

## **Introduction to Zoom**

Zoom is web based software that enables people to meet online. If you have used Skype, it is very similar. This brief guide is intended to help you use Zoom for Group meetings and to attend meetings organised by others. Using the free version we can have meetings of between 2 and 100 people. Presentations, documents and video can be shared online.

## **What you need**

Zoom can be used on a smart phone, tablet, or computer. For each device you need to download and install an app. Most modern devices have sound and a webcam. The app can be downloaded from <https://zoom.us/download> for a computer or from the app store on a tablet or smart phone. It is recommended, but not essential that you use earphones with an inbuilt microphone or a headset with boom mic to cut down on ambient noise. The earphones that come with a mobile phone are usually quite good, but a headset with mic is better.

## **Setting up a meeting**

Setting up is very easy. If you're running a meeting it's best to do so using a laptop or desktop. Download the desktop app <https://zoom.us/download> , which will take about a minute.

You will be asked to insert your name and surname and a password of your choice. Skip the invite colleagues box at this stage, and it is as simple as that!

Alternatively, it is possible that you get an invitation from somebody else to participate in a Zoom meeting with a specific link to that meeting. When you click on this link, you will be prompted to follow the same process as above if it is your first time. As it will take a couple of minutes longer to download Zoom for that first meeting, give yourself an extra 5 minutes or, even better, do this in advance of the meeting.

You may arrive at the meeting before anybody else does - think of it as a virtual waiting room, and you just got there early. The host and other meeting participants will soon join you.

## **Joining a meeting**

Every future invitation will include a link, which you will need to join the meeting. You can either copy and paste to your search bar or click on it. We will probably not need to set up passwords for our meetings.

The Zoom website has some great tutorials, most of which will only take a minute of your time. For a simple guide to joining a meeting follow this link:

[How to join a Zoom meeting](#)

Here's another tutorial on using Zoom with a smartphone or tablet:

[How to join a Zoom meeting using a Mobile or Tablet](#)

You may be asked to join with computer audio and video before joining the meeting. You can join a meeting at any time and leave at any time.

## **How to set up a meeting**

This video is about setting up a Zoom meeting for a choir, but it explains it well:

[How to join a Zoom meeting](#)