

Tyndale Photography Club

USING ZOOM FOR MEETINGS

Using Zoom is very easy - all the hard work is done by the meeting host (who will be one of the Club Committee members). All you have to do is open the program, enter the meeting code which you will be sent together with the meeting password, and click (*this is called Method 2 below*). Alternatively you can paste a code in the email into your browser and a couple of clicks will take you straight to the meeting (*this is called Method 1 below*). Either way it is really easy - If you can use Photoshop you can use Zoom!

If you do not yet have Zoom on your computer, paste this link into an empty browser window:

<https://zoom.us/download>

The screenshot shows the Zoom Download Center page. At the top is a dark navigation bar with links: REQUEST A DEMO, +44 (20) 7039 8961 OR 0800 368 7314, RESOURCES, and SUPPORT. Below this is a light blue header with the Zoom logo and links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button that says "SIGN UP, IT'S FREE". The main content area has a light blue background with the heading "Download Center" and a link "Download for IT Admin". Below this, there are three sections for downloading Zoom clients and plugins:

- Zoom Client for Meetings**: Described as a web browser client that downloads automatically. Includes a blue "Download" button and the version number "Version 5.1.1 (28546.0628)".
- Zoom Plugin for Microsoft Outlook**: Described as a plugin that installs a button on the Outlook tool bar. Includes a blue "Download" button and the version number "Version 5.1.27830.0612". Below the button is a link: "Add Zoom as an Add-in for Outlook on the web".
- Zoom Plugin for IBM Notes**: Described as a plugin that installs a button on the IBM Notes meeting schedule window. Includes a blue "Download" button and the version number "Version 4.7.52180.0404".

At the bottom, there is a section for the **Zoom Extension for Browsers**, described as an extension that allows starting or scheduling a meeting with a single click. To the right of this section is a blue circular icon with a white speech bubble.

Choose Zoom Client for Meetings, download it and install.

Before the meeting date you will be sent an email giving the **Meeting Code and Password** together with **a direct link to the meeting**. The email will look something like this

Topic: Tyndale Committee Zoom Meeting
Time: Jul 1, 2020 07:00 PM London

Join Zoom Meeting
<https://us04web.zoom.us/j/78181217296?pwd=K3VqRmpLS0FOTEVrUFVmUjBzUjd1UT09>

Meeting ID: 781 8121 7296
Password: 8qE5hE

From the email there are two ways to join the meeting.

METHOD 1

Paste the long code from the email into an empty browser window. This will produce the following screen:

When system dialog prompts, click **Open link**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

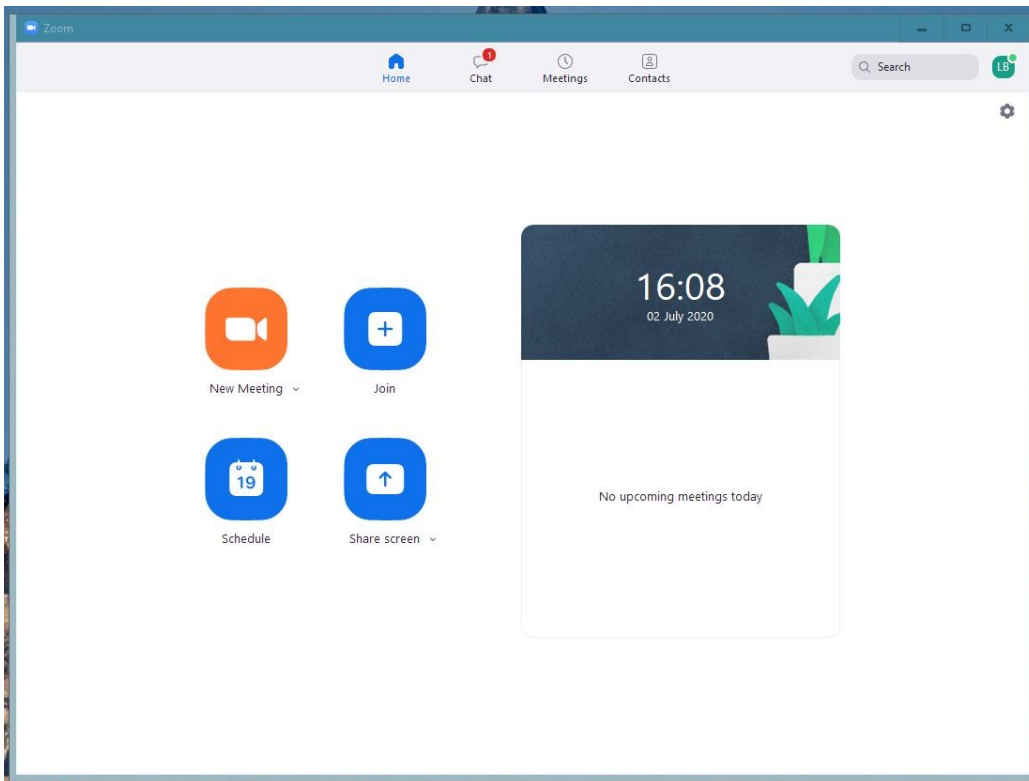
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[Privacy & Legal Policies](#)

You will see that this gives the option of installing Zoom Client and then proceeding to the meeting. **We recommend** that you install Zoom Client beforehand in case any installation delays or problems cause you to miss part of the meeting. If you have Zoom Client installed, click “launch meeting” This will take you straight to the Start Meeting page and the screen shown at the bottom of page 4.

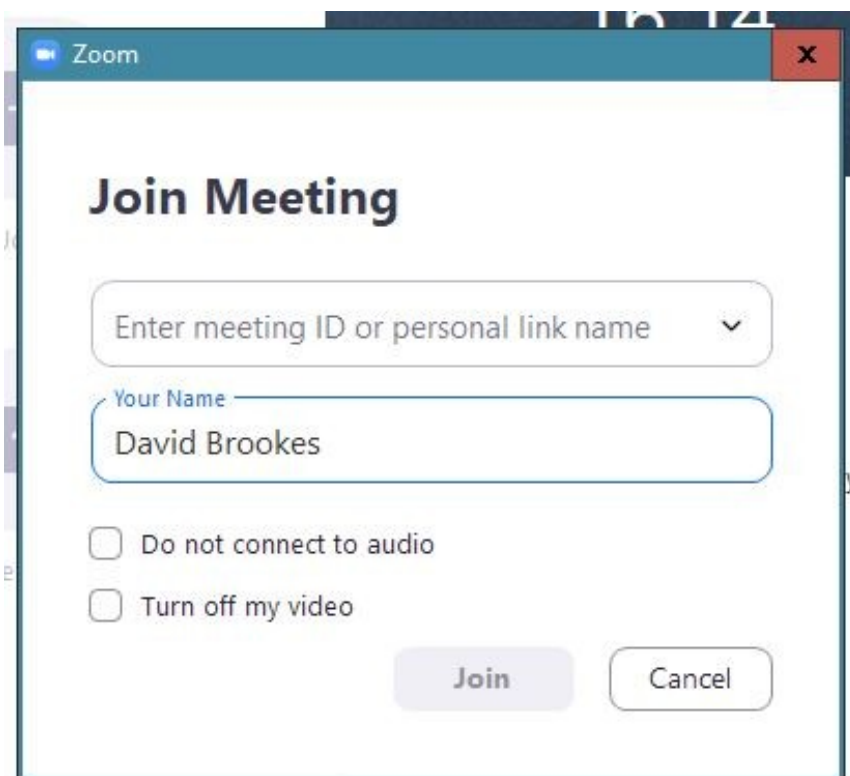
Method 2

A few minutes before the scheduled start time, open Zoom as you would any other program on your computer.

You will see this opening screen:

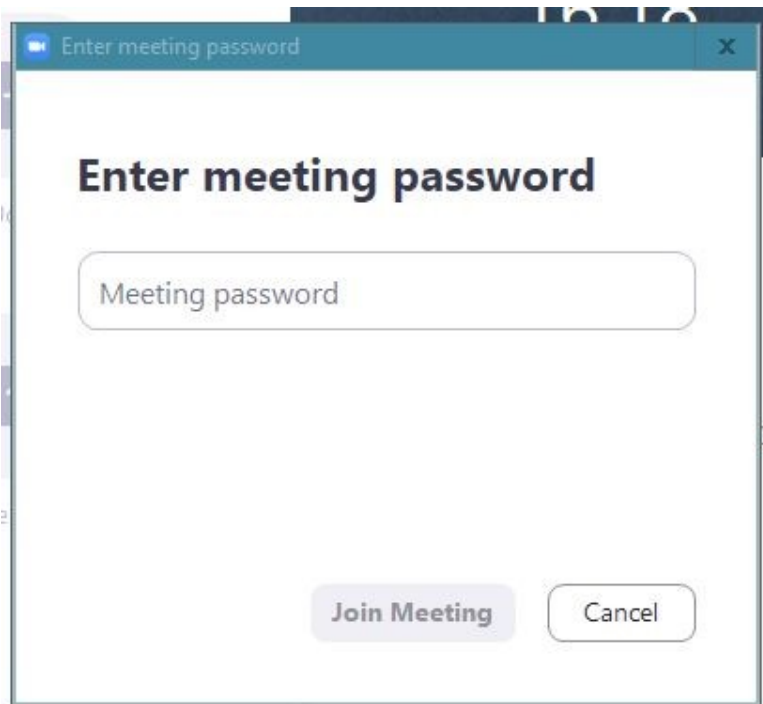


Click on the Join button. This will bring up this box:

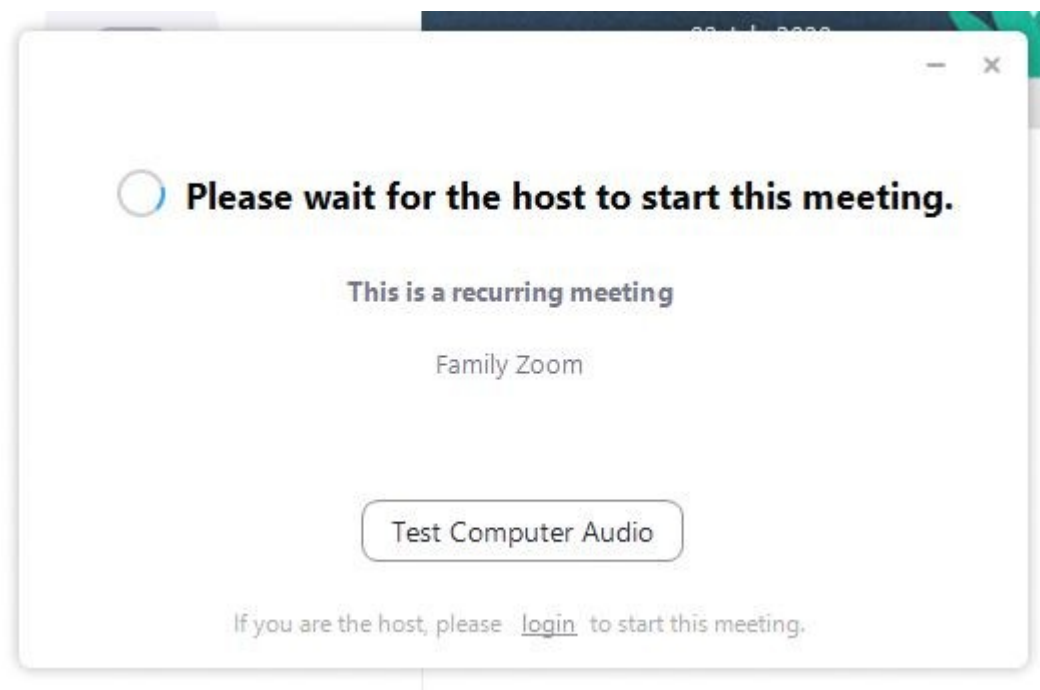


Enter the Meeting number. If you wish you can change the contents of the “Your Name” box - this is the label which is shown under your personal window during the meeting.

Click Join. This box will then appear:

A screenshot of a web browser window showing a dialog box titled "Enter meeting password". The dialog box has a blue header bar with a camera icon and the title. Below the header, the text "Enter meeting password" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Meeting password". At the bottom of the dialog, there are two buttons: "Join Meeting" and "Cancel".

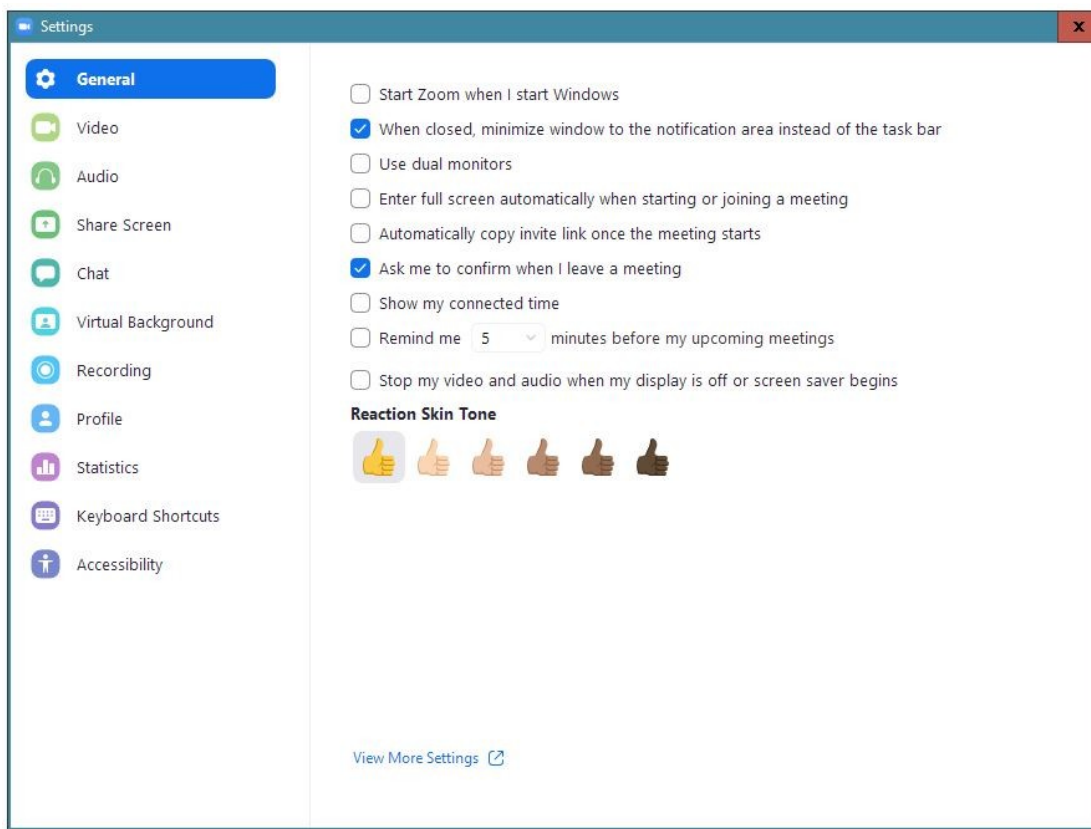
Enter the Meeting Password and click on Join Meeting. If you are slightly early you will see this box (*it will be called “Tyndale Meeting” not “Family Zoom”!*):

A screenshot of a web browser window showing a dialog box titled "Please wait for the host to start this meeting." The dialog box has a white background and a grey border. At the top, there is a loading spinner icon followed by the text "Please wait for the host to start this meeting." Below this, the text "This is a recurring meeting" is displayed, followed by "Family Zoom". At the bottom, there is a button labeled "Test Computer Audio". At the very bottom, there is a small line of text: "If you are the host, please [login](#) to start this meeting."

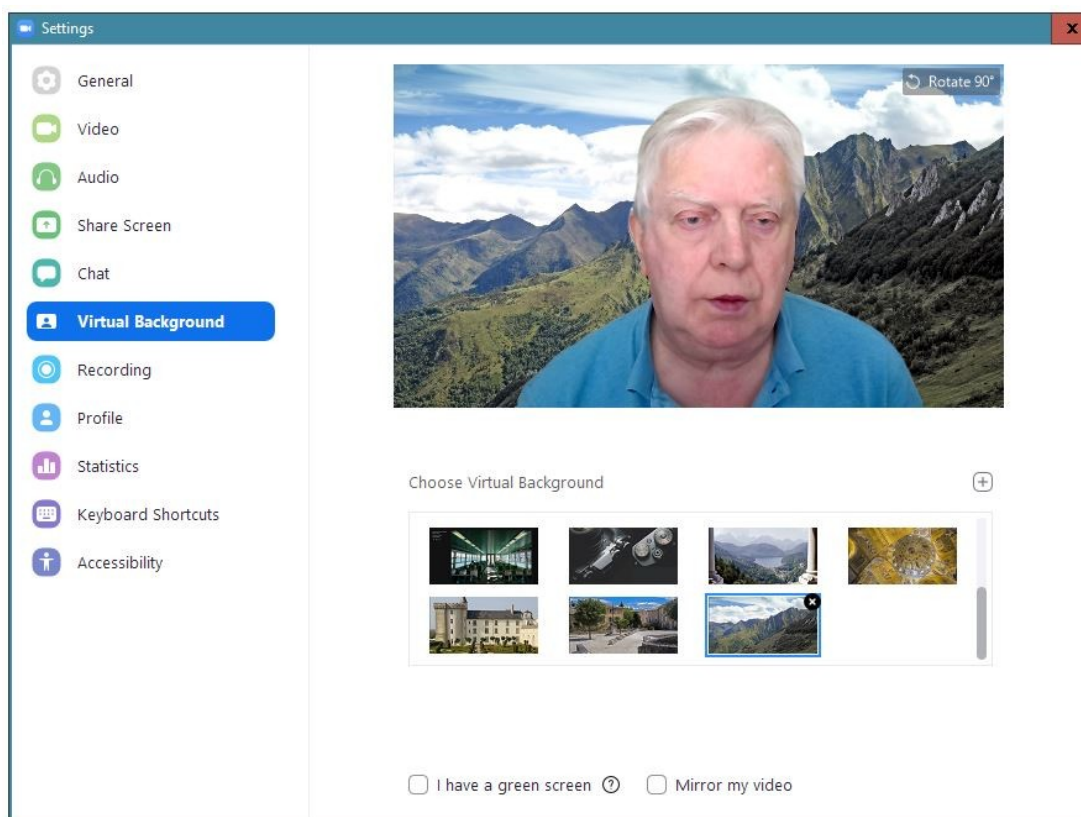
That is all there is to do - when the meeting starts it will all appear as if by magic!

Settings

In the main Zoom window there is a settings icon (the little gear wheel near the top right hand corner) Clicking on that will bring up this box:

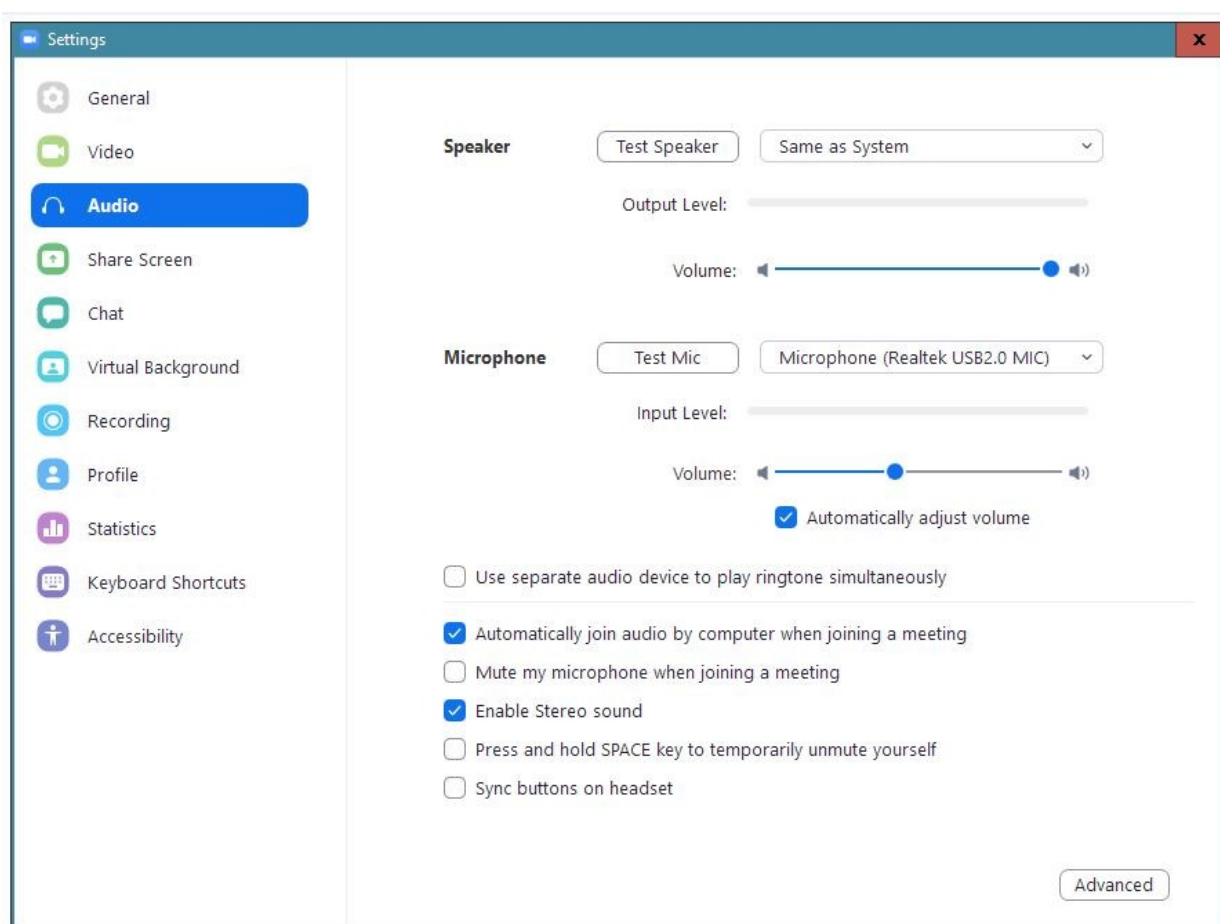


You won't normally need to change anything here, but (if your room is as untidy as mine) you may like to set a virtual background - this is me in the Pyrenees:



You can use one of the supplied backgrounds or one of your own images (bear in mind, though, that if you pick the tropical beach video background your hair will NOT sway in time with the palm trees!).

More importantly you can click on the audio tab to check your microphone and speakers / headphones before the meeting.



That is all there is to it!

If you have any queries or problems, please contact Steven Stone, who is our Club Zoom co-ordinator and general expert:

steven.stone4@btopenworld.com

David Brookes (*in Dursley, not the Pyrenees!*)