

# ZOOM Quick Start Guide for SNAs

---



# What is Zoom?

---

Zoom is a video conferencing platform that can be used through a computer desktop or mobile app, and allows users to connect online for video conference meetings, webinars and live chat.

Zoom is a video-chatting tool similar to Skype or Google Hangouts. Students can use it to attend online classes, visit virtually with friends and relatives, and even join remote events like birthday parties. The basic, free version of Zoom offers lots of options for students, from brainstorming on a virtual whiteboard, to collaborating on projects by annotating documents on other students' screens.

# How does Zoom work?

---

Zoom allows users to create and join virtual meeting rooms where they can communicate with each other using video, and audio. Additional features can give participants the ability to share their screen, share files, and use text chat within the meeting group or privately with others in the meeting.

In order to join a Zoom meeting, a participant needs to have the Zoom app, and either the meeting link, or a Meeting ID and a password. While you do not need a Zoom account to access a meeting, users need to set up an account in order to host a meeting.

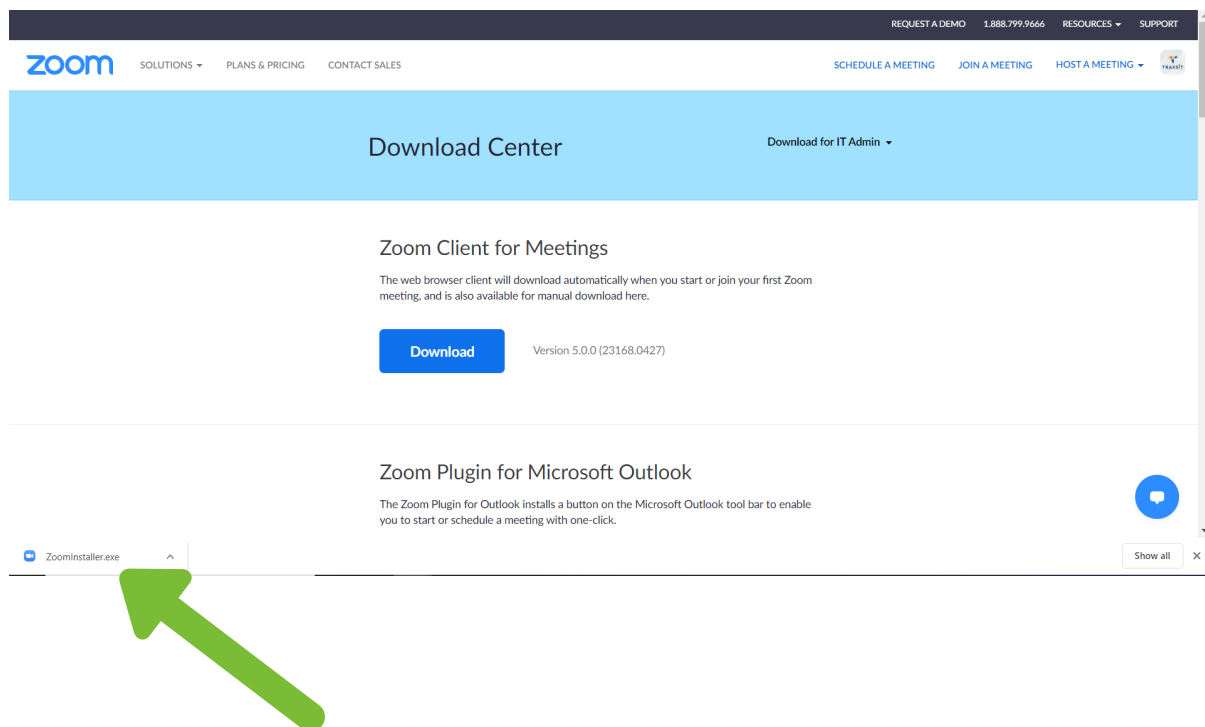
# Getting Started

## Installing Zoom

You can download Zoom for PC / Mac from  
<https://zoom.us/client/latest/ZoomInstaller.exe>

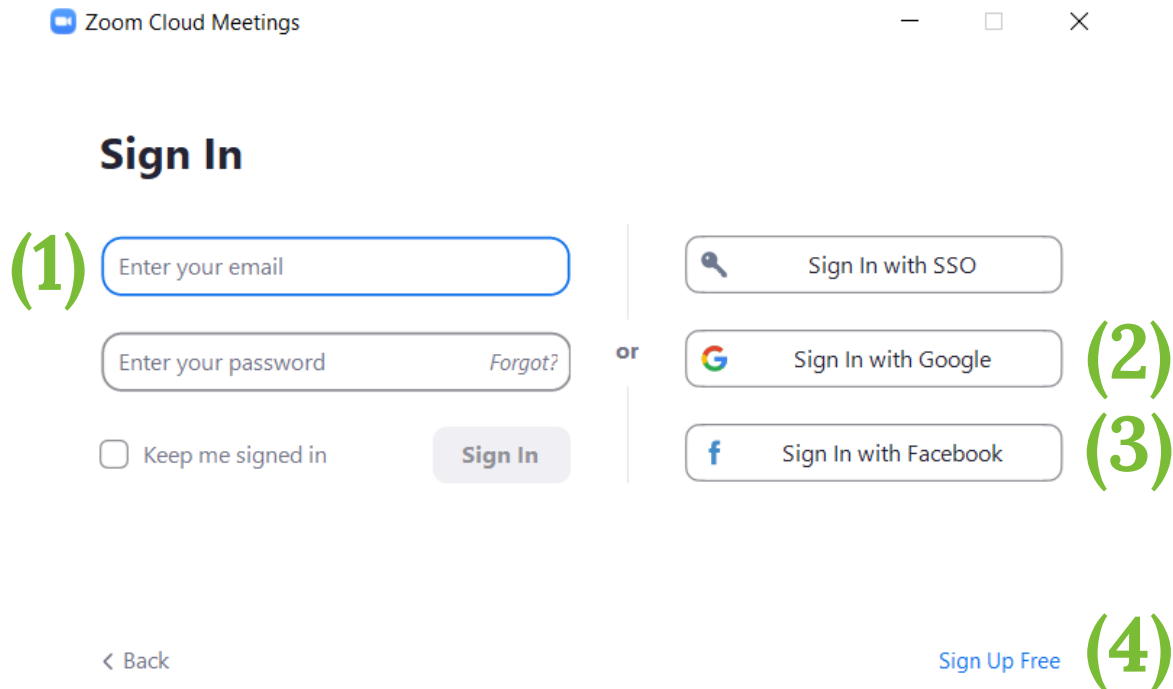
or visit the downloads page at [www.zoom.us/downloads](http://www.zoom.us/downloads)

Zoom is also available on mobile and can be found in the Apple App store and the Google Play store.



Once downloaded, click on the **ZoomInstaller.exe** file and the installation should start. The install will then take a few minutes and you will be greeted with the Zoom home screen.

# Signing Up / Signing In



Zoom Cloud Meetings

**Sign In**

(1) Enter your email

Enter your password [Forgot?](#)

☐ Keep me signed in **Sign In**

or

Sign In with SSO

Sign In with Google (2)

Sign In with Facebook (3)

[< Back](#) [Sign Up Free](#) (4)

Now that zoom has been installed, its time to sign in. If account details have been given to you, enter them at (1). If you'd like you would like to sign in with your Google account, click (2) or with Facebook proceed with (3).

Alternatively you can sign up for free by clicking on (4). This will bring you to the Zoom website where you will be required to enter some personal details and a free account will be created. You can sign in at option (1) above.

Your school might have a Pro account, if so, they can set you up with an account - if this is the case, please login with those details.

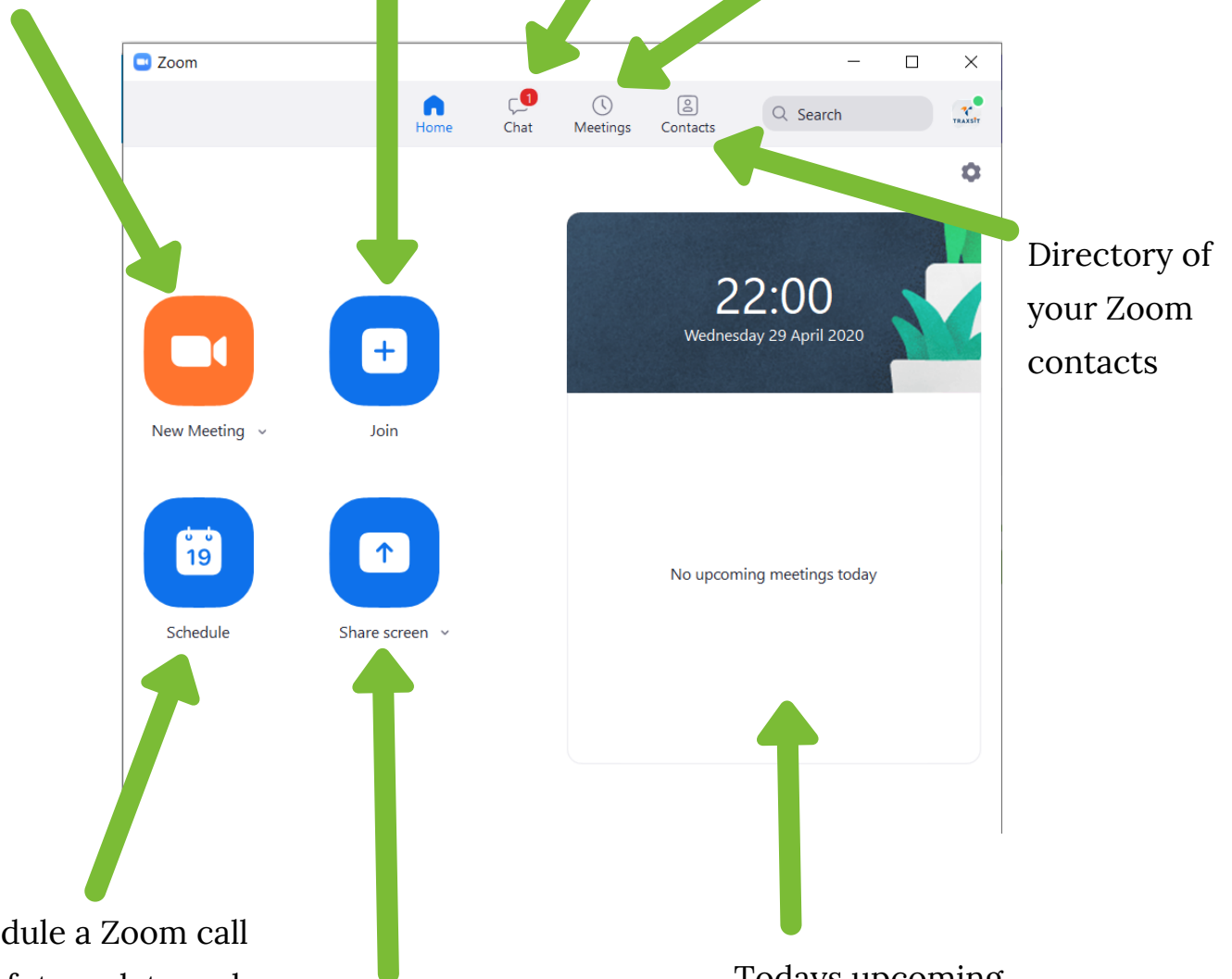
# Zoom home screen

Instantly creates a meeting, useful for testing your camera and microphone

Join a Zoom call by entering the call ID here

View and send Zoom messages

View and edit your scheduled meetings



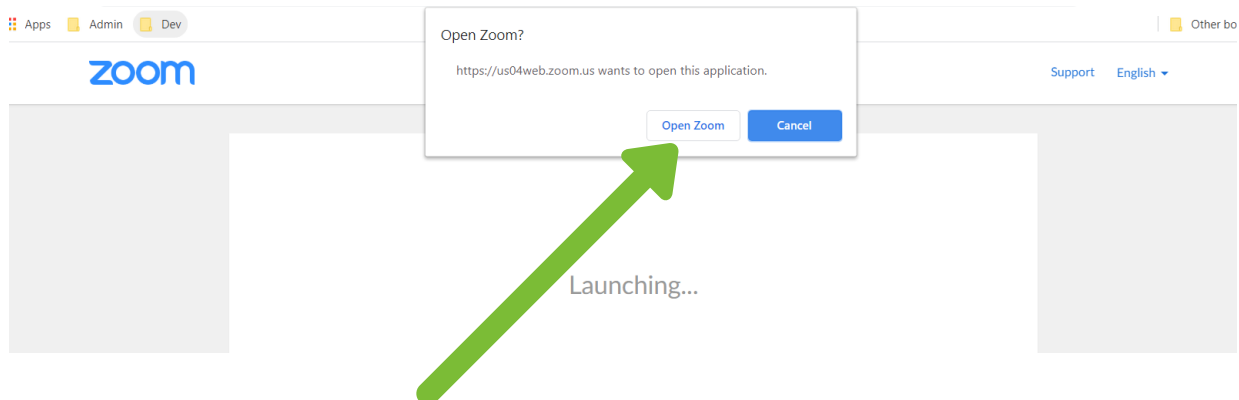
Schedule a Zoom call for a future date and time

Enter screen sharing key here to join a screen sharing call (advanced)

Today's upcoming meetings will be shown here

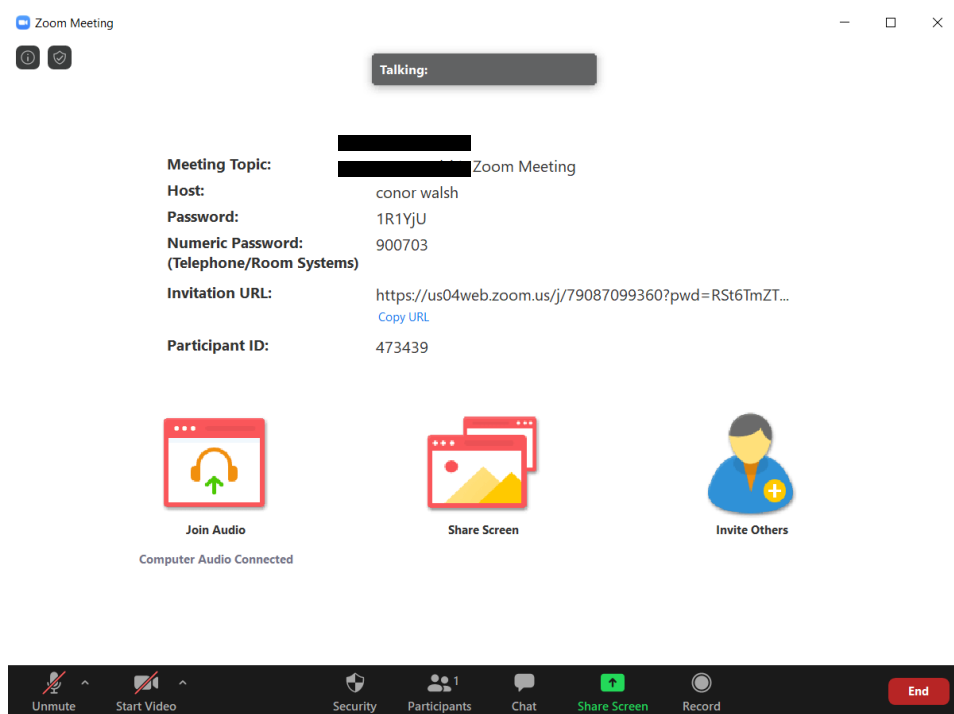
# Joining a Zoom call

When joining a Zoom call from a link sent to you by email, simply click on the link which will re-direct you to the following web page (on a laptop):



Click the Open Zoom button which will launch the Zoom application. You will be then prompted to sign in, if not already so.

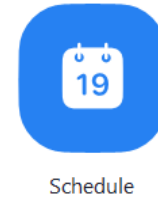
You will then join the call:



If you join early, you might also be put into a waiting room until the host starts the call.

# Scheduling a Zoom call

To schedule a Zoom call for some time in the future, click the Schedule button from the zoom home page



**Schedule Meeting**

**Topic**

Start: Wed April 29, 2020 23:00

Duration: 0 hour 30 minutes

☐ Recurring meeting Time Zone: Lond...

**Meeting ID**

☒ Generate Automatically ☐ Personal Meeting ID 969-795-8055

**Password**

☒ Require meeting password 2sSdvy

**Video**

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

**Audio**

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio

**Calendar**

☐ Outlook ☐ Google Calendar ☒ Other Calendars

**Advanced Options**

Schedule Cancel

The **Topic** is the name of the call being created.

For **Date**, you would enter the start time and the duration.

For **recurring meetings**, you would check the box and set the recurrence to the appropriate option, select the days of the week this meeting will occur (For classes, a Weekly recurrence would probably be appropriate.)

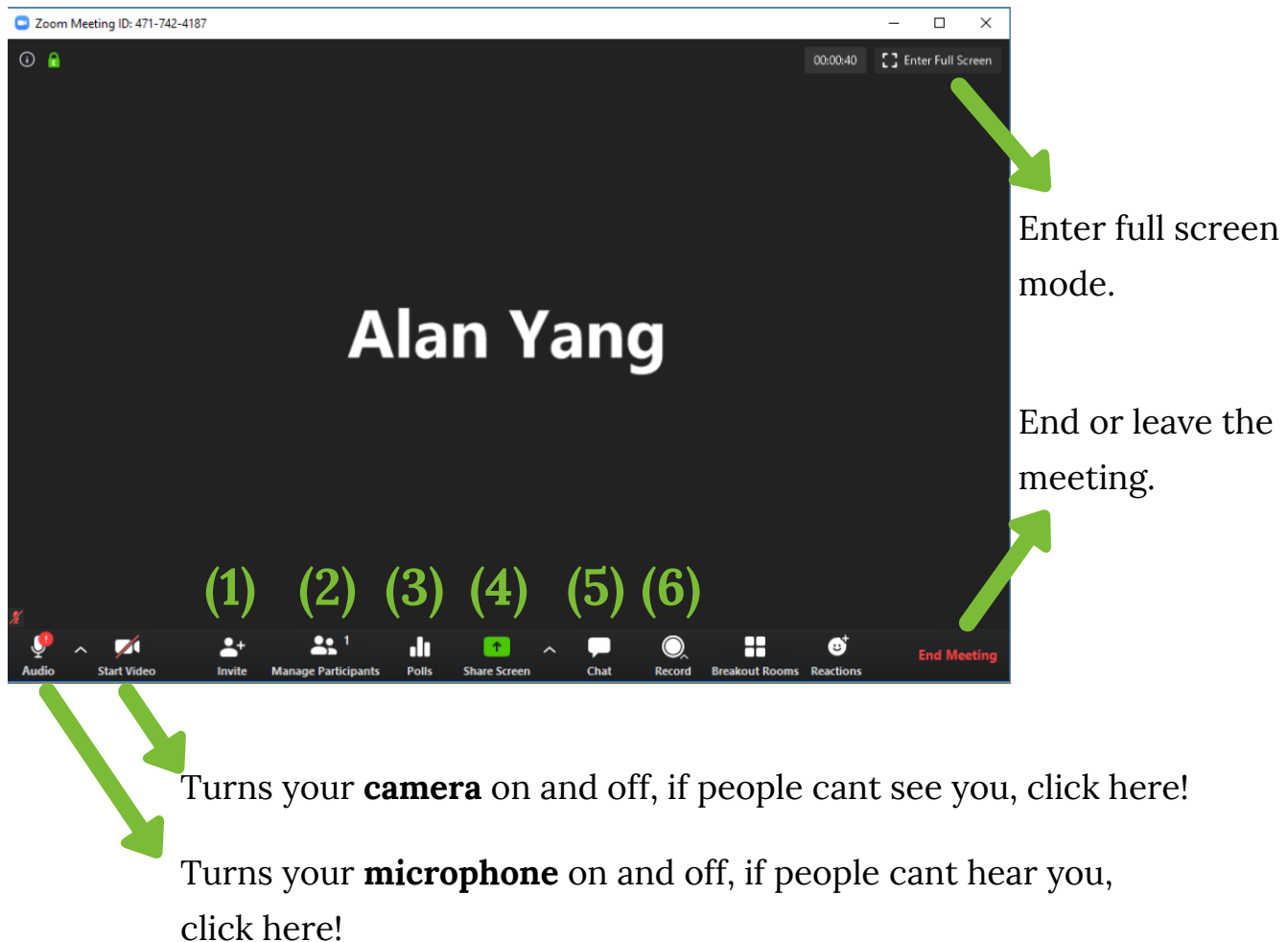
I would highly recommend setting a **Password** to increase safety. This password will be emailed to your attendees.

- Turn **Video off** for both the host and participants to start with.
- For **Audio**, I would recommend computer audio only.
- **Calendar**, this sets which type of calendar the invite will be set for.
- **Other Calendars** is the easiest.



# What to do in a meeting?

When you are connected to your Zoom meeting, you will see a window like the image below:



1. Invite people to the call.
2. Manage people currently on the call. Here you can mute participants, send them a message or kick from the call
3. Create and participate in polls for the meeting
4. Share your screen to the people on the call. When clicked, you must then select the screen / application you would like to share.
5. Send and receive messages to and from people on the call
6. Enable, disable call recording.



# Privacy and security

---

As with any app or platform, it is important to understand how it works, and the potential risks of using it. Privacy and security concerns have been raised about the service, including 'Zoom Bombing', which are incidents where meetings are accessed by strangers to cause disruption.

Zoom Bombing is often as a result of the meeting link being shared on a public forum, where it can be accessed easily by anyone.

## **Meeting privacy**

It is important to ensure that private information is not shared to a public place. Zoom meetings now have password access enabled by default. This means that people who want to join the meeting need to enter the Meeting ID and password in order to gain access. However, the meeting url can be used by participants to join the meeting without a password.

## **Waiting rooms**

The Waiting Room function is a virtual holding area that prevents participants from joining a meeting until you accept them, and give them access. This setting is enabled by default for Zoom meetings.

## **Lock meeting**

Locking a meeting that has started restricts new users from joining even if they have the Meeting ID and password. This should be done with 5mins of the session starting.

## **Screen Share controls**

To prevent participants taking random control of the screen, hosts can restrict permissions using the control panel. This can be adjusted both before the meeting, and during it.

# Final Tips

## Speaker or Gallery view

At the top, you can pick one of two view options - but this only impacts how you view a meeting, and not others. By default, Active Speaker is the default video layout - in which the person talking is ramped up to a larger screen -- but there is also a gallery layout which brings in every participant on one screen through a form of grid.

## Virtual backgrounds

Virtual backgrounds can be used to hide the chaos and clutter of your home. There are specific hardware requirements. Most modern PC setups should be able to manage - but the virtual background works best with a green screen and good lighting.

To set up a virtual background, go to the desktop app, "Settings," and choose "Virtual Background."

## Zoom Best Practices

- Double-check meeting default settings
- Test your audio and video as you join
- Use a USB-connected headset
- Mute your microphone when not speaking
- Position your webcam properly
- If hosting, connect from a large screen
- For best results, use the app and not a browser
- Use a stable/wired connection
- Join meetings in quiet areas

If you're interested in learning more, check out our **SNA online Assistive Technology**.

[click here for more info](#)

