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How to use Zoom

Zoom provides free video conferencing and messaging across any device.

Free and Paid-for Zoom:

There's a FREE and a PAID-FOR (licensed) version. The Society of Artists has paid for a Zoom licence so we can support up to 500 concurrent log-ins, and our Zoom events don't have a time limit. Without paying for a Zoom licence, you can use Zoom to videoconference or audio conference with up to 100 others, for 40 minutes at a time. It cuts off after 40 min but you can log back on again for another 40 minutes using the same Zoom link. But 1 to 1 meetings between 2 devices have NO LIMIT on time: it's a FREE videocall.

How do I join a Zoom meeting

[Click these words to see the video version](#)

If you are invited to join a Zoom meeting, you'll receive a link, a meeting number and a password. Usually you can simply click on the link to join the meeting.

BUT If the person who has called the meeting has the "Use Personal Meeting ID" switched off - which is the default – then you'll need to use a password to enter the meeting. This password option can be disabled by



the meeting-caller so that anyone with the meeting number can join. To do that, the person who called the meeting needs to **move the slider** to turn this off.

You can join a Zoom meeting via any internet-connected computer, iPad, tablet or mobile phone.

HOW TO SET UP YOUR OWN ZOOM ACCOUNT

If you want to call a Zoom meeting, you'll need a Zoom account.

You don't need an account just to join a meeting.

How to Register/Sign Up on Zoom

You can do this using either your email address, a Google account, or via Facebook.

By email: Enter your **email address**, your **First and Last Name**, agree to the **Terms and Conditions**. The **Next** button in the top right will become active. Click **Next**

Via Google account: Click the Google icon, select which Google Account to use, or enter details manually.

Via Facebook: Click the **Facebook icon** then when prompted click **Continue as [NAME]**

How to Log in to your Zoom account

Enter your **Email address & Password** or sign in using the **Google** or **Facebook** account you registered with.

How to add contacts from your phone or email account

From the **Meet & Chat** screen you can Add Contacts from your Phone Contacts or using an Email Address. Enter your phone number to search for any contacts registered for Zoom. You will need to give the App permission to view your Phone Contacts to do this. If there are no matches, you can invite any of your contacts to join Zoom.

Alternatively, search for the **Email address** in the Zoom database, and **Add** any Matched Contacts. Matched contacts can later be found in the **Contacts** area

How to set up a Zoom meeting using my mobile phone?

Download the Zoom app from the App Store (Apple) or Google Play (Android):

1. Open your device's App manager: either
<https://play.google.com/> OR <https://www.apple.com/uk/ios/app-store/>
2. Use the Search Bar at the top of the page to search for 'Zoom' and click **Install**
3. Once Zoom's downloaded, the Install button turns into an **Open** button.
4. Click **Open** to launch the app.
5. You'll then see options: **Join a Meeting** if you have been invited to join one hosted by another person, **Sign Up** if you haven't registered or **Sign in** with an existing account.

How to schedule a meeting

1. From the **Meet & Chat** screen, click **Schedule**
2. Give your Meeting a Unique **Name**
3. Set a **Date**
4. Set a **Start Time**
5. Set an **End Time**
6. You can set the meeting to recur every **Day, Week, Two Weeks, Month** or **Year**

If you want to permit attendees to enter your meeting using only the **Personal Meeting ID (PMI)** number, **move the slider** to enable this feature. **Move the slider** to disable the need for a Meeting password.



How to start an immediate meeting

From the **Meet & Chat** screen, you can click on **New Meeting** to host an immediate meeting.

You can invite attendees via an email link (using the large **Invite others** icon or the smaller **Invite** icon at the bottom), **share your screen** with attendees, and **enable group text chat** which runs at the same time.

How a host starts a Zoom meeting- things to check

Meeting passwords

If **Use Personal Meeting ID** is switched off (default), participants will need to use a password to enter your meeting (recommended). To disable this and allow anyone with the meeting number to join, **move the slider** to turn this off.

Inviting people to join

From within your meeting, you can invite people to attend using the **Participants** icon. From here you will have the option to invite **Zoom** contacts, your Phone contacts through **Messaging**, Facebook contacts through **Messenger**, or email an invitation via **Outlook** or **Gmail**.

You can also copy the URL for this meeting and distribute this to potential participants.

Admitting people into the meeting

When your meeting starts, some people may be waiting in the “lobby”, to be admitted. Some people may be late. You need to keep an eye on the “lobby.” Any of the participants can let them in, but it’s the host’s responsibility to ensure they are admitted.

Managing CHAT

People can chat online, sending a message either to the whole group, or to another individual, privately. The host may need to remind people that they can do that. You can adjust your screen so that you can see the CHAT going on alongside the video screens.

Improving poor internet connections

You can **Move the slider** to turn off Video if you want to. This saves bandwidth, if your web connection is struggling. You can ask others to turn off their video perhaps while they are watching a presenter; if anyone’s internet connection is weak, advise them to turn off video and be audio-only. They’ll still be able to see the presenter but their face won’t be seen.

Setting audio and video options

Click on these words to open the video version of help

The host needs to know how to set the audio and video options, and be able to advise attendees. If you think people aren’t used to Zoom, it can be handy to quickly run through the screen options and how they can be changed, at the start of the meeting.

What to tell participants about Zoom – if they are new to it

- a. Let them know that they can change how their screen appears by clicking on the DOTS in the top RH corner. They can see everyone on the screen, full screen, or change their view so that they can also see the CHAT column down the right hand side
- b. People can use CHAT to send messages to other people in the meeting during the meeting if they want to. They can chat privately to one other person or send a message to everyone. People need reminding that they don’t need to send a message to everyone.
- c. Attendees can control only their own screen and audio. We can all see if someone is on mute or hasn’t enabled their video, as the symbols are crossed out.. Everything is a “toggle switch”, press for ON< press for OFF.
- d. If anyone has a problem with Zoom during the meeting, leave and re-enter using the same link. It is useful to let the host know you’re coming back so that they can let you back in!



- e. People can share information such as documents via Zoom – the red SHARE button in the middle at the bottom enables that person to share their screen and so show documents or whatever.

NOTE: The host can and should mute everyone except the presenter – a good idea when someone's presenting. Don't forget to un-mute!

The host needs to check the LOBBY in case anyone's late and is waiting to be admitted to the meeting.

The host needs to allow people to share information via their screen if they want to.

How to keep your Zoom account secure

Most meetings use a public link that allows anyone using that link to join. You can password-protect your meeting by re-enabling **Use Personal Meeting ID (PMI)** . If you don't, you may be "Zoom bombed" by unwanted guests, They might not stay long but could be offensive.

How to get rid of Zoom bombers

The meeting host can **disable screen sharing**. To do that (during the meeting):

Click the **More (...)** button at the bottom right corner of the screen

Click "**Meeting Settings**"

If you're using an iPhone, scroll down to "**Allow Participants to Share**" and switch the toggle off. If you're using an Android phone, find "**Lock Share**" and switch the toggle on.

External video Help and Guidance

Click the titles to open the links

[Zoom video guides](#)

[The Zoom help centre:](#)