

## **Guide 1: How to Respond to an Invitation to Join a Zoom Meeting**

Guide 1 is for someone completely new to Zoom. The aim of this guide is to explain how Zoom works and how to respond to an invitation to join a Zoom meeting. A separate guide for tutors and class participants will be made available. For now, the aim is for you to join a Zoom meeting and have a chat with other people.

### **How Zoom works**

Zoom is a way for people to communicate and chat via video and audio on your computer - or iPad, tablet or smart phone.

When you have a Zoom meeting with your class or friends or family, you can all see and hear each other on the computer. You can turn the video and microphone on or off at any time during the meeting if you do not want to be seen or heard.

If you are watching a live U3A presentation, then you have the option to just watch and listen, as if you were part of the audience. Any videos or slides that the presenter uses will appear on your screen while the presenter is talking.

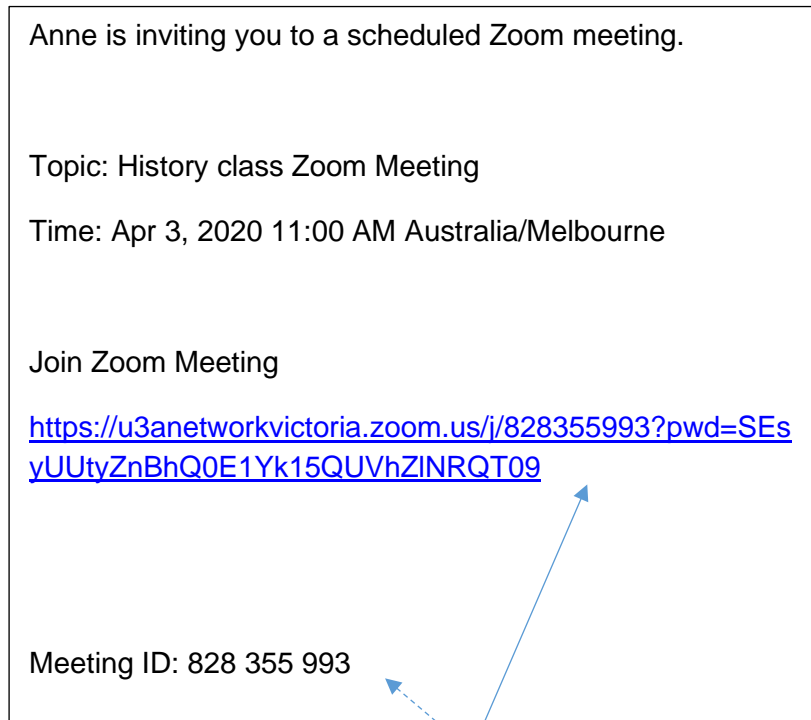
Anyone in a Zoom meeting can also put up photos or documents for everybody to see, but that will be covered in another guide. This guide is to get you connected.

### **Setting up**

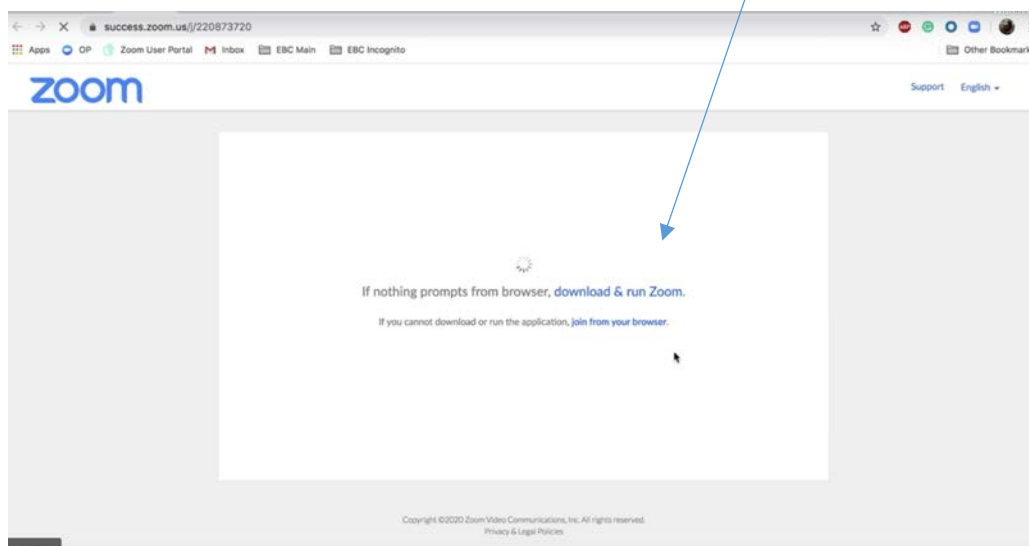
1. You will need a computer - or iPad, tablet or smart phone and internet connection.
  - Your computer should already have a video camera and microphone built in
  - If you would like to test your audio and video, see the guides below
2. Set your device up in a quiet space to minimise noise and distractions.
  - Think about what is behind you when you are at your computer. When people see you, they will also see what is behind you
  - Lighting should come from the front of you, or from the side, in order to best light your face
3. You do not need to download the Zoom app yet.
  - When you accept an invitation to your first Zoom meeting, there will be an option to download the Zoom app
  - If you wish to download the app beforehand, see the guides below
4. Close down any unnecessary apps or tabs in your internet browser so you can maximise your internet speed
5. Have a look at the Guide to Online Meeting Protocols before you attend your first meeting. This is at the bottom of this document

## Joining your first meeting

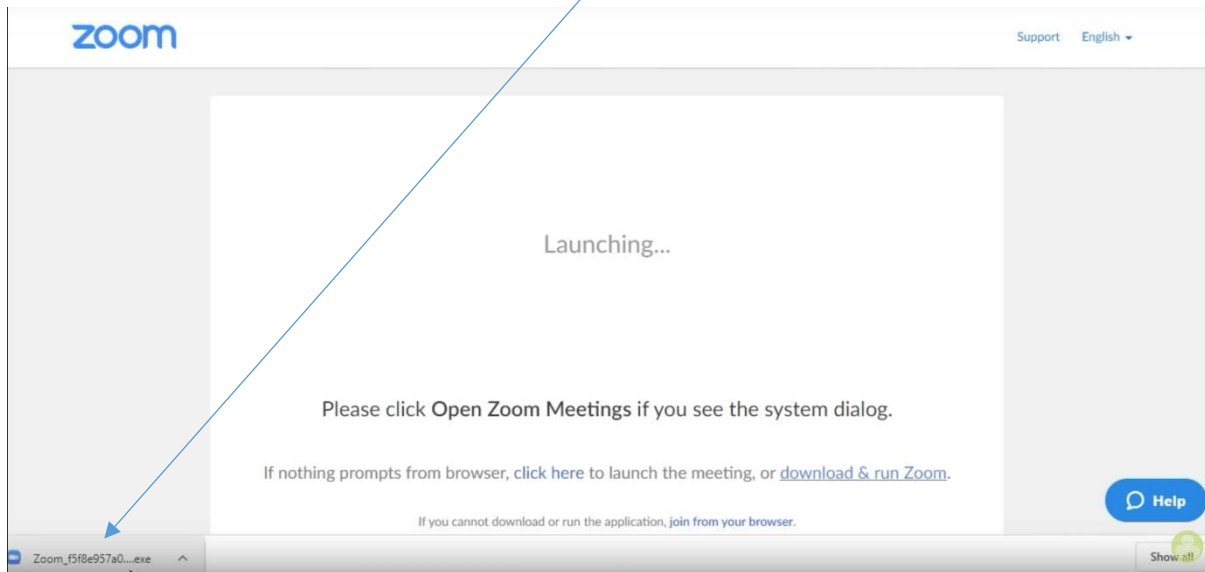
1. The person creating the meeting will email an invitation to all participants. The email will include the following:



2. Click on the link to join the meeting
3. Sometimes might be asked for your meeting ID
4. The very first time you click on a link to join a Zoom meeting you will be asked to download and run zoom. Click on the link. This will download the app



5. Click on the download to install the Zoom app located either here or in your download folder. This will install the app



6. You will be asked to enter your name - people in the meeting will see your name - and click on the button to join the meeting

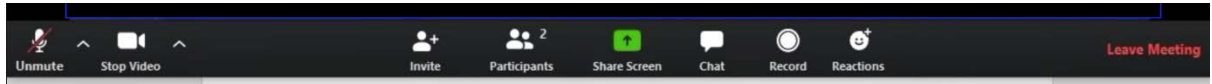
7. You will then be asked to  or to 
  - This lets you decide if you want people to see you or not
  - If you join with video, then you can still turn it on or off in the meeting
8. Next, select  to hear other people in the meeting
9. The previous step takes you to the meeting where you will see a participant screen. If someone has their video off, then you will only see their name



Photo courtesy of U3A Whittlesea

10. At the bottom of the participant screen you have the option to:

- Turn your microphone on or off
- Turn your video on or off



11. This bar also lets you leave the meeting.

12. The next time you join a meeting, the Zoom app will already be installed. So, when you receive an email invitation, just click on the link in the invitation to join

**See the next page for the Guide to Zoom Protocols.**

### **Additional information**

Joining a Zoom Call for the First Time; Fun and Easy Online Connection by Creative Life Center. <https://www.youtube.com/watch?v=9isp3qPeQ0E>

Joining a Meeting by Zoom Help Centre. <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Test your video. <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->

Test your audio. <https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

Join a Test Meeting. <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting>


# Guide to Zoom Meeting Protocols

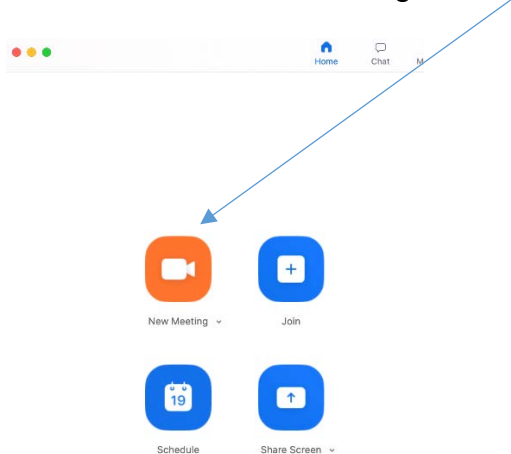
Now that you are on Zoom, here's a few tips to help your meetings run smoothly.

## Before you enter the meeting

1. Set your device up in a quite space to minimise noise and distractions
2. Think about what is behind you when you are at your computer. When people see you, they will also see what is behind you.
3. Do not have a fan whirling, bright light or a TV on in the background. The sound and sight can be distracting
4. Lighting should come from the front of you, or from the side, in order to best light your face
5. Adjust your camera if it is too low or high. This avoids having people look up your nose or at the top of your head! Make sure you are not too close or too far away.
6. Dress for your video conference in the same way you would for an in person class or meeting. If you put on a nice shirt, but still have on your pyjama bottoms, think about how that might look if you need to get up for some reason.
7. Practice speaking to the camera - especially if you are a presenter
8. Practice how you will show things to the class – for example, if you have a question about something you are working on and want to show the item
9. If you are a tutor, practice how you will demonstrate things to your class

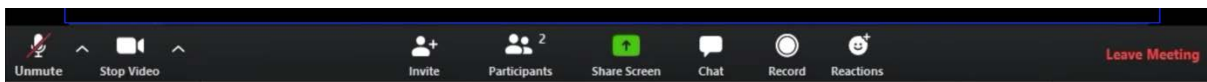
If you would like to practice with the camera on - and only you are in the meeting:

- a. Open Zoom 
- b. Click on the new meeting button.

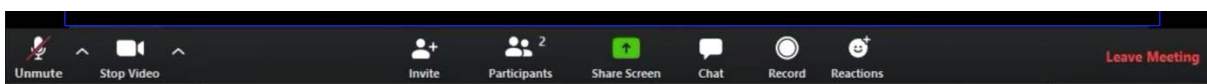


## During the meeting

1. Enter the Zoom class 10 to 15 minutes before the scheduled start time as late arrivals can disrupt the class
  - If you try to join less than five minutes before the scheduled start time, you might not be given access for this reason
2. Keep your microphone on mute when you are not talking.



- If you keep your microphone on, Zoom will hear any coughs, scratches, typing or wriggles and will shift the video focus to the source of the sound, away from the speaker
3. Be aware that you are on camera and try to avoid doing other tasks such as checking emails and looking at your phone and so on
  4. Avoid side conversations. Others will hear your conversation and the camera will focus on you
  5. Make eye contact when you are speaking by looking into the camera rather than at the screen
  6. Start the meeting with some communication ground-rules to avoid participants talking over the top of each other or interrupting the tutor's presentation. These might include:
    - Use the raise hand signal if you want to ask a question and wait for the tutor to state your name. Click your raised hand symbol to lower your hand
    - Type your question into the chat area and wait for the tutor to answer questions when it is convenient. Other participants can also answer the question or make comments in the chat area
    - Direct questions or comments to a particular person by stating their name to gain their attention
    - Use the thumbs up or clapping symbols to show your agreement with what is being said without disrupting the class



Hand up

Chat

Thumbs-up / clap

7. Avoid troubleshooting Zoom related issues in the meeting. Tutor to post a Zoom support link or phone number in the chat box
8. Ask permission from each participant before recording the session:
  - Only the host or someone the host gives permission to record a meeting.
  - You should be asked for permission if your Zoom meeting is to be recorded by the host, or if the host has allowed another person to record it
9. Early departures can be distracting so avoid this if at all possible and wait for the tutor to end the meeting