Zoom beginner's instructions

The first thing to say is not to be intimidated by Zoom. It is a very useful and simple tool to use to communicate to a group of people. If you don't have a computer, smart device or the internet you can use any phone. Just dial one of the numbers on the invite and enter the meeting ID and Passcode when prompted (there is no need to enter a participant ID if you are asked for it). You will be able to hear everything that goes on in the meeting and, when appropriate, speak to everyone in the meeting. Do try to be in a quite area or mute your phone if you can to avoid background noises disturbing the meeting.

However the best way to use Zoom is on a computer or smart device (phone or tablet) connected to the internet. It is easiest to use the link to a Zoom meeting, like the one on the invite. When you click on this for the first time it will normally ask you to download and install some software so it is best to do this sometime before the meeting is due to start. If you don't want to install the software you can also just join via your browser and you will be given that option after clicking on the link.

Before you enter the meeting you will normally be given some options, e.g. to check your speakers and microphone are working, to join with video or not and to join with computer audio. You will need to join with computer audio to hear what is going on. If your device has a camera it is best to join with video as well but do be careful what is behind you as objects and people will be able to be seen by the others on the call. You should also try to avoid having a bright light, e.g. window, behind you as that will make you appear very dark.

From your screen you will also be able to mute yourself and switch your camera on and off. The host will probably mute you at times to allow the speakers to talk without being disturbed. You will still be able to see and hear the others in the meeting. For some parts of the meeting we may show some slides which is one of the reasons it is best joining on a device with a large screen.

You may like to watch this video https://www.youtube.com/watch?v=TQUNOxhqVJE&feature=youtu.be from Making Music, which has some guidelines. You can also look at this https://www.youtube.com/watch?v=9isp3qPeQ0E which gives a basic introduction to joining a meeting with Zoom or this https://zoom.us/test for a simple Zoom test.

If you would like to try out Zoom with me before the AGM please just let me know via the membership email address or the contact us form on the website and I will try and schedule a quick test session with you.

Gary Harding