

[A simple guide to using Zoom to join a meeting \(June 2020\)](#)

What is Zoom?

Zoom is a powerful tool for online conferences and meetings. To those unfamiliar with it, it may seem daunting, but it is easy to use and feels natural after a short period.

What do I need?

You need a video and audio enabled, internet-connected computer. Ideally, you should use a full size monitor for a large meeting, but it is possible to join a meeting on a small tablet or even on a smartphone.

You need a reliable and reasonably fast connection. If you are using a home router, ask others to avoid video streaming, internet TV, online gaming and so on during the meeting. Ensure you have quiet and privacy.



Take a few moments to adjust your camera angle and settings by going to Zoom a few minutes before the meeting is scheduled.

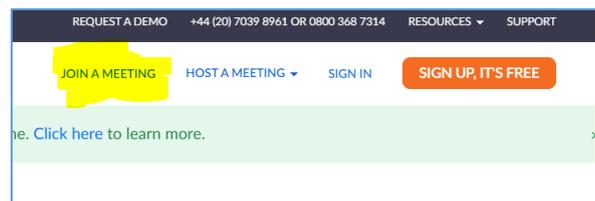
You do not need an account with Zoom to take part and you can use Zoom in your web browser. Unless you are a host you do not have to install any software. However, if you are going to organise meetings or use advanced features then you should install the Zoom app.

To join a meeting organised by someone else you need either the coded link for the meeting, or the meeting ID and password. They look like this:

<https://us02web.zoom.us/j/88899998888?pwd=dWtic29hjKM9k5uUTVNTHxxxxxxxxxxxx>
Meeting ID: 888 9999 8888 Password: 123456

To join a meeting using your browser only

- Ensure your camera and microphone are installed and working
- Close down unnecessary applications
- Go to <https://join.zoom.us>, click *Join a meeting*, and enter the meeting ID



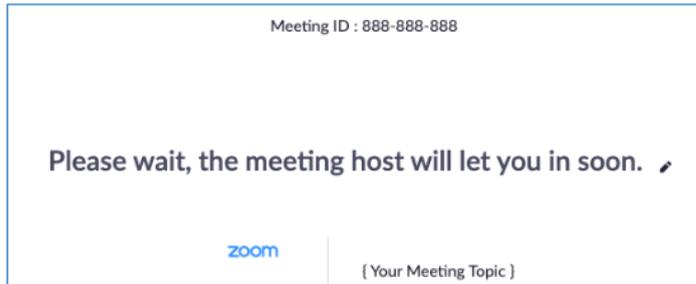
You will be prompted to download and install the Zoom application unless it is already installed on your PC. This is optional (see below); to use browser only click *Cancel* to block the installation, then click *Click here to join the meeting*, then click *Join from your browser*.

- Enter your name (usually in the format Firstname Surname) when prompted
- Click to agree the Zoom terms and condition
- The meeting screen will appear and the host will let you in shortly

To join a meeting using the Zoom application

- Ensure your camera and microphone are installed and working
- Close all unnecessary applications on your computer
- Click the coded link

- Allow download and installation of the Zoom software if not already in place
- Allow Zoom to open when prompted
- Enter your name (usually in the format Firstname Surname) when prompted
- Confirm you would like to connect audio and/or video and click *Join*
- The meeting screen will appear and the host will let you in shortly

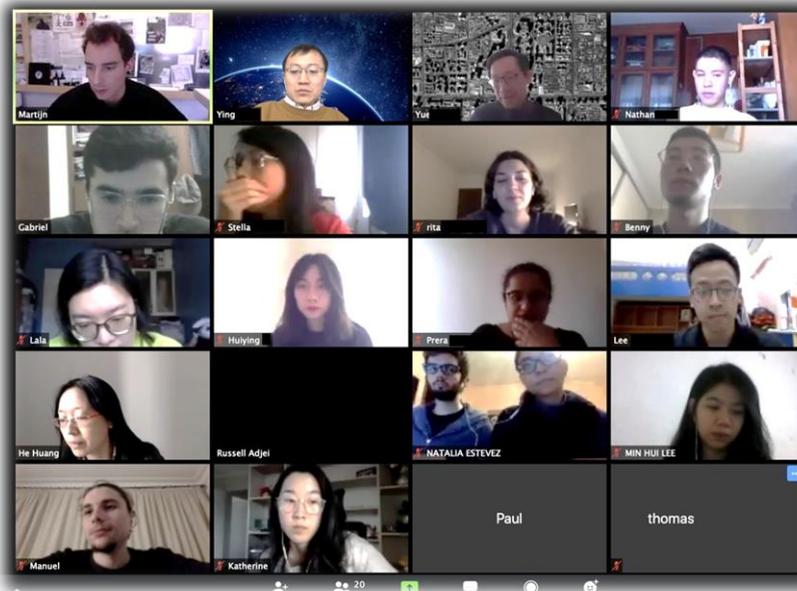


To join a meeting using your smartphone or tablet

- Download and install the free Zoom mobile app from your app store
- Click the coded link *or* open the app and enter the meeting ID and password
- Enter your name (usually in the format Firstname Surname) when prompted
- Confirm you would like to connect audio and/or video and select *Join*.

If you intend to use a smartphone or tablet, we assume you will be familiar with your individual machine and operating system, the rest of this guide is around the use of a desktop computer.

Whilst In a Meeting



You will see the meeting participants (including yourself) and, unless they are muted, you will hear everyone too. The meeting host should give you guidance over any meeting protocols.

You can access meeting controls located at the bottom of the meeting window (move your mouse in the Zoom window to display the controls if not visible). The host controls various

aspects of the Zoom Meeting, such as allowing participant access and the use of subgroups (breakouts). As an individual participant you can use the following controls:

- Mute/Unmute: allows you to mute or unmute your microphone
- Start/Stop Video: This allows you to display or blank your own video to others
- Chat: Access a window to chat with other participants
- Leave meeting

If you are familiar with Zoom and confident exploring the features, you can change the gallery view, add a background picture, share a screen, and make other adjustments. None of this is essential however. You should be aware that a meeting host is able to record his/her meetings.

Ten tips to make using Zoom a better experience for you and other participants

1. Adjust your camera angle and position so that you are centred and reasonably (but not too!) close. Have your screen and camera at natural eye level - looking down at it means that other participants are looking up at your chin!
2. Remove any confidential or inappropriate items from the camera view
3. Avoid the camera facing any bright lights or a window; this will turn you into a silhouette!
4. Be respectful of the fact that only one participant should be talking at any time
5. If you are speaking, remember time is limited and others may want to express a view
6. Limit background noise by turning off your music, TV set, and so on
7. Adhere to any protocols the meeting host might ask for
8. When not speaking, place your microphone on mute. This will avoid the background noise from many households impeding the meeting!
9. If you have to leave the meeting, inform the host before doing so.
10. Learn more about Video Conferencing Etiquette, for example at <https://www.owllabs.com/blog/video-conferencing-etiquette>



Please note that this is not a complete guide to Zoom, but is simply to get you started and able to attend your first online meeting. The Zoom website at <https://www.zoom.us> has extensive further information including videos and user guides.

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