

Introduction to Zoom

Zoom is web based software that enables people to meet online. If you have used Skype, it is very similar. This brief paper is intended to help you use Zoom for Group meetings and to attend meetings organised by others. For the moment we are using the free version. We will upgrade if we need to. The free meetings can accommodate between 2 and 100 people. Presentations, documents and video can be shared online.

What you need

Zoom can be used on a smart phone, tablet, or computer. In each case, however, you need to download and install an app. The device needs to be sufficiently modern to have sound, and preferably a webcam. The app can be downloaded from <https://zoom.us/download> for a computer or from the app store on a tablet or smart phone. It is recommended, but not essential that you use earphones with an inbuilt microphone to cut down on ambient noise. The earphones that come with a mobile phone are ideal.

Setting up a meeting

Setting up is very easy. If using a laptop or desktop download the app [Download](#), which will take about a minute.

You will be asked to insert your given name and surname and a password of your choice. Skip the invite colleagues box at this stage, and it is as simple as that!

Alternatively, it is more likely that you will receive an invitation from somebody else to participate in a Zoom meeting with a specific link to that meeting.

When you click on this link, you will be prompted to follow the same process as above if it is your first time. Therefore it will take a couple of minutes longer to download Zoom for the first meeting, so give yourself an extra 5 minutes or, even better, do this in advance of the meeting.

You may arrive at the meeting before anybody else does think of it as a virtual room, and you just got there early, theyll soon join you.

How to join a Zoom meeting

Every future invitation will include a link, which you will need to join the meeting. You can either copy and paste to your search bar or click on it. We do not usually request a password for our meetings.

The Zoom website has some great tutorials, most of which will only take a minute of your time. For a simple guide to joining a meeting follow this link;

[How to join a Zoom meeting](#)

You may be asked to join with computer audio and video before joining the meeting.

You can join a meeting at any time and leave at any time.

How to set up a meeting

Setting up a meeting is also very simple as the following link will demonstrate.

[How to Set up a meeting link](#)