

## How to use Zoom for video calls

[Zoom](#) allows you to meet with people virtually (in the same way as Skype) via a video call – using the camera and audio on your computer, tablet or phone. These instructions explain how to use Zoom on a desktop computer, smart phone, and iPad or iPhone (there are separate instructions for this later in the guidance).

### Sign up for an account

You can sign up for a free account here <https://zoom.us/signup> and then send invitations to people for a video call on a specific date and time.

You will get a confirmation email to your email address to activate your account.

After signing in, you will see your Profile page.

The screenshot shows the Zoom user profile page for Katie Merrien. The navigation menu at the top right includes 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A large orange arrow points to this menu. The profile details include: Personal Meeting ID (864-856-9745), Sign-In Email (katie.merrien@hkproject.org.uk), User Type (Basic), and Capacity (Meeting 100). A notification box for 'Your Meetings with Zoom Pro' is also visible.

The three most useful options are shown in **the menu at the top on the right**:

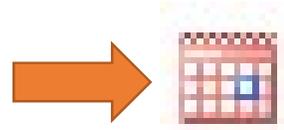
- **Schedule a meeting:** Set up a future meeting on a date and time of your choosing that you can then invite people to join.
- **Join a meeting:** Join a meeting that is happening now. You will need to know the meeting ID number – a unique code that the host will send you first. Meeting invitations can also be sent via email as a direct link that you can click on (for which you don't need the ID, or a Zoom account)
- **Host a meeting:** Start an instant meeting. The downwards arrow next to this option lets you choose whether you want to host a meeting with video off (like a phone call through your computer) or video on (so you can see the other person). Don't worry about screen-sharing.

The close-up shows the 'HOST A MEETING' dropdown menu with three options: 'With Video Off', 'With Video On', and 'Screen Share Only'.

## Scheduling a meeting

If you want to set up a future meeting with other people, click “Schedule a meeting” from the top menu. This will open a new page where you can:

- Enter your meeting name (in the “Topic” box)
- Add a description (if you want to)
- Choose the date (by clicking on the calendar icon by “when”)
- Choose the **start time** (using the drop-down menus including AM/PM)

A screenshot of the Zoom 'Schedule a Meeting' page. The page has a top navigation bar with 'zoom' logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. On the left is a sidebar with 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced) sections. The main content area is titled 'My Meetings > Schedule a Meeting'. It contains fields for 'Topic' (with a placeholder 'Type your meeting name here'), 'Description (Optional)' (with a placeholder 'Enter your meeting description'), 'When' (with a date picker set to '03/18/2020', a time picker set to '10:00', and an AM/PM dropdown), 'Duration' (set to '1 hr 0 min'), and 'Time Zone' (set to '(GMT+0:00) London'). A warning box states: 'Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. Upgrade Now'. There is a checkbox for 'Do not show this message again'. An orange arrow points to the AM/PM dropdown in the 'When' section.

There are lots more options on the scheduling page, but the only ones you need to use are:

- Turning the video on for the Host (you) and Participant (invitees) if you want a video call instead of just audio
- Clicking the box next to “Enable join before host” in the Meeting Options section. This means if you are running late your guests can still log into the meeting.

A screenshot of the 'Meeting Options' section. It shows two rows of controls. The first row is for 'Video', with 'Host' set to 'off' (radio button selected) and 'Participant' set to 'off' (radio button selected). The second row is for 'Participant', with 'on' and 'off' radio buttons. Below this is a section titled 'Meeting Options' with a checkbox for 'Enable join before host' which is currently unchecked.

Zoom also offers the option to record the meeting on your computer, so you can watch it back again afterwards. You can choose to use this by clicking the box next to “Record the meeting automatically on the local computer” in the Meeting Options menu.

Record the meeting automatically on the local computer

Once you have finished setting up your meeting, click the Save button at the end of the page. This opens a new page with details of your scheduled meeting.

A screenshot showing two buttons: a blue 'Save' button and a white 'Cancel' button with a grey border.

The most important part of this new page is the **Join URL** - this is the link you will need to send to the people you want to invite to your meeting. Copy and paste this into an email (or WhatsApp message) and send it to your meeting guests.

My Meetings > Manage "Type your meeting name here" Start this Meeting

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Topic: Type your meeting name here

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Time: Mar 18, 2020 10:00 AM London

Add to: Google Calendar Outlook Calendar (.ics) Yahoo Calendar

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Meeting ID: 488-095-154

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Meeting Password:  Require meeting password

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Join URL: <https://zoom.us/j/488095154> Copy the invitation



### Taking part in a Zoom meeting

When you click on a meeting invitation URL (or click "Start this meeting" via the screen above) you will initially see this screen. The first time you use Zoom you will need to download the App.

You should get a pop-up window asking you to download & run Zoom from the App store:

You'll need a new app to open this zoommtg link



Look for an app in the Microsoft Store

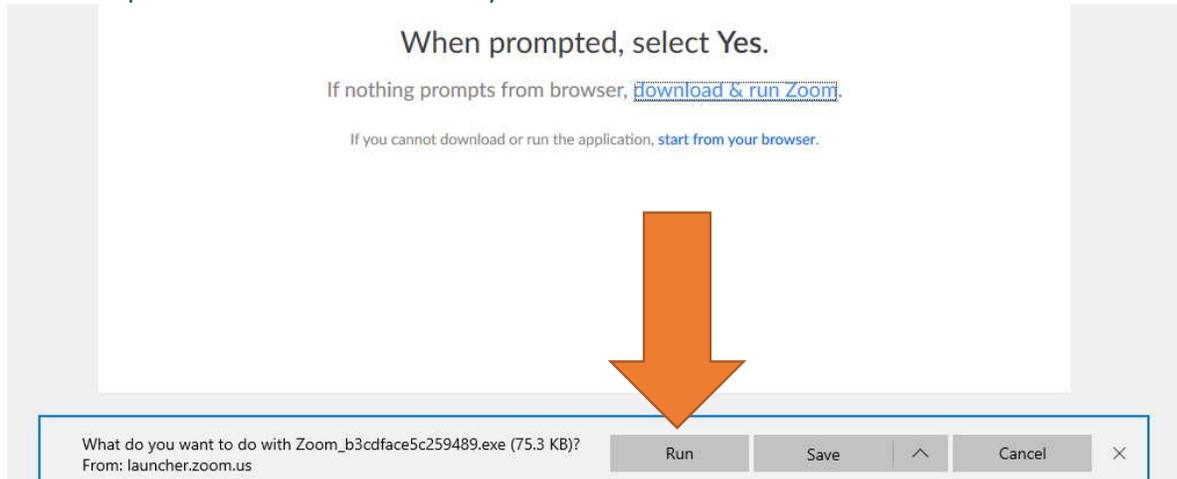
Always use this app

OK

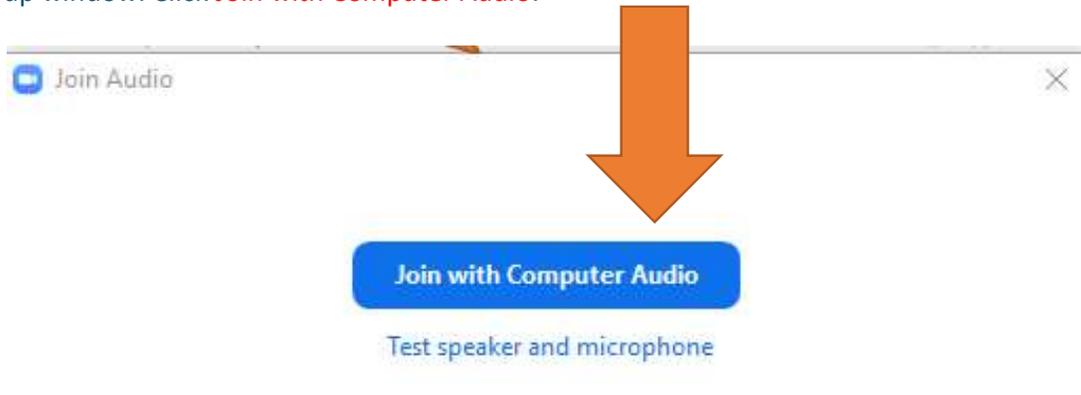
If not, click on **the link** displayed on the loading page.



This will open a menu at the bottom of your internet window. Click **Run**.

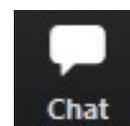
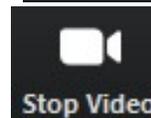
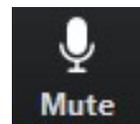


Once Zoom has finished loading it will open a video screen showing your face on camera, and a pop-up window. Click **Join with Computer Audio**.

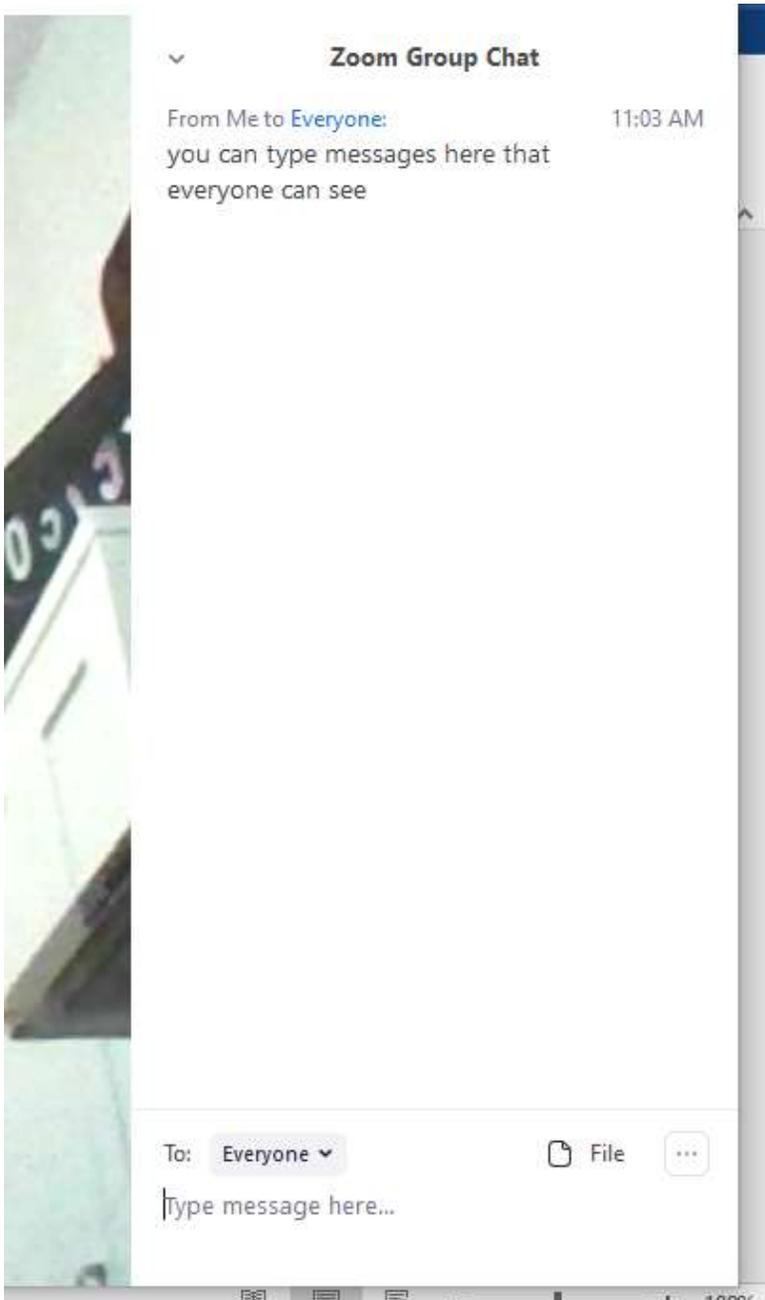


You will then be able to see your face on camera, along with a menu at the bottom with options for your call. These include:

- **Mute:** click the microphone to turn your audio on/off (you will still be able to hear other people)
- **Stop Video:** click the camera to turn your video on/off (you will still be able to see other people)
- **Invite:** click the person icon to send a link to other people via email (if you have not emailed it to them already) so they can join the meeting.
- **Record:** click the button to record the meeting's video and/or audio to play back later. You can also send this to other people who missed the meeting. This will save as a video file and an audio file after you close the meeting.
- **Chat:** click the speech bubble to open a separate "chat" window next to the video. This will appear on the right-hand side of your screen (you will still be able to see the video of your face/other people). and allows the meeting's participants to type messages to each other at the same time as talking. Type what you want to say and press "Enter" on your keyboard to add to the chat.

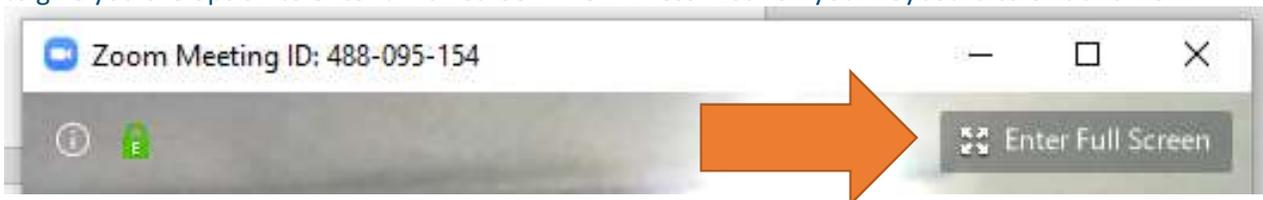


The text appears in the chat window in real time for everyone in the meeting. You can add links (e.g. to a website) and attach documents (e.g. a meeting agenda) into the group chat here too.

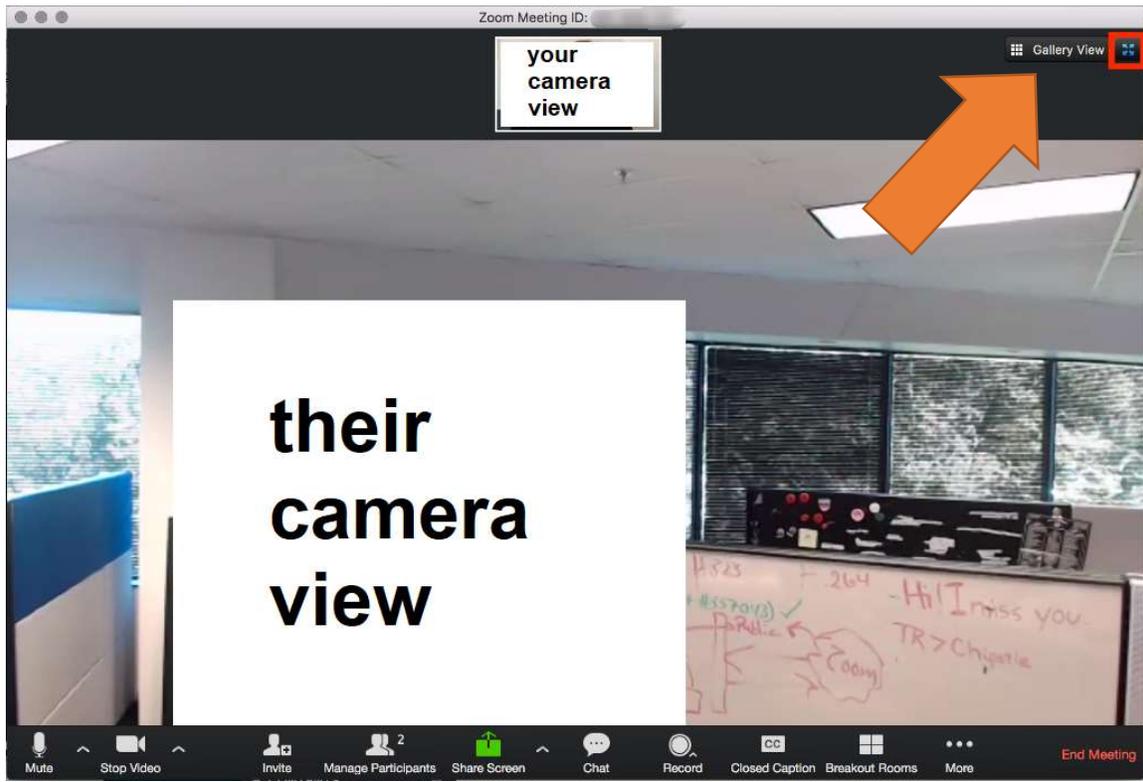


### Changing how you view your meeting

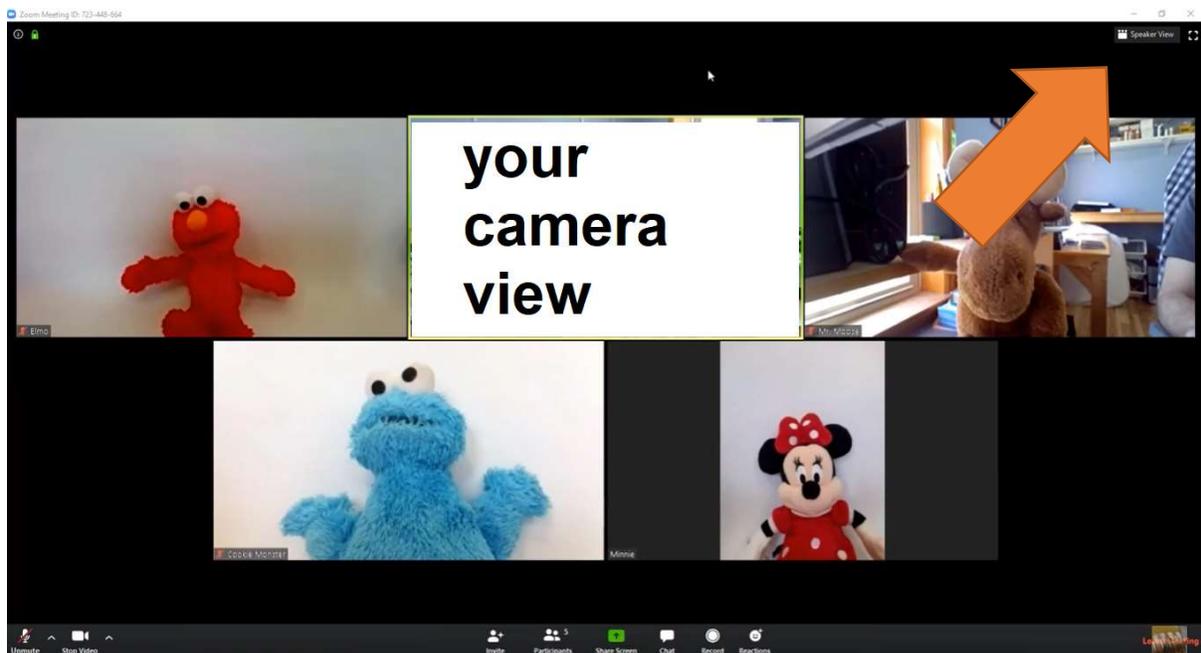
If you hover your mouse over the video window, a button will appear in the top right hand corner to give you the option to enter a "full screen" view. Press "Esc" on your keyboard to exit this view.



You can also change the size of each camera's view in your meeting. The meeting should start on a default "Speaker View"; with their camera feed in a large rectangle and yours in a small one. You can change this to **Gallery View** by clicking the button in the top right of the screen.

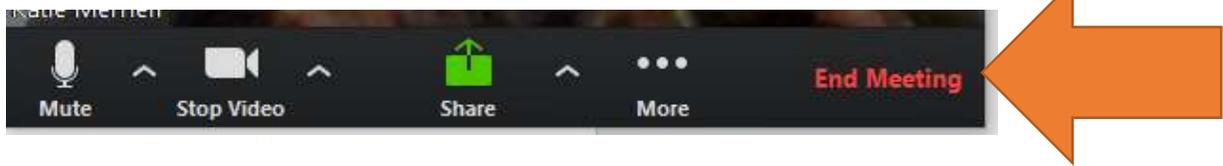


Gallery View shows all camera feeds in the same sized rectangles. You can change back by clicking **Speaker View**.

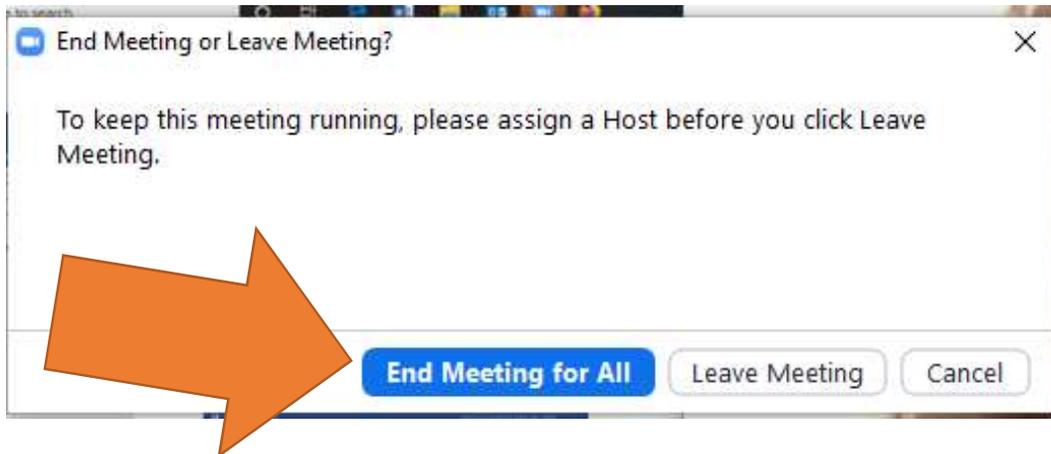


## Ending the meeting

When your meeting is finished, click **End Meeting** in the right-hand corner of the bottom menu.

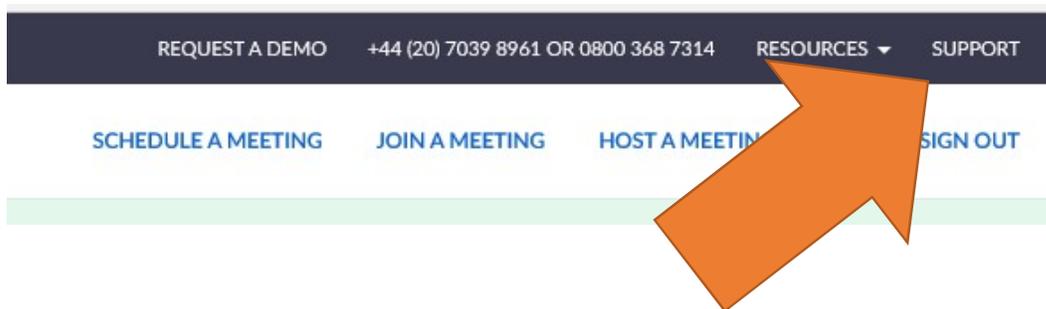


This will create a new pop-up window. If you are the host, clicking **End Meeting for All** will close Zoom. You can also choose Leave Meeting.



## Further help

If you need more help, click **Support** in the top right-hand corner of your home screen



## Using Zoom on an iPad or iPhone

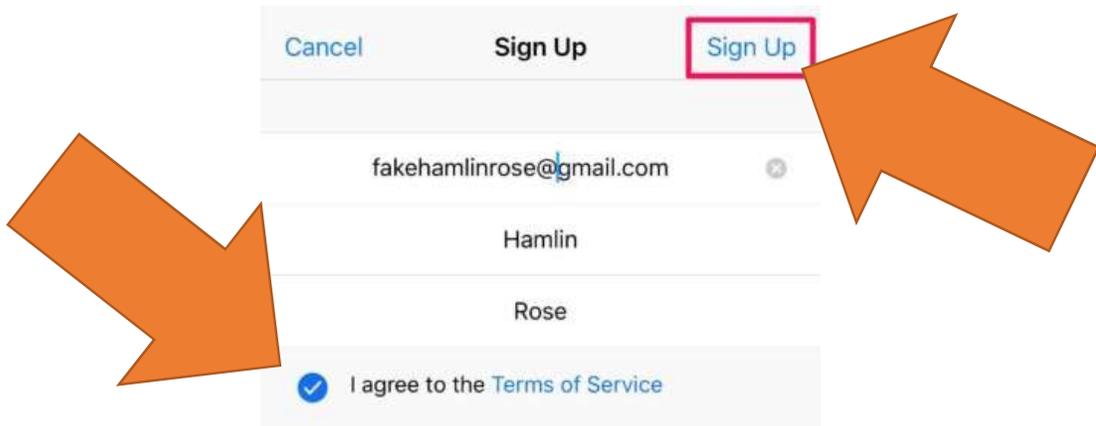
If you want to use Zoom app on an iPad or iPhone, you need to download and install "**Zoom Cloud Meetings**" from the App Store. The app logo looks like this → You will need to grant the Zoom app access to your camera and microphone, so you can take part in conversations. You can also choose to give the app access to notifications – which will show you any chat messages.



Once you open the Zoom app on your iPhone or iPad, you can choose to **Sign Up** for an account. This is only necessary if you want to host a meeting. If you want to join someone else's Zoom meeting, just click **Join a Meeting**.

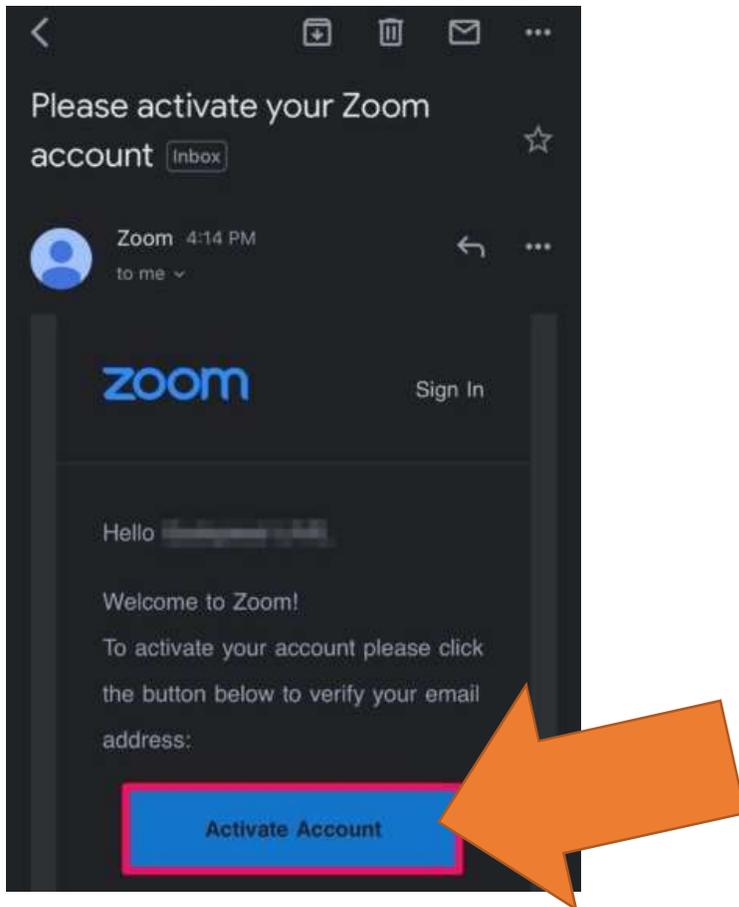


To sign up for an account, enter your name and e-mail address, tick the box next to **I agree to the Terms of Service** and click **Sign Up**.



A screenshot of the Zoom sign-up form. At the top, there are three buttons: 'Cancel', 'Sign Up', and 'Sign Up'. The rightmost 'Sign Up' button is highlighted with a red box and an orange arrow pointing to it from the right. Below the buttons is a text input field containing the email address 'fakehamlinrose@gmail.com', with an orange arrow pointing to it from the left. Underneath the email field are two more text input fields: the first contains the name 'Hamlin' and the second contains 'Rose'. At the bottom of the form is a checkbox with a blue checkmark and the text 'I agree to the Terms of Service', with an orange arrow pointing to it from the left.

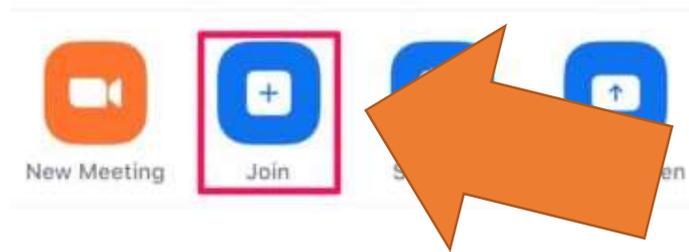
You will receive a verification e-mail from Zoom. Click **Activate Account** and enter a password.



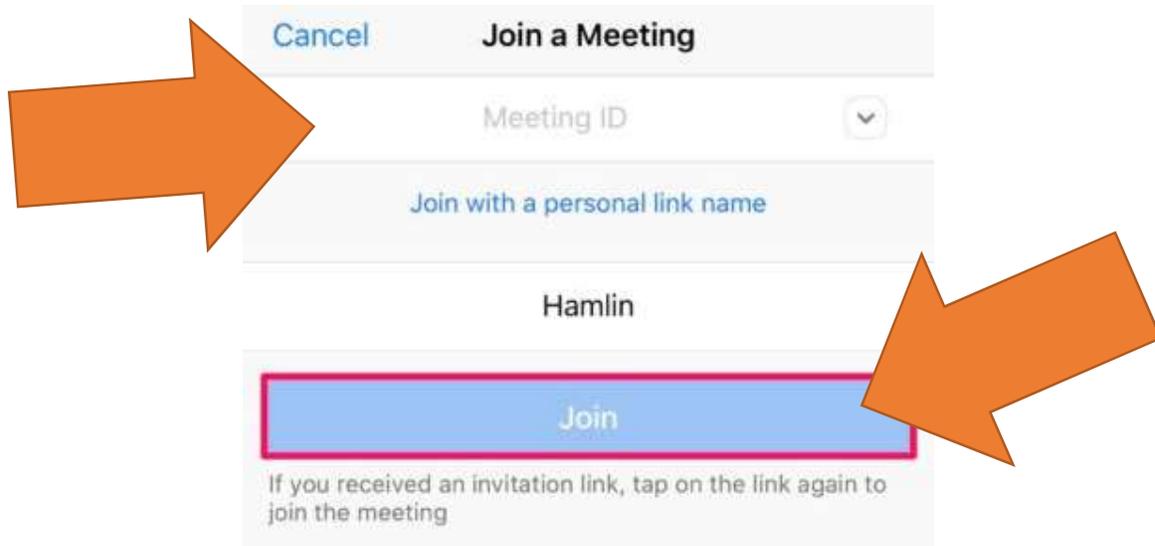
The Zoom app lets you host, join and schedule meetings, in the same way as the instructions above for a desktop computer.



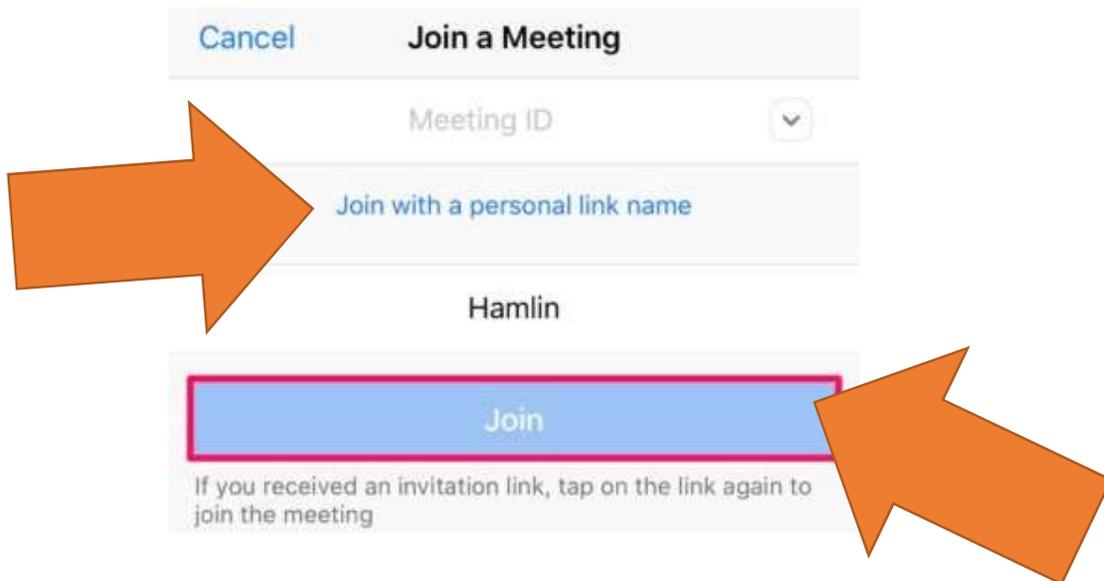
If you want to join someone else's Zoom meeting, click **Join**.



You will need to enter the **Meeting ID** given to you by the host and then click **Join**.

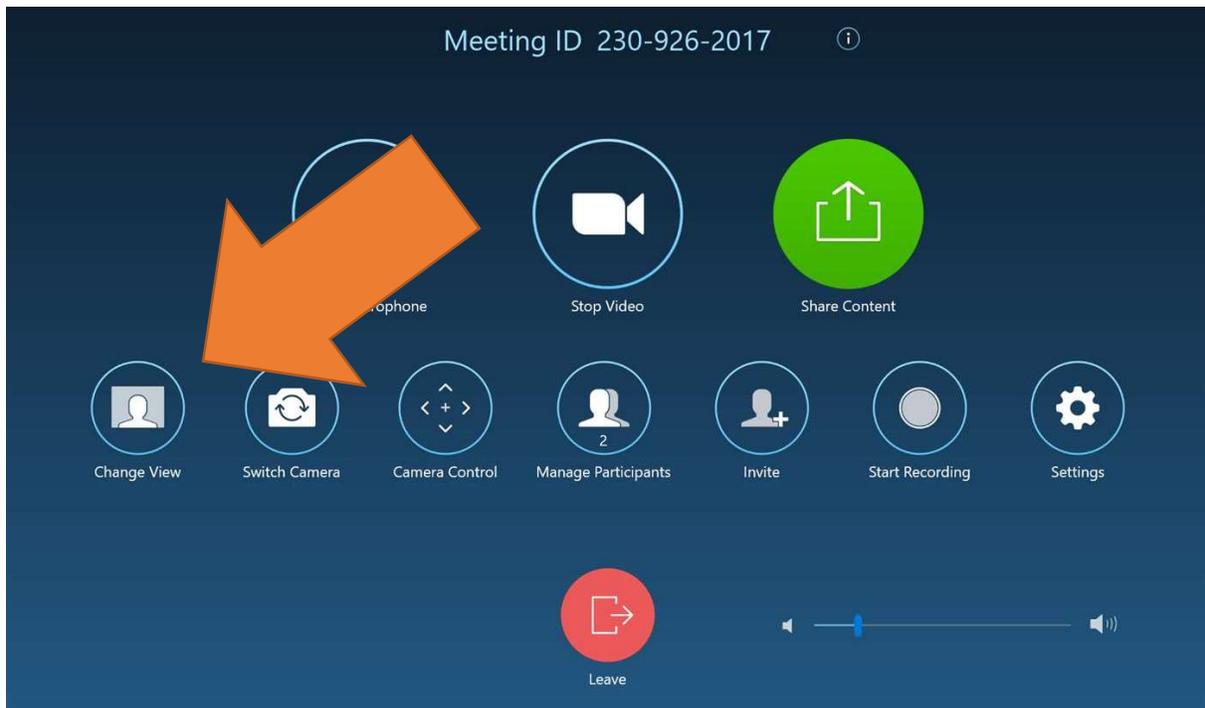


You can also join a meeting with a **personal link name** (sent by the host).

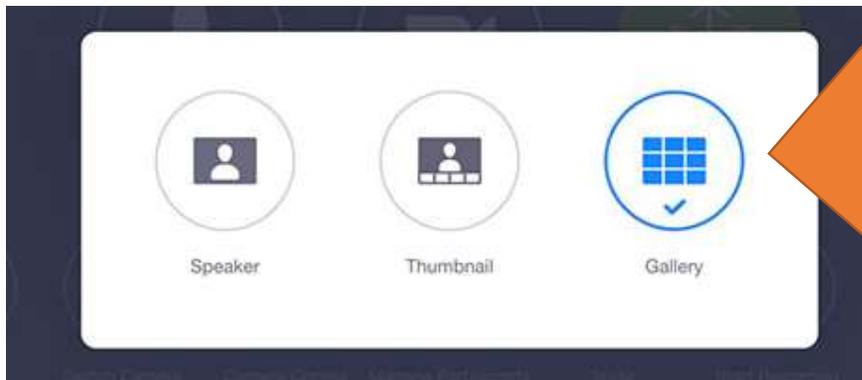


## Changing your view on an iPad

You can change your view during a meeting by clicking the **Change View** option on the menu.



This will open a pop-up window of display options, including **Gallery View**. This shows up to 9 people at a time.



## Changing your view on an iPhone or Android smart phone

If you are using an iPhone or Android smart phone (using the “Zoom Cloud Meetings” app), once at least 4 people are in the meeting you can “swipe” to the left to change from Active Speaker View to Gallery View, which shows 4 people at once. You can keep “swiping” left to view the next 4 participants, or swipe right to return to Active Speaker View.

To leave the meeting, click **End**.

