

## Guide to Zoom

### Computing skill level – intermediate

- must have previous experience of registering online accounts and downloading applications.



### What is Zoom?

Zoom is an online application for hosting virtual meetings, where attendees can participate either by video webcam or just with audio.

Zoom allows you to host one-to-one chats or meetings with multiple attendees.

Usually used by businesses, zoom has gained popularity by those in lock down to stay in communication with friends, family and loved ones.

### Why is it good for me?

Video chat is a fantastic way to stay in touch with loved ones. You will be able to see each other and chat at the same time, bringing you into each other's lives a little more than a traditional phone call.

### Pros

- Great for staying in touch as a group
- Can chat with people from all around the world – at the same time
- Is available on multiple devices – including desktop and laptop computers as well as smart phones and tablets

### Cons

- Group chat only lasts 40 minutes on a free account

### What you will need?

- A compatible device – computer, smartphone or tablet
- An Internet Connection – can be broadband or mobile
- An email address – you need this to register an account
- On computers you will need to download an application to your computer

### How does it work?

You can sign up for a free account with an existing email address

The free account – one to one calls can go on for as long as you like, group calls are limited to 40 minutes at a time, if you want longer talks without interruption you can pay for further features, or set up another meeting straight away for another 40 minutes.

As a registered user you are able to set up your own meetings and invite attendees

## **How to get zoom**

### **Getting Zoom on a desktop or laptop computer**

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

1. Visit the zoom.us website and register an account
2. Download the application
3. Log into your account and set up a meeting
4. Invite attendees (who will be sent an email and a code for the meeting)

### **Getting Zoom on a smart phone or tablet**

1. Visit the app store on your device and search for zoom
2. Download the app and launch
3. Follow the on-screen instructions to log in or to register an account.

The Zoom website has these useful 'Getting Started' guides for most devices.

<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

<https://support.zoom.us/hc/en-us/articles/204762615-Getting-Started-with-BlackBerry>

<https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

### **I have received a zoom invite via email, what do I do now?**

This means someone has invited you to join a meeting.

The hosts name will be stated at the top of the email, e.g. Carers Centre is inviting you to a scheduled Zoom meeting.

If you have not used zoom before simply click on the 'Join Zoom Meeting' link and it will take you through a sign up process before letting you join.

If you already have a zoom account, log in to zoom in time for the meeting either by clicking on the link provided or entering the Meeting ID and Password. You will need to be 'let in' to the meeting by the host to join the conversation.

### **What now**

Simply set up your meetings, invite friends and family and have a great time.

Why not host a quiz with family members, share a coffee break with colleagues or Friday night drinks with friends.

### **Getting support with Zoom**

The zoom website has a number of useful guides to help you along the way, with simple to follow instructions as well as video tutorials.

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

This computing magazine website also has a great and easy to follow guide

<https://www.theverge.com/2020/3/31/21197215/how-to-zoom-free-account-get-started-register-sign-up-log-in-invite>

Another computing magazine website shows you how to keep your Zoom meetings private and secure.

<https://www.wired.com/story/keep-zoom-chats-private-secure/>

A simple to follow guide with pictures and videos

<https://www.autistica.org.uk/get-involved/guide-to-webinars-on-zoom?>

### **Staying Safe Online**

Please visit this website to find out more information about staying safe online

<https://www.digitalunite.com/technology-guides/internet-security>

### **Other associated links**

Find out all about webcams in this easy to follow guide.

<https://www.digitalunite.com/technology-guides/email-skype/webcams>

### **Where to go for further support**

If you require further support with Zoom or other digital support, please contact the Carers Hub on 01273 977000 and ask to be referred to the Reablement Project who will be able to advise you on the best sources of support depending on your needs.

**Please Note:** While the Carers Centre will take all necessary precautions to maintain security while we are hosting meetings, but we can not be held accountable for any other use of the zoom website or app.