Zoom for Beginners

ZOOM is a video program (app), which Wirral 3Ls hopes to use to help members attend online classes during the coronavirus pandemic.

Please note these are guidelines only and your experience may depend on your make of computer or tablet and how it has been set up.

To use Zoom you will need

- A Computer, Laptop, or Tablet with an Internet connection.

- To make sure that your computer has a microphone and camera and that both are working. You will also need to use the speaker in your computer or plug in headphones.

- To download the Zoom app from www.zoom.us/download - no charge for this.

To join a Zoom class you will need

An email invitation link which your tutor will send to you, which may contain a passcode and meeting ID.

Tutor Name is inviting you to a scheduled Zoom meeting.

Topic: Your 3Ls class
Time: Oct 28, 2020 02:00 PM London

Sample invitation

Join Zoom Meeting

https://us02web.zoom.us/j/8574559980?pwd=TzVYbThSSVNNU3oyNE5VNU1uYk5IZz09

Meeting ID: 856 4559 9804
Passcode: 789104

Either Click your invitation link, then click ***Join Meeting,*** and if required enter the Meeting ID and the passcode as well as your name.

Or Open the Zoom app, click ***Join Meeting*,** and if required enter the Meeting ID and the passcode as well as your name (as above).
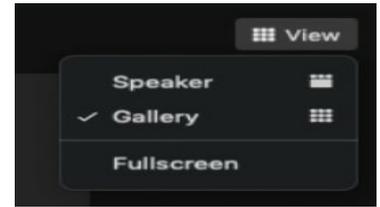
As you join you may be asked to ***join with audio*,** and**/**or ***join with video,*** so that everyone can hear and see you.

At this point you may enter the meeting directly or be placed in a ***waiting room*** until the tutor is ready to start the class.
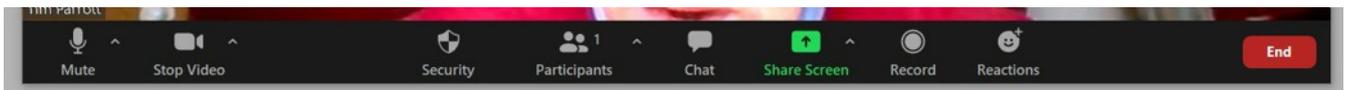
Taking Part in the Class

If all has gone well you should see the tutor on screen, with small images of yourself and others in the class at the top of the screen or down the side.

During the class the person who is speaking will be on the big screen. If you would like to see everyone on the screen at the same size click the *View* icon at the top right or top left of your screen, then click *Gallery View* To go back to one big screen of the person speaking click the *View* button again, then *Speaker view*.

Options on the view icon

At the bottom or top of the screen (depending on your PC or Tablet) there should be a black bar with various commands.

You should see on the left of the Command Bar bar a small image of a camera, with the words *stop video* – click this to turn off your camera. The camera image will have a red line through it and the words *start video*. To turn it back on, click again.

You will also see bottom left an image of a microphone. Follow the same procedure to *mute* and *unmute* your microphone.

Your tutor may also be able to change these settings. As a student you don't need to use most of the other commands; the black bar may vanish after a few seconds – don't worry, just move your mouse slightly if you need to get it back again.

At the end of the class.

Normally the tutor will end the session, but you can leave at any time. To leave click the red *Leave Meeting* at the bottom right-hand corner of the screen. (This could be at the top depending on your computer)

Although these instructions may seem complicated, you should find the actual process relatively straightforward. You might like to sign up and download the full **Zoom** app from www.zoom.us/download (free for individual users), where you can also find various guides and video tutorials. Then practise with a friend or relative before you start a class; or perhaps you know someone who has used Zoom to contact family members or friends during lockdown, who could help you try it out. And remember you don't have to join a class - you can use Zoom just to keep in touch with your 3Ls friends.

Good luck!