


Getting to Grips with Zoom

Joining a meeting

When you receive an email meeting invitation like this:

Topic: Officers Catch Up
Time: Dec 10, 2020 11:00 AM London
https://us02web.zoom.us/j/86987818340?pwd=RGVSRW1odHVkVVZxL3RnenViVkcxUT09 Zoom Meeting

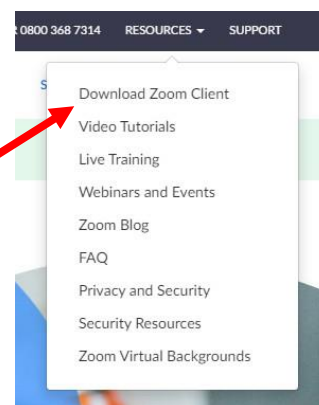


When you click on this link it will take you straight to the meeting, if you already have Zoom installed on your device (PC, laptop, tablet, phone).

If Zoom is not already on your device, you will be prompted to install it. Follow the instructions. This may take a few minutes, so best not to leave it until the last minute!

If you would like to set up in advance

Rather than wait for the meeting, get ready by installing Zoom beforehand. Go to the Zoom website <https://zoom.us/> and from the RESOURCES drop-down menu select Download Zoom Client (for Meetings) and follow the instructions.



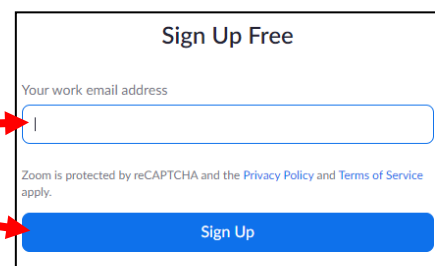
Alternatively, download the Zoom app from your App Store.

You can open your own free Zoom account

This will allow you to schedule your own meetings,.

Go to the Zoom website <https://zoom.us/> and click on **SIGN UP, IT'S FREE** and fill in the form:

- Enter your email address here
- And sign up by clicking here



Zoom will send an email to your address. Click on the button **Activate Account** in the email and enter your details online.

More details

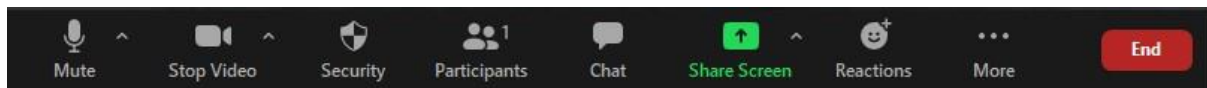
For further guidance, visit the NFWI website:

- https://mywi.thewi.org.uk/running-your-wi/guide-to-running-meetings/how-to...-host-a-virtual-meeting/How-to...-Set-up-Zoom_.pdf

Using Zoom

Controls



These are typical controls you will see either at the bottom or top of the Zoom window.



You may have to search for them if you are on a tablet. Try clicking on “...” to see more options.

Mute

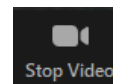
During a meeting you’ll want to be able to mute or unmute your sound.

Find the  control. Click to mute. It will change to . Click again to unmute.

You can temporarily unmute by depressing the space bar on a laptop or pc.

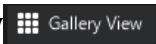
Video

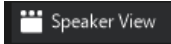
To turn your camera on or off click on the video icon.



Speaker & Gallery View

Zoom offers two screen options:

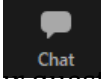
If the Gallery View  icon is displayed, you will see the person speaking at that time.

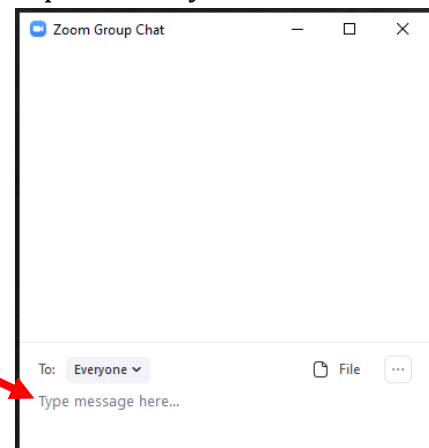
If you click Gallery View icon you will then see as many participants that will fit on your screen. This is .

The size of your screen will determine the number of participants that you can see at any one time.


Chat

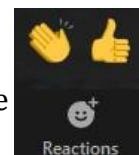
When listening to a speaker the host will usually mute all the participants. The chat function can be used for participants to ask questions or make comments which can be read out by the host.

Click on  and a box will appear. Type your question, or comment into the “message here” space at the bottom and press “enter”. The messages that others type will appear above. You can also select the Private option to chat with one participant in particular.



Reactions

The meeting host may ask you for your reaction. Click  which will give you the options:



- Applaud or thumbs up