



East Hunsbury
Parish Council

EAST HUNSBURY SENIORS A STEP BY STEP GUIDE TO A ZOOM MEETING

In conjunction with information from **Seniors *guide*** please follow these helpful tips and have them 'ready' for when you hold your very own 'Zoom' meeting.



LET'S GET STARTED!

If you haven't already received an email inviting you to a Zoom meeting, you probably will soon. In this age of social distancing, many groups are choosing to meet virtually, and Zoom is one of the most popular ways to do this.

Zoom is a computer program used to hold online virtual meetings. You can use Zoom on a smartphone, a tablet, a laptop, or a desktop computer (as long as you have a camera, speakers, and a microphone). It uses your computer's or phone's camera to show live video of all attendees (if you don't want to be on camera, that's fine, too. You can just display your name).

Zoom uses your computer's or phone's microphone to let you talk to other meeting participants. If you do not have access to a computer, tablet, or smartphone, you can use a phone to dial into a meeting.

HOW TO DOWNLOAD ZOOM

Zoom is a program that runs on your computer, phone, or tablet. You must download this program from the Zoom website. The free version of Zoom should meet all of your needs.

If you've received an email invitation to a Zoom meeting, click the link that says, "**Join Zoom Meeting.**" If this is the first time you've used Zoom, this link will take you to a website where you can download the Zoom program or app, depending on what device you're using; computer, tablet, or smartphone.

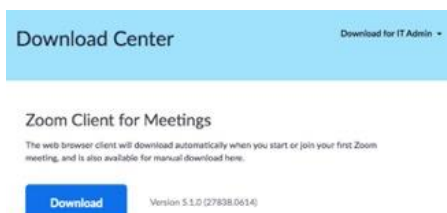
- **On an iPhone or iPad:** Go to the **App Store** and search for "**ZOOM Cloud Meetings.**" Click "**Get**" to download and install the Zoom app.



ZOOM Cloud Meetings 
Meet Happy
Zoom
#1 in Business
★★★★★ 4.5, 510.2K Ratings
Free

The Zoom app in the App Store
On an Android phone or tablet: Go to the **Google Play App Store** and search for “**Zoom Cloud Meetings.**” Click “**Install.**”

On a computer: Go to <https://zoom.us/download> and from the **Download Center**, click on the **Download** button under “**Zoom Client For Meetings**”. This application will automatically download when you start your first Zoom Meeting.



Click the **blue Download** button to download Zoom from the website <https://zoom.us/download>

HOW TO INSTALL ZOOM



After Zoom is downloaded, you must install it onto your computer. **If you have a PC: Double-click** the file called **ZoomInstaller.exe** file to install the program.

Double-click ZoomInstaller.exe to install Zoom on your PC

HOW TO JOIN A MEETING

After you install Zoom, there are a few different ways to join a Zoom meeting. You can **click the link in your invitation email**, **go to the Zoom website** and **enter the meeting ID**, or **dial into the meeting on a phone.**

- **Click the link in an invitation email:** If you have an email invitation, click “**Join Zoom Meeting**” in that email. This takes you to the Zoom website.
- **Go to the Zoom website:** Go to <https://zoom.us/join>, and **enter the 9-digit meeting ID** from your invitation email. If the meeting requires a **password**, that will be in your email, too.
- When you are on the Zoom website, if you are asked if you want to open Zoom, click “**Open zoom.us.**” Zoom opens, showing you a preview of your camera image. Then click either “**Join with Video**” or “**Join without Video.**”
- If you use **video**, other people in the meeting will see you. If not, they will just see your name. Next, Zoom asks about **audio**. Click “**Join with Computer Audio**” so you can hear and be heard in the meeting.
- **Dial into the meeting on a phone:** If you don’t have access to a computer, tablet, or smartphone, you can use a phone to dial into the meeting. The phone number to use will be in your invitation email.

HOW TO PARTICIPATE IN A MEETING

Once you've joined the meeting, you can see and hear other participants. Each participant is represented by a square that displays their face (if they've chosen to join with video) or just their name.



If you're in a large meeting, make sure your microphone is muted. Your computer microphone is pretty sensitive, and if you're unmuted, it can pick up a lot of background noise. The mute button, which looks like a microphone, is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you.



If the microphone has a red line through it, you are muted. Click the button again to unmute yourself if you want to talk in the meeting. If the microphone has no red line through it, you can be heard in the meeting.

Only one person in the meeting can talk at a time. Zoom indicates who is speaking by **highlighting their image with a yellow square**.

There is also a **chat feature** in Zoom, where you can **type messages to other participants**.

Participants can send messages to everyone in the meeting, or just certain participants. However, after the meeting, the host can view the transcript of all chats, so it's not entirely private.

If there is a message for you in the chat, a notification appears on the **Chat button**, which looks like a **speech bubble**. **Click that button to open the chat window**.

HOW TO LEAVE A ZOOM MEETING

Click "**Leave Meeting**" on the bottom right corner to leave/end the meeting.

Give it a go! You never know, you may find it easier than you thought and really enjoy communicating with lots of friends and family in this way – as it's a great way to virtually 'see them' during this time.

Good luck!