

Zoom Cloud Meetings for U3A (Group Leaders)

Before we start – Overview

Zoom Cloud Meetings (Zoom in this document) is a video and audio communication tool available for most common computers and mobile devices. This document is a short self-help introduction to get people started. Zoom is NOT a secure communications system and it is not advertised as such.

There are U3A ‘Helpers’ to assist you in addition to this document. The main issues might be audio and video problems.

Zoom requires a camera and a microphone and it must therefore be important for us all to be careful when using any application like this. The device is in your home with you, so be aware.

- It will require your email address to set up an account
- It is important to have a good password for **your** account because this protects **your** email address and your calls and contacts, even though there is no credit card etc. on it. Don’t re-use passwords (on anything)

Obtaining Zoom

Zoom is fairly simple to install, setup and use. See the installation section for your device or computer. I have given the information (location) required to get the program.

- If you are using a laptop/portable computer, you will have to install the program – this is explained later. Most have a camera and microphone in them and should ‘just work’
- If you are using a desktop computer (large box with screen etc.), you will have to install the program – this is explained later. You will also need an external web-camera which also include a microphone. These have a USB type connector and the computer should be able to work these without you needing to do anything after you have plugged it in.
- If you are using a mobile device like a phone or a tablet then you install the program/app from the Android PLAY STORE or the Apple APP STORE. Only install Zoom from these places.

In the pages below are:

- Some basic instructions (please read the appropriate section) to assist installing the software (application) on the following systems and devices

Windows 7 and 10
Apple MacOS
Android phones and tablets
Apple ipad and iphones
Linux

- How to test your microphone, speaker and camera
- How TO USE THE PROGRAM once it is installed
- Some basic security advice

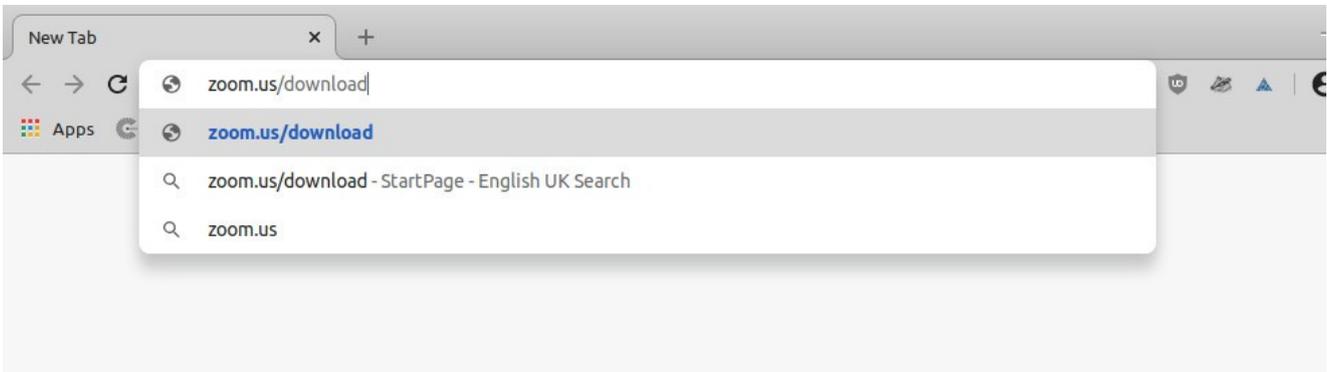
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Installing on Windows 7 and 10

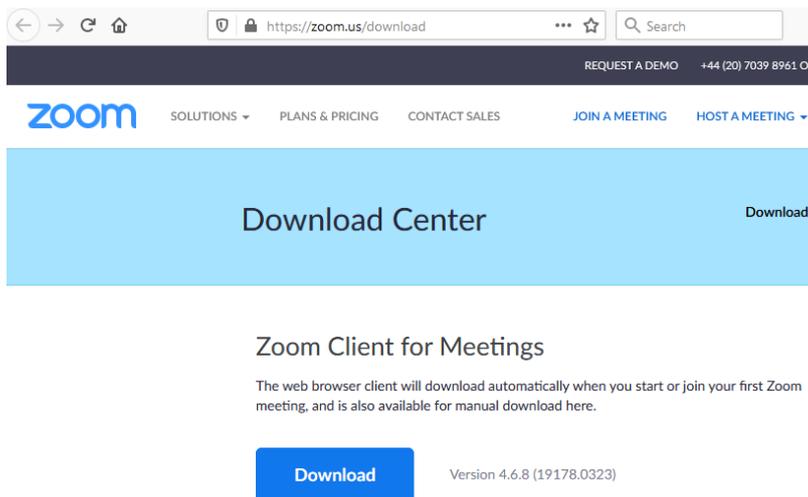
If you search in-line for ZOOM there are always sites returned that may not be the real ZOOM Cloud Meetings. Make sure you click on the link zoom.us/download

Using your Internet Browser (Google Chrome, Microsoft Edge or Mozilla Firefox).

- In the search bar at the top of the browser enter the line shown below.
<https://zoom.us/download>



- You should see the page as shown in the picture below
- It should detect your operating system (windows/mac/linux) and offer to download.
- You should select **Zoom Client for meetings**

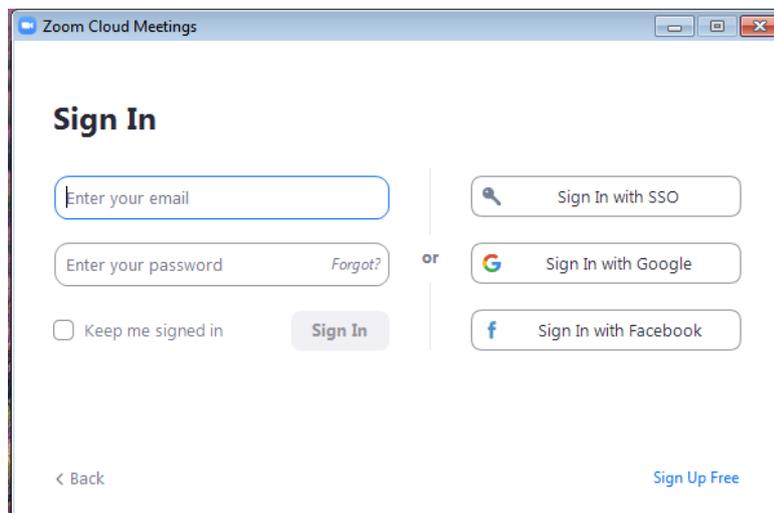


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- Then locate the file you just downloaded (in windows it will be zoominstaller.exe), double click it and the zoom client will start and offer you the option of **sign-in** or **join meeting**

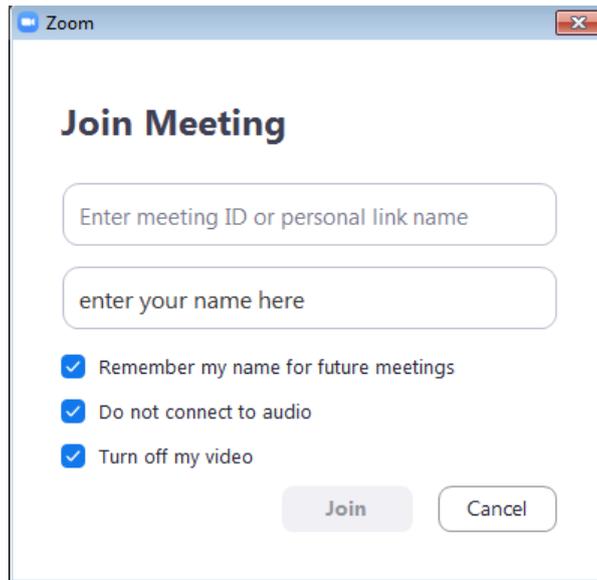


- If you want to create your NEW (personal) account, click on **sign in** and enter your email address and a new, unique password, which should be at least 8 characters and have lower case, upper case letters, a number and a keyboard symbol (like @ or # or & or % or \$)
- This is your personal account, don't use this password when you set up meetings, it is just to secure your account



- If you already have an account already, just enter your email and the password you created when you set it up
- If you are just joining a meeting, the click JOIN MEETING and enter the ID and your name (so people know who you are in the meeting). You will be asked for the meeting PASSWORD at the next step. You were given the meeting ID and PASSWORD in the invitation email from the Group Leader

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The image shows a screenshot of the Zoom application window titled "Zoom". Inside the window, there is a "Join Meeting" dialog box. At the top, it says "Join Meeting". Below that, there are two input fields: the first is labeled "Enter meeting ID or personal link name" and the second is labeled "enter your name here". Underneath the input fields, there are three checked checkboxes with the following labels: "Remember my name for future meetings", "Do not connect to audio", and "Turn off my video". At the bottom of the dialog box, there are two buttons: "Join" and "Cancel".

- It is best to tick, do not connect audio and turn off video and enable these once you are in the meeting, but that is your choice.

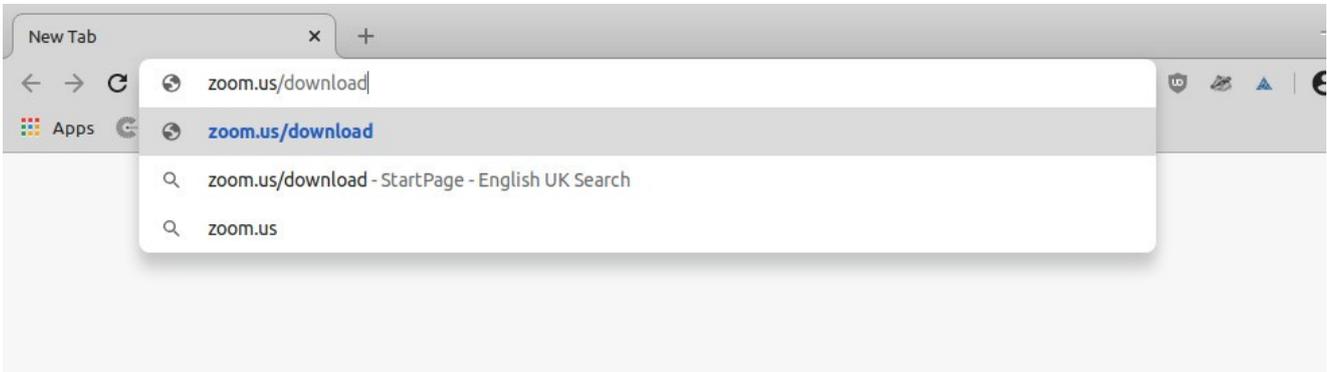
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Installing on MAC os

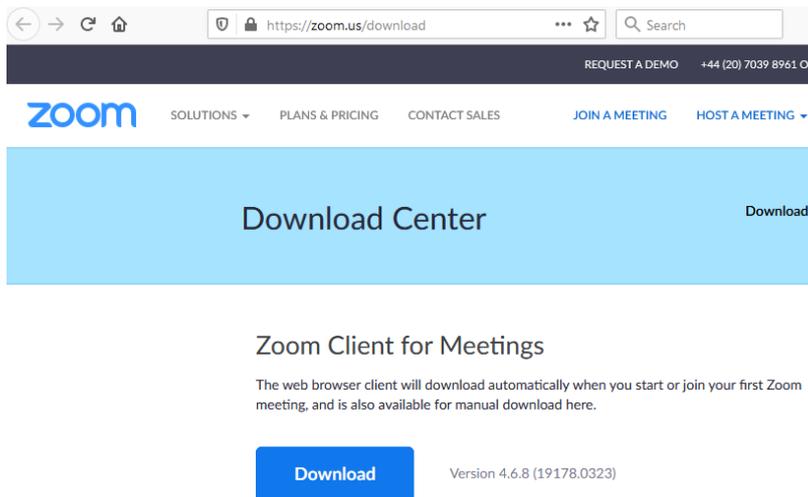
If you search in-line for ZOOM there are always sites returned that may not be the real ZOOM Cloud Meetings. Make sure you click on the link zoom.us/download

Using your Internet Browser (Safari, Google Chrome or Mozilla Firefox).

- In the search bar at the top of the browser enter the line shown below.
<https://zoom.us/download>



- You should see the page as shown in the picture below
- It should detect your operating system (windows/mac/linux) and offer to download.
- You should select **Zoom Client for meetings**



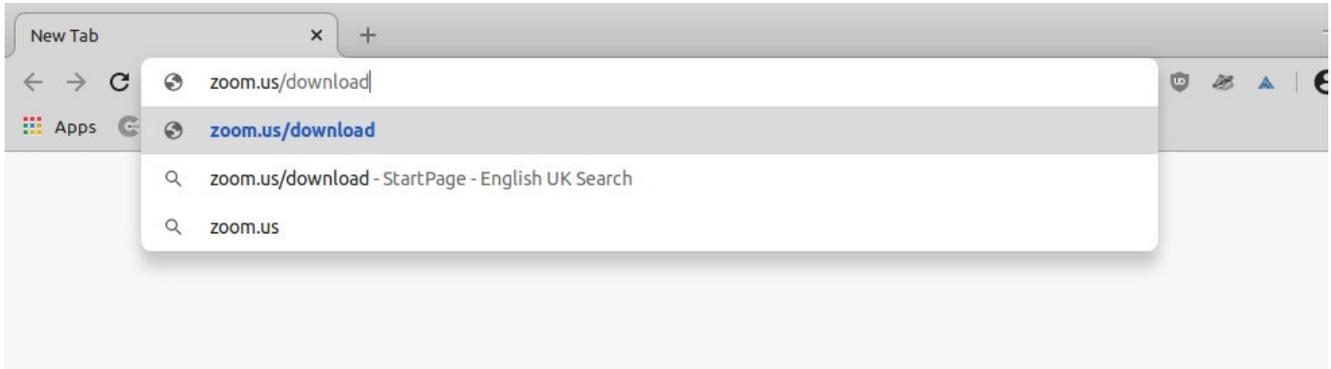
- Then locate the file you just downloaded
- Double click the file and the zoom client will start and offer you the option of **sign-in** or **join meeting**
- On the MAC operating system the above (Windows) procedure will be very similar

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Installing on Linux

If you search in-line for ZOOM there are always sites returned that may not be the real ZOOM Cloud Meetings. Make sure you click on the link zoom.us/download

On the Linux operating system the above (Windows) procedure will be very similar
Go to <https://zoom.us/download>

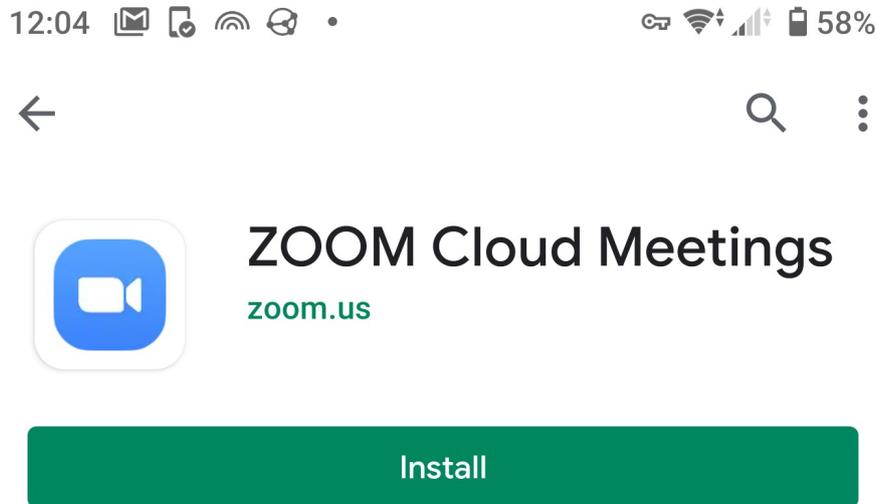


Zoom is also available in the Linux software store

Zoom Cloud Meetings for U3A (Group Leaders)

Installing on Andriod (phones and tablets)

- Search the PLAY store for ZOOM Cloud Meetings.
- It should return **ZOOM Cloud Meetings by zoom.us** as shown below



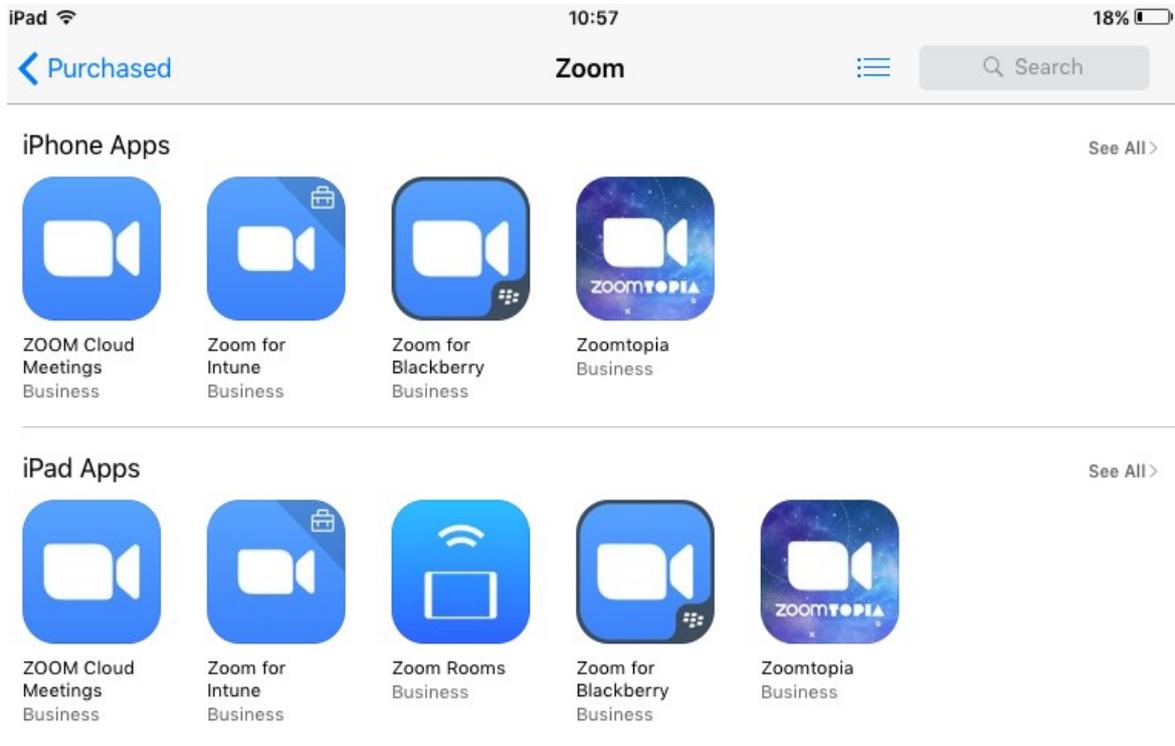
Once installed you can open the app immediately or exit the Play store and find the application on your device among your other applications.

- The Group Leader will have sent you an email with the MEETING ID and the MEETING PASSWORD
- Open the program/application
- You are offered to JOIN a meeting
 - Enter the meeting ID – Press JOIN
 - Enter the meeting Password – Press JOIN
- There are other options but we will leave those for now

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Installing on iPad/phone

- Search the APP store for ZOOM Cloud Meetings
- It MAY return various Zoom applications but select
- **ZOOM Cloud Meetings by zoom.us** as shown below



- Zoom Cloud Meetings (on the left) for iPhone and iPad

Once installed you can open the app.

- The Group Leader will have sent you an email with the MEETING ID and the MEETING PASSWORD
- Open the program/application
- You are offered to JOIN a meeting
 - Enter ID – Press JOIN
 - Enter Password – Press JOIN
- There are other options (schedule and create meeting) but we will leave those for now

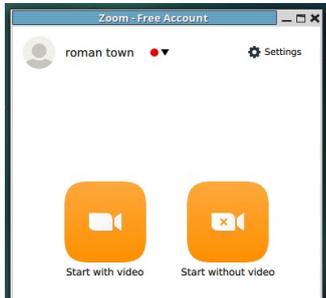
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Setting up Zoom

Firstly once zoom is installed and the account enabled, before any calls are made.

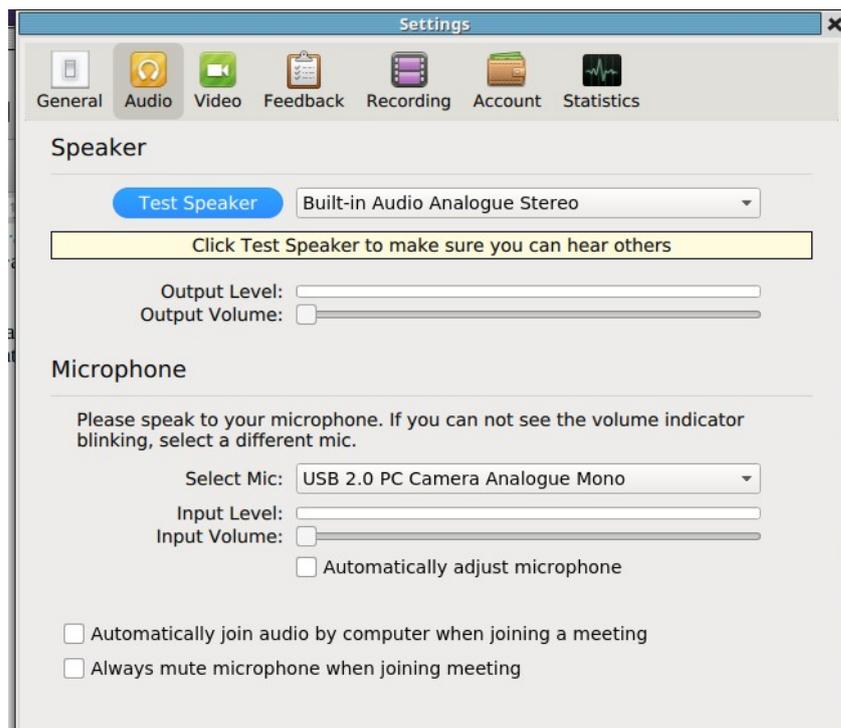
Open your Zoom.

In the Zoom settings (the small 'gear wheel' in the top right corner



Settings gear wheel in top right

Opens this screen (below) use the AUDIO and VIDEO tabs



AUDIO tab

VIDEO tab

Open the audio tab as shown above

- Test your speaker and microphone
- un-tick automatically join audio so the box is blank
- tick always mute microphone when joining

Click on the video tab and you should see the video camera feed.

- Its best to un-tick HD video to save bandwidth
- Its best to tick turn off video when joining a meeting – you enable this once you join a meeting

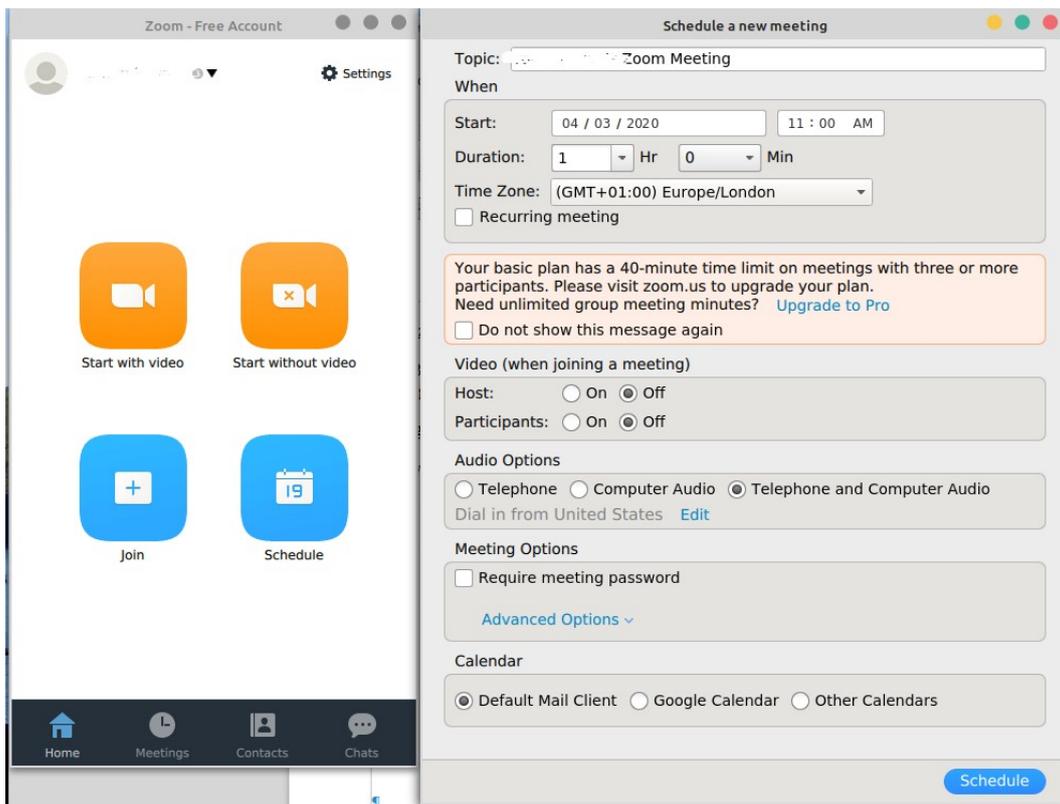
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Using zoom (Group Leader - Host)

For U3A meetings it is best for the Group leader to host the meeting. The Group Leader sets up a meeting for a set time. Trying to manage a meeting from a portable device will not be easy and we suggest a standard laptop or desktop computer is used.

Setting up a new meeting

- Open your Zoom program/application and enter your **Account** username and password
- On the panel (left in picture below) should be a schedule (meeting) button, press this
- A new box will open as shown below (right hand picture)
- Enter a topic
- Enter start date and time don't forget AM/PM
- Audio options: select computer audio
- Click the box: **Require meeting password** and a white box will open beside it – enter a password or number here say at least 8 characters/numbers
- Calendar: select default mail client - your normal email program will be used to send the invitations.
- The schedule box should now light up: click it



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- Now a box will pop up with the meeting details and then your email program should pop up a default email (to send to members) with the **meeting ID** and the **password** you entered.
- Personally I would delete the whole line starting...
Join Zoom Meeting <https://us04web.zoom.us/j/xxxxxxx>
and **just send the meeting ID and Password**

Normal procedure

Once you have become familiar with setting up meetings

- Each meeting set up has a unique ID number
- You **MUST** set a password for your meeting – this is allocated by you when you set up the meeting. This improves everyone's privacy and security
- Email the ID and Password to your participants before the meeting time. Allow sufficient time for the emails to reach people and it can be done hours of even the day before the meeting
- It can be confusing if you email out the whole link to your members. In my experience the Zoom web site offers to download the zoom software to your / their device even if you already have it installed. I think this may confuse people
- About 5 minutes before the meeting, open your Zoom program and select the meeting you have arranged. Other people may now start to join
- Make sure your microphone and video camera are ON
- Zoom have recently introduced a 'Meeting Waiting Room'. This is where participants will 'wait' until you admit them to the meeting. This should appear on your zoom screen once members start joining the meeting
- Meetings are time limited to 40 minutes (there is a possibility this restriction may be lifted). However if the meeting terminates, members can re-join using the same ID and PASSWORD
- If a meeting does end, then click on JOIN MEETING and it will offer the meeting ID, click JOIN, then it will offer the meeting password, click JOIN. You will be entered into the same meeting you just left. You may have to wait a short while for the Group Leader to re-start the meeting

Meeting Recording

Zoom has the facility to record meetings, which can be turned on by the host, but as a participant, you will always see an indication on the screen if it is recording. As a host, if you intend to record, it is courtesy to let your participants know beforehand and allow them to leave if they wish. For larger meetings, consent can be made more formal with a 'Recording Disclaimer' that must be clicked to show consent before recording starts. More information on recording is on the Zoom website here: <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

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BASIC etiquette

- Zoom will switch to whom ever is speaking/making a NOISE! It is really annoying if a dog barks/door bell goes/someone else comes into the room etc. and Zoom switches to that and cuts off the person speaking.
- SO if you are listening/not contributing immediately, click the microphone icon on the zoom screen to mute (turn off) you microphone, a red line will be drawn through it. Re-enable the microphone when you want to speak
- This also stops embarrassing moments if you get yelled at (or similar)!
- Think about the **camera placement** – what might other viewers **see through your camera!**
- Think about adequate lighting

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Basic security and privacy

- Check carefully any links you are sent in emails
 - Make sure they are from the Group leader and are expected
 - It is far better to input the ID and PASSWORD than click on a link in an email
 - My advise is DON'T CLICK ON ANY LINKS in emails from anyone (not just emails related to Zoom or U3A)
- After you have finished a meeting make sure you have fully closed ZOOM and EXIT (shut down) the program. On most computers you will see a ZOOM icon somewhere on the 'task bar' at the bottom of the screen. If you click this with the RIGHT MOUSE button, you can EXIT ZOOM which will fully shut the program
- When ZOOM is running, you will see that you can change your status between Available, Busy or Away and this allows you control over people calling you
- It is better to set Audio and Video to OFF and NOT AUTOMATICALLY ON for the start of calls, this allows you to control what people see/hear as you join a meeting.
- In general I would only add contacts (you have to invite them under ADD CONTACT) for close friends and family. For general U3A meetings I would only join meetings via the ID and PASSWORD method. The reason for this is again, people in your contacts can see your status (Available, Busy, Away) so better this is only people who are close to you