

Zoom Cloud Meetings for U3A (Attending a meeting)

Before we start – Overview

Zoom Cloud Meetings (Zoom in this document) is a video and audio communication tool available for most common computers and mobile devices. This document is a short self-help introduction to get people started. Zoom is NOT a secure communications system and it is not advertised as such.

There are U3A ‘Helpers’ to assist you in addition to this document. The main issues might be audio and video problems.

Zoom requires a camera and a microphone and it must therefore be important for us all to be careful when using any application like this. The device is in your home with you, so be aware.

- It will require your email address to set up an account
- It is important to have a good password for **your** account because this protects **your** email address and your calls and contacts, even though there is no credit card etc. on it. Don't re-use passwords (on anything)

Obtaining Zoom Cloud Meetings

Zoom is fairly simple to install, setup and use. See the installation section for your device or computer. I have given the information (location) required to get the program.

- If you are using a laptop/portable computer, you will have to install the program – this is explained later. Most have a camera and microphone in them and should ‘just work’
- If you are using a desktop computer (large box with screen etc.), you will have to install the program – this is explained later. You will also need an external web-camera which also include a microphone. These have a USB type connector and the computer should be able to work these without you needing to do anything after you have plugged it in.
- If you are using a mobile device like a phone or a tablet then you install the program/app from the Android PLAY STORE or the Apple APP STORE. Only install Zoom from these places.

In the pages below are:

1. Some basic instructions (please read the appropriate section) to assist installing the software (application) on the following systems and devices

Windows 7 and 10
Apple MacOS
Android phones and tablets
Apple ipad and iphones
Linux

2. How to test your microphone, speaker and camera
3. How TO USE THE PROGRAM once it is installed
4. Some basic security advice

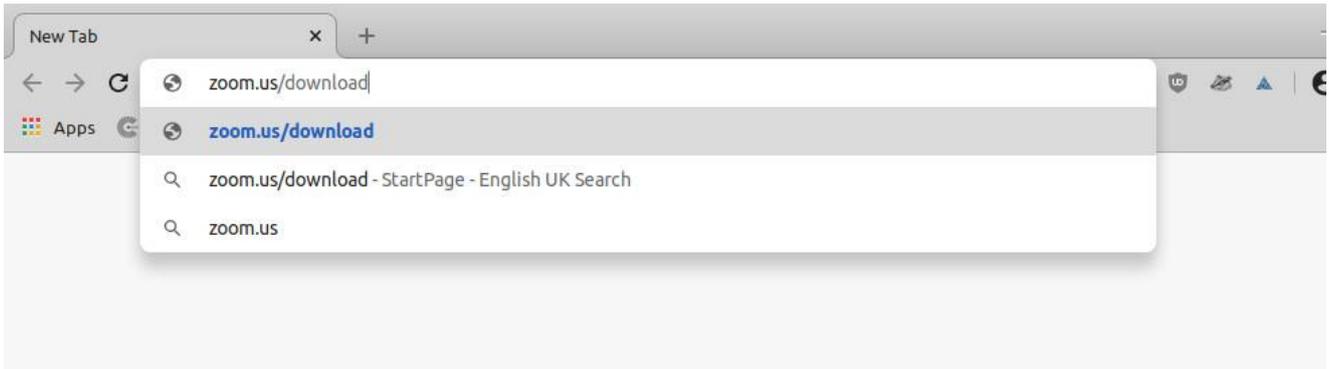
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Installing on Windows 7 and 10

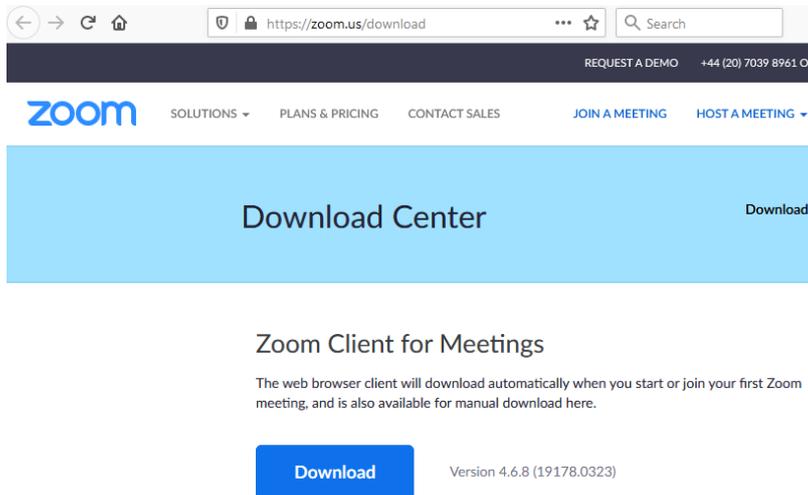
If you search in-line for ZOOM there are always sites returned that may not be the real ZOOM Cloud Meetings. Make sure you click on the link zoom.us/download

Using your Internet Browser (Google Chrome, Microsoft Edge or Mozilla Firefox).

- In the search bar at the top of the browser enter the line shown below.
<https://zoom.us/download>



- You should see the page as shown in the picture below
- It should detect your operating system (windows/mac/linux) and offer to download.
- You should select **Zoom Client for meetings**

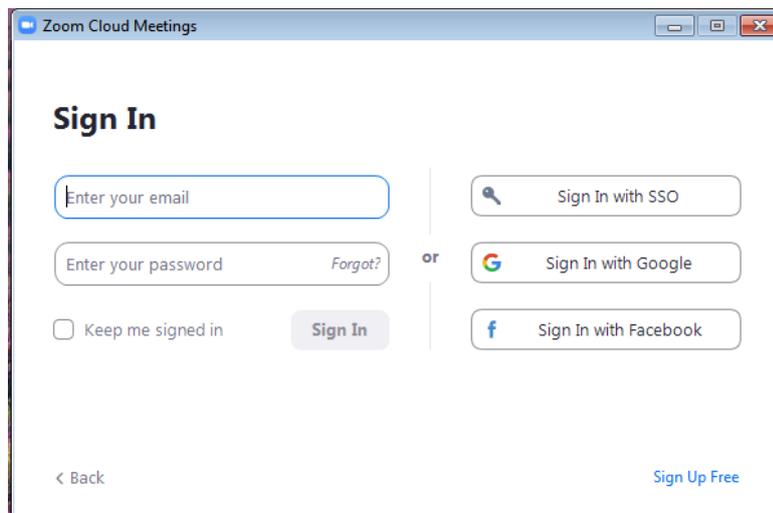


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- Then locate the file you just downloaded (in windows it will be zoominstaller.exe), double click it and the zoom client will start and offer you the option of **sign-in** or **join meeting**

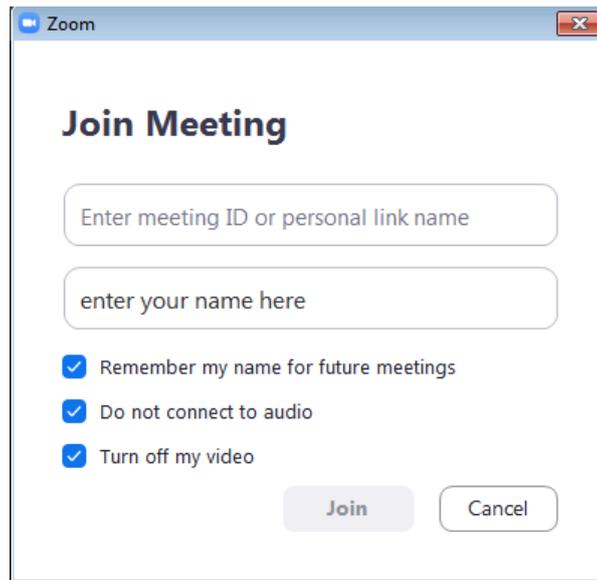


- If you want to create your NEW (personal) account, click on **sign in** and enter your email address and a new, unique password, which should be at least 8 characters and have lower case, upper case letters, a number and a keyboard symbol (like @ or # or & or % or \$)
- This is your personal account, don't use this password when you set up meetings, it is just to secure your account



- If you already have an account already, just enter your email and the password you created when you set it up
- If you are just joining a meeting, the click JOIN MEETING and enter the ID and your name (so people know who you are in the meeting). You will be asked for the meeting PASSWORD at the next step. You were given the meeting ID and PASSWORD in the invitation email from the Group Leader

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A screenshot of the Zoom application window titled "Zoom". The main heading is "Join Meeting". Below the heading are two input fields: the first is labeled "Enter meeting ID or personal link name" and the second is labeled "enter your name here". Below these fields are three checked checkboxes: "Remember my name for future meetings", "Do not connect to audio", and "Turn off my video". At the bottom right are two buttons: "Join" and "Cancel".

- It is best to tick, do not connect audio and turn off video and enable these once you are in the meeting, but that is your choice.

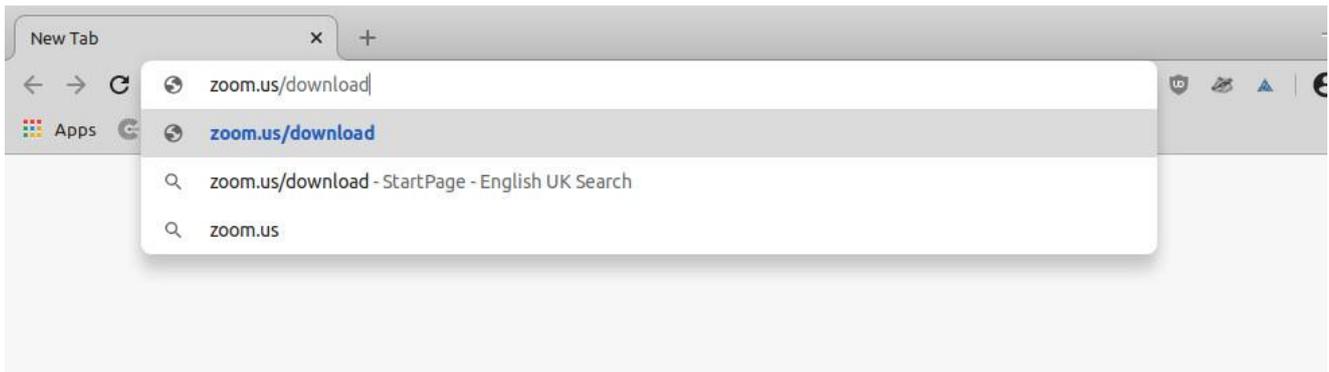
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Installing on MAC os

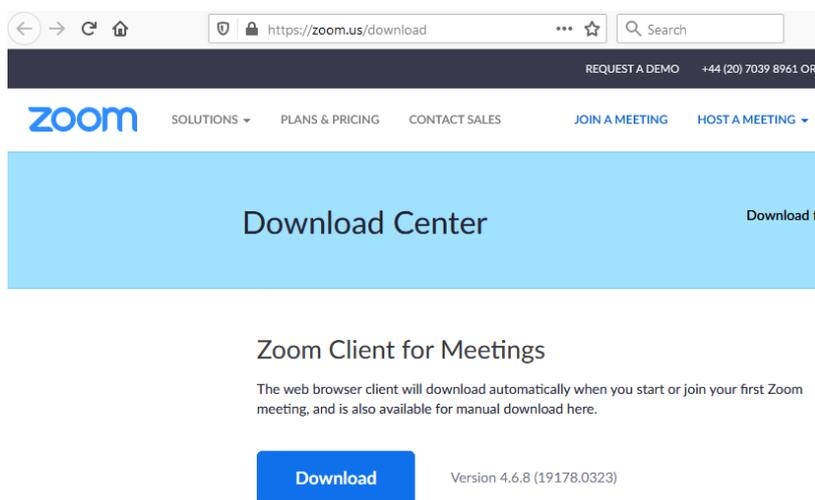
If you search in-line for ZOOM there are always sites returned that may not be the real ZOOM Cloud Meetings. Make sure you click on the link zoom.us/download

Using your Internet Browser (Safari, Google Chrome or Mozilla Firefox).

- In the search bar at the top of the browser enter the line shown below.
<https://zoom.us/download>



- You should see the page as shown in the picture below
- It should detect your operating system (windows/mac/linux) and offer to download.
- You should select **Zoom Client for meetings**



- Then locate the file you just downloaded
- Double click the file and the zoom client will start and offer you the option of **sign-in** or **join meeting**
- On the MAC operating system the above (Windows) procedure will be very similar

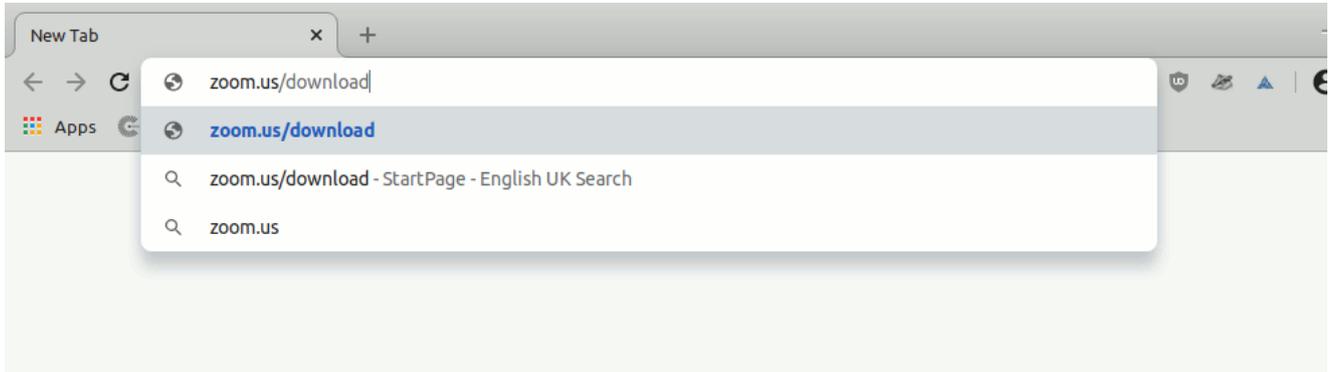
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Installing on Linux

If you search in-line for ZOOM there are always sites returned that may not be the real ZOOM Cloud Meetings. Make sure you click on the link zoom.us/download

On the Linux operating system the above (Windows) procedure will be very similar

Go to <https://zoom.us/download>

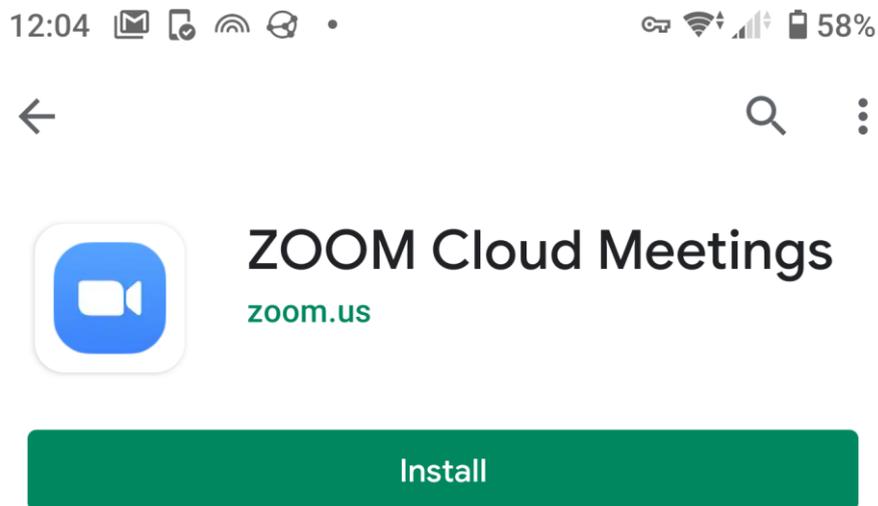


Zoom is also available in the Linux software store

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Installing on Andriod (phones and tablets)

- Search the PLAY store for ZOOM Cloud Meetings.
- It should return **ZOOM Cloud Meetings by zoom.us** as shown below



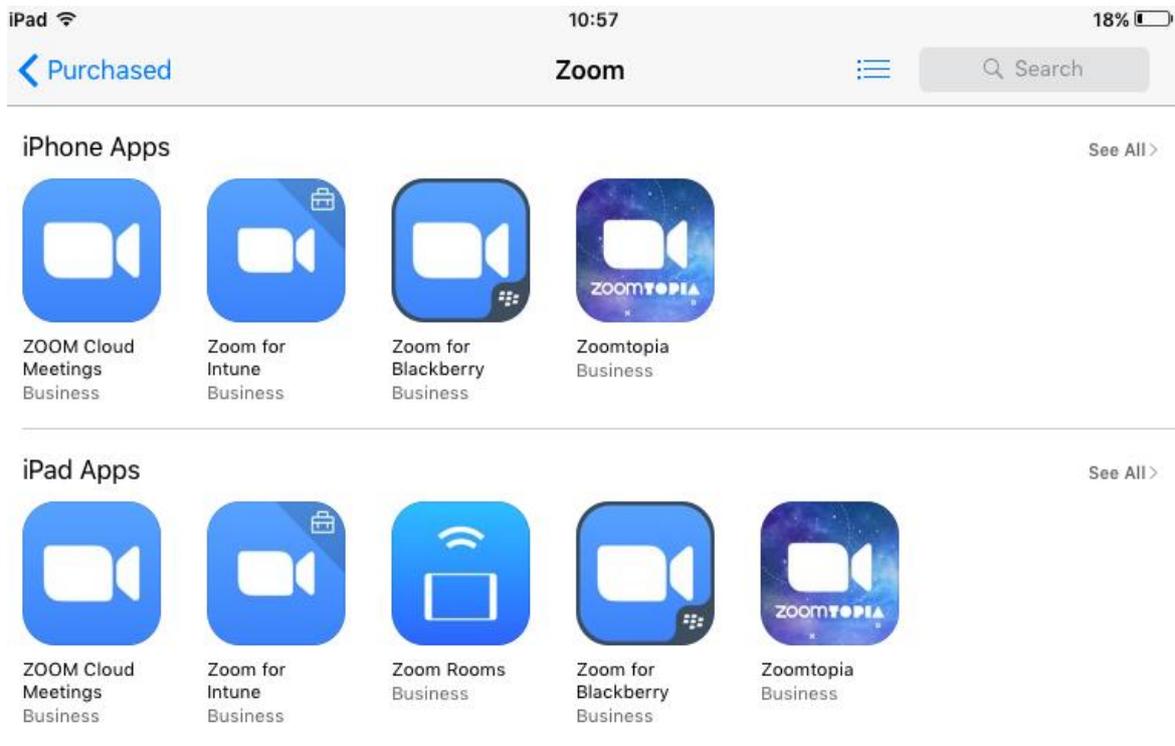
Once installed you can open the app immediately or exit the Play store and find the application on your device among your other applications.

- The Group Leader will have sent you an email with the MEETING ID and the MEETING PASSWORD
- Open the program/application
- You are offered to JOIN a meeting
 - Enter the meeting ID – Press JOIN
 - Enter the meeting Password – Press JOIN
- There are other options but we will leave those for now

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Installing on iPad/phone

- Search the APP store for ZOOM Cloud Meetings
- It MAY return various Zoom applications but select
- **ZOOM Cloud Meetings by zoom.us** as shown below



- Zoom Cloud Meetings (on the left) for iPhone and iPad

Once installed you can open the app.

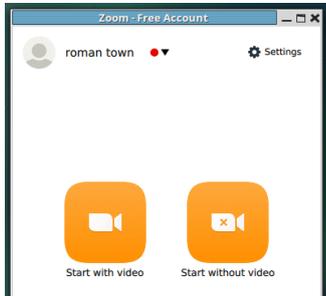
- The Group Leader will have sent you an email with the MEETING ID and the MEETING PASSWORD
- Open the program/application
- You are offered to JOIN a meeting
 - Enter ID – Press JOIN
 - Enter Password – Press JOIN
- There are other options (schedule and create meeting) but we will leave those for now

Zoom Cloud Meetings for U3A (Attending a meeting)

Setting up Zoom

Firstly once zoom is installed and the account enabled, before any calls are made. Open your Zoom program.

In the Zoom settings (the small 'gear wheel' in the top right corner



Settings gear wheel in top right

Opens this screen (below) use the AUDIO and VIDEO tabs



AUDIO tab

VIDEO tab

Open the audio tab as shown above

- Test your speaker and microphone
- un-tick automatically join audio so the box is blank
- tick always mute microphone when joining

Click on the video tab and you should see the video camera feed.

- Its best to un-tick HD video to save bandwidth
- Its best to tick turn off video when joining a meeting – you enable this once you join a meeting

Zoom Cloud Meetings for U3A (Attending a meeting)

Using zoom (as a Group member)

For PRIVACY and SECURITY, it is preferable to always join a meeting with your VIDEO OFF and your AUDIO OFF and enable these once you are in the correct meeting. But this is a personal choice

- Your Group Leader will have sent you an email with a MEETING ID and a MEETING PASSWORD
- Open your Zoom program on your computer/device
- Click on JOIN MEETING
- It asks for the MEETING ID (number) – From your email
 - Paste or type this in and press JOIN
- It will now ask for the password – From your email
 - Paste or type this in and press JOIN
- It should now join the correct meeting
- It will probably ask you JOIN with computer audio if so click this (yes)
- Enable your microphone and video (there should be icons for these on your screen). When OFF there is a red line through the icon.
- Meetings are time limited to 40 minutes (there is a possibility this restriction may be lifted). However if the meeting terminates, members can re-join using the same ID and PASSWORD.
- If a meeting does end, then click on JOIN MEETING and it will offer the meeting ID, click JOIN, then it will offer the meeting password, click JOIN. You will be entered into the same meeting you just left. You may have to wait a short while for the Group Leader to re-start the meeting.

BASIC etiquette

- Zoom will switch to whom ever is speaking/making a NOISE! It is really annoying if a dog barks/door bell goes/someone else comes into the room etc. and Zoom switches to that and cuts off the person speaking.
- SO if you are listening/not contributing immediately, click the microphone icon on the zoom screen to mute (turn off) you microphone, a red line will be drawn through it. Re-enable the microphone when you want to speak
- This also stops embarrassing moments if you get yelled at (or similar)!
- Think about the **camera placement** – what might other viewers **see through your camera!**
- Think about adequate lighting

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Basic security and privacy

- Check carefully any links you are sent in emails
 - Make sure they are from the Group leader and are expected
 - It is far better to input the ID and PASSWORD than click on a link in an email
 - My advise is DON'T CLICK ON ANY LINKS in emails from anyone (not just emails related to Zoom or U3A)
- After you have finished a meeting make sure you have fully closed ZOOM and EXIT (shut down) the program. On most computers you will see a ZOOM icon somewhere on the 'task bar' at the bottom of the screen. If you click this with the RIGHT MOUSE button, you can EXIT ZOOM which will fully shut the program
- When ZOOM is running, you will see that you can change your status between Available, Busy or Away and this allows you control over people calling you
- It is better to set Audio and Video to OFF and NOT AUTOMATICALLY ON for the start of calls, this allows you to control what people see/hear as you join a meeting.
- In general I would only add contacts (you have to invite them under ADD CONTACT) for close friends and family. For general U3A meetings I would only join meetings via the ID and PASSWORD method. The reason for this is again, people in your contacts can see your status (Available, Busy, Away) so better this is only people who are close to you

Meeting Recording

Zoom has the facility to record meetings, which can be turned on by the host, but as a participant, you will always see an indication on the screen if it is recording. As a host, if you intend to record, it is courtesy to let your participants know beforehand and allow them to leave if they wish. For larger meetings, consent can be made more formal with a 'Recording Disclaimer' that must be clicked to show consent before recording starts. More information on recording is on the Zoom website here: <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>