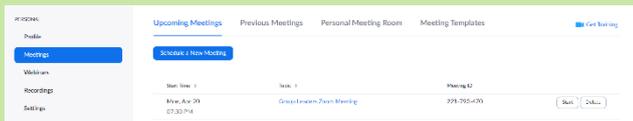# SETTING UP A ZOOM MEETING

Using the Internet / web browser

(1) Go to zoom.us and click 'SIGN IN' if you already have an account, or click 'SIGN UP' if you don't

(2) Click 'Meetings',
then click 'Schedule a New Meeting'

(3) Enter your meeting topic, date and time, ensure you select the rest as shown below, and click 'Save'

(4) Click 'Copy the invitation',
then select the information that appears in the grey pop-up box, and copy and paste it in an email or message to the participants

Using the app

(1) Sign into the Zoom app on your computer / laptop / smartphone / tablet

(2) Click the 'Schedule' icon

(3) Enter your meeting topic, date and time, ensure you select the rest as shown below, and click 'Schedule' or 'Done'
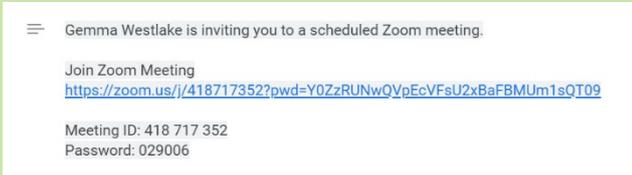

(4) The app should automatically create a meeting request email including the meeting details for you to send to the participants
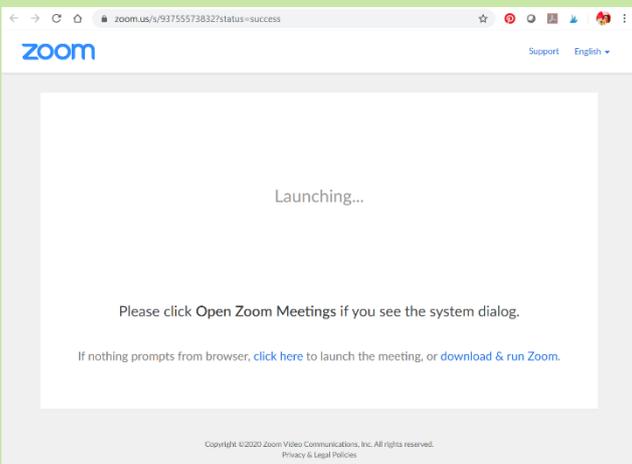
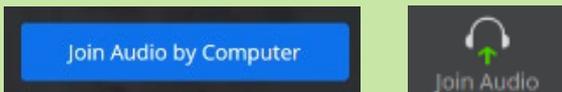# JOINING A ZOOM MEETING

Using the Internet / web browser

(1) Open the email / message containing the meeting information and click on the 'Join Zoom Meeting' link

(2) The 'Launching…' screen will appear in your web browser

(3) If prompted click the 'Join Audio by Computer' button; or click the 'Join Audio' button at the bottom left corner of the screen

(4) Click the 'Start Video' button at the bottom of the screen, if you have access to a camera on your device

(5) Click the 'Mute' button to turn your microphone off when you're not speaking, or click it again ('Unmute') to turn it on when you want to say something
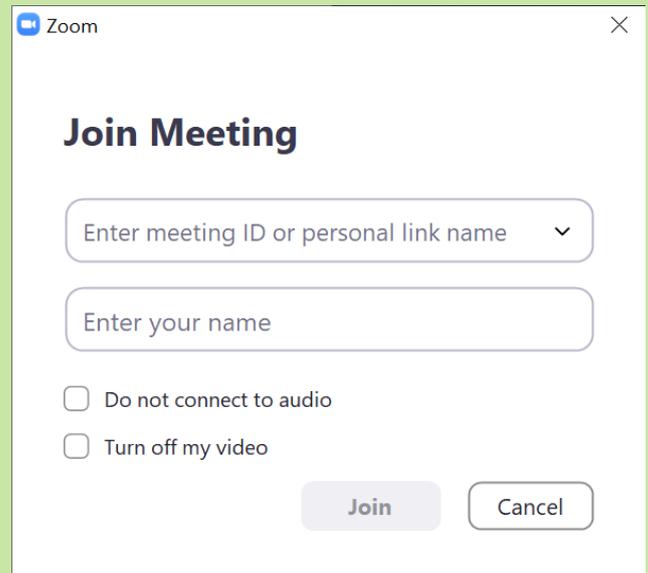

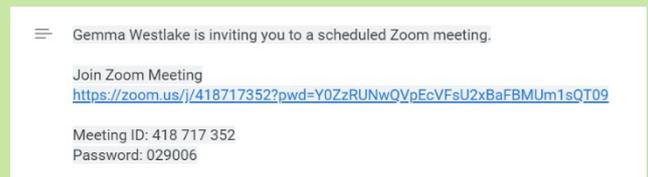## Using the app

(1) Sign into the Zoom app on your computer / laptop / smartphone / tablet

(2) Click the 'Join' icon

(3) Type the 'Meeting ID' (found in the email / message from the person who set up the meeting), type your 'Name' and click 'Join' / 'Join Meeting'

(4) Follow steps 3, 4 and 5 from the 'Using the Internet / web browser' instructions, to the left…

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The HOST can let people join the meeting from the 'waiting room'

(1) If you are the Host (the person who set up the meeting), click on the 'Manage Participants' icon in the menu bar at the bottom of your screen once you've joined the meeting

(2) Click 'Admit all' to allow everyone waiting to join at the same time; or click the blue 'Admit' button next to each name to allow individuals to join
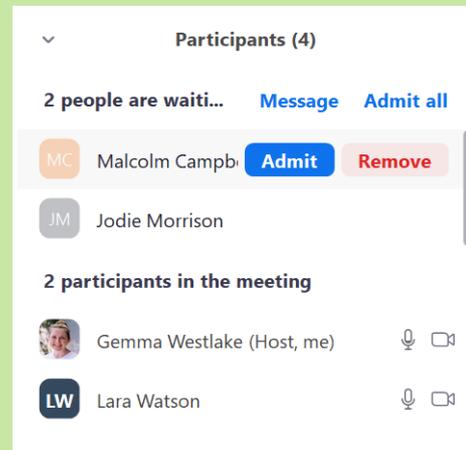
Using the menu bar

Once you have started your meeting, you will see a menu bar at the bottom of your screen.
If you can't see it, move your cursor or tap the screen to unhide it.
This may look slightly different on a smartphone due to the smaller screen.
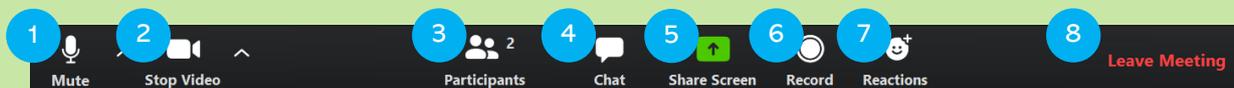
(1) MUTE / UNMUTE: Turn off / on your microphone

(2) STOP VIDEO / START VIDEO: Turn off / on your camera / webcam

(3) PARTICIPANTS: See a list of who is in the meeting (the Host will be able to 'Admit' people into the meeting, 'Remove' them from the meeting, or 'Put in Waiting Room')

(4) CHAT: Send messages to 'Everyone' in the meeting, or click the drop-down menu next to 'Send to:' to select an individual to message privately

(5) SHARE SCREEN: Share your screen or select a specific app to share (e.g. your web browser showing YouTube)

(6) RECORD: Record the meeting (the Host can give this permission in their 'Security' options)

(7) REACTIONS: Show a 'thumbs up' or 'clapping' without interrupting the person speaking

(8) LEAVE MEETING: Leave the meeting (the Host can also 'End Meeting for All')

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ZOOM DO's AND DON'Ts

Do...

- If you are the Host (the person setting up the meeting), use a password when setting up a meeting

- If you are the Host (the person setting up the meeting), use a waiting room to ensure anyone who wants to be included in the meeting needs approval first

- Use a headset (headphones / earphones that have a microphone attached) – especially if you are in a noisy or crowded place – this helps with audio quality for both you and the other participants

- Test your microphone and camera before the meeting – most software allows you to make a test call, or try calling someone else you know

- Let other family members know that you'll be on a video call and ask them to keep background noise to a minimum

- Mute yourself when you're not speaking – this minimises background noise heard in the meeting and makes it clear who is speaking

- Sit in front of a neutral background so that you're easier to see

- Ensure the strongest light source is in front of you so that your face is well lit

- Keep your phone on silent, just as you would in any other meeting

- Be mindful about what you're wearing, just as you would in any other meeting

- Look at the camera instead of the screen – it will help the other participants feel that you're 100% engaged and present

- Ask people individually for their comments rather than opening it up to the whole group – this helps to avoid people accidentally talking over the top of each other

- Provide visual feedback without speaking unnecessarily – ensure your nods are more prominent, or use 'Reactions' to give a thumbs up or clap without interrupting the person speaking (see 'Using the Menu Bar')

Don't...

- Don't sit in a noisy place, if possible (if you cannot find a quiet place, please mute yourself unless you want to speak)

- Don't sit in a room with other people who can overhear you speaking – confidentiality is important!

- Don't sit in front of a bright window or in a dark room as you will look like a silhouette on the screen

- Don't have any obstacles in the line of sight of your camera (if using one) that might be distracting for other participants

- Try not to speak at the same time as someone else

- Don't sit in your bedroom, if possible – particularly if the meeting involves teens or kids

- Don't check emails or read articles during the meeting – be fully present and engaged, just as you would in any other meeting

- Don't have other high-demand Internet streaming occurring at the same time as your call - ideally, ask other family members to please stop streaming high-demand media like Netflix and YouTube during your meeting to ensure your video call bandwidth isn't compromised

Having technical issues?

1. Message your group Leader (or the most tech-savvy person in the group) to let them know you're having problems joining the meeting

2. Try re-joining with the same link or Meeting ID and Password

3. Check out the Zoom website for helpful videos and step by step instructions

4. If it's not an urgent problem, please email gemma@grlc.org.au with your tech issue. Please include the best number to contact you on, and explain how the issue is impacting the engagement of the group

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