

# GUIDE TO SETTING UP AND USING ZOOM

## What is Zoom?

Zoom is one of many web meeting tools. It is well regarded as an extremely reliable, high quality conferencing tool that works easily and effectively. Most people will encounter Zoom simply through a meeting that has been set up by someone else, but it's also available for you to use as needed, at no cost.

Meetings are very secure with the 'host' having the power to either admit people or if necessary exclude people from meetings. The Zoom app will not interfere with any software that you currently have on your computer, tablet or smartphone.

Currently Zoom is the most commonly used meeting tool ahead of similar solutions like Skype.

Although Zoom offers a lot of products and services, Zoom's core product and the way most people know the service is by Zoom meetings for two or more people with the usual limit being 100 people.

## What do I need to use Zoom?

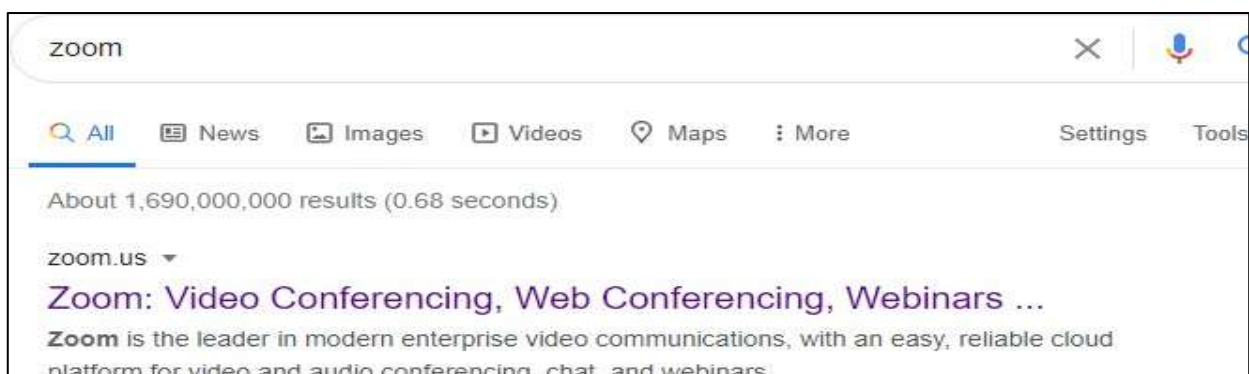
You can access Zoom on your computer, tablet or smart phone. It is easy to install and best of all it's free. Once you have it, you will be able to join in with the Zoom activities both locally and nationally and also get-together with family and friends in groups.

..... so let's get started!

## Zoom using a computer – desktop or laptop

First you are going to have to get Zoom onto your device. This will be done differently depending on what you are going to use it on. If it's a computer you can **Google** 'Zoom' and when you get the results click on:

“Zoom: Video Conferencing, Web Conferencing, Webinars ...”

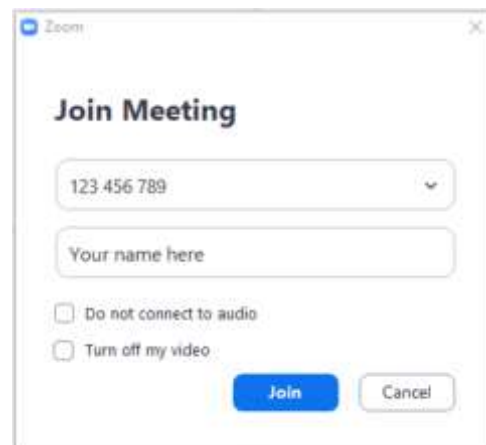


This will take you to the Zoom website where you have a choice to create an account **SIGN UP, IT'S FREE** or if you don't want to do that, just 'JOIN A MEETING', which you will find on the top right hand of the page.



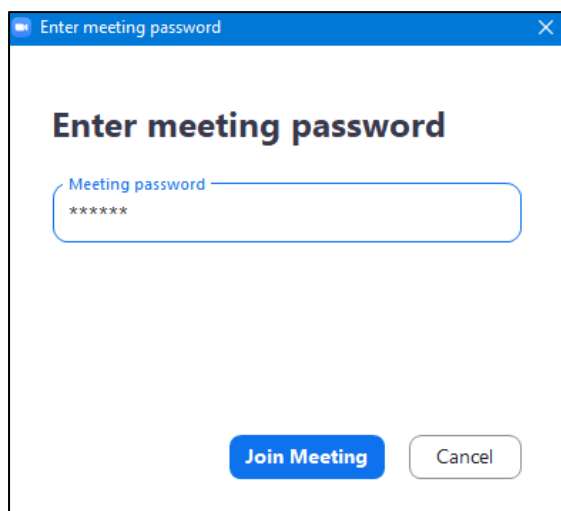
The next stage is to join the meeting. For this you will need the Meeting ID. This is usually a string of at least nine numbers, which is unique to that meeting. For example **123 456 789**.

Probably the easiest way of joining is by using a Hyperlink. This is a line of information that takes you to the required destination by simply clicking on it. The hyperlink is usually in the format [https://zoom.us/j/123 456 789](https://zoom.us/j/123456789).

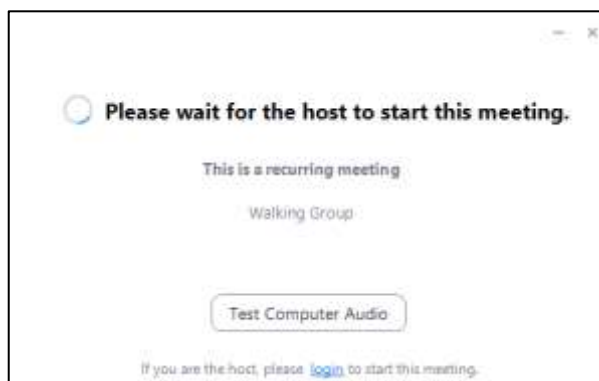


On the 'Join Meeting' page put in the Meeting ID. You may also be asked to put your name in the box below the Meeting ID. This will be the one which is displayed in the meeting.

Once you have entered the Meeting ID you may see the Enter meeting password request, otherwise you will just enter the meeting straight away.



Enter the password that is associated with the meeting and looks like this **822 283**. This is unique to the meeting and has been provided by the host. When you do this, the 'Join Meeting' button at the bottom will turn blue. When this happens, click on it and you will see 'Please wait for the host to start this meeting'.



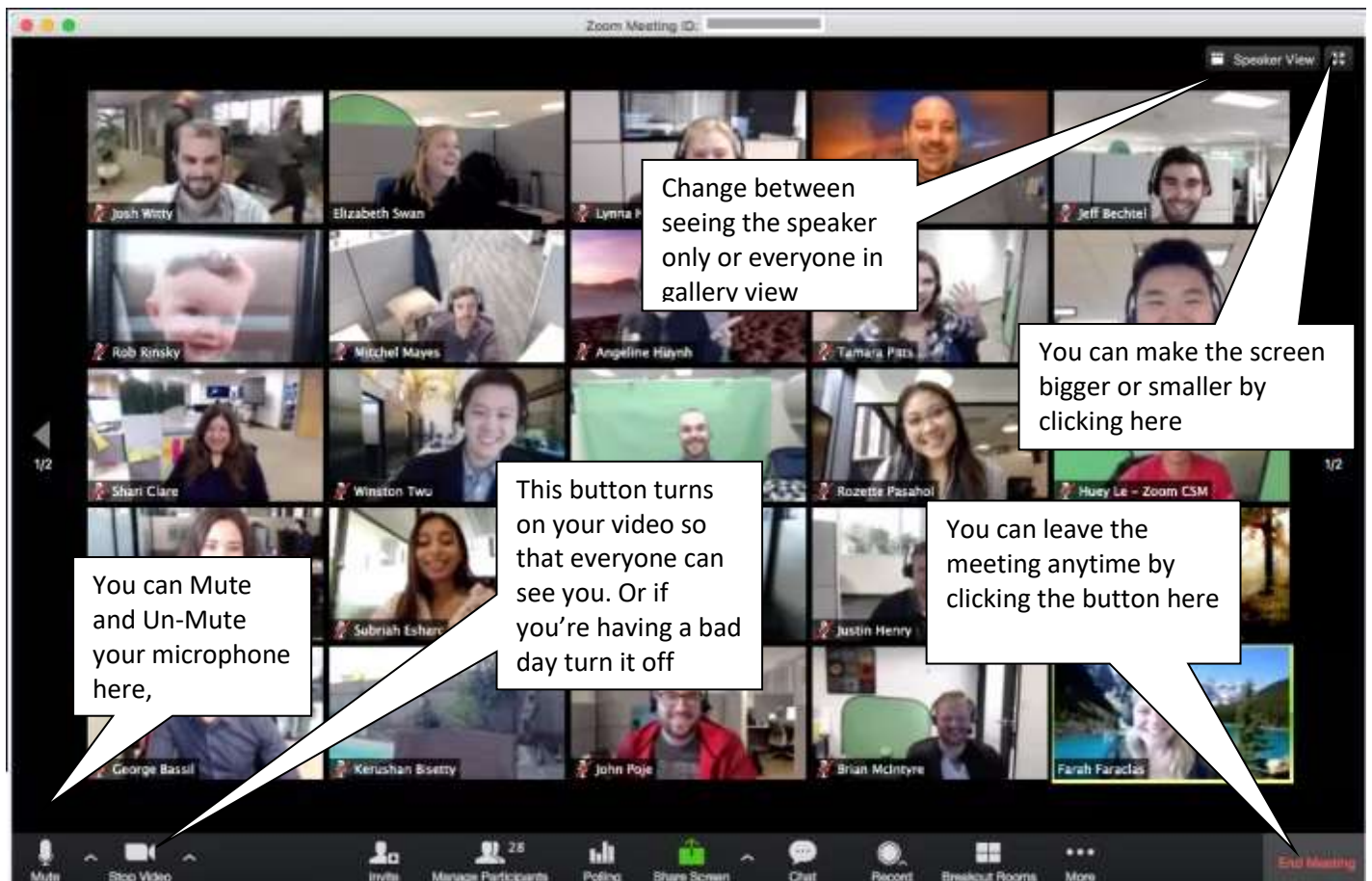
You will have to wait for the Host to admit you to the meeting because it is secure and not just anyone can join. Once you have joined you will see yourself on the screen first and then everybody else.

You may join without your camera working or even your microphone.

There are some basic things that you can do to set up the screen how you want it. Once you have used Zoom a few times and with help from the other Zoom participants, you can play around with it further. Don't worry, you can't break it. The worst that can happen is it will close and then all you have to do is join again!

You can see some of the basics controls as shown in the picture below.

If you are using a laptop some of the icons at the top and bottom of the screen may not always be visible. However if you move your cursor the icons will appear.



During a meeting it is possible to share different screens on your computer with others. When this happens the pictures of the meeting members become smaller and the shared screen takes up most of your computer screen. You can adjust the pictures to see different participants by scrolling left or right/ up or down, whichever way the pictures are presented on your screen.

Normally the maximum number of participants that you will see on your computer screen is twenty-five if someone is not sharing. If more people are attending the meeting, you will find them by scrolling to the left or right by clicking your cursor on the appropriate directional arrow.

... and that's it for using your Computer!

## Notes

# Zoom using tablets and phones

If you are using a tablet or a mobile phone you will have to download the Zoom App.

Go to your Google Play



or Apple Store



and download the Zoom App.

You don't want to download 'Zoom Meetings', 'Zoom Business' or any other type of Zoom product. Just the basic one, '**Zoom Cloud Meetings**' is required.

Once you have downloaded it onto your phone or tablet open it up, click on 'Join A Meeting' and it's almost the same process as joining with the computer, which you can see in the previous section.

Because it's the first time you use Zoom, you may have to do a little bit of setting up, such as choosing to allow your device to use video and microphone and putting in your name but basically it's the same as for the computer.



When you are ready, put in the Meeting ID when asked to do so.

There are two main systems that mobile phones and tablets run on, Android and Apple.

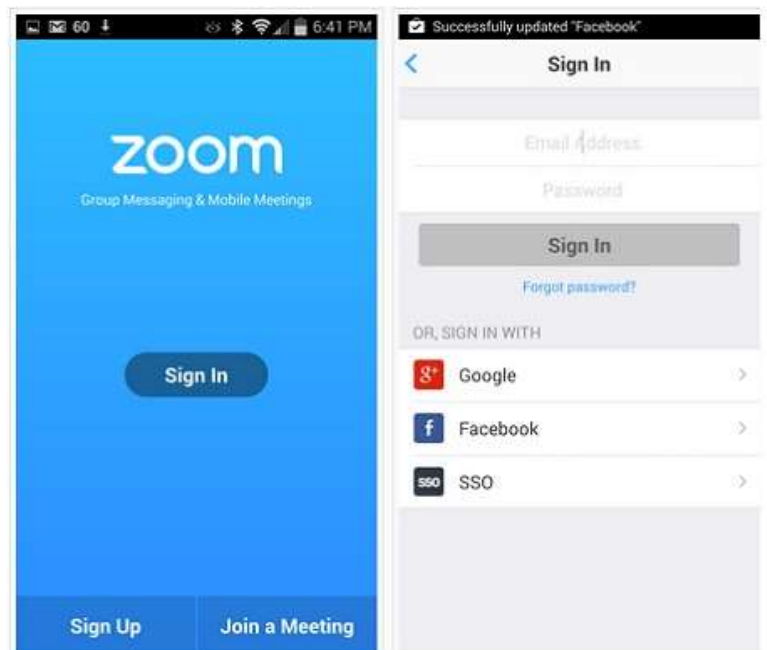
## Android Device

For Android devices, to sign in you might see either of the sign in screens opposite:

Whichever screen you see, press the '**Sign in**' button or enter your details and sign in.

Once you have signed in you can join the meeting by clicking on 'Join' which is the blue button next to the orange 'Start Meeting' button.

Click Join and when you are asked for the Password, put it in and press Join. You will then be admitted as soon as the Host gets the notification and presses the button.



## Apple Device

Apple products such as 'iPhones' and 'iPads' work in a very similar way to the Android system that has already been outlined earlier in this guide.



If you haven't installed Zoom from the Apple 'App Store' you'll have to install it by clicking on the link marked '**GET**'.

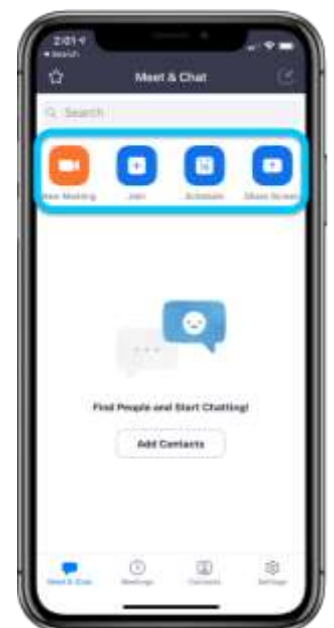
Once you have downloaded the app you can open it by clicking on '**Join a Meeting**' on whichever screen appears on your device, depending upon which operating system version you have updated to.



or



or



After that you will be asked to enter the meeting ID number and the 'Meeting Password', if it is being used.

The screen is a bit different from the computer screen. That's only because it's smaller. You won't be able to see as many people, nine for a tablet and six on a phone, but at least you are joining in.

You have the same controls, Gallery or Speaker View, Microphone Mute/Unmute and Video on and off. Just hover your finger near the top or bottom of the screen and the menu will appear.



## Android and Apple Basic Functions

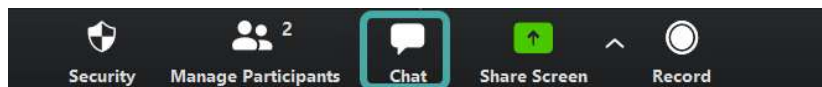
The various mobile devices are very similar in their basic functions, once you are in a Zoom meeting. You can control your audio and visual settings as well as how you view everyone on your screen.

### Additional Options

There are many other things that you can do with Zoom during a meeting such as share a screen.



Chat, which sends a text to either everyone or individuals. You decide!



There are many very useful videos on how to get started with Zoom available on YouTube.



The Parkinson's UK Oxford Branch has produced some excellent online videos. They are especially useful if you watch them on one device and follow their instructions, pausing where necessary, whilst setting up the other device and obviously in conjunction with this pamphlet.

<https://oxfordparkinsons.org.uk/zoom#videos>

... and finally!

We hope that you have found this guide helpful.

Zoom is continuously reviewing its system so please let us know if you notice any changes. Please also let us have any ideas for improving the content of this pamphlet.

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