

Zoom User Guide

Video conferencing/Zoom Terms

Host – the party that starts a meeting. You need a Zoom account to host a meeting.

Guest – everyone in a meeting apart from the host, if you join a meeting you are a guest. You do not need a Zoom account to join a meeting.

Participant – everyone (host and guests) that are part of a Zoom meeting.

Basic Setup

In order to use Zoom to video conference there are a few things you need, at a minimum.

- A device of some kind that at least has a Web browser. The device can be a desktop or laptop computer, tablet, mobile phone, etc.
- An Internet connection
- A screen built into the device or a connected monitor, so you can see other participants.
- A camera (webcam) attached to or built into the device, so other participants can see you.
- A microphone attached to or built into the device, so other participants can hear you.
- A speaker attached to or built into the device, so you can hear other participants.
- To **host** a Zoom meeting, you need to be logged into a Zoom account

The above list might seem a little simplistic, but it highlights the flexibility that is available when video conferencing. In practice, most laptop computers, mobile phones and tablets, so long as they are Internet connected, will fulfill these requirements.

Important Things to know

To **join** a Zoom meeting (be a **guest**) you don't really need to do *anything* in advance apart from having the Basic Setup (above). In most cases you will probably be sent a link which you can click to join a meeting. To **host** a meeting, you need a Zoom account.

Either way, you don't *need* to install anything on your device – zoom can work entirely from the Web browser. However, for best results, Zoom recommend installing the Zoom application on your device. There are several downloads available from the Zoom website (<https://zoom.us>), depending on your needs and device type. The main application for computers is called "Zoom Client for Meetings". To download, browse to <https://zoom.us> and go to "RESOURCES" up in the top right menu bar.

Each parish has a Zoom account. It is necessary to be logged in to Zoom with an account in order to host meetings.



When logging into Zoom with this account you must always choose the "Sign in with Google" option.

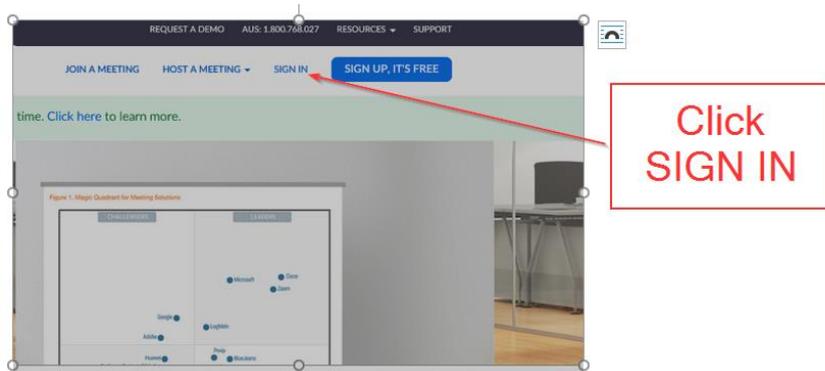
To connect hosts to guests, Zoom uses Meeting ID's. As a host you may need to distribute the Meeting ID and as a guest you may need to find out and enter the Meeting ID.

How to Join a Zoom Meeting

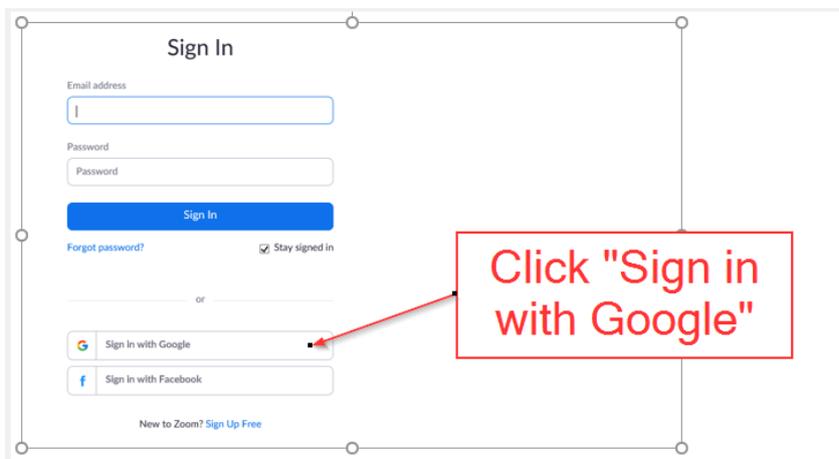
There are several ways to join a Zoom meeting. Most often it will be by clicking the link in an email sent to you by the host. However, you can also:

- Go to <https://zoom.us> and click “JOIN A MEETING”, then enter the Meeting ID provided by the host, or
- In your Zoom application click the Join button, then enter the Meeting ID provided by the host.

How to Log in to your Zoom account on the Web



Open Web browser (works best with Chrome) and enter **zoom.us** in the address bar. Click the **SIGN IN** button up the top.



Choose the Sign in with Google button

Enter (or select of it's in the list) the parish email address (e.g. dapto@dow.org.au) Enter the password for the **Google** account associated with that address.

If you happen to already be signed into Google on the same browser, Zoom won't ask for a password.

Once in the Zoom account you can do many things (e.g. join a meeting, host a meeting, schedule a meeting, download the desktop application).

How to Host a Zoom Meeting

From <https://zoom.us> select “Host a Meeting” or from the Zoom application select “New Meeting”.

You can also schedule a meeting for a later date/time.

Scheduling a Meeting

You can schedule a meeting for a later date/time. This creates a meeting ID which you can then distribute to people who will join your meeting.

For assistance on scheduling a meeting see: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

Using the zoom Application

It is generally recommended that if you are going to be using Zoom quite a bit that you install the Zoom application on your device. Like the Web version, if you wish to host a meeting you need to log in to the application. This is a similar process to logging in via the Web (i.e. select “sign in with Google”).

General Tips for Participating in Zoom Meetings

Whilst most devices (laptop, tablet, mobile phone, etc) will give a satisfactory experience with their built-in components (camera, microphone, speaker, etc), better results will come with dedicated equipment (external webcam, microphone, speakers, headset etc). Other ways to improve the experience are by being connected via ethernet (cable) rather than WiFi.

Other things to consider:

- Try to be inside. Wind and background noise can make you very hard to hear.
- Close all unnecessary applications during your Zoom meeting so all processing power can be used to maximize the quality of your Zoom session.
- Pay attention to your background. Too much light behind you and you appear to be only a dark figure.
- Pay attention to your attire. Don't wear stripes or anything too bright. Solid colours are best.
- Avoid moving your head too much or “talking with your hands” during the meeting.

FAQ

Do I need to have a Zoom account to join a meeting?

No

Do other people need a Zoom account to join my meeting?

No

Do I need to download Zoom to join a meeting?

Not usually. There's a slight chance your browser may not support the meeting and it will prompt you to download the software.

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Not usually. There's a slight chance their browser may not support the meeting and it will prompt them to download the software.