

## Malvern U3A Zoom User Guidance - Participants

### Index

[Introduction](#)

[Security](#)

[User Assistance](#)

[Zoom Computer Requirements](#)

[Download Zoom onto your chosen computer](#)

Windows Users

Mobile Devices

[Joining a Meeting](#)

Windows Users

Mobile Devices

### Introduction

Zoom is a video conferencing facility that allows you to run meetings of up to 100 members online. There is a free version which restricts meeting lengths to 40 minutes and a subscription version which allows unlimited meeting time and other capabilities. Malvern U3A has purchased a subscription which will be available to any group who needs it. Most groups may be satisfied with 40 minutes meetings or running 2 meetings one after the other.

These instructions are a DIY attempt to help – they are not comprehensive. They only cover devices available to the writers: Windows PCs/laptops and apple tablets/phones at present. We will add details for other systems if anyone sends them to us. Please send feedback on problems encountered and suggestions for improvement and we will update the instructions accordingly.

You can use Zoom with any computer/tablet/smart phone: the bigger the screen, the better the experience. If hosting a meeting, then use the device with the biggest screen you have available. It is not feasible to host a meeting on a phone; a tablet is OK up to about 10 members or so.

### Security

It is possible to hack into a Zoom meeting. There have been reports of hackers joining meetings and showing pornographic videos! However, it is unlikely that any meetings run within the Malvern U3A are discussing sensitive or restricted information. Thus, it is not considered that security issues should prevent us using the capability.

Zoom is updating its security measures all the time, so if asked to update your Zoom software always do so. Points to remember:

- Do not add other User details to your account in the 'User Management' facility.
- Do not make meetings public. Each meeting has a password, set by default, to control those joining. This password is activated automatically when you click on a meeting link and is transparent to the user.
- Do not share a link to a meeting on an unrestricted publicly available social media post. Provide the invite link directly to specific people.
- Waiting Rooms:
  - Zoom has now implemented the concept of Waiting Rooms by default as an extra security precaution. In this system all invitees to a meeting are placed in a

virtual waiting room and have to be permitted entry to the meeting by the host. Obviously, this prevents interlopers/hackers entering your meeting.

### User Assistance

Using Zoom is very easy when you know how! Being a meeting member is simple, whilst being a host only requires a little more expertise. Remember, the group leader doesn't have to be the zoom host. If you want to be a host for your group, it is suggested that you have one or two practice meetings with a couple of others first. Peter Corfield and I are available to help in these initial stages. If you wish to invite us to your meetings and we are available, we will help resolve any problems. Our contact details are:

Roger Hunt; email [rmrhunt@sky.com](mailto:rmrhunt@sky.com), phone 01684 565926

Peter Corfield; email [pcorfield136@outlook.com](mailto:pcorfield136@outlook.com), phone 07725 658590

In addition, Zoom have their own [help facility](#) which you can access directly.

### Zoom Computer Requirements

Zoom can be run on any platform: eg desktop PC, AppleMac, laptop (Windows or Apple) or tablets. Whichever system used it needs to have both audio and visual capability if you are to interact fully with a meeting, otherwise you will only be able to watch! If you are involved in meetings of more than about 10 people, it is much more effective if you are using a reasonably sized screen – desktop or laptop. This is purely so that you can see everyone involved on one screen.

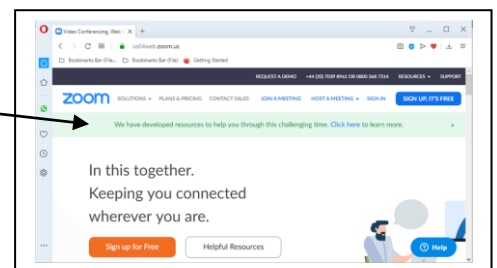
Ensure that your device's audio/visual system is working.

- Desktop PCs: you need a separate video/microphone camera installed.
- Windows Laptop:
  - Type 'Camera' into search box (bottom left of desktop screen), select 'Camera App' & ensure it is working
  - Type 'Sound' into search box, select 'Sound Settings' and ensure volume is 100%
- Tablets: ensure volume is set to maximum.

### Download Zoom onto your chosen computer

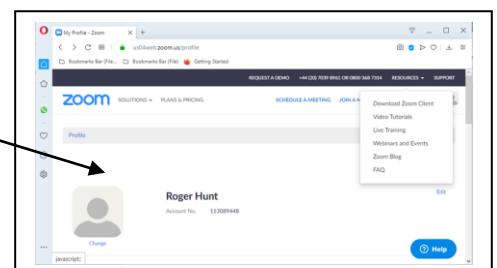
#### Windows Users

- Windows – click [here](#) and select 'SIGN UP – IT'S FREE'.
- Enter email address and select 'Sign Up'
  - If you have a Google or Facebook account you can sign in using them instead
- You will be asked to confirm and will be sent an email to verify.
- Choose a password and complete the Captcha check if asked.
- Don't bother submitting personal details.
- Go back to Zoom homepage, select 'Sign In' – make sure you remember your password!
- If confident, you can download Zoom software now – you can leave this until your first meeting when it will happen automatically.
  - On Zoom home page, select 'Resources', 'Download Zoom Client' and follow instructions



#### Mobile Users

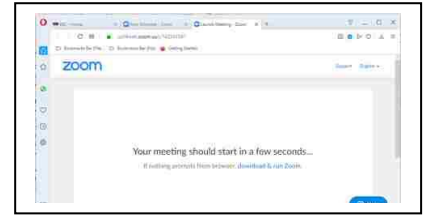
- Go to App Store and download Zoom app.
- Select 'Sign In' and complete instructions



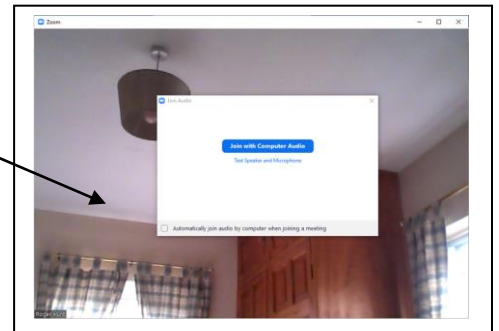
## Joining a Meeting

### Windows Users

- You will receive an email inviting you to join a meeting.
  - If this is your first meeting and you haven't yet downloaded the Zoom software, it will go through that process now. Agree to any changes requested.
- Click on the link to take you to the meeting screen:
  - If you don't get there, like this or similar, click the meeting link again.

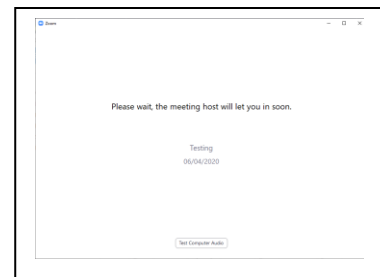


- Once at meeting screen, select agree to join with video & join with audio
- Select 'Join with computer audio'
- Your host will manage your participation.
- To improve participation:
  - Implement Full Screen – top right-hand corner
  - Select 'Speaker View' to see tiles of all members (top right-hand corner)
- Select 'Leave Meeting' to finish
- If you receive an invite for a future meeting, you can join the meeting at any time even if it is before the host arrives.



### Mobile Users – assuming you receive emails on the device

- You will receive an email inviting you to join a meeting.
- Click on the link – this will take you to the meeting screen
- Select 'Call Using internet audio'
- Your host will manage your participation.
- To improve participation:
  - Implement Full Screen – tap icon in top right corner
  - Tap screen, tap on 'Gallery View' icon to see tiles of all members
- Select 'Leave Meeting' to finish



All Users - If the host has enabled a Waiting Room, you will see this until he/she admits you to the meeting.