A Guide to Using

zoom

Putting the World in your Hands

Lincs Digital

Install Zoom on Your Device:

If you have an Apple product, install from the App Store

———————————

If you have an Android product, install from the Play Store

———————————

If you have a Windows product, install from the Zoom website:

https://zoom.us/
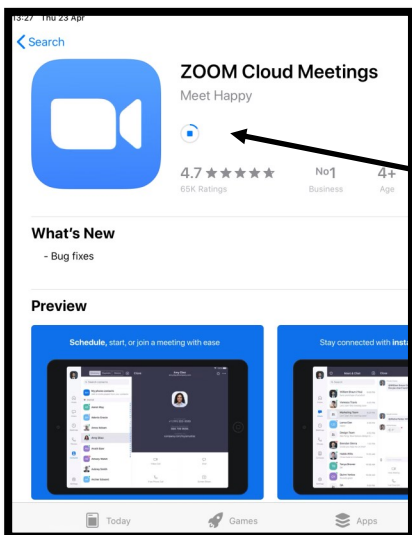
During the install process you will :

- **Set-up a user name**

- **Set a Password**

- **Allow access to your camera**

- **Allow access to your microphone**

- **Allow access to your contacts (optional)**

- You will only have to do this process once and then your device will remember you next time you use Zoom.

- **Keep your password private**

- **Give your Zoom user name to friends and family you wish to connect with**

- **You are now ready to start using Zoom**

The following screen shots are a guide to installing and then using Zoom for a video call.

Please note there are regular updates and therefore the screens can change slightly.

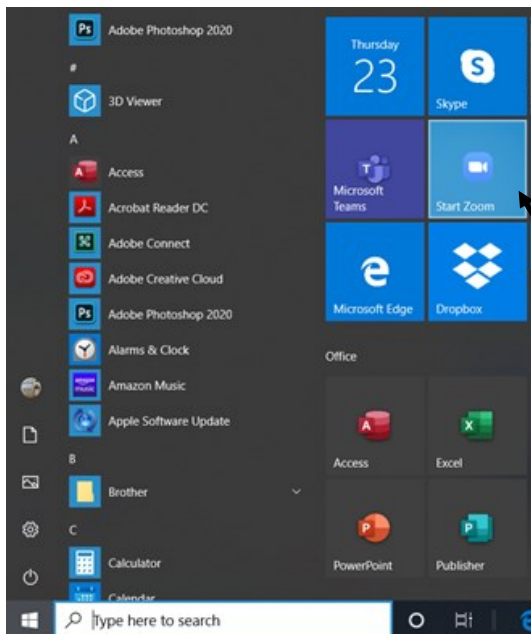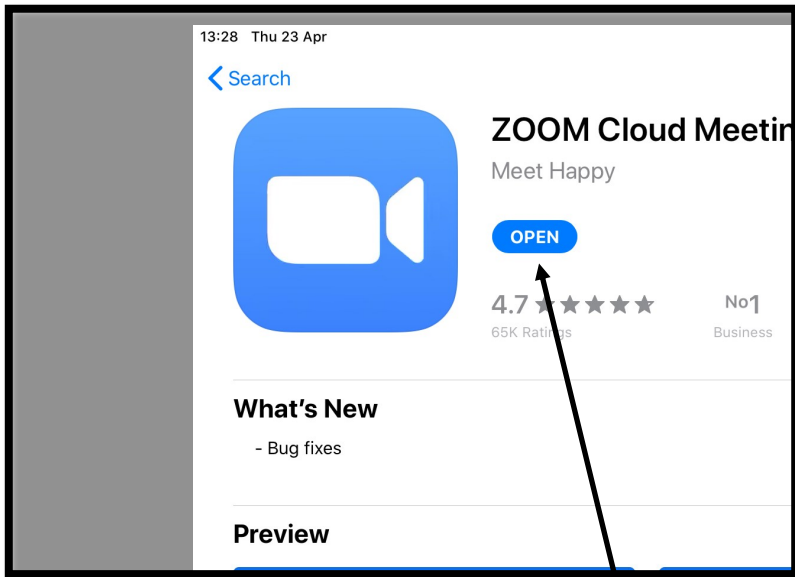There are also some excellent video guides available on the Zoom website.

The following screens are taken from iPad and a windows 10 pc. The Android screens are very similar.
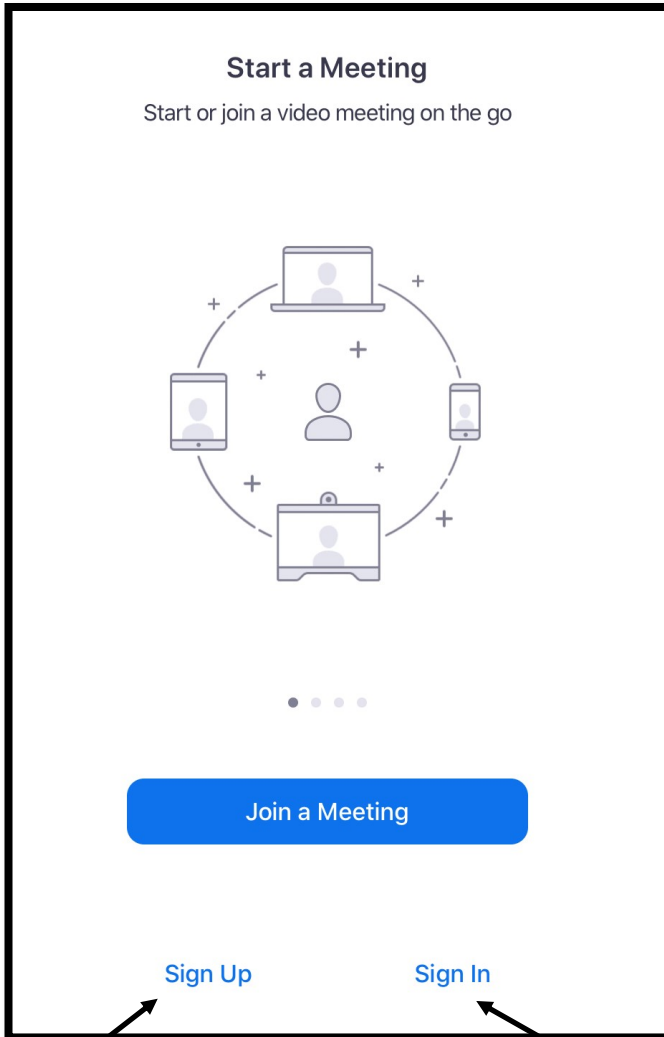

Search for Zoom

Touch or Click on Get/Install.

The App will now download to your device.

13:28 Thu 23 Apr

‹ Search

ZOOM Cloud Meetin

Meet Happy

OPEN

4.7 ★★★★ No 1

65K Ratings Business

What's New

- Bug fixes

Preview

Touch open or tap on the App for iPad / Android Tablet.

Click on Zoom if using a PC or Laptop

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Start a Meeting

Start or join a video meeting on the go

Join a Meeting

Sign Up   Sign In

Initially you will need to Sign Up and create a user account.

Once you have an account setup, use the Sign In option.

For verification, please confirm your date of birth

23 Apr 2020

This data will not be stored

Confirm

20	January	2017
21	February	2018
22	March	2019
23	**April**	**2020**
24	May	2021
25	June	2022
26	July	2023

Sign Up   Sign In

Insert a Date of Birth and touch/click Confirm

Enter your e-mail address

First Name

Last Name

Touch/Click Sign Up

Cancel	**Sign Up**	Sign Up

user1@lincsdigital.org.uk

User

1

✓ I agree to the Terms of Service

"1"

| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

| £ | & | * | (|) | ' | " |

| - | + | = | / | ; | : | ! | ? |

At this stage an email will be sent to you in order to confirm your email address.

Go to your emails and find the

confirmation email from Zoom.

Sign Up

user1@lincsdigital.org.uk

User

1

We have sent a confirmation email to user1@lincsdigital.org.uk. Please click the confirmation link to activate and start using your Zoom service.
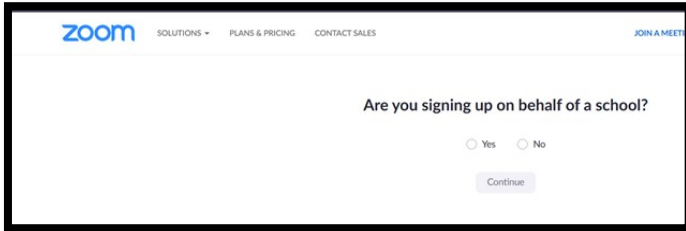
Resend Email   OK

Click on Activate Account.

Go back to the previous Zoom screen and click OK.

zoom

Hello User 1,

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://zoom.us/activate?code=IAveASSCSaQeYT9tc4eZVlrQlmwgkr5qSQCDX

qAAAFxpwVWNQAniQAZdXNlciFAbGluY3NkaWdpdGFsLm9yZy51awEAZAAAA
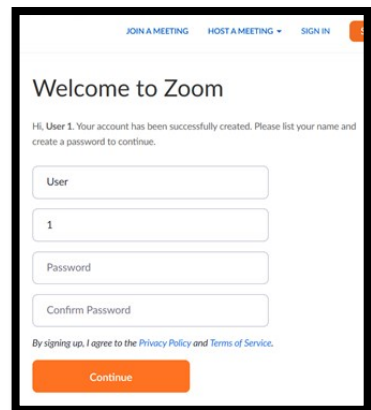
At the next screen, select No and then Touch/ Click Continue
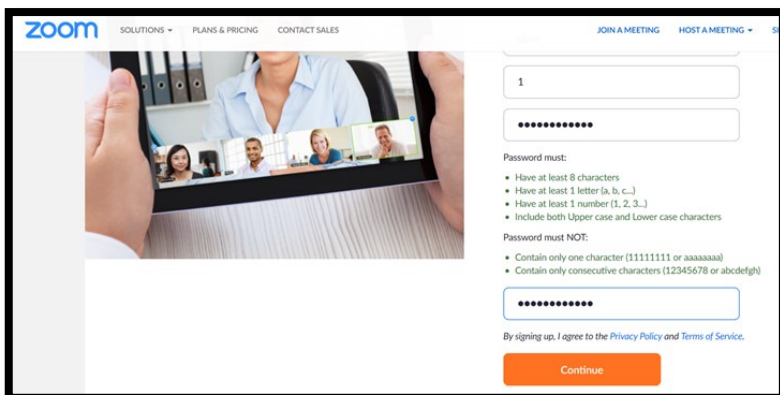
The next step is to:

- Make a Password

- Confirm the Password

- Click/Touch Continue
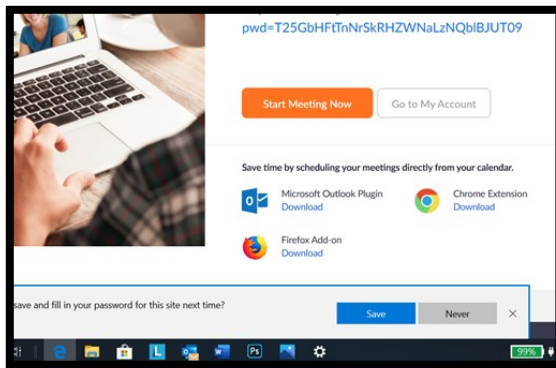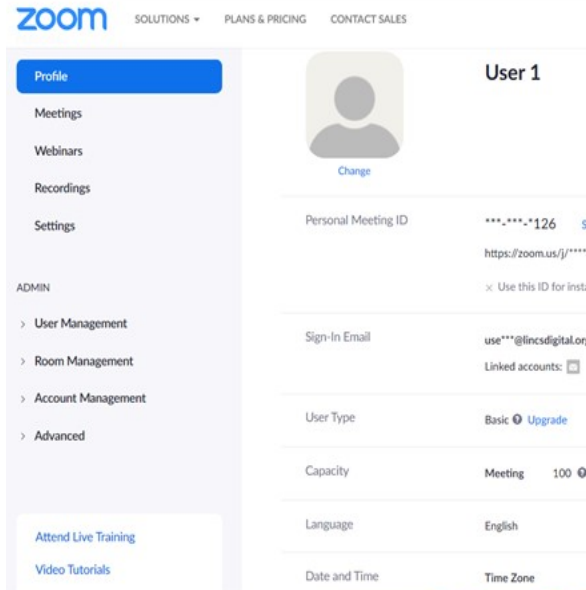
You can invite friends to use Zoom or Skip this step and add people later.

You will now be given a personal link if you want to start a meeting now.

Or ignore this and click/touch

"Go to My Account". You can then decide when to join or start meeting contacts.

You will now see your "Profile" page where all of your details are stored and you can access the settings.

Zoom is now installed on your device and ready to use.

Leave the webpage and open the App on your device by Tapping the screen on iPad/ Tablet or click the icon on computer.

The App will open:

Enter your password and select "Sign In"

Continue
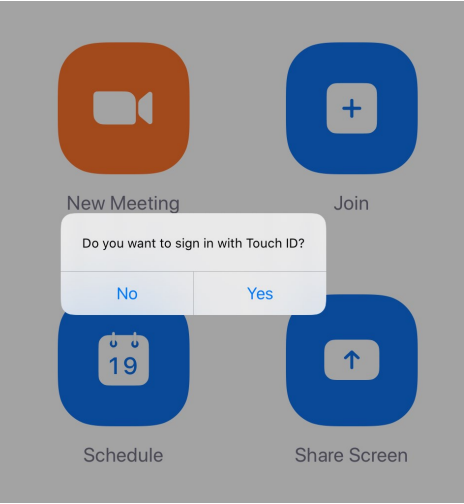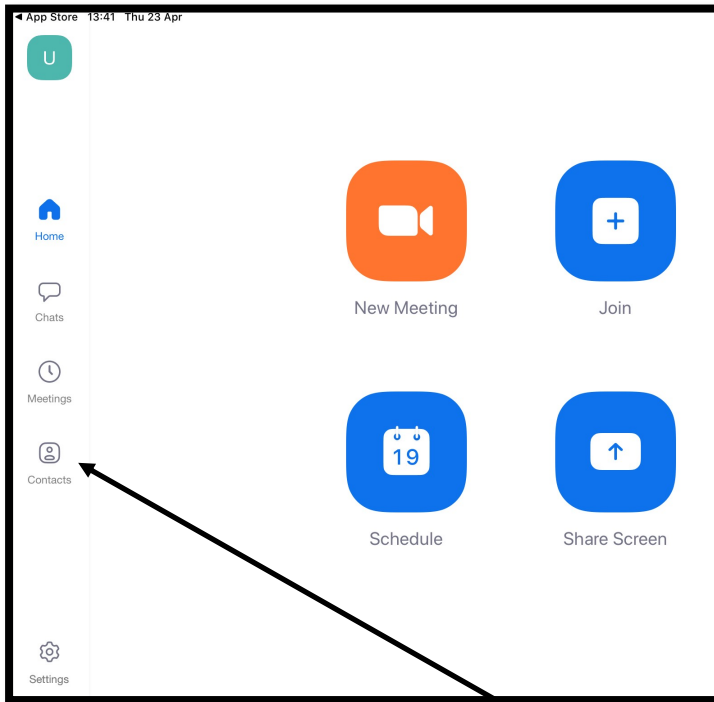

OK
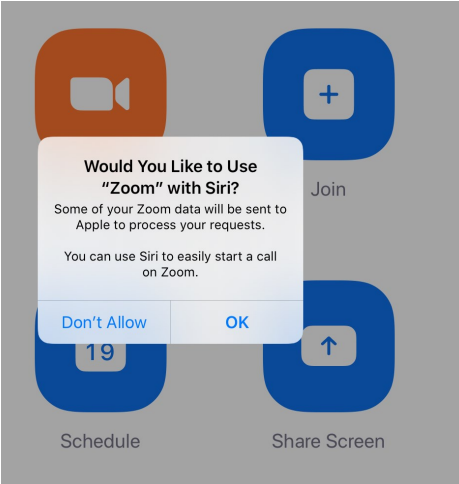
We would suggest OK on these options but it is your choice.

You are now at the "Home " Screen where you decide what you want to do.

The first step will be to add contacts which will make it easier to connect with people.

This is the easiest option for friends and family.

For work you can just respond to a meeting request.

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Contacts | Channels ⊕

Add a Contact

Create a New Channel

Join a Public Channel

Add an App

2. Add a Contact

My Contacts
∨ Starred
∨ External Contacts

All Contacts
> Company Contacts

1. Select Contacts

Home
Chats
Meetings
Contacts

---

3. Type the email address of your friend.

Contacts | Channels ⊕

🔍 projectmanager@lincsdigital.org.uk ⊗ Cancel

MATCHED CONTACT
👤 projectmanager@lincsdigital.org.uk **Add**

My Contacts
∨ Starred
∨ External Contac
All Contacts
> Company Conta

Home
Chats
Meetings
Contacts

4. When their details show, touch/click "Add"
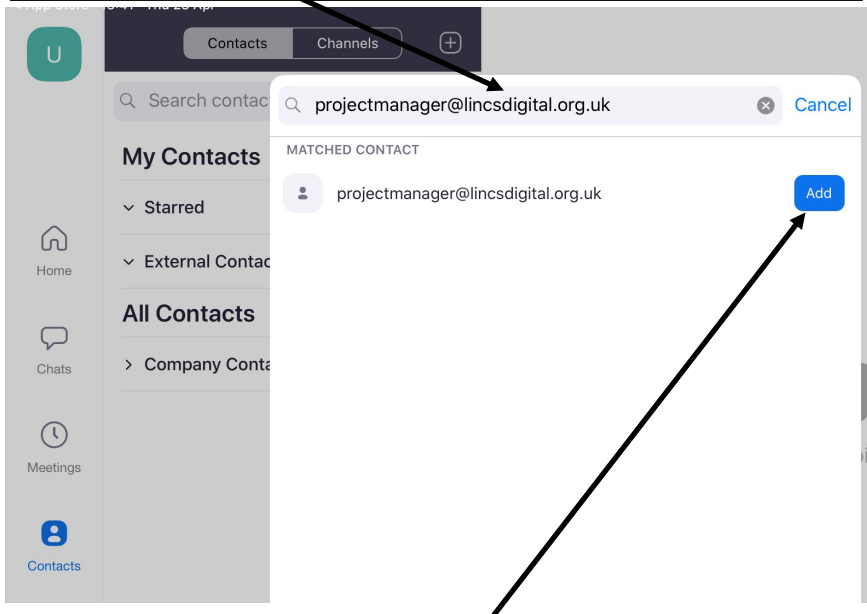
- Repeat this process for any other people you would like to add to your contacts.

- A request to be a contact will now be sent to your friend.

- When they accept your request their details will appear in your contacts list.

- Your details will appear in their list.
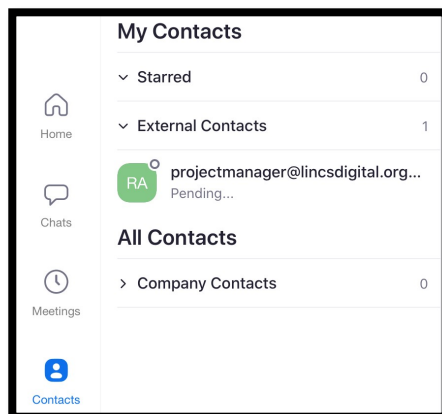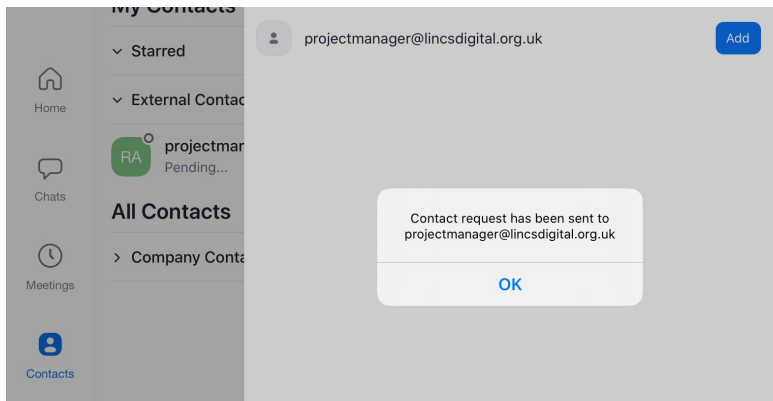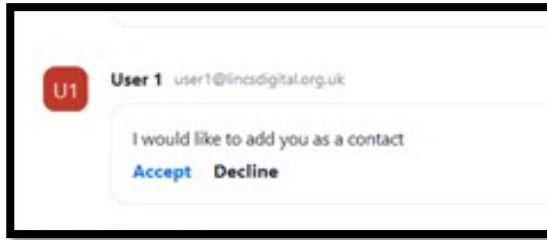
Your friend will receive the above message to Accept or Decline the request.

When they accept they will send a message to you
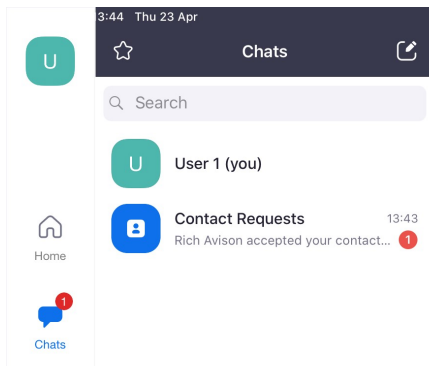
Your friend is now a Contact

Making a Call

There are various ways to start a call or chat:

From the Home Screen

Click/Touch New Meeting

Your Video screen will appear with either your name displayed or your video showing.

The controls are available by moving your mouse on computer or touch the screen on tablet/iPad (see next page)

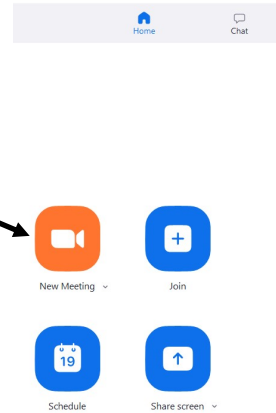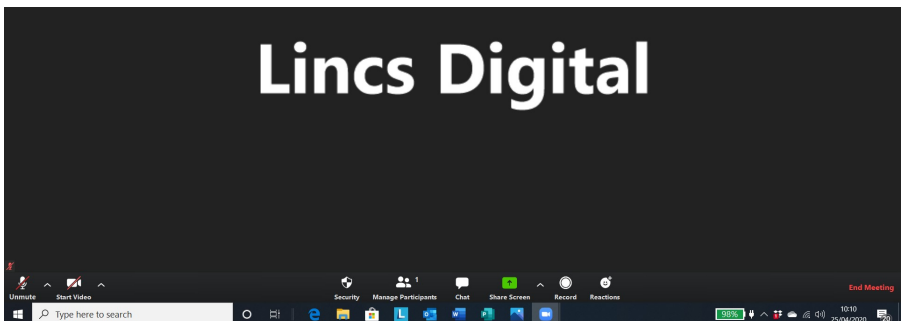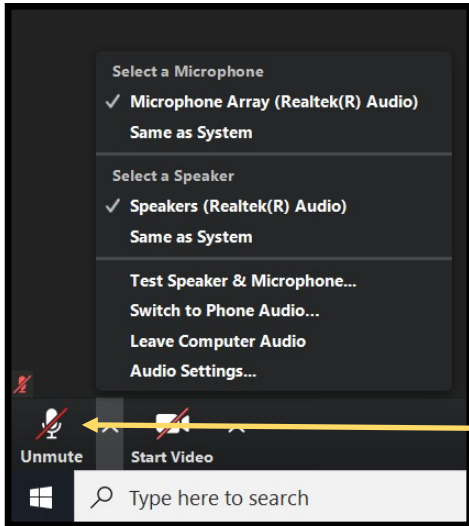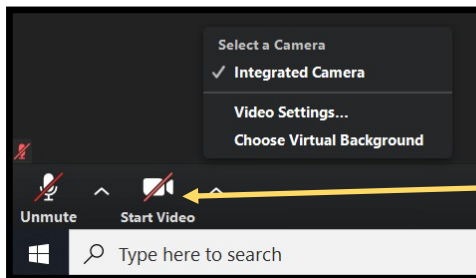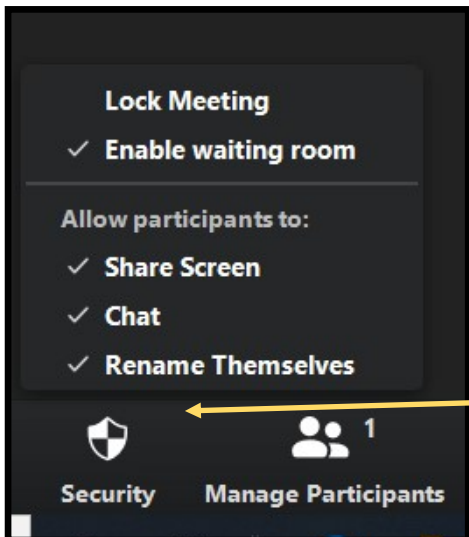|	

Select a Microphone
✓ Microphone Array (Realtek(R) Audio)
   Same as System
 	
Select a Speaker
✓ Speakers (Realtek(R) Audio)
   Same as System
 	
   Test Speaker & Microphone...
   Switch to Phone Audio...
   Leave Computer Audio
   Audio Settings...
 	
Unmute   Start Video
⊞   🔍 Type here to search
	Audio
	
	Microphone Icon
	
	alternates between
	
	Mute and Unmute.
	
	The arrow to the side
	
	opens extra options.

Select a Camera
✓ Integrated Camera
 	
   Video Settings...
   Choose Virtual Background
 	
Unmute   Start Video
⊞   🔍 Type here to search
	Video
	
	Mute/Unmute Camera
	
	Extra options

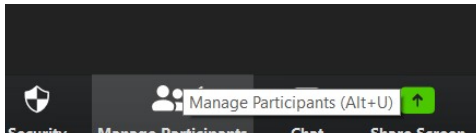|	
Lock Meeting ✓ **Enable waiting room** Allow participants to: ✓ **Share Screen** ✓ **Chat** ✓ **Rename Themselves** Security Manage Participants 1	Security Touch/click this Icon to show security features. Waiting room is a recommended feature to be covered later.

Manage Participants
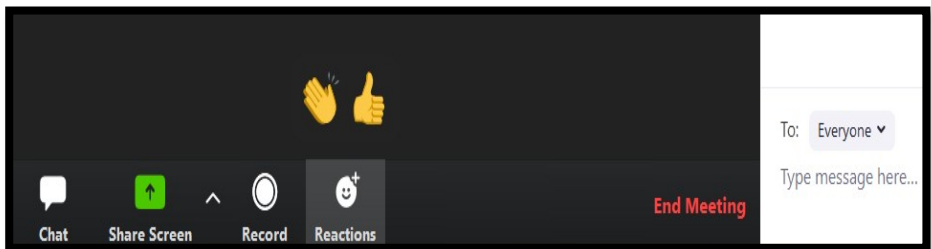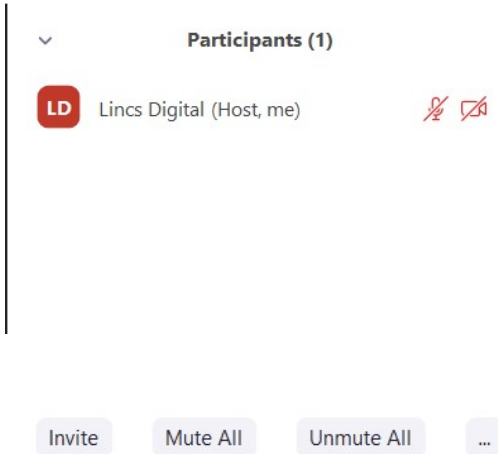
Opens the Panel to control people in the meeting.

You can:

Invite

Mute All

Unmute All
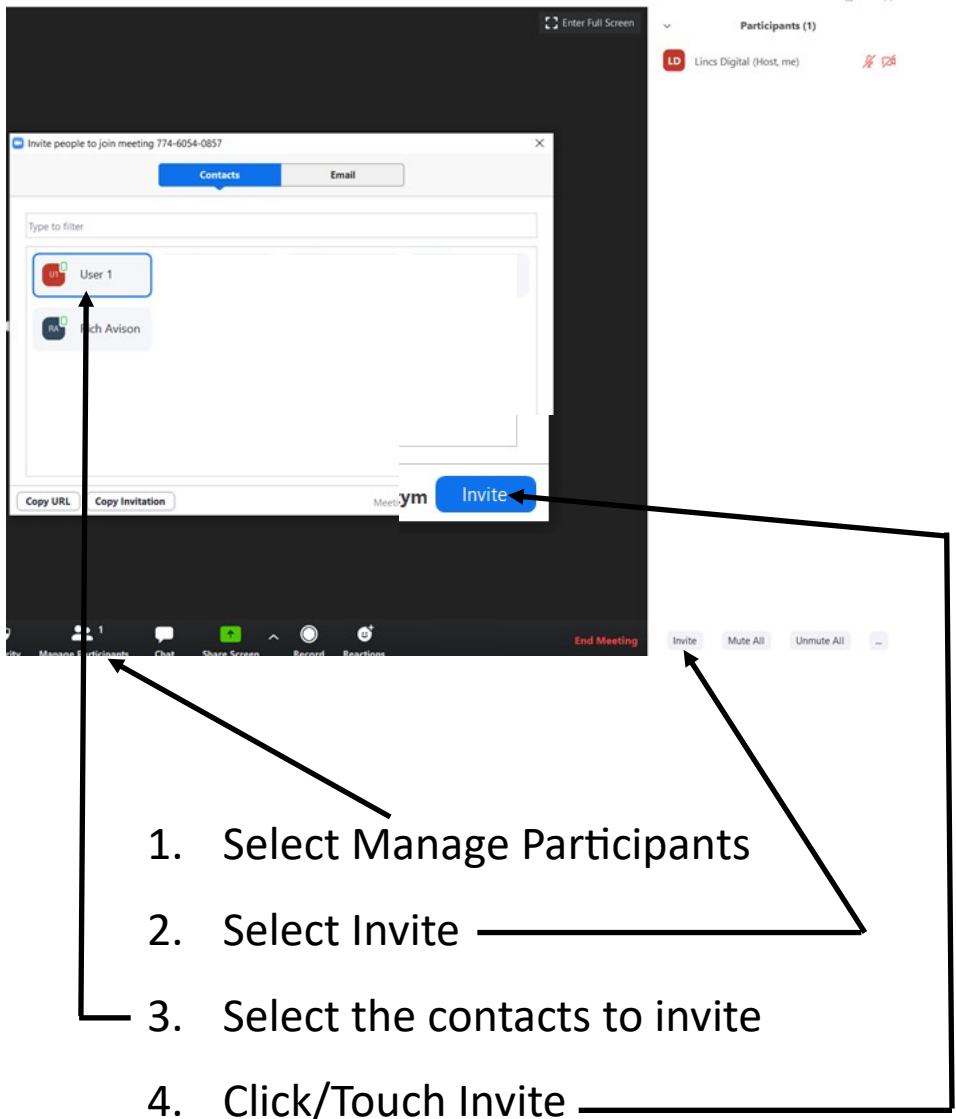
Or select individuls

Extra Features allow you to:

Chat, Share your Screen, Record the meeting and react to the meeting with Thumbs up etc.

The final option is to End the Meeting.

Invite a contact or contacts to a call


1. Select Manage Participants

2. Select Invite

3. Select the contacts to invite

4. Click/Touch Invite

5. Your contact now receives
   an invite on their device

When your friend (contact) accepts the invite they will appear in the waiting room.

This is an excellent security features and allows you to make sure only contacts with an invite are allowed into the meeting.

The person in control of the meeting is called the Host. This can be changed to other contacts during the meeting if required.

Once you admit them from the waiting room they will appear on screen.
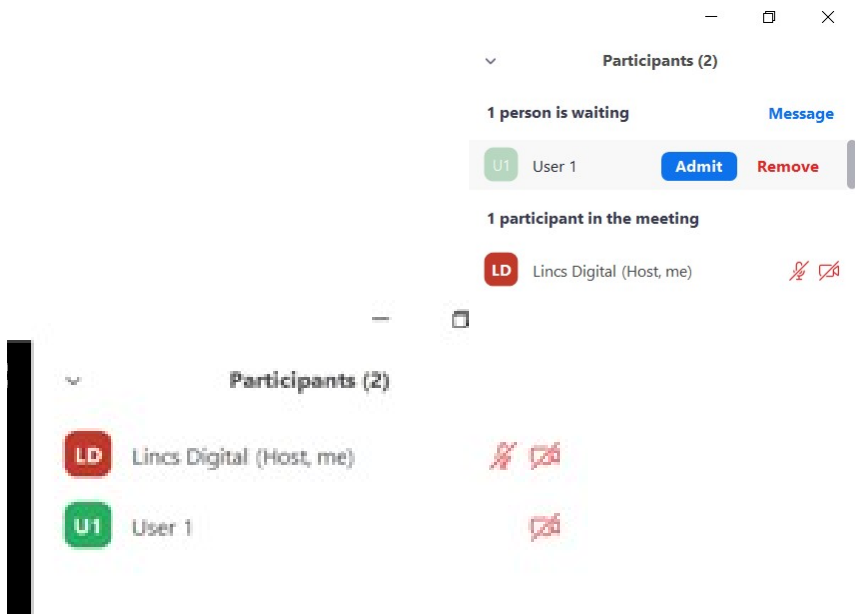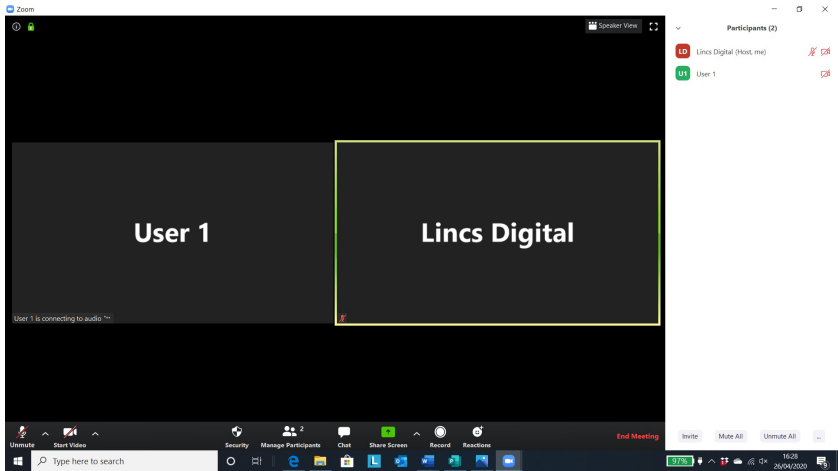
You and your friend are now both in the meeting.

If you invite other people they will appear here also and everyone can see and hear each other.

Currently the video is muted but the picture will appear when you turn on video.

If there are a number of people in the meeting it is better if you keep microphones muted until you wish to speak otherwise it can be very noisy.

Cameras are now on and you can see each other.

A line appears round the screen of the person who is talking which makes it easy for everyone to follow if there are more people in the meeting

In this case the lady on the left is speaking

You can now just talk to each other as if you were in the same room even though you may be in another part of the World.
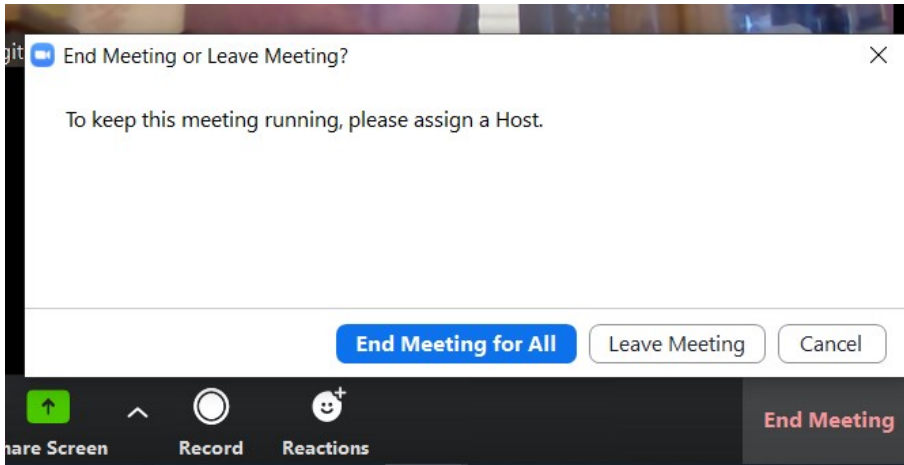
As the Host you can Mute and Unmute individuals.
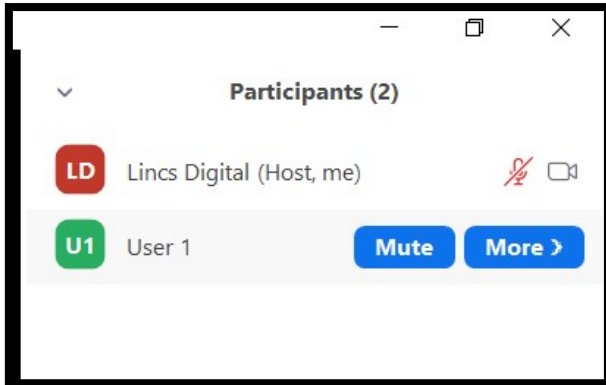
Selecting the More option allows you to stop video, Make another person the "Host", change the display name of the person, put them back in the waiting room or remove them from the meeting.
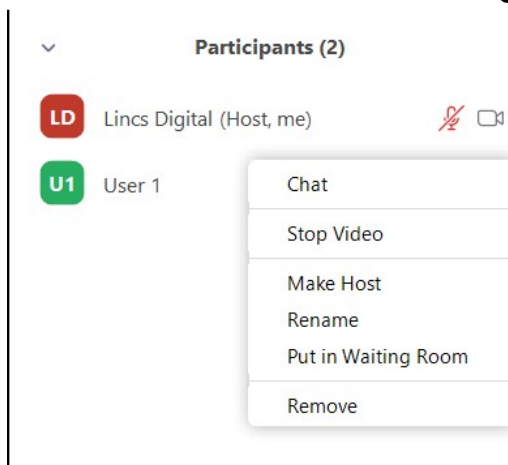
When you have finished your meeting you can end the meeting:

You can end the Meeting for everyone or you can make someone else the Host and leave the meeting for others to continue.

It is important to either end or leave a meeting otherwise you will not be able to join another meeting.

You are now able to contact

friends and family .

Have fun and stay connected.

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Facebook: @lincsdigital.org

Twitter: @Lincsdigital1

www.lincsdigital.org.uk

Video Support available by appointment using :

Skype, Zoom, Microsoft Teams, WhatsApp,

Facebook Messenger or Facetime.

Please phone or email to book appointment.