

Let's boost our confidence with Zoom!

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Zoom software

If you want to **download** Zoom Client (the Zoom software) then click on this link:

<https://zoom.us/download>

A basic account is FREE. With a basic account, you can join a meeting or host a meeting at no cost. An account will request access to your contacts list. This helps when you want to invite people to a meeting.

If you are invited to join a meeting via email, you can do so without an account, but you will need the Zoom software either on your computer or your phone.

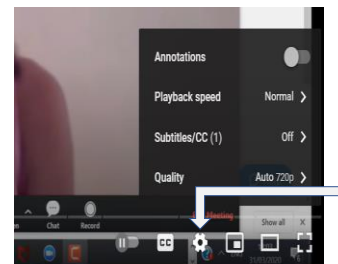
<https://zoom.us/download>

The webpage <http://support.zoom.us> is a useful page. Here's another: [Getting-started-guide-for-new-users](#)

Type "YouTube Zoom for Beginners" into your browser (eg Safari or Chrome) to find helpful videos.

If the instructor is speaking too fast, go to Settings at the bottom right corner of the YouTube video.

Select Playback Speed and try 0.75 (which is 25% slower than normal).



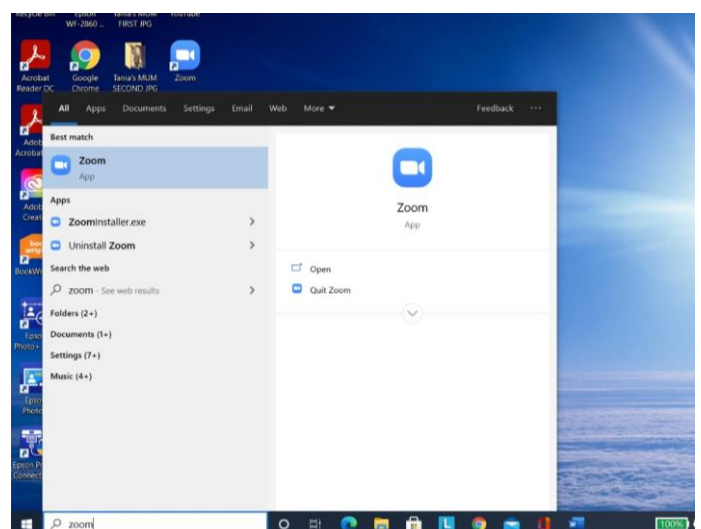
How to open Zoom on your computer.

Look for the Zoom icon on your desktop.
Double click.

Another way to find software on Windows, is to look in the bottom left corner of your desktop screen for the Search box. Type Zoom in the box.

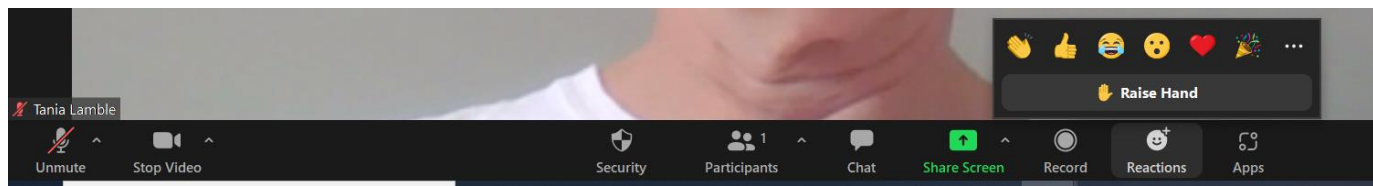
When you see the blue Zoom icon, double click on it. You can join a meeting without signing in but you need the meeting ID number (usually sent you in an email).

Alternatively, click the link sent in the email to you by the host, and the software will automatically start.



Join with Video. The audio can be changed in Settings (discussed below).

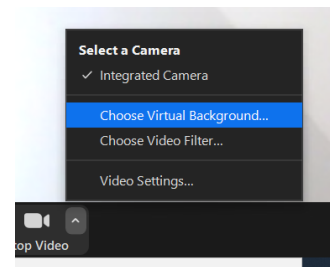
Menus in the Meeting



If you move your cursor over the bottom of the screen, a menu will become visible.

Here you can Unmute yourself (to be heard), Stop Video (no-one can see you), Chat (write a comment or question), Share your screen (if the Host allows you), and select a Reaction to what is said.

There is a pop-up menu on Stop Video which allows you to Change the background. It is a quick way to access Settings while in a meeting.

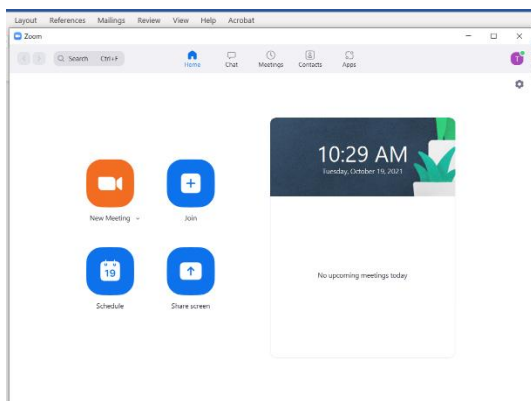


Meeting Etiquette

Good etiquette in Zoom meetings involves some of the following:

- Arrive with Mute on but Audio on (see Settings, below)
- Try not to talk while someone else is speaking
- If you wish to speak you can use Reactions (Hand Up) to show you wish to contribute
- Press SPACE BAR to temporarily unmute yourself. Hold it down while you speak.
- Write your questions in Chat. Press ENTER when you have finished typing.
- Check the lighting in the room where you are sitting. Light on your face is very friendly.
- Top right of screen is View. Click on it to see the drop-down menu. Gallery view allows you to see all the participants. Experiment with the other views.

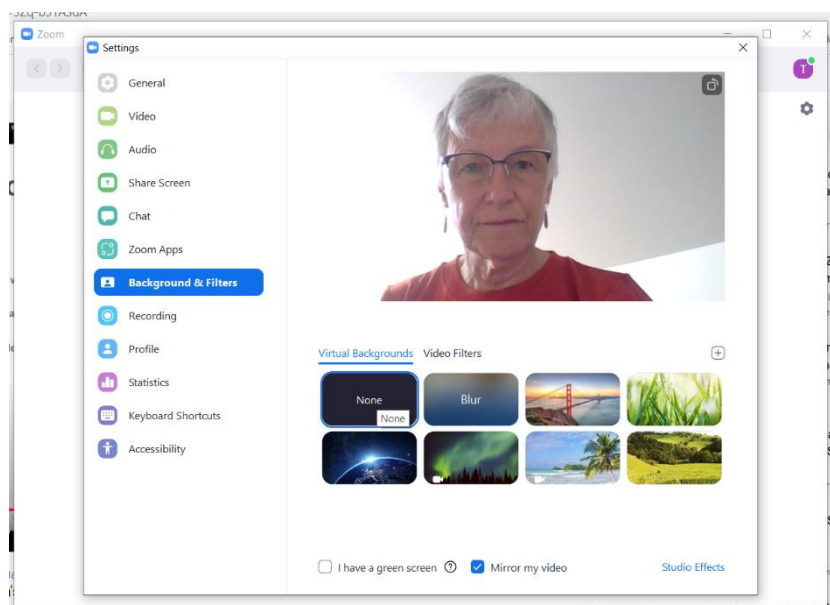
What does the Zoom home page look like?



Here is the home page of the Zoom Client which appears after you sign in (funny name eh?).

Click on the **Settings** icon at the top right, near your Profile icon. The **red arrow is pointing to the location of the settings button.**

The Settings menu is your key to happiness in Zoom.



Here I've opened Background and Filters.

Swing around in your chair. See how the light on your face alters depending on your position?

Add a virtual background if you like.

✚ Add a favourite photo from your stored pictures.

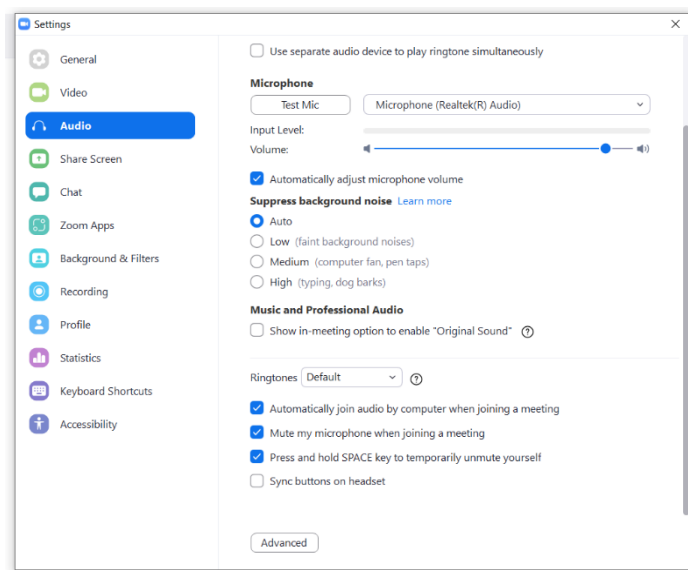
When you close this window, your changes will be saved.

In the **Audio** section of Settings, you can

- test your speaker
- test your microphone

Here you can adjust what happens when you join a meeting:

- automatically have audio connected (muted or unmuted)
- mute your microphone (that allows you to scrape your chair, guzzle your drink or shout at the dog!)



Coming soon: Tips for Intermediate Users of Zoom

- Screen Sharing
- Having Two Hosts at a meeting
- Holding a meeting in person while other members attend from home

Write to taniaamble@gmail.com if you have some suggestions or requests.