

A guide to Zoom

zoom.us



Meeting organiser will send you an email - d
which will look something like this



When: Mon 23/03/2020 13:50-14:20

Where: [https://zoom.us/j/681859285?
pwd=M2p2cFA5bmZMMUJsdXpmQTg0Umd3Zz09](https://zoom.us/j/681859285?pwd=M2p2cFA5bmZMMUJsdXpmQTg0Umd3Zz09)

✓ ACCEPT

? TENTATIVE

✗ DECLINE

This is an old meeting request, so your calendar hasn't been checked for conflicts.

Required: The names of other people joining will be here.

Meeting
organisers
name

ccurs in the past.

is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/681859285?>

Joining a meeting

Zoom is similar but not identical to Skype. You only **need** an account to start a meet-up.

Free accounts with Zoom have a 40 min cap on calls BUT there's nothing to stop you creating another meeting straight after for another 40 minutes etc.

From previous slide:

- Copy paste the meeting URL (highlighted in red) into the URL browser.
- The person organising the meeting may receive a notification to “let you in” - this is to aid privacy of your meeting - this might mean you get a message saying “Please wait for the host to accept your invite” - or words to that effect!
- Everything else happens pretty much automatically.

Please wait for the host to start this meeting.

Above: This message just means you're a tad too eager! - wait a bit and everything should start!

Join the meeting manually

The initial email you get gives you a URL but there's also a way of joining the meeting manually. Go to zoom.us - click "Join a Meeting". Paste your meeting ID into the box.

Meeting ID:
Password:
One tap mobile

Meeting ID and password are both numbers!



[JOIN A MEETING](#)

[HOST A MEETING](#) ▾ [SIGN IN](#)

[SIGN UP, IT'S FREE](#)

Join a Meeting

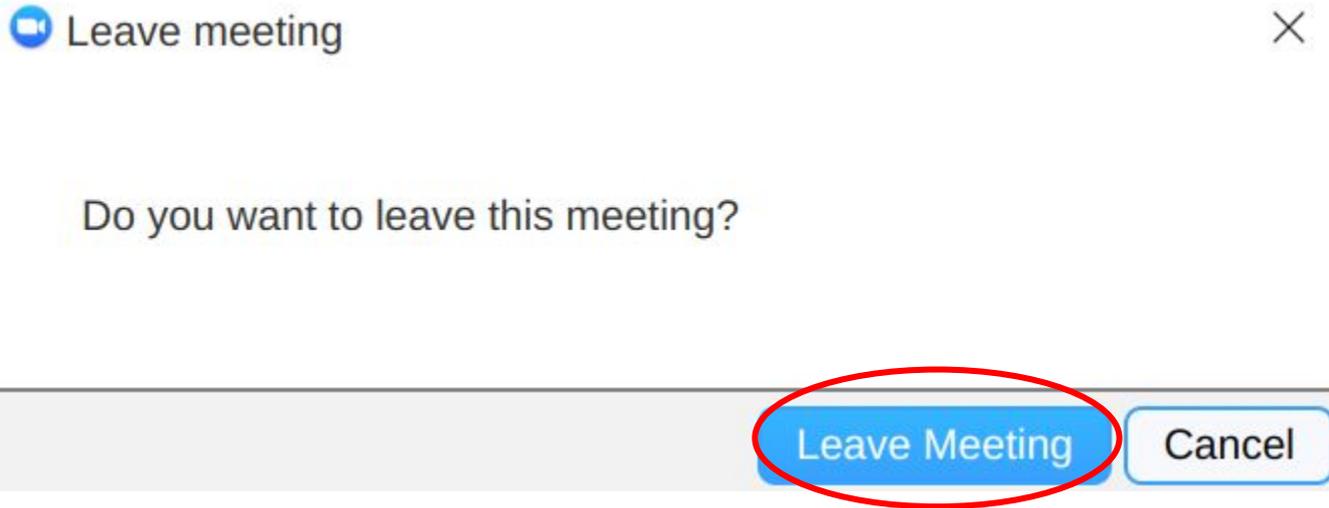
Meeting ID or Personal Link Name

Join

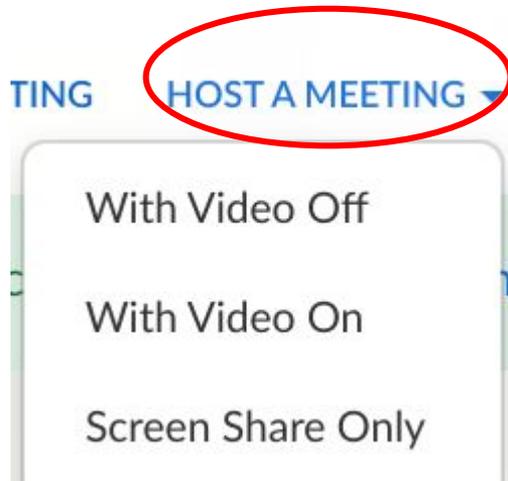
Your meeting will then load - you may be prompted to enter the password - you have this in your initial meeting email!

Leaving a meeting

Click on the cross as you'd normally shut a window. You'll get a message like this. Click "Leave Meeting" and the window will shut.



Set-up a meeting - for FREE!



On the top toolbar on zoom.us hover over “Host a Meeting” - select which option you like. Screenshare is great for letting people in your meeting see whatever is on your desktop.

Video or screen share doesn’t happen automatically, so this isn’t a full and final decision!

Then sign in!

If you don't have an account, click on the button below. It's a straight forward and easy account set up - much like most other sites!



[JOIN A MEETING](#)

[HOST A MEETING](#) ▾

[SIGN IN](#)

[SIGN UP, IT'S FREE](#)

Once you're signed in, the top toolbar will look like this: - click "Host a Meeting" or "Schedule a Meeting" to do one for a bit further in advance!



[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

[HOST A MEETING](#) ▾



Schedule a meeting

Fill out this form: - with a free plan your limit may be 40 minutes. You only need one premium account for the meeting host. Not everyone who's taking part!

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

My Meeting

Description (Optional)

Enter your meeting description

When

03/24/2020



9:00



PM



Duration

1



hr

0



min

Time Zone

(GMT+0:00) London

Recurring meeting

Meeting ID

Generate Automatically Personal Meeting ID 215-954-8301

Meeting Password

Require meeting password

577780

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from United Kingdom and other 1 country [Edit](#)

Continue filling the form out...

These automatically
generated settings are all
good!

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically on the local computer

Save

Cancel

Settings continued...

“Enable join before host” - is it okay for people to come online before you? If so tick this box.

Don't tick the next box unless you have a particular reason for it.

Tick “Only authenticated users can join” and then click “save”

Joining the meeting

You'll then get a confirmation page with all the details you've just put in. On the confirmation page will be a Zoom "join URL". Click "Copy the invitation" and paste the details into an email (or other messaging service) to your participants. You can then follow the instructions in the beginning pages.

Join URL:

<https://zoom.us/j/486288746?pwd=cHI6Q0ErbGtxL2piNVo5emxzdz29QQT09>

 [Copy the invitation](#)