

Zoom User Guide – Basic Steps

Participating in a Zoom Meeting

Zoom is a simple to use online web video conferencing tool.

Basic Setup – What Tech stuff do I Need?

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

- A desktop, laptop, iPhone or android with access to a web browser.
- An Internet connection.
- 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

Some Terms – Who Am I?

- **Host** – the person that creates and 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.

Joining a Meeting

So, you've **received a web link from your host** and would like to join the meeting.

Simply **click the link** you received and follow the prompts to **join the meeting via audio and video**.

You may be asked to download the app, simply say yes and follow the prompts.

HOSTING a Zoom Gathering – Getting a Group Together

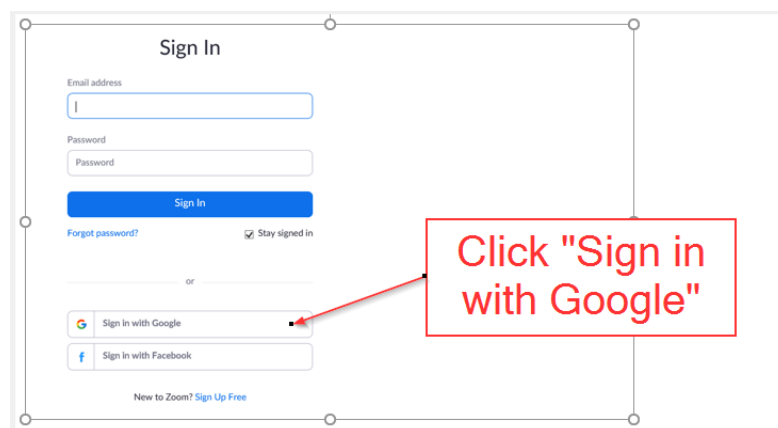
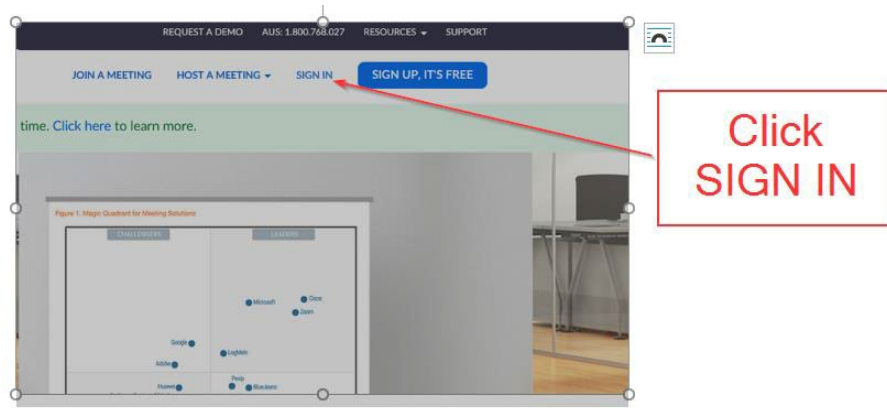
1. You'll Need to 'Sign In' to Your Parish Google & Zoom Accounts

- Each parish has a Zoom account. It is necessary to be logged in to Zoom with an account in order to host meetings of more than 40min.
- **When logging into Zoom with this account you must ALWAYS CHOOSE the "Sign in with Google" option.**



How to Sign In to your Zoom account on the Web

- Open Web browser (works best with Chrome) and enter www.zoom.us
- Click the **SIGN IN** button up the top.
- Choose the **Sign in with Google button**
- **Enter the parish email address** (e.g. parish@dow.org.au)
- **Enter the password for the Google** account associated with that address. You will need to obtain this from your parish office.



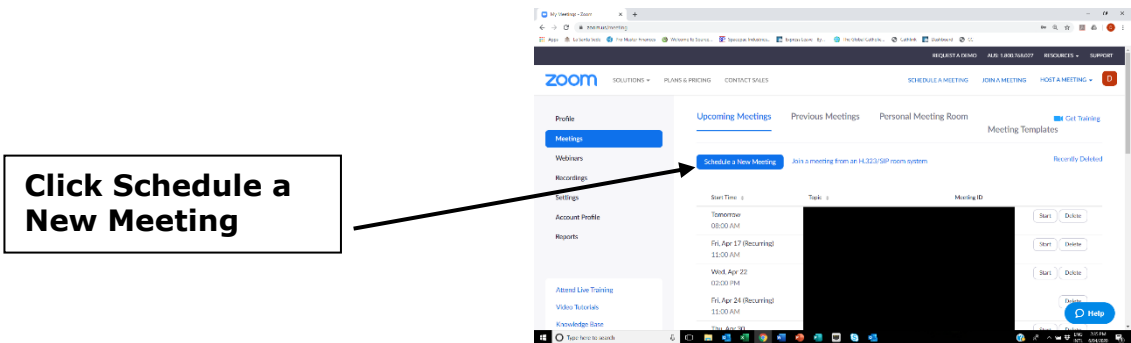
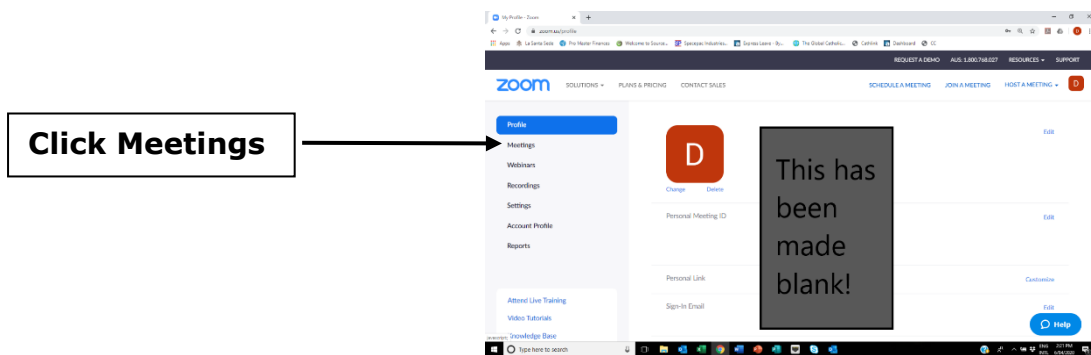
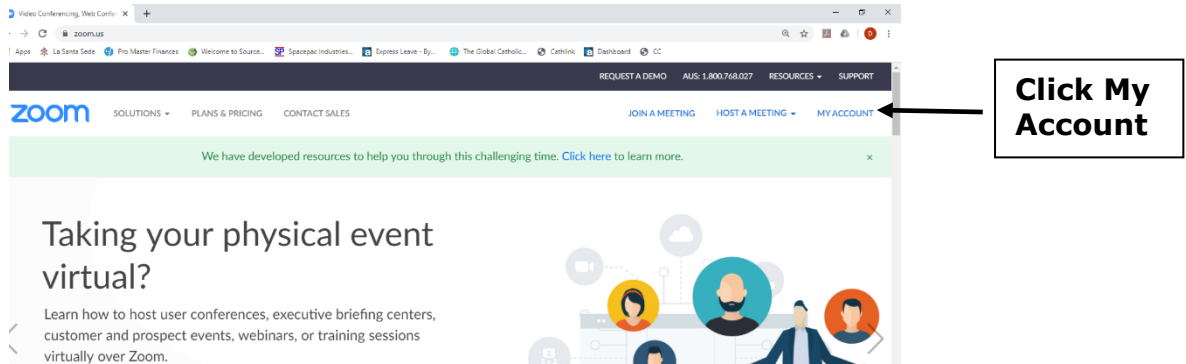
If you happen to already be signed into Google on the same browser:

- Ensure you select the correct Google account (parish@dow.org.au)
- Zoom won't ask for a password unless it doesn't have one stored for that address.

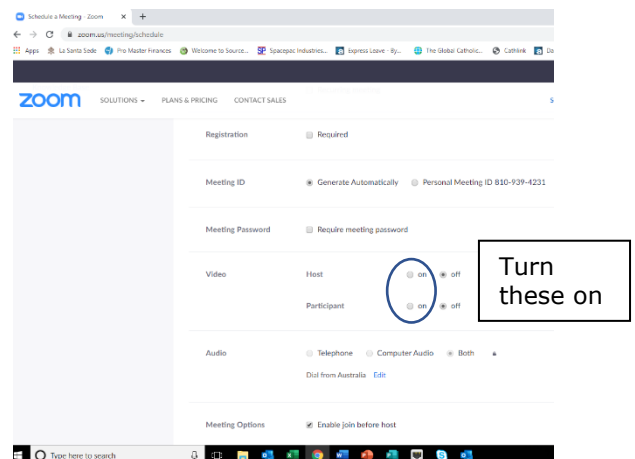
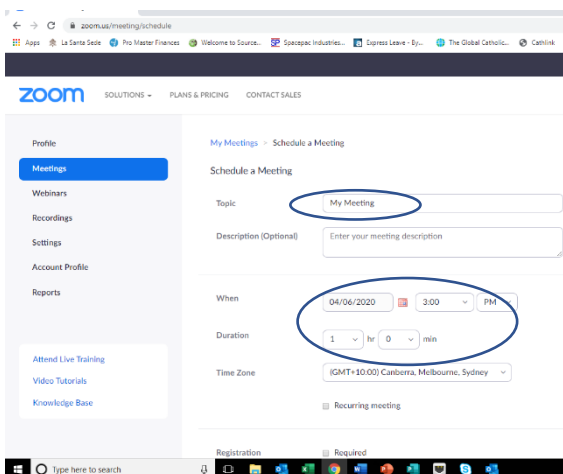
Once in the Zoom account you can do many things (e.g. join a meeting, host a meeting, schedule a meeting, download the desktop application).

2. Schedule the Meeting

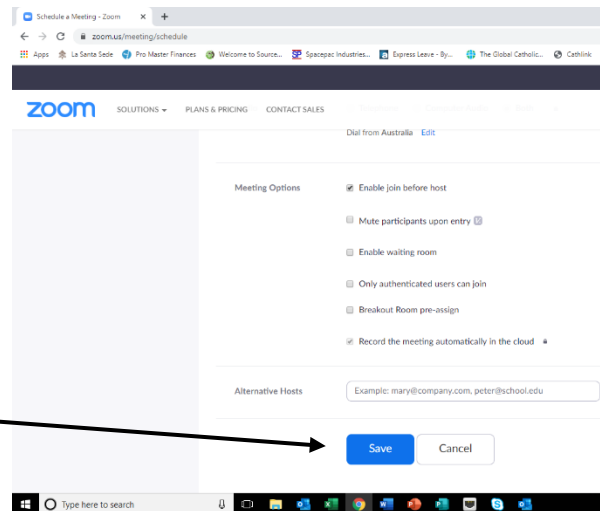
Once you have signed in you will be taken to the following screen.



Enter relevant data (as indicated) as you scroll down the page

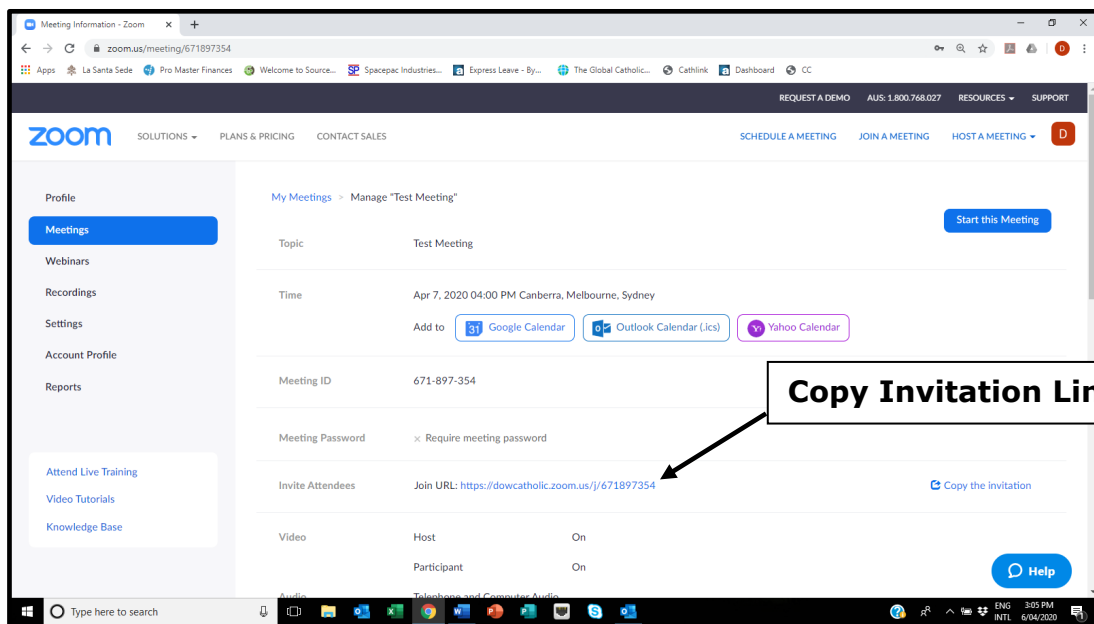


Click 'Save' to save the meeting. You'll be taken to a summary of your meeting.



In the meeting summary which you will then see, you will be able to:

- See an overview of your meeting
- **Copy the Invitation Link** for your guests and **send it to them in an email** telling them the date and time of the meeting.
- Add to various calendars if you have them.



3. To Start the Meeting

- Sign in again to Zoom following the instructions above
- Click
 - o My account
 - o Meetings
- Then click the meeting you wish to start and the blue button 'Start Meeting'

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.

Frequently Asked Questions

- **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.
- **Do other people need to download Zoom to join my meeting?**
Not usually. There's a slight chance their browser may not support the meeting and it will prompt them to download the software.