How to Zoom

Contents

1. What is Zoom?

Zoom is software which allows virtual meetings. Zoom can be opened via internet using your computer or mobile device. It is also possible to dial into a Zoom meeting using a telephone though you won't be able to experience all features when you are dialing in. You will not be charged for using Zoom.

For the purposes of YPAG's virtual meetings: Host = Deirdre Leyden, (YPAG lead), Participants = YPAG members.

2. Pre meeting planning & meeting etiquette

As virtual meeting is a new type of meeting for YPAG we ask that all members:

- Complete and return a YPAG Zoom Meetings Consent form (which will be emailed to you)
- Read and stick to our YPAG Zoom Meetings Etiquette Rules (which will be emailed to you)

All YPAG members will also be sent the agenda and any documents needed for the meeting in advance along with the meeting invite link.
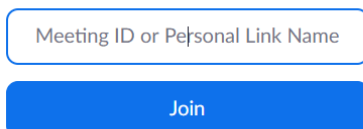
3. How to join a Zoom meeting - step by step guide

This guidance will help you to understand how to work with ZOOM when making use of a computer or laptop. The guide will constantly refer to a computer, but it is the same for a laptop. You are invited to join using your computer if at all possible. This means that if you choose to we can see who is in the meeting. If however you prefer to join by phone that's fine – (but be aware we will see your phone number, not your name).

From an email invitation

1.   To join a Zoom meeting the host will send you an email with the joining details. The connection link will look something like: https://zoom.us/j/9053434).This will also have the **Meeting ID** (9 or 10 digit number). You will also be sent a **password**.

2.   When clicking on the link, you will be sent to a connection page

3.   If this is the first time you are using ZOOM, you will be need to download a small application file on your computer. This process is easy to complete on most browsers. When you click the meeting link, you will be prompted to download the file (Google Chrome should automatically download the file).Then click on the Zoom_launcher.exe file to launch Zoom. If it doesn't start automatically, press **"Ctrl"** and **"J"** keys on your key board simultaneously to open your downloads and click on the file called Zoom_launcher.exe. In Google Chrome this should appear in a bar at the bottom of the screen, in other browsers you may need to click on your Downloads. After the Zoom app is installed, your meeting will start.

From your browser

Alternatively, it is possible to join a Zoom meeting from your browser as well. When you join a meeting via your web browser, it is recommended to use the browsers Chrome or Edge.
Go to **zoom.us/join** and enter the **Meeting ID** (9 or 10 digit number). The Meeting ID has been included in the email with joining details (it's the numbers from the hyperlink.

Join a Meeting

| Meeting ID or Personal Link Name |

| Join |

From a mobile or tablet (e.g. iPad)

If you are joining from a mobile or tablet, you will be prompted to download the Zoom Cloud Meetings app from the App/Play Store after you click the meeting link.

From a telephone

If you are unable to join from Zoom on a computer or mobile, then you can join on the telephone instead. Call: **0800 260 5801**
Enter the Meeting ID (9 or 10 digit number) which can be found in the email or invite when prompted.

## 4. Now you're in Zoom

Your Zoom Display Name

If you can, try to update your Zoom Display Name before the call (go to settings, click on your name, and display name) - if we have 10 people joining as iphone25 we won't know who anyone is! Please use your first name/preferred name please so the Host knows who is in the meeting and not a nickname/gamer name - go to settings, click on your name, and display name.

Once you entered ZOOM, you will likely be asked in what way you would like to listen to the meeting, unless you have set up your preferences previously and saved these.
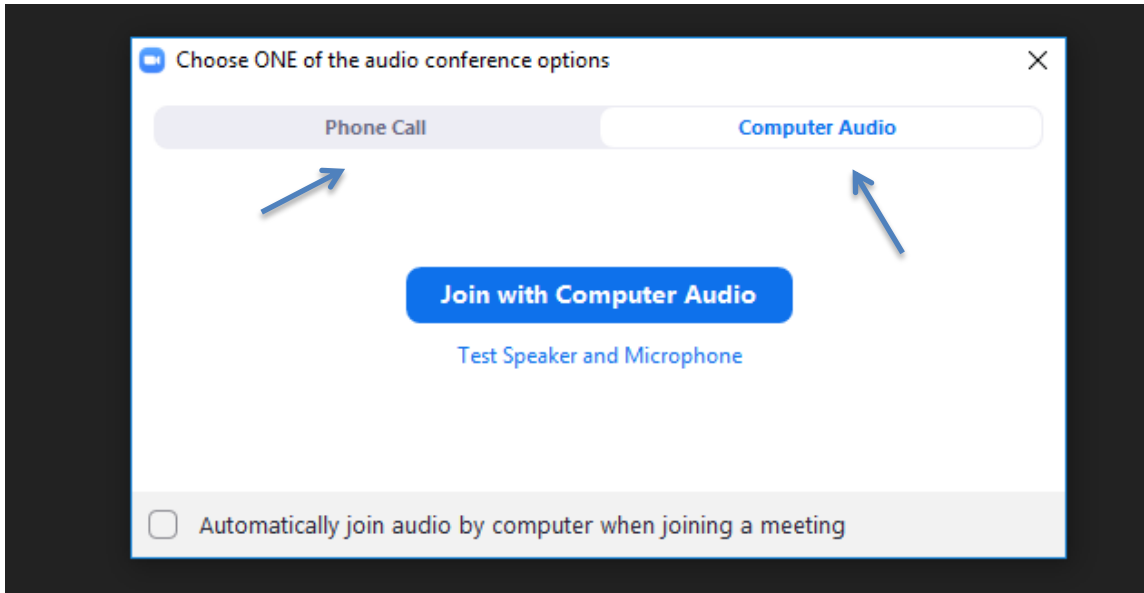

If you are early to the meeting don't worry you be allowed into the waiting room and the Host will give you access to the call. Please don't worry if you don't get in first time or you can't see or hear other people straight away – we will work it through together! If you get logged out for any reason, just repeat the steps above.

You can listen to the meeting making use of your computer, in which case you use **"computer audio"** or you can dial into the meeting via phone call if you are unsure of the microphone/ speaker quality of your computer. In that case, click on **"phone call"** and it will show you which number to call and all required information to access the audio of the meeting via phone. Note that it is important to select an audio option. Otherwise, you won't hear what is happening. If this is the case, the audio in the bottom bar of your screen will show the image below.


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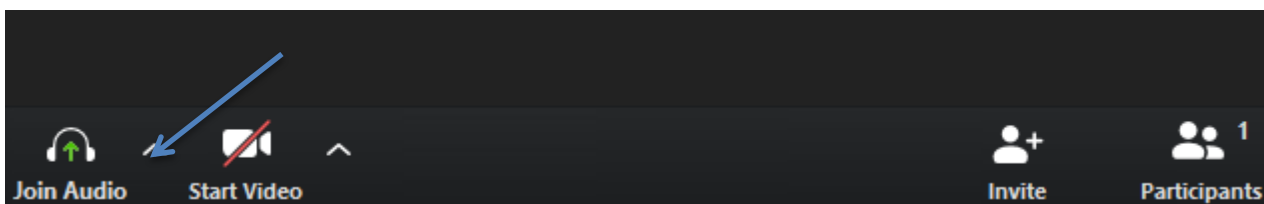
Testing your video/ microphone

After entering your meeting, you might want to test your audio and video quality.
Click on the up-facing arrow next to the microphone icon in the bar on the bottom of your screen and select "Test Speaker & Microphone".
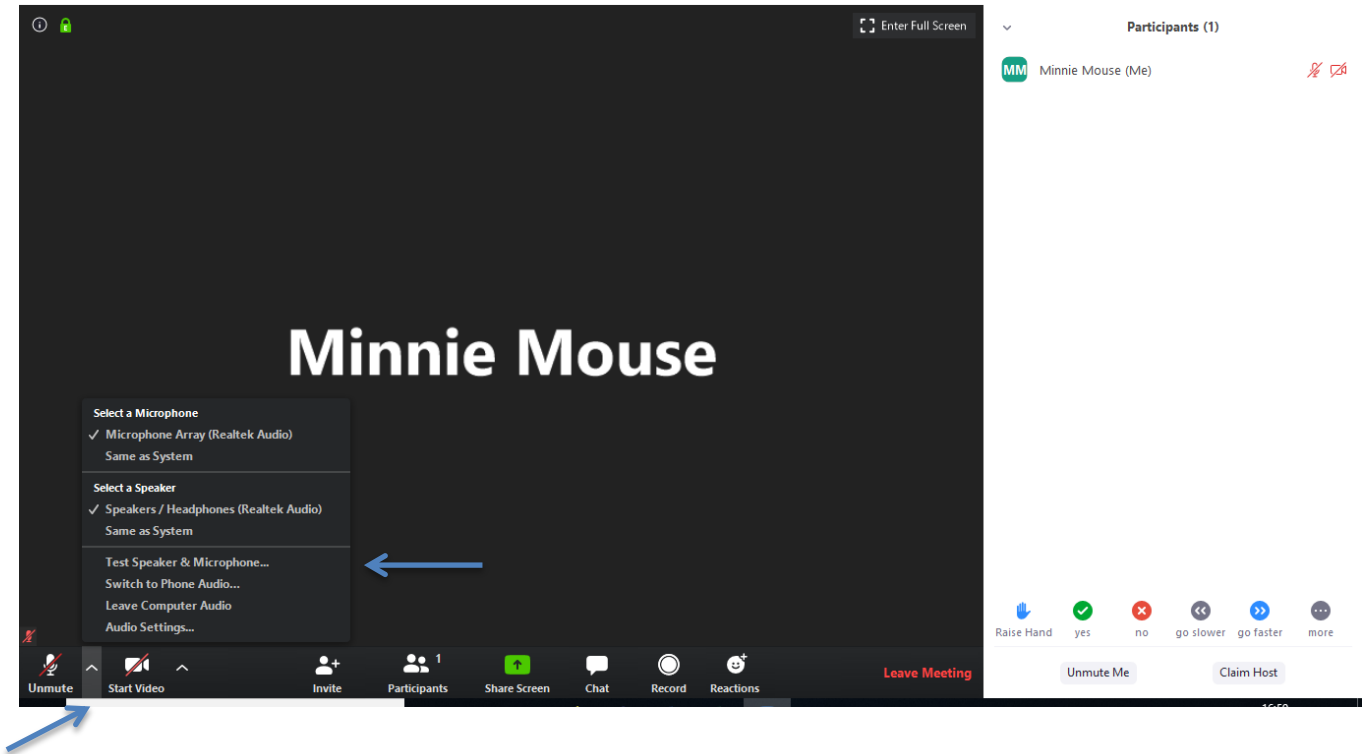
Zoom will play you a ringtone. If you don't hear it, select a different audio output by clicking on the downward arrow. Especially if you have a (wireless) headphone connected to your computer, you might have several audio outputs so it would be good to test which one would work. Try which output has the best sound quality.
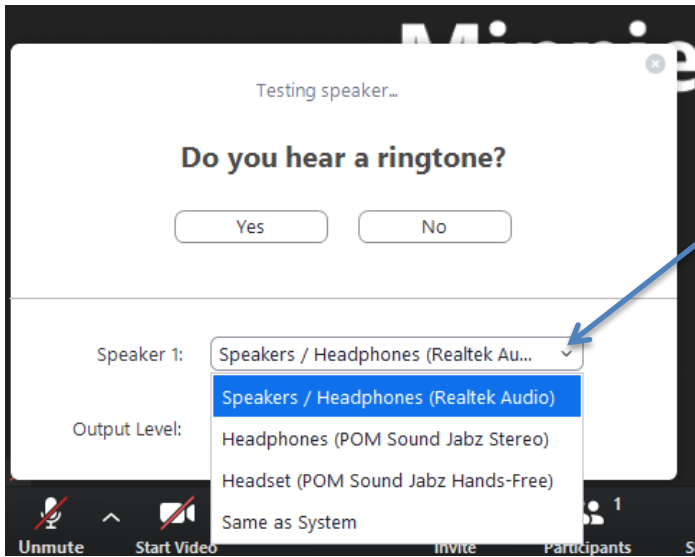
Once you selected your preferred audio, click **yes** on the question "Do you hear a ringtone". You will then be referred to microphone testing. You will need to speak into your microphone (which might be hidden in your webcam/ laptop) or into your headphones. It will play back what it hears. If you don't hear anything, you might want to test a different input by selecting a different option when you click the down facing arrow. If none of them work, you might want to use a different microphone or considering dialing in with your phone to ensure access to the meeting audio and allow them to hear you.
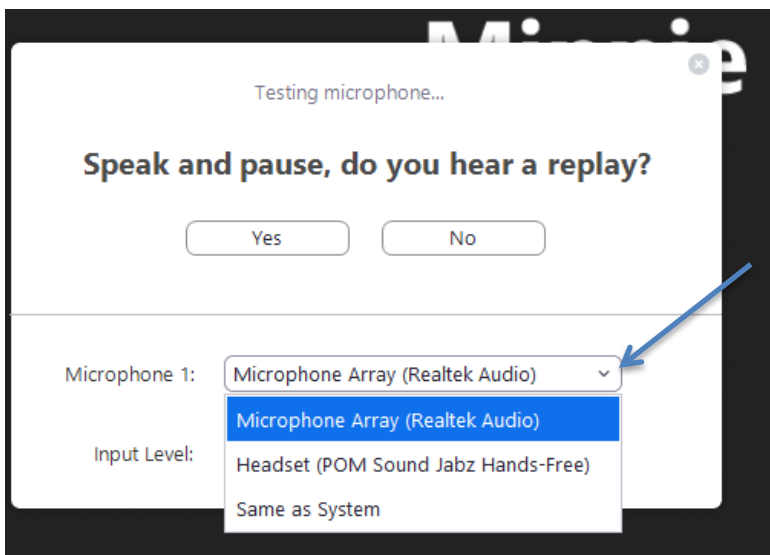

If you hear your microphone, press yes to the question "speak and pause, do you hear a replay?"

How to mute and unmute your microphone

It is **important** to mute your microphone when you are not talking to avoid disturbances and background noises during the meeting. You should be automatically muted when you join the meeting. You will want to unmute yourself before you start talking. Make sure to mute yourself again once you finish talking. There are several ways to mute and unmute yourself:
1) Press the "Mute" or "Unmute" in the left corner of the bottom bar on your screen or press the "Alt" and "A" keys simultaneously on your keypad
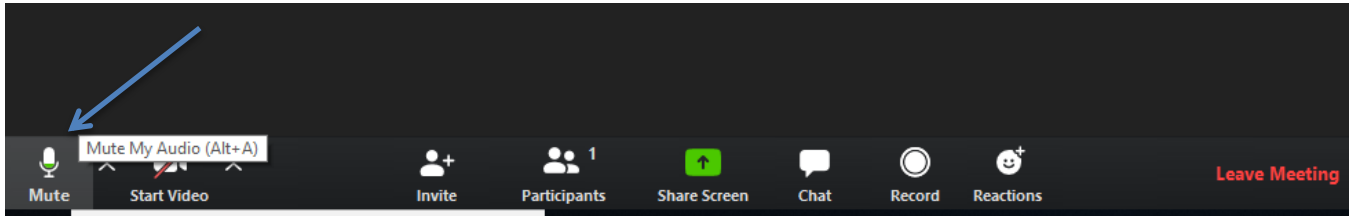

2) Click on your name in the participant's overview and press mute
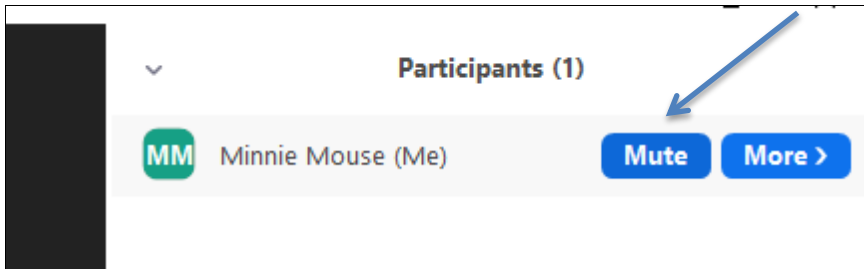
3. You can unmute your microphone temporarily by pressing the space bar on your keyboard. As long as you keep your space bar pressed, you will be unmuted and heard by everyone participating. You will then see the icon below in your screen. Once you let go of the spacebar, you will be muted again and the icon disappears.
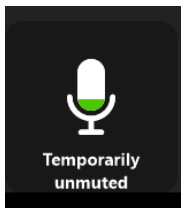
4. The bottom of your participant's box will show the button "Mute Me" or "Unmute Me"
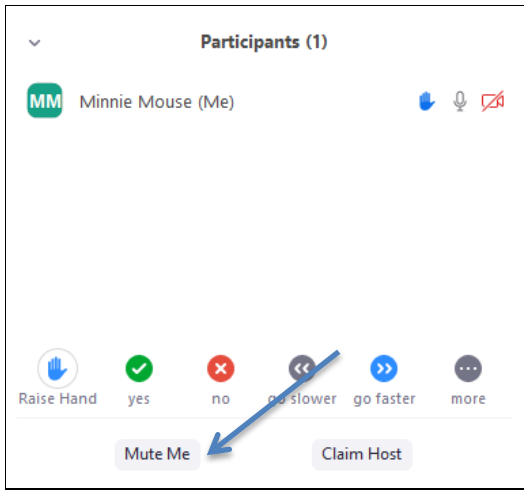
If you are unsure if you are muted or unmuted, there are several ways to check:

1) There is a microphone icon behind each participant's name. If this is red, the participant is muted, if it is grey, they are unmuted.
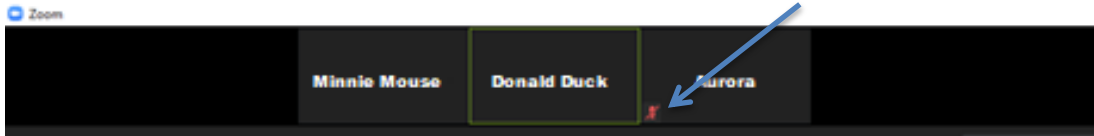

2. The microphone icon in the left corner of the bottom bar on your screen will show as "sound on" or "muted"

 = sound on

 = muted (sound off)
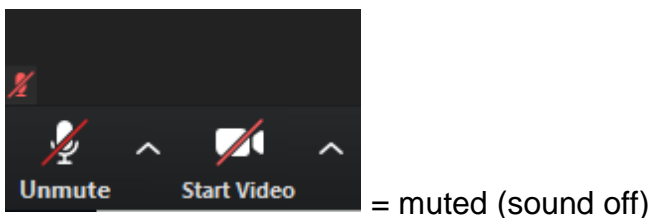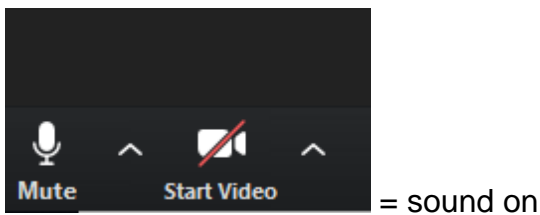
3. Your video icon will show whether you are muted. If you, or others, are muted, it will show a red microphone icon. If you are not muted, it won't show an icon.


Turning your video on/off

You might want to be seen during the meeting by sharing your video, or you might want to turn your video off. When participants share their video during meetings, meetings can feel more personal and the host can pick-up visual communication cues. To have a video function, you would need a webcam or build-in camera (which is more common in laptops).

If you are sharing your video, you will see yourself on the screen.
If you are not sharing your video, you image will be a black background with your name in white.
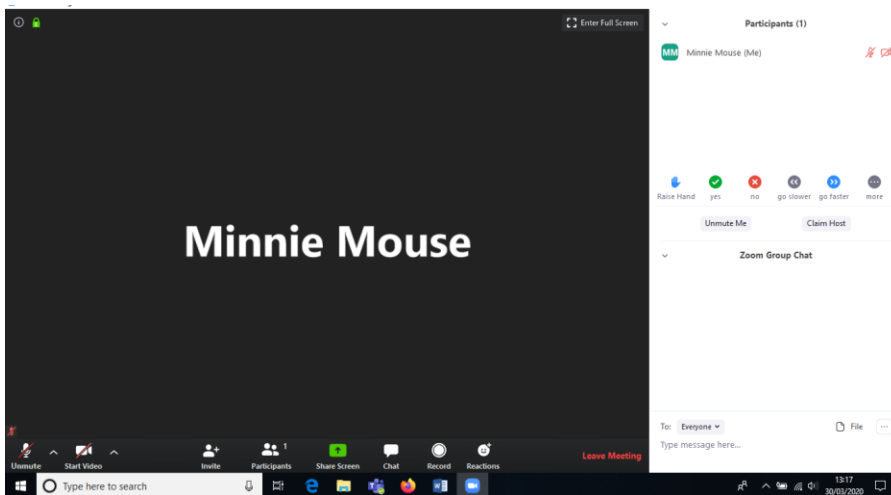

To turn your video on/off, press the "Start Video" or "Stop Video" in the left corner of the bottom bar on your screen or press the "Alt" and "V" keys simultaneously on your keypad
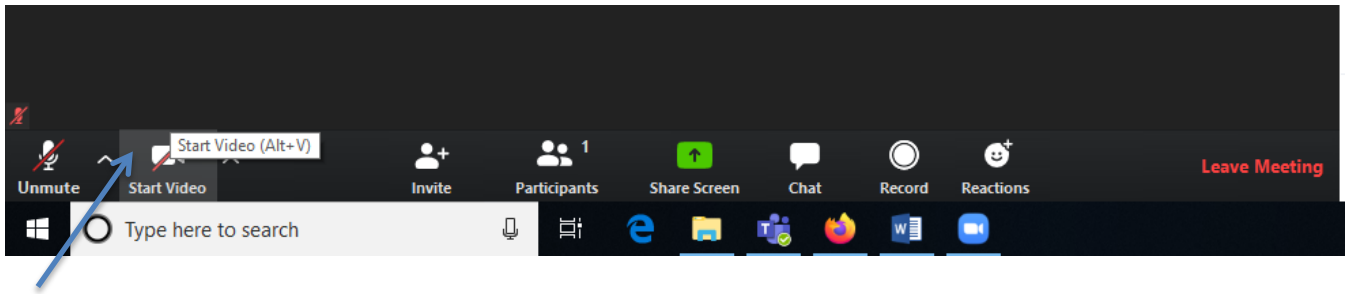
Different view types

There are 2 different types of views available to see the participants: **Gallery View** and **Speaker View.** You can switch between the two views by clicking on an icon in the top bar of your window.

In a **gallery view** you will see **everyone** on the call. The person speaking will be highlighted with a green border.
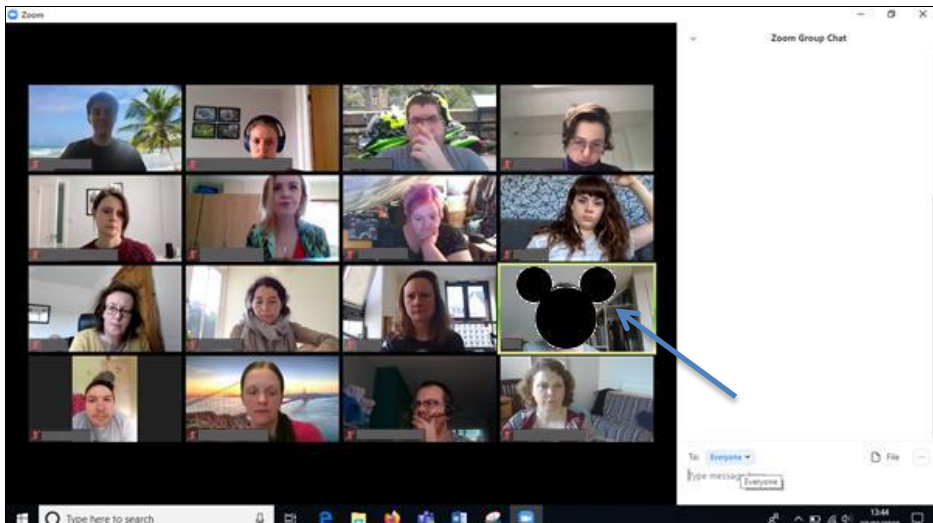

During a **speaker view** you will see a large image of the video of the **speaker**. Other participants, including yourself, are in a scroll bar on the top of your screen.

Who else is in the meeting?

To see everyone participating in the meeting - all your other YPAG members, press "participants" in the bottom bar on your screen.
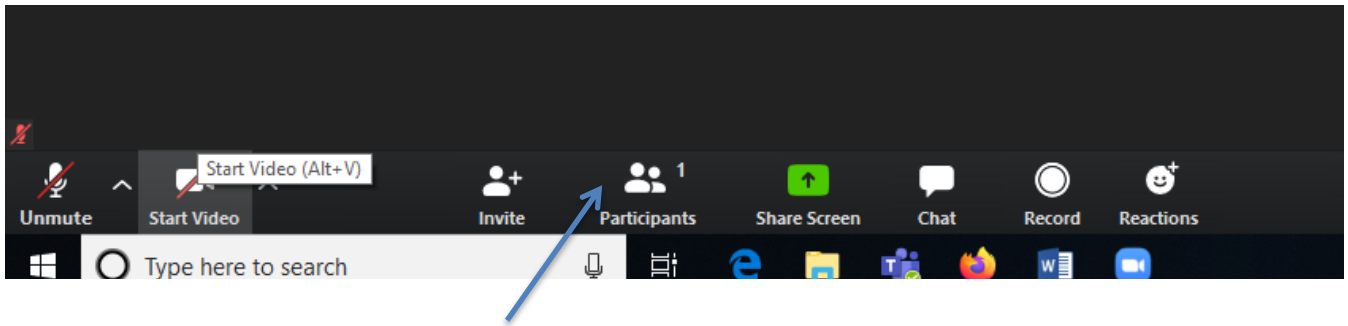
On the right of your screen, a participant overview will appear. Do note that if you are joining the meeting making use of "Full Screen", the participant's box will show up as a pop-up window. You will be able to scroll down the list, using the scroll bar on the right, to see all names. The meeting organiser(s) will have "(Host)" behind their name.
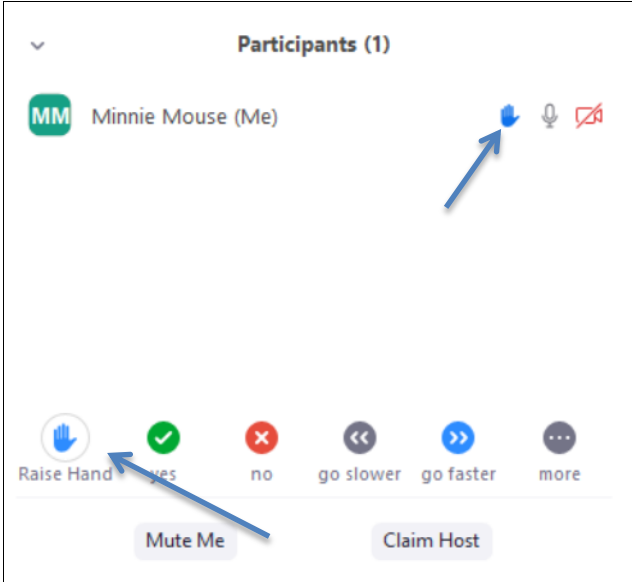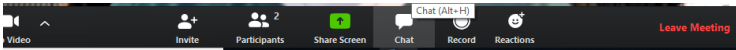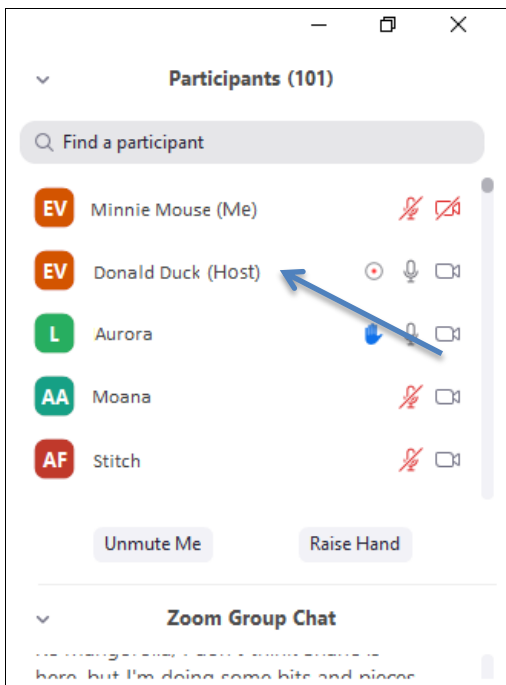

Alternatively, when in **speaker mode**, you will be able to scroll though all participants in the top of your screen.
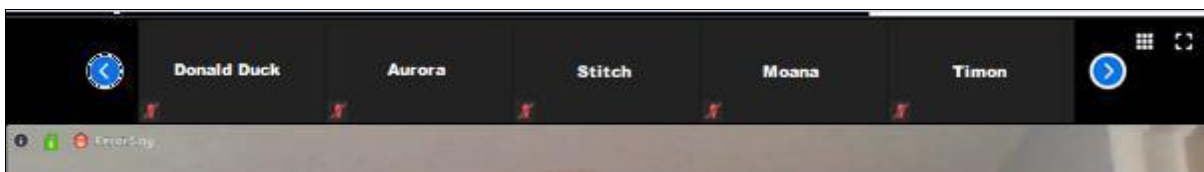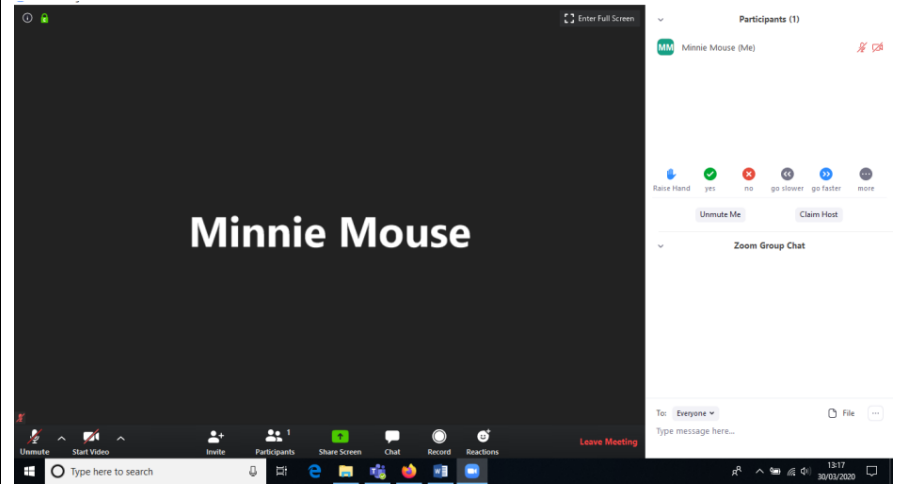
*Please read in preparation for joining the meeting:

5. How to use different facilities in the meeting

Function	What does it do	How to do it
Zoom Display Name	Allows you to enter your name	Go to settings, click on your name, and display name.
Participants button	To **speak** - ask a question – **"raise your hand"** *This is the digital equivalent of raising your hand in a meeting in the real world. The host can see who has their hand raised and invite you into the conversation avoiding speaking over each other.*	You have to press the "Participants" button on the bar in the bottom of your screen. In the participant's column on the right of your screen, you will see the option "Raise Hand". By pressing this, all participants, including the chair, will be able to see that you raised your hand and are keen to make a contribution to the discussion. Don't forget to press "Raise Hand" again after you made your comment to lower your hand again. The meeting host will also be able to lower your hand.
Chat Function	Alert the host that you need to leave the meeting/express an opinion, agreement or support for something that was said - it can	To see the chat, click on the "Chat" button in the bottom bar on your screen. Alternatively, you can press the "Alt" and "H" keys simultaneously on your key pad. You will then see a chat box appear on the right side of your screen. Do note that if you are joining the meeting making use of

	be also be anonymous.	"Full Screen", the chat box will show up as a pop-up window. If you already have the participants view activated, it will appear below it, otherwise it will take the whole column on the right of your screen.
	For the host to make contact with a participant who has joined the meeting late.	

To watch a How to Zoom video:

https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting