



Using Zoom

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Zoom Top Tips

- **Mute yourself if you're not talking!** This reduces background noise and makes it easier for people to hear each other.
- **In a pinch, press and hold the space bar on your computer to temporarily un-mute yourself.**
- **Use 'Gallery View' (top right corner) when in a call to see multiple people on your screen.**
- **A Zoom account is not required to join a Zoom meeting** – participants just need the meeting link and/or meeting ID and password.
- **Schedule Zoom meetings by logging at www.Zoom.us.** While you can schedule Zoom meetings in the phone or tablet app (this works fine for ad hoc one-to-ones), the app lacks the functionality of the Zoom website for larger scale meetings.
- **Add a co-host to your meeting** – sometimes it's useful to have multiple people managing the technical side of Zoom, particularly if your meeting is over 20 people; as a meeting host you can designate someone else as a co-host.

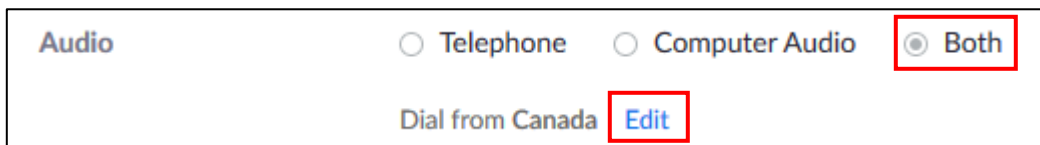
Setting up a Zoom Meeting

To schedule a meeting it is best to log in to www.Zoom.us.

Watch this video to learn how to schedule a meeting: <https://youtu.be/LE2w9tRpF4I>

Some key things to remember:

- [Make sure to use the Waiting Room](#) – this allows you greater control over who can attend your meeting. For some people, this feature may be automatically selected, for others you will need to add this feature to your meeting.
- [Allow participants to join audio by both computer audio and telephone](#) – on the off chance that they can't get internet service, they can always dial in.



The screenshot shows the 'Audio' settings in Zoom. It features three radio button options: 'Telephone', 'Computer Audio', and 'Both'. The 'Both' option is selected and highlighted with a red box. Below these options, there is a section for 'Dial from Canada' with an 'Edit' button also highlighted with a red box.

- [Add Canada to the 'Dial from' options](#). Select 'Edit' and then check the box next to Canada in the country list. This will provide participants who are dialling in with a free Canadian number to call.
- [If required, save time and effort by using the 'Recurring Meeting' checkbox to set up a recurring Zoom link](#). This is useful if, say, you want to schedule a meeting at 10:00am on every second Tuesday.
- [You may want to choose to make participants register to attend your meeting](#). This is particularly useful for large scale events as it allows you to get an advance indication of how many people will be attending.
- Once your meeting details have been saved, you'll be taken to a summary page. [Click on the Google and Outlook Calendar button to have your Zoom meeting automatically converted to a calendar appointment in Outlook or Google](#). From here, you can add attendees so it can be shared with other people's calendars.

Editing a Zoom Meeting

If you find you need to edit the details of a meeting after setting it up, log in to your account at www.Zoom.us (Note: You cannot edit meetings in the app).

Click the 'Meetings' tab and then click on the topic/name of the meeting (the blue hyperlinks). When the next page opens, scroll down to the bottom and select 'Edit This Meeting'. This will take you back to the page where you created the meeting and you will be able to alter the information fields.

NOTE: Editing the meeting details will not change the meeting link. If you've already sent out the meeting details and now the timing of the meeting needs to change, your participants do not need a new link!

THE ZOOM LINK IS ALWAYS LIVE

Has your meeting time shifted by 15 minutes? Does your meeting need to be 30 minutes longer? Has your basic account timed out after 40 minutes?

None of this matters! You can still use EXACTLY THE SAME LINK, whether your meeting time has changed, or you've been timed out and you need to jump back on again. The meeting link is always ready to go, so long as a host logs in to start the meeting. Times, dates, and durations are just so that the humans turn up when they need to.

Accessing a Zoom Meeting

Firstly, you do not need a Zoom account to access a Zoom meeting. However, what you will need is a link or a meeting ID and password. The organizer of the meeting should have sent you this information.

Once you have the details, there are two ways you can access the meeting:

1. Via the Zoom app (if you don't have the Zoom app, you can download it from the Zoom Download Centre [here](#) – select the operating system/device relevant to you, likely either Zoom Client for Meetings or Zoom Mobile Systems)
2. Via your internet browser (e.g. Chrome, Safari, Firefox)

Note: using the app to access the meeting is the easiest option, but if you don't want to download the app, or it doesn't work on your system, accessing the meeting via your internet browser is a viable, though more time consuming, process.



To access the meeting via the app you can either:

- a. Click on the meeting link. This will open a new internet window, and a popup will appear asking you if you would like to open the meeting in the app. Click yes, and then the Zoom app will open and connect you to the meeting.
- b. Open the Zoom app on your phone, tablet, or computer. Select *'Join a Meeting'* and then enter the meeting ID, followed by the meeting password.

To access the meeting via your internet browser (e.g. Chrome, Safari, Firefox) you can either:

- a. Click on the meeting link. This will open a new internet window, and a popup will appear asking you if you would like to open the meeting in the app. Click no, and then click *'download and run Zoom'*. A pop up will appear, but just click cancel. You should now see some blue text that read *'join from your browser'*. Select this link and the Zoom meeting will open in your internet browser.
- b. Go to www.zoom.us. Click on *'Join a Meeting'*, and enter the meeting ID. This will open a new internet window, and a popup will appear asking you if you would like to open the meeting in the app. Click no, and then click *'download and run Zoom'*. A pop up will appear, but just click cancel. You should now see some blue text that read *'join from your browser'*. Select this link and the Zoom meeting will open in your internet browser.

Hosting a Zoom Meeting

If you have scheduled a meeting, and have distributed the meeting details to attendees, this likely will mean that you are the host of the meeting (alternatively perhaps you have arranged with a colleague for them to host the meeting). Either way, the meeting host will need to login to a Zoom account and 'Start' the meeting in order to allow the meeting to get underway and participants to join.

This can be done from logging into the Zoom app and selecting *'Meetings'*, or by logging into www.Zoom.us and selecting *'Meetings'*. In both instances, click the blue *'Start'* button next to the meeting you wish to start.

Watch this video to learn about meeting controls in Zoom: https://youtu.be/ygZ96J_z4AY

NOTE: Depending on whether you are the host or a participant in the meeting, you will have different levels of control. Hosts have more control, they can (among other things) mute participants, transfer hosting permissions, and remove people from the meeting.



PLAY AROUND IN ZOOM WHILE NO ONE IS WATCHING

If you want to familiarize yourself with the in-meeting controls, you don't have to wait until you're in a meeting. Just open your Zoom app and hit 'New Meeting'. A meeting window will open but you don't have to invite anyone – just play around and get used to where things are.

Do this if you want to change your virtual background in advance of a meeting.

Transfer hosting capabilities

Perhaps you need to take off before the meeting concludes, or perhaps you just want to get a meeting started for your colleague to host. To make someone else the host, click the red 'End' button. Don't worry! This will not end the meeting. Instead, you'll see two options: 'End Meeting for All' and 'Leave Meeting'. Click 'Leave Meeting'. You will then be prompted to assign a host so that the meeting can continue without you.

NOTE: If the original host is a pro user, the meeting will continue to run for an unlimited time, even if the new host is a free or basic user.

Virtual Backgrounds

To use a virtual background, complete the following steps (you may need to download the Zoom green screen package – this will appear as a prompt if required):

Download

Download and save the image you want to use for your Zoom background to your device

Open Zoom

Start or join a Zoom meeting. You can always turn the video off while you adjust your background

Video Settings

Click on the small arrow (^) next to the video icon at the bottom left of the meeting screen. Select 'choose virtual background'

Add Image

Click on the plus symbol (+) on the middle right of the screen. Select your saved background image and click 'open'

Done!

Your chosen image should now be your new background*



*Different computer software/camera settings could complicate this process. See this [video](#) for more information.

[Extra Features of Zoom](#)

Zoom has a lot of additional features that you may want to explore, including:

- [Webinar functionality](#) – manage attendees as either participants or panelists
- [Screen sharing](#) – share spreadsheets, presentations, music, videos
- [Screen control](#) – while screen sharing, allow another participant to control your screen
- [White board](#) – all participants can collaborate on an interactive whiteboard
- [Polls](#) – survey your participants with either predetermined or on-the-spot poll questions
- [Recording](#) – allows you to record a meeting either [to the cloud](#) or [to your device](#) in order to share later
- [And more!](#)