

ZOOM FOR BEGINNERS

BARRY HEADRICK

PAT WREN

PERQUISITES

1. For video conferencing, you will need a PC, Laptop, iPad, iPhone, Android Phone, or tablet with a camera and microphone. Most tablets, mobile phones, and recent laptops have a built-in camera and microphone.
2. If you do not have a device with a camera and microphone, you can use your regular phone to call into the Zoom Conference meeting using a local phone number (no toll charges) that is provided in the meeting information. You will not be able to see the participants or the information that is shown on the screen but will be able to hear the discussion.
3. A basic knowledge of how to use an iPhone, iPad, PC or Laptop will be an asset.

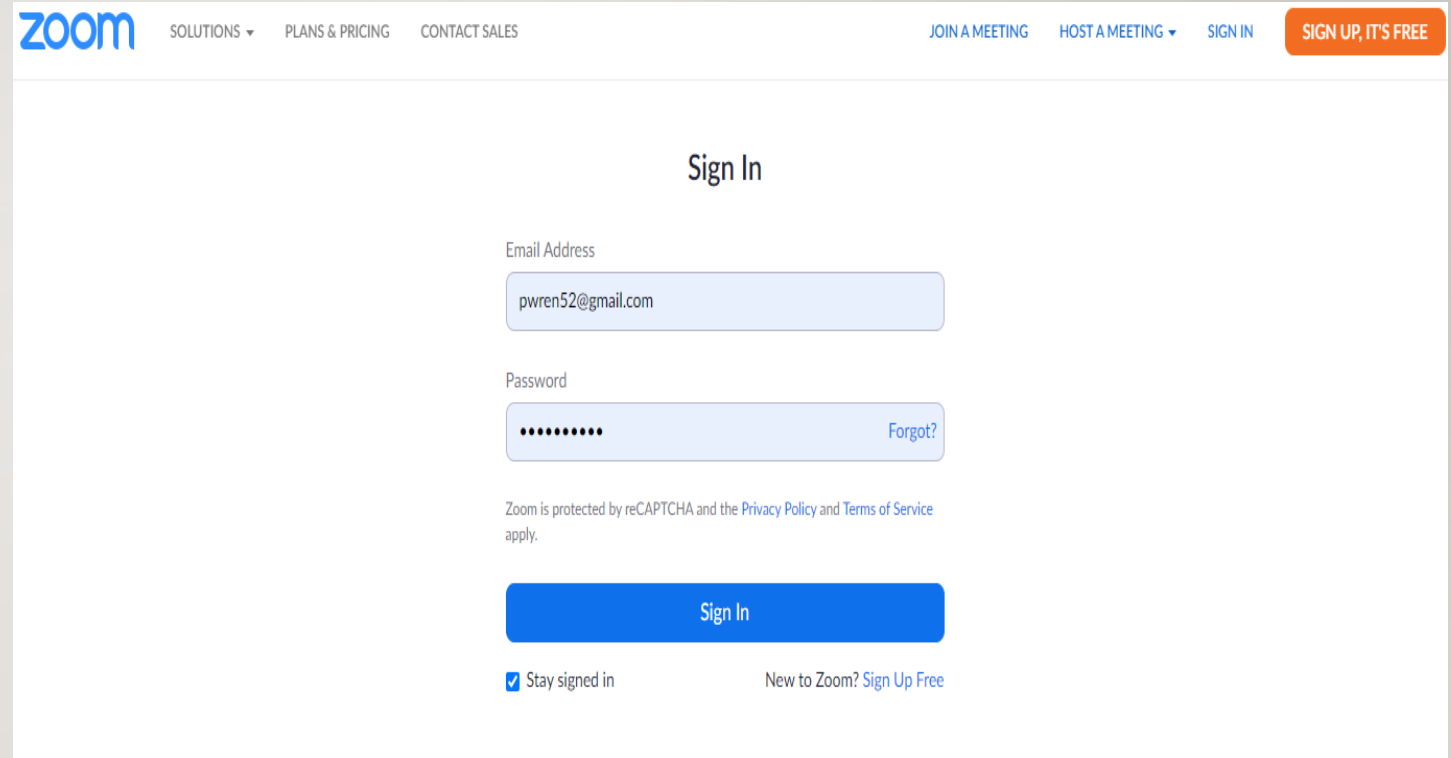
ZOOM GENERAL INFORMATION

- The Zoom application is available on Windows, Apple and Android devices
 - www.zoom.us Windows or Play Store for Apple or Android to download the software
- You can register for Zoom and downloaded for free
 - The **Free** version is limited to a 40-minute meeting (PS: You can restart the same meeting to gain another 40-minutes, if you wish to continue the conversation. Inform your participants that this an option and to rejoin using the same link)
 - Purchased Zoom software has no time restrictions
- The Zoom host controls the meeting & will have additional functions to manage the event

ZOOM SIGN IN PAGE

[ZOOM.US/SIGNIN](https://zoom.us/signin)

- Sign In Page to Zoom
- Headings
 - Join a Meeting
 - Host a Meeting
 - Sign In
 - Sign Up, It's Free (Create your own account)

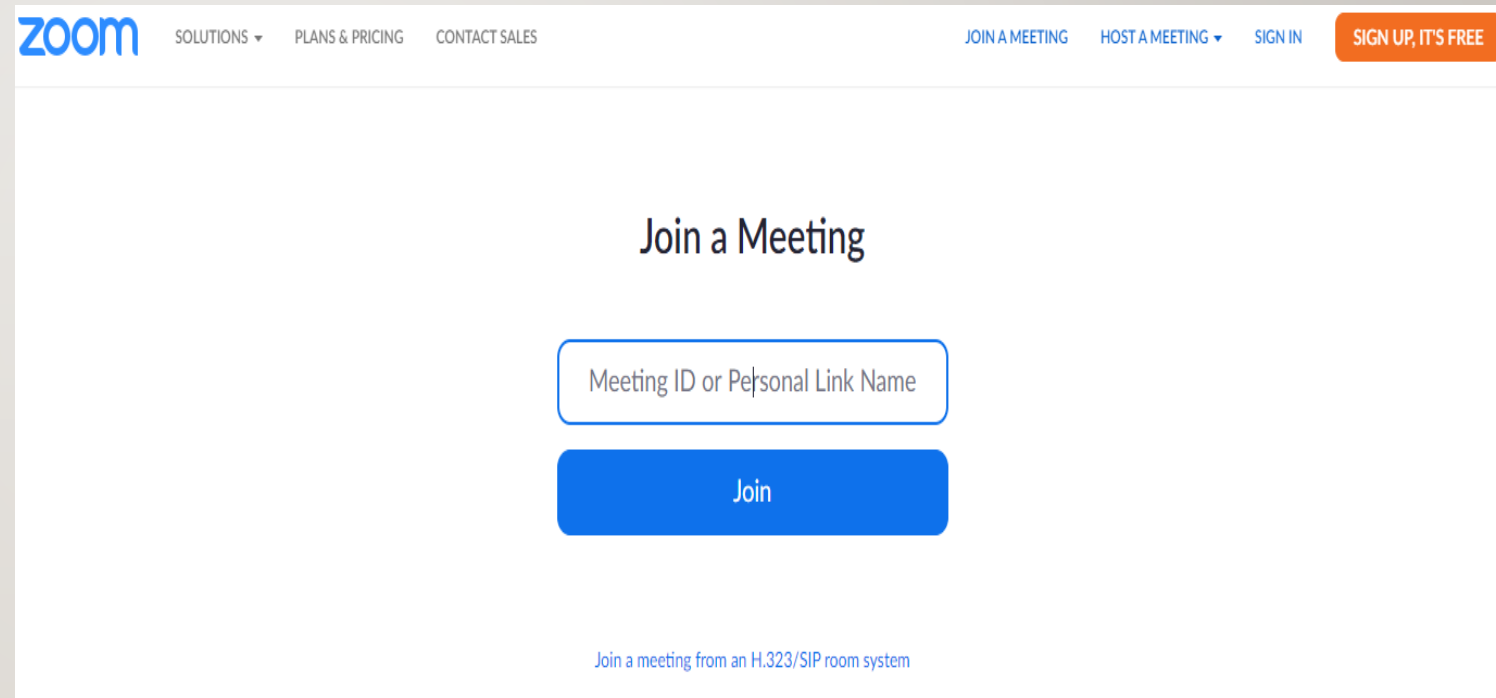


The screenshot shows the Zoom Sign In page. At the top left is the Zoom logo. To its right are navigation links: SOLUTIONS, PLANS & PRICING, and CONTACT SALES. On the top right, there are links for JOIN A MEETING, HOST A MEETING, and SIGN IN, followed by a prominent orange button labeled SIGN UP, IT'S FREE. The main heading is 'Sign In'. Below it are two input fields: 'Email Address' containing 'pwren52@gmail.com' and 'Password' with masked characters and a 'Forgot?' link. A small disclaimer states 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' Below this is a large blue 'Sign In' button. At the bottom, there is a checked checkbox for 'Stay signed in' and a link for 'New to Zoom? Sign Up Free'.

JOIN A MEETING

To join a meeting, you require:

- Meeting ID Number:
711 1039 7406
- Password: xj356p
- This information will be provided in the meeting notice.



The screenshot shows the Zoom website's 'Join a Meeting' page. At the top left is the Zoom logo. To its right are navigation links: 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the far right of the top navigation bar are 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent orange button that says 'SIGN UP, IT'S FREE'. The main content area features the heading 'Join a Meeting' centered. Below the heading is a text input field with the placeholder text 'Meeting ID or Personal Link Name'. Underneath the input field is a large blue button labeled 'Join'. At the bottom of the page, there is a small link that reads 'Join a meeting from an H.323/SIP room system'.

ZOOM SCHEDULE

- If you have your own account, you will be provided with a unique Meeting ID #
- Within your account, Zoom provides a list of meetings that are available to you or you have scheduled.

The screenshot displays the Zoom web interface. At the top, there is a navigation bar with icons for Home, Chat, Meetings, and Contacts, along with a search bar and a user profile icon. Below the navigation bar, the main content area is divided into two sections. On the left, there is a blue box containing the text "475 608 9054" and "My Personal Meeting ID (PMI)". Below this, there is a list of meetings under the heading "Today". The first meeting is "Zoom for Beginners" with a time of "10:30 AM-11:30 AM", host "Melissa McCuaig", and a note "Not a Zoom meeting". Below this, there is a section for "Recurring meeting" with the title "Scandlewood Friday Meeting", host "Pat Wren", and meeting ID "710 1039 7406". On the right side of the interface, the heading "My Personal Meeting ID (PMI)" is displayed, followed by the PMI number "475 608 9054". Below this, there are three buttons: "Start", "Copy Invitation", and "Edit". At the bottom of this section, there is a link "Show Meeting Invitation".

ZOOM MEETING

- CALENDAR VIEW

- Your calendar can be the source of your meeting information
- Meetings can be on a reoccurring schedule
- Highlighted blue text under “Join Zoom Meeting” is the information required to join the meeting automatically.
- Click your mouse on the text or touch the text with your finger to load the information automatically in the Zoom software.

The screenshot shows the Outlook 'Appointment Occurrence' window for a Zoom meeting. The title is 'Friday Community Meeting'. The start time is 'Fri 1/15/2021 5:00 PM' and the end time is 'Fri 1/15/2021 6:00 PM'. The location is a Zoom URL: 'https://us04web.zoom.us/j/71010397406?pwd=S1h4ZEw4ZCtWWG8wTjFaM3J4NTVrdz09'. Below the appointment details, there is an invitation message from Pat Wren, the meeting topic 'Scandlewood Friday Meeting', the time 'Dec 4, 2020 05:00 PM Mountain Time (US and Canada)', and a list of dates for the recurring meeting. At the bottom, there is a link to join the meeting: 'https://us04web.zoom.us/j/71010397406?pwd=S1h4ZEw4ZCtWWG8wTjFaM3J4NTVrdz09'.

File Appointment Occurrence Scheduling Assistant Insert Draw Format Text Review Help Tell me what you want to do

Delete Copy to My Calendar Forward Invite Attendees Show As: Busy Reminder: 10 minutes Edit Series Categorize

Occurs every Friday effective 12/4/2020 until 1/29/2021 from 5:00 PM to 6:00 PM

Title Friday Community Meeting

Start time Fri 1/15/2021 5:00 PM All day Time zones

End time Fri 1/15/2021 6:00 PM

Location https://us04web.zoom.us/j/71010397406?pwd=S1h4ZEw4ZCtWWG8wTjFaM3J4NTVrdz09

Pat Wren is inviting you to a scheduled Zoom meeting.

Topic: Scandlewood Friday Meeting

Time: Dec 4, 2020 05:00 PM Mountain Time (US and Canada)

Every week on Fri, until Jan 29, 2021, 9 occurrence(s)

Dec 4, 2020 05:00 PM

Dec 11, 2020 05:00 PM

Dec 18, 2020 05:00 PM

Dec 25, 2020 05:00 PM

Jan 1, 2021 05:00 PM

Jan 8, 2021 05:00 PM

Jan 15, 2021 05:00 PM

Jan 22, 2021 05:00 PM

Jan 29, 2021 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

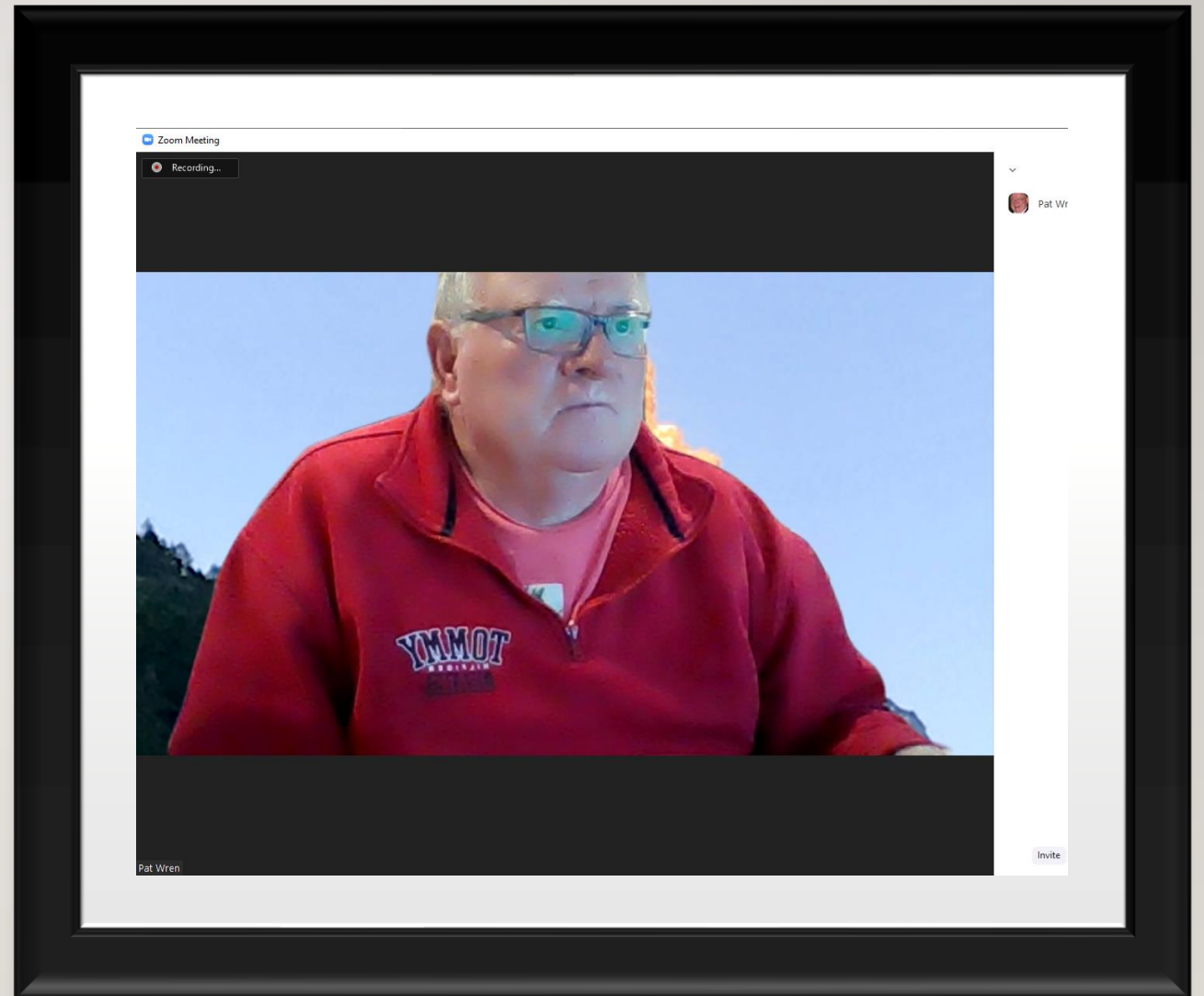
Weekly: https://us04web.zoom.us/meeting/upUtdumrpzwwGtKCysSLwlt8d4n643a61R2/ics?icsToken=98tyKu6prjoqGd2StBmBR7YcAoj4c-nxmGZbjbd2vwbWMAxEbg_ibuYWPOQrQ9mG

Join Zoom Meeting

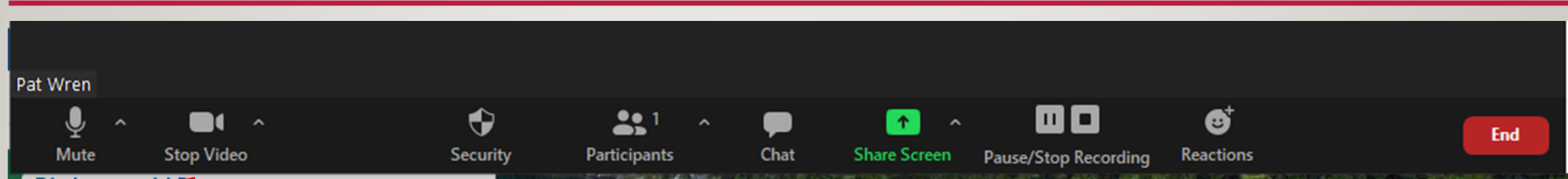
<https://us04web.zoom.us/j/71010397406?pwd=S1h4ZEw4ZCtWWG8wTjFaM3J4NTVrdz09>

ZOOM MEETING “LIVE”

- With Video “active” your image will display on your screen.
- Audio will also be available
- If everything on your device is working properly, you should see participants in small squares on your screen.
- If you only see the speaker and yourself, check your setting to turn on “gallery” allowing the system to present the other participants in the meeting.



INDIVIDUAL ZOOM CONTROLS



Mute Audio

Stop or Start Video

Security setting for meeting

Participants attending Meeting

Chat or text with attendees

Share Your Screen with Meeting

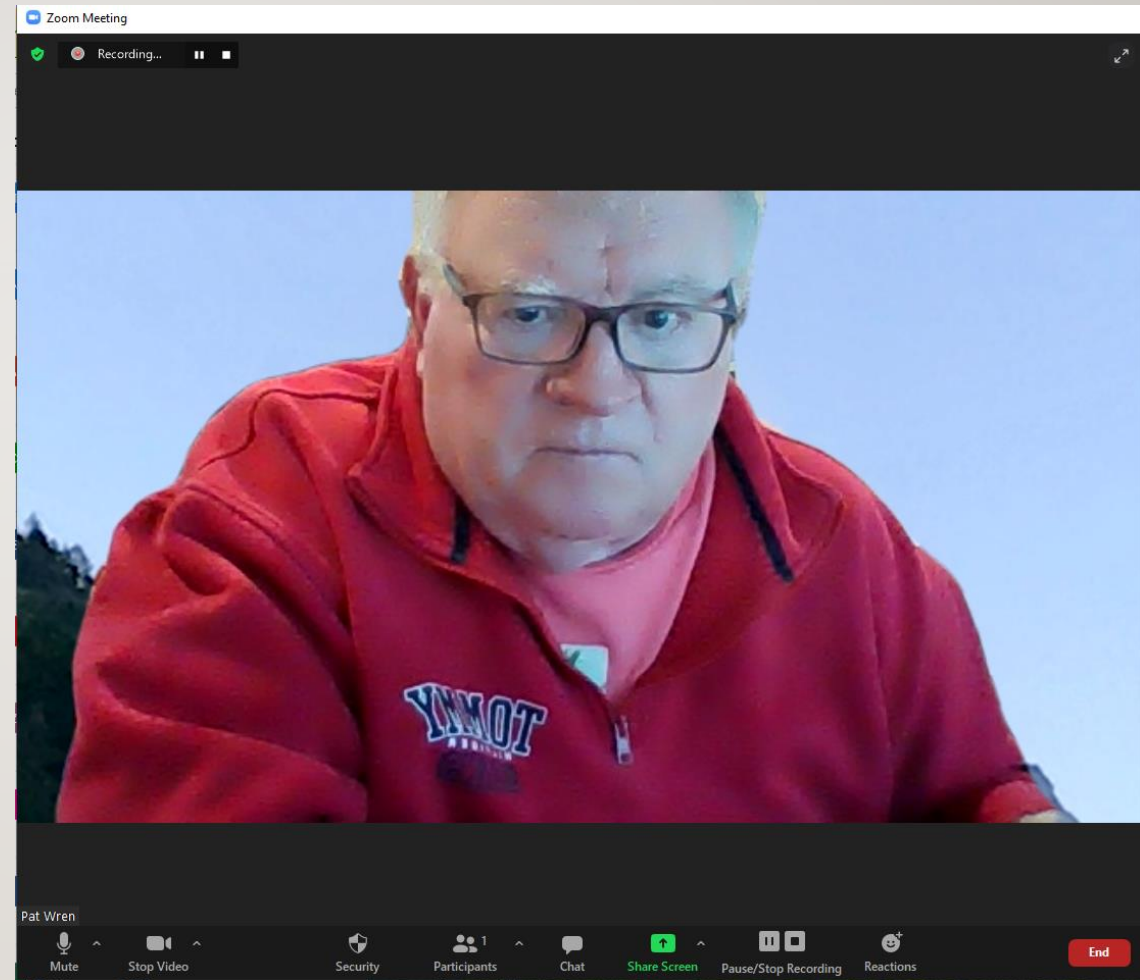
Recording Controls

Notify Host or Attendees

End Meeting

LEAVING A ZOOM MEETING

- To leave a Zoom meeting click your mouse on or touch the “END” button with your finger in the bottom right corner.
- This action will close the Zoom Meeting for you.



REFERENCE MATERIAL FOR ZOOM

- <https://www.youtube.com/watch?v=9isp3qPeQ0E> A new ZOOM beginner
- <https://www.youtube.com/watch?v=iagJnvy6lLY&t=13s> ZOOM for Dummies
- <https://www.youtube.com/watch?v=HbYHaNvCw9M> How to use ZOOM
- <https://www.youtube.com/watch?v=mbbYqiurgeo> How to join a ZOOM meeting (The Basics)
- <https://www.youtube.com/watch?v=UNxhkq9jjVo> 7 Tips for a Zoom Meeting
- <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials> Zoom support

SWESA EVENTS ON ZOOM

Virtual (ZOOM) Coffee And Chat (Click on **RED** highlighted link to join.)

[Mondays from 1 pm – 2 pm](#)

[Thursdays from 1 pm – 2 pm](#)

All SWESA virtual (Zoom) programs will be emailed to the attendees with a link to log in to Zoom, something like the following. This does not require a login or the Zoom application to be installation.

I signed up for a course...what now? What can I expect and when?

1. Twenty-four hours before the start of your course you will receive a ZOOM invitation (by way of email) that will include an invite to click on the link to join the class.
2. Look for the part that says:

Join Zoom Meeting

<https://us02web.zoom.us/j/81610288931?pwd=S2FOTG9FS2crN0JUUb0E4dTcwNG42UT09>

Meeting ID: 816 1028 8931

Passcode: 763360

One tap mobile

+14388097799,,81610288931#,,,,*763360# Canada

+15873281099,,81610288931#,,,,*763360# Canada



THANK YOU

- Thank you for attending Zoom for Beginners.
- Please send your feedback to Ruth Gill at programs@swesa.ca