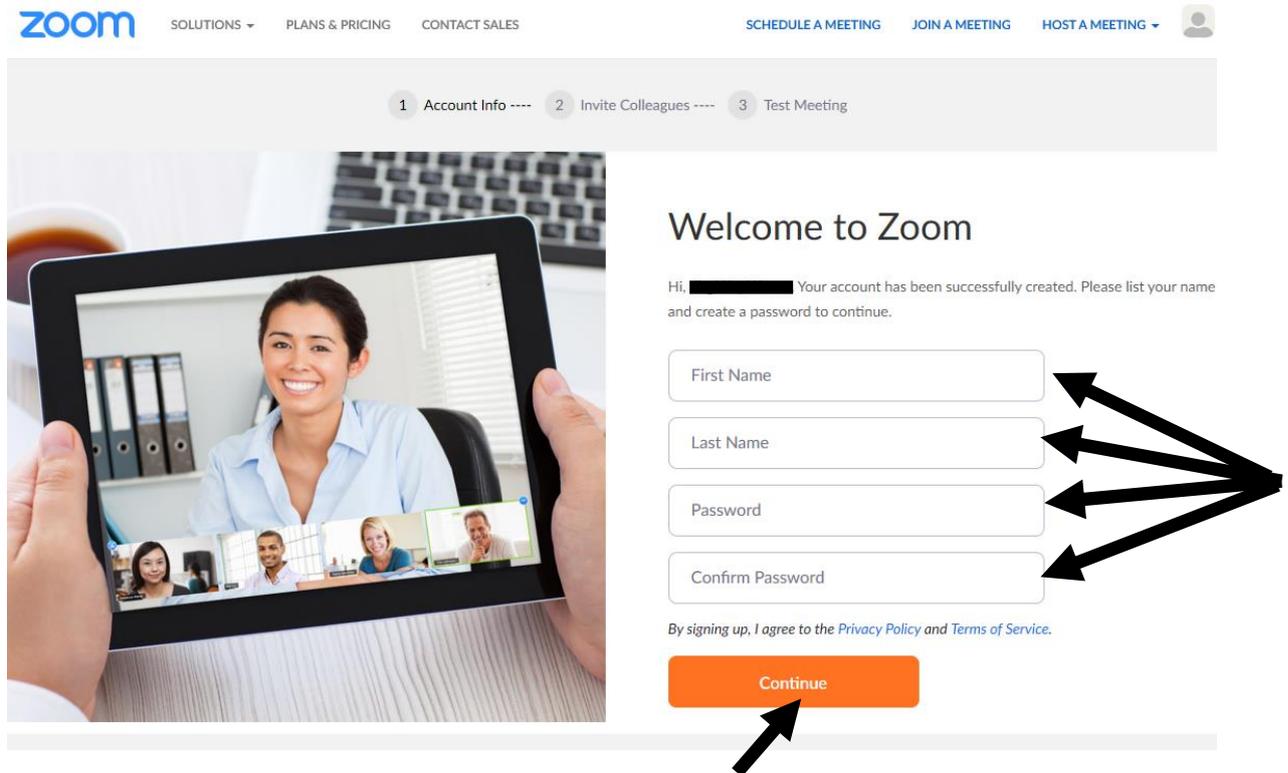
You will need to click the “Activate Account” button. The bottom option is there because some computers have settings on them that mean the “Activate Account” button will not work. If this happens to you, please feel free to call me (810510) and ask for help.

When you click the button you should be taken back to Zoom. They may ask you some questions before taking you to the sign up screen. Answer the questions and remember to click “continue” :



The Sign-Up Screens

If you get to a screen which looks like this you are doing well!

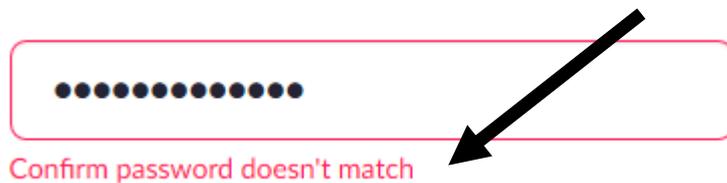


The screenshot shows the Zoom sign-up interface. At the top, there's a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, and HOST A MEETING. Below this is a progress indicator with three steps: 1 Account Info, 2 Invite Colleagues, and 3 Test Meeting. The main content area features a 'Welcome to Zoom' heading and a message: 'Hi, [redacted] Your account has been successfully created. Please list your name and create a password to continue.' The form consists of four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below the fields is a link for 'Privacy Policy and Terms of Service' and an orange 'Continue' button. A large black arrow points from the right side of the form fields towards the 'Continue' button.

Now you need to fill in the boxes on the screen and click “continue.” When you choose your password it must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both UPPER CASE and lower case characters

Be careful to type the password correctly twice. If you don't you will see a message appear below the second password that looks like this:



You need to empty the password boxes and retype them!

On the next page click the “skip this step” button

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

1 Account Info ----- 2 Invite Colleagues ----- 3 Test Meeting

Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot  reCAPTCHA Privacy - Terms

[Invite](#) [Skip this step](#)

The final page invites you to a test meeting. This is really useful as it tests your settings. Make sure your webcam is plugged in and then click “start meeting now”

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

1 Account Info ----- 2 Invite Colleagues ----- 3 Test Meeting

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://us4web.zoom.us/j/2166260713?pwd=Q3Fm9HZVBXRDMxTzZNYXdZNFw6Zz09>

[Start Meeting Now](#) [Go to My Account](#)

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin [Download](#)  Chrome Extension [Download](#)

 Firefox Add-on [Download](#)

Watch the next screens carefully. Several pop-ups may appear but look for this one and click "join with computer audio":

Join Audio

Join with Computer Audio
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Hopefully you will end up with a screen which looks something like this:

Zoom window with title bar and window controls. A 'Talking:' indicator is present. Meeting details are listed below:

- Meeting Topic:** Duncan Gorwood's Personal Meeting Room
- Host:** Duncan Gorwood
- Password:** 6Q0uAd
- Numeric Password:** 646833
(Telephone/Room Systems)
- Invitation URL:** <https://us04web.zoom.us/j/2166260713?pwd=Q3FEcm9HZ...>
[Copy URL](#)
- Participant ID:** 391440

Below the details are three icons: 'Join Audio' (with a green arrow and 'Computer Audio Connected' text below it), 'Share Screen', and 'Invite Others'.

At the bottom is the Zoom toolbar with icons for: Unmute, Start Video, Security, Manage Participants (1), Chat, Share Screen, Record, and End Meeting.

If you look at the bottom of that screen you will see this bar:



If it isn't there just move the mouse to the bottom of the screen and it should appear. You can test you camera by clicking the "start video option"

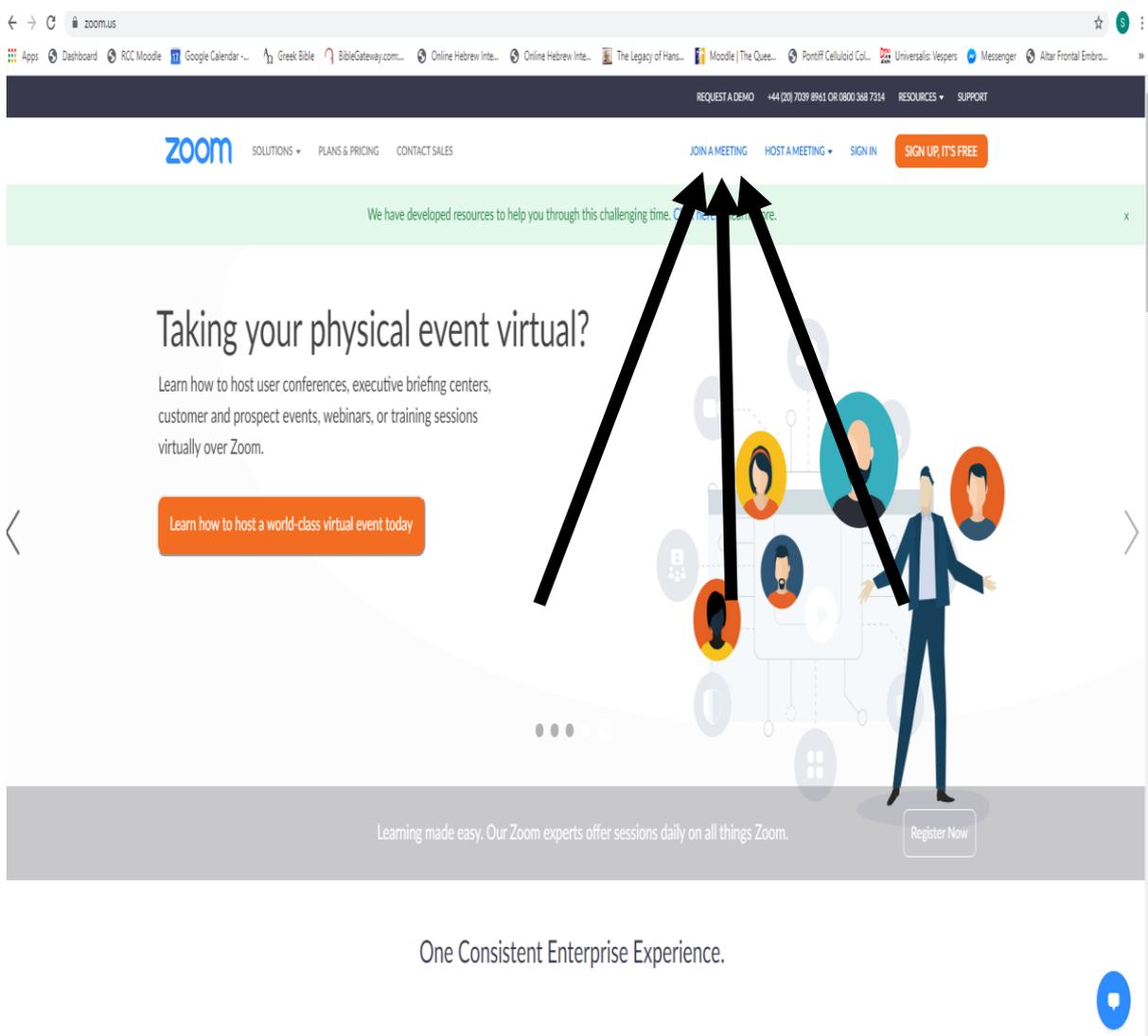
When you have checked it click the "End Meeting" button at the bottom right. Remember – if the bottom bar disappears, move the mouse to the bottom of the screen and it should re-appear.

ON the next screen click "end meeting for all."

Well done – you have now set up Zoom on your computer.

Joining a Meeting

To join a Zoom meeting go to www.zoom.us and click "join a meeting"



You will need a meeting ID number and Password. These will be supplied elsewhere. Please only share them with people you know and trust – there have been instances of hackers trying to crash meetings!

When you join a meeting you will need to follow the on-screen instructions. Make sure you “join with computer audio” if given the option.

Once you are in the meeting you will see and hear other people and they can see and hear you. That’s it!