

Malvern U3A Zoom User Guidance - Host

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

[Hosting Meetings – General](#)

[Hosting an Unscheduled Meeting](#)

Windows Users

Mobile Devices

[Scheduling a Future Meeting](#)

Windows Users

Mobile devices

[Hosting a Scheduled Meeting](#)

[Sharing Screens](#)

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 a short meeting or running 2 meetings one after the other.

These instructions are a DIY attempt to help – they are not comprehensive. They cover most devices: Windows PCs/laptops, tablets & smartphones at present. 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.
 - This is a useful facility as you don't have to admit participants until your designated start time. This is particularly important for big meetings, where you can get prepared before allowing all the participants to join. See below for details.
 - It is possible to switch off waiting room in the template for a scheduled 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, phone 01684 565926

Peter Corfield; email 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), tablets or smart phones. 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.

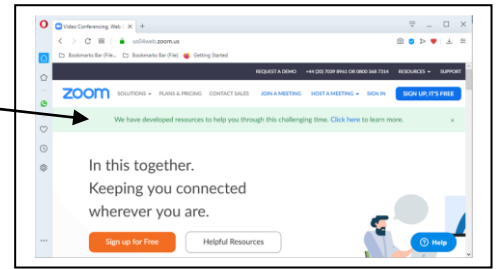
Ensure that your device's audio/visual system is working.

- 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/phones: ensure volume is set to maximum.

Download Zoom onto your chosen computer

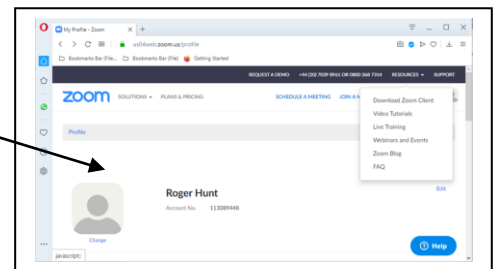
Windows Users

- 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

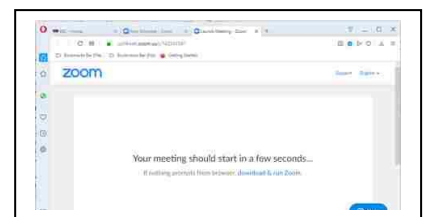
- Go to App Store and download Zoom app.
- Select ‘Sign In’ and complete instructions



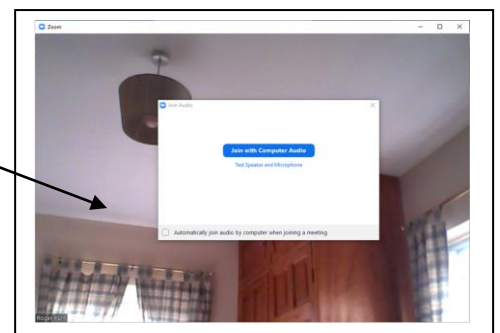
Joining a Meeting

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.



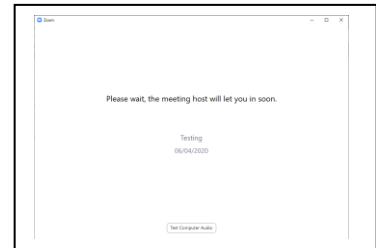
- Once at meeting screen, select agree to join with video & join with audio
- Select ‘Join with compute audio’
- Your host will manage your participation.
- To improve participation:
 - Implement Full Screen – top right-hand corner
 - Select ‘Speaker View’ to see tiles of all members (top right-hand 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.



Hosting Meetings – General

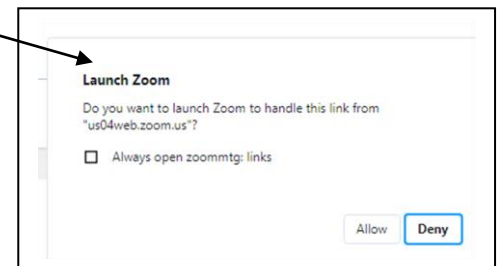
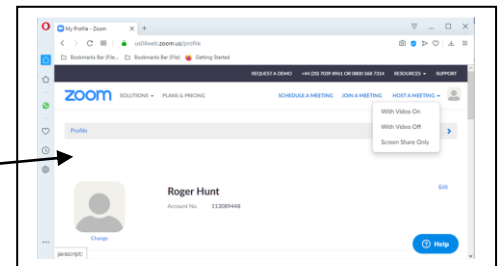
If you intend to host meetings, you should review the general settings for your account.

- Log in to your account and select ‘Settings’ (for Meeting)
- Carefully consider the security related settings relating to passwords etc.
- If possible, only allow hosts to share screen – this prevents unauthorised participants taking control of the content.

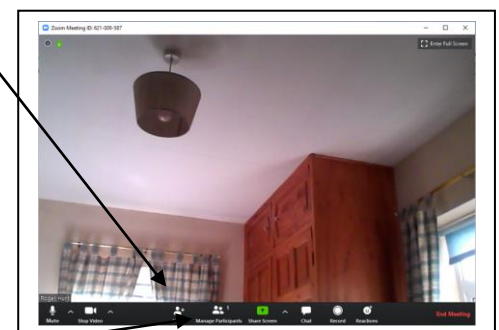
Hosting an Unscheduled Meeting

Windows Users

- Go to [Zoom website](https://zoom.us) and sign in, check your ‘Profile’
 - Ensure date/time are set to UK
- Select ‘Host a Meeting’, ‘With Video On’
 - If you get this dialogue box, select ‘Always open ..’ and ‘Allow’
- A Zoom meeting screen will open
- Select ‘Call Using internet audio’



- Select ‘Invite’ at bottom of screen to invite participants
- Select ‘Default Email’ option, which opens an email page with the meeting link.
 - Add email addresses of participants and send.
 - Note: you can opt to copy the URL or the Invite and paste into a blank email.
- Wait for participants to join meeting
 - Managing Participants:
 - In Full Screen Mode, select ‘Manage Participants’
 - You can mute/unmute participants if required
- Select ‘End Meeting’ to finish



Mobile Users

- Open Zoom app, select ‘New Meeting’, ‘Start Meeting’
- Select ‘Participants’, ‘Invite’, ‘Send Message’
- Insert email addresses of participants & send
- Wait for participants to join meeting
- Managing Participants:

- Tap 'Participants'
- You can mute/unmute participants if required
- Select 'End Meeting' to finish

Scheduling a Future Meeting

Windows Users

- Sign in to Zoom (or select 'My Account'), select 'Schedule a Meeting'
- Complete form – it's straightforward, however things to consider doing:
 - For security, tick 'Requires Password' although it will be transparent to participants (this is usually the default position)
 - Select Video – On for host & participants
 - Select 'Computer Audio'
 - Selecting 'Join before Host' reduces confusion with eager joiners!
 - Decide if you want to enable 'Waiting Room' (this is the default)
 - Select recurring meeting if required
- Select 'Save'. This will bring up 'Meeting Management' page allowing invitations to be sent.
 - To send to participants, select 'Copy the Invitation' and paste it into an email to participants
 - You can use one of the calendar options shown to input the meeting into your calendar. It is recommended that you don't use this function to send invites as they can become garbled with unknown email clients.
- From the 'My Meeting' page, you can manage other actions including starting the meeting and saving the meeting style as a template for future use.

Mobile Users

- From Zoom app, select 'Schedule'
- Complete form and meeting options, most of the options are the same as for Windows
- Select 'Done', send to participants using email window
- There doesn't seem to be the option for saving a template.

Security (All Users)

- Do not post meeting links on public spaces, eg social media platforms, in case you get unwanted guests!

Hosting a Scheduled Meeting

- Click on the meeting link prior to the meeting time; not too early because this uses up your meeting time allowance.
- With Waiting enabled
 - You will get notifications of participants waiting to join.
 - Select 'Manage Participants' to open a management box
 - Here you can admit members one at a time or all together
- With Waiting not enabled
 - Participants will appear as they join

Sharing Screens

This allows a meeting to view one of the participant's screen; for example, to show photographs, presentations or even videos (if broadband speeds allow). Thus, whoever is sharing:

- Start the relevant app on your device before starting sharing.

- Select 'Share Screen' icon.
 - Windows: select application to share from screen, select 'Share'
 - Mobile: select item to share, tap on it.
- Note: if playing a video in screen share ensure that the box 'Share Computer Sound' is ticked.
- Security; if possible limit screen sharing to host only

