



## How to Respond to an Invitation to Join a Zoom Meeting

This guide is for someone completely new to Zoom.

The guide was prepared for U3A Port Fairy members and course leaders on the basis of guides provided by U3A Network Victoria.

### 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.

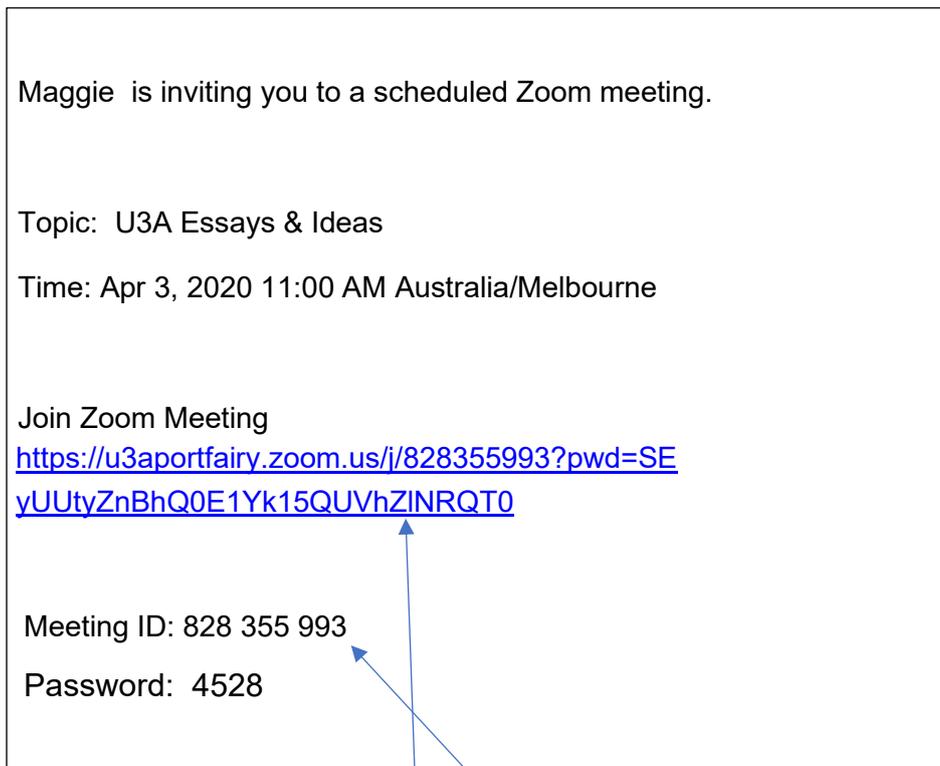
When you have a Zoom meeting with your class or friends or family, you can all see and hear each other on the computer, phone tablet or iPad. You can turn the video and microphone on or off at any time during the meeting if you do not want to be seen or heard.

### Setting up

1. You will need a computer - or iPad, tablet or smart phone and internet connection.
  - Your computer/phone/tablet/iPad should already have a video camera and microphone built in
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. It is best if you download or install Zoom before you go to your first meeting.
  -  **Zoom** If you are using a computer go to the website <https://zoom.us/> If you are using a Tablet, iPad or Phone go to your Appstore or Playstore . If you are looking for the App on your tablet or phone it may say **ZOOM Cloud Meetings**
4. Close down any unnecessary apps or tabs in your internet browser so you can maximise your internet speed

## 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. If you are using a phone you might be prompted to choose between opening Zoom in the Internet or the App – choose the app.
3. Sometimes you might be asked for your meeting ID and then the password. It is easiest to copy the meeting ID and paste it, but you might want to write down the short password to enter it – You could make a note of both if you prefer.

If you have already downloaded or installed the app it should launch into Zoom

4. 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
5. You will probably get a message – so just wait
6. 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 – we prefer you join with video
7. Next, select  to hear other people in the meeting

- 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

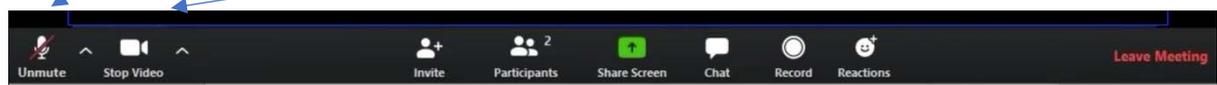


1Photo courtesy of U3A Whittlesea

- At the bottom of the participant screen you have the option to:

Turn your microphone on or off

Turn your video on or off



Always check that these are operating – if others cannot see or hear you.

- This bar also lets you leave the meeting. **On a phone or tablet these options will be in different places** – touch your screen to see where they are on your screen. Touching your screen will bring up these options – they may be at top, bottom or side of your screen.

- There are 2 views for your screen: **Gallery View** (which shows 25 participants on the screen in small boxes, with the speaker's box highlighted in yellow) or **Speaker view**, which will show the speaker taking up the full screen, along with smaller screen for yourself and other participants – you can scroll through. You can switch views by touching the screen top right corner (may be elsewhere on tablet or phone) .**Gallery View is recommended.**

### 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/115002262083Joining-a-test-meeting>

# Guide to Zoom Meeting Protocols

Here are a few tips to help your meetings run smoothly.

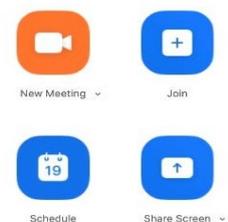
## Before you enter the meeting

1. Set your device up in a quiet 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

You can practice with the camera on - and only you are in the meeting:

Open Zoom and click on New Meeting

If you are not inviting anyone, then it is just you looking at yourself!



## 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. Some apps have a hand symbol to raise or 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 – be polite and respectful
  - 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



7. **Do not record the meeting without permission.** If for some reason the host wishes to record the meeting, they must inform all participants and receive permissions.
8. Early departures can be distracting so avoid this if at all possible and wait for the tutor to end the meeting

