



A STEP-BY-STEP GUIDE TO ZOOM MEETINGS

June 2022 | By Australian War Widows NSW

If you haven't already been invited to a Zoom meeting, online exercise class or get-together with friends, you probably will soon. Zoom is one of the most popular ways to meet online during these days of social distancing.

Zoom is a video communication tool used to hold online virtual meetings and gatherings. It can be used on a mobile smartphone, laptop, tablet or desktop computer.

It uses your device's camera, speakers and microphone to show live video of all attendees.

This guide will step you through downloading, joining and participating in a Zoom meeting.

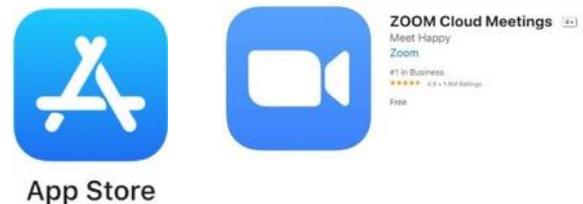
DOWNLOAD ZOOM

Zoom is a communication program that runs on your device. You must download the free Zoom program to be able to access the online meetings. This is usually through the Apple App Store or the Google Play App Store which allow you to browse and download applications such as Zoom.

If you have received an email invitation to a Zoom meeting, click the link that says "Join Zoom Meeting". If this is the first time you have used Zoom, this link will take you to a website where you can download the Zoom program or app, depending on the device you are using.

On an iPhone or iPad

Go to the Apple App Store. Search "ZOOM Cloud Meetings".



Click "Get" to download and install the Zoom app.

On an Android phone or tablet

Go to the Google Play App Store and search for "Zoom Cloud Meetings".

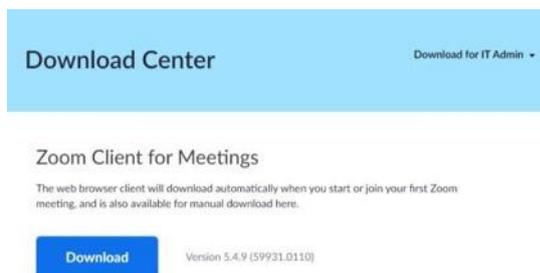
Click "Install".





On a computer

Open a browser (eg Google Chrome, Microsoft Edge or Firefox) and search “Download Centre – Zoom” which will take you here <https://zoom.us/download>, click the blue “Download” button in the “Zoom Client for Meetings” section.



After Zoom is downloaded, you must install it onto your computer.

If you have an Apple computer, like a MacBook, double-click the file called Zoom.pkg, which is usually saved to your Downloads folder. The installer program opens and guides you through the process.

If you have a PC, Double-click the file called ZoomInstaller.exe file to install the program. Double-click ZoomInstaller.exe to install Zoom on your PC.

It is much easier to install Zoom via a link from an invitation.

JOIN A MEETING

By invitation

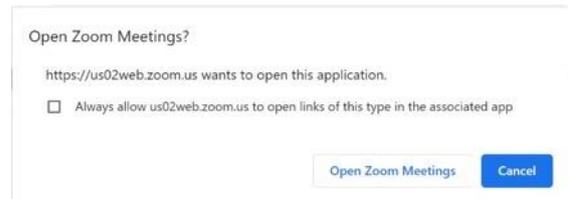
If you have an email invitation, click “Join Zoom Meeting” in that email.

If required, enter the meeting ID from your invitation email. If the meeting requires a password, that will also be in your email.

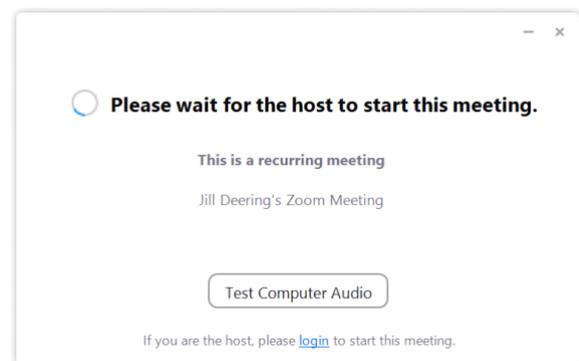
Enter the Meeting ID and enter your full name.

Select the blue “Join Meeting” button.

If the “Open Zoom Meetings?” window appears, click this button.



You will then be placed in a ‘waiting room’ before the host allows you to enter the meeting.



If you are asked if you want to open Zoom, click “Open zoom.us.”

Zoom opens, showing you a preview of your camera image.

Then click either “Join with Video” or “Join without Video.”

If you use video, other people in the meeting will see you. If not, they will just see your name.

Next, Zoom asks about audio.

Click “Join with Computer Audio” so you can hear and be heard in the meeting.

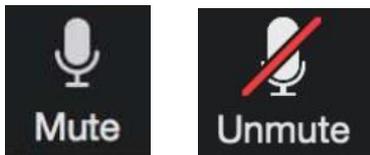


PARTICIPATE IN A MEETING

Once you have joined the meeting, you can see and hear other participants. Each participant is represented by a square that displays their face (if they have chosen to join with video) or just their name.

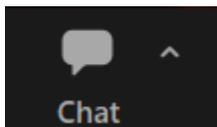
If you do not wish to be heard, you can mute your microphone.

The mute button, which looks like a microphone, is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you are muted, and no one in the meeting can hear you.

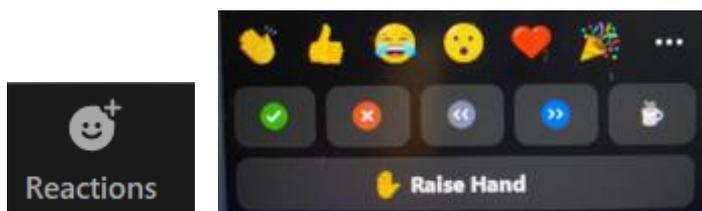


Zoom indicates who is speaking by highlighting their image with a yellow square.

There is also a chat feature in Zoom, where you can type messages to the other participants. The chat feature can be located on the toolbar at the bottom of the screen.



If wish to ask a question during the meeting, you may do so by selecting the reactions button on the toolbar located at the bottom of the screen, and then selecting “Raise Hand”. The meeting Chair will then see that you wish to speak and will go around the virtual room allowing individuals to address the meeting, one at a time.



LEAVE A ZOOM MEETING

Click “Leave Meeting” on the bottom right corner to leave the meeting.

Need more help?

Contact Australian War Widows NSW on (02) 9267 6577, 1800 451 615 or guild@warwidowsnsw.com.au

We can offer guidance and support to help step you through your Zoom setup so you can enjoy the benefits of being connected with your friends, community and family.