

How to use Zoom to make a video call (meeting) from your computer, tablet, smartphone or telephone

1. What is Zoom?

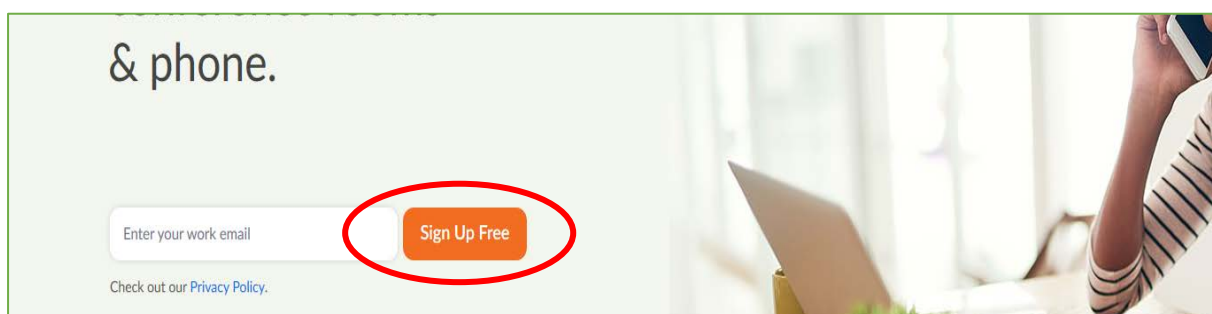
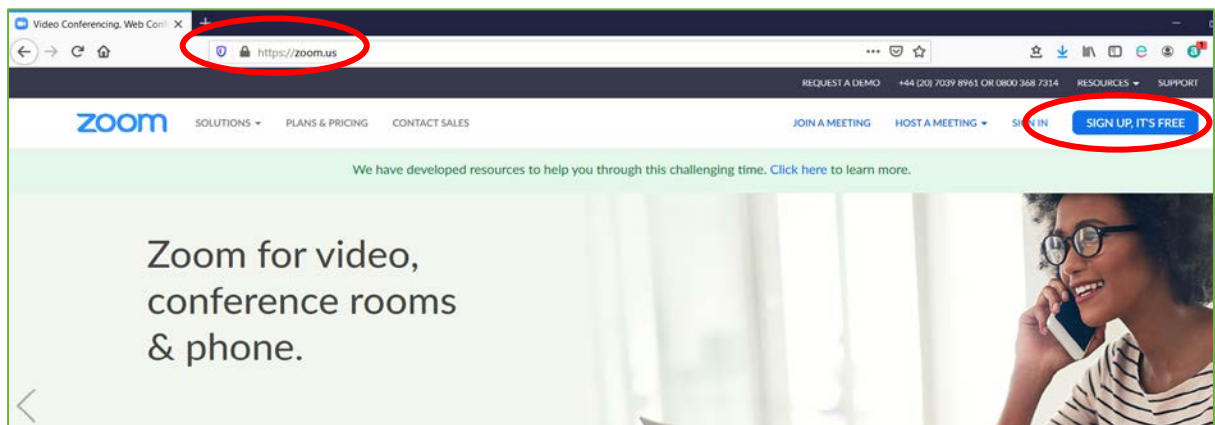
Zoom is an online video conferencing tool that allows you to speak to and see one or more people in the same call (meeting). It is a great way of being able to keep in touch with friends, family and work from the comfort of your home. The basic version is FREE to use and can be used by anyone.

2. What equipment do I need to join a Zoom meeting?

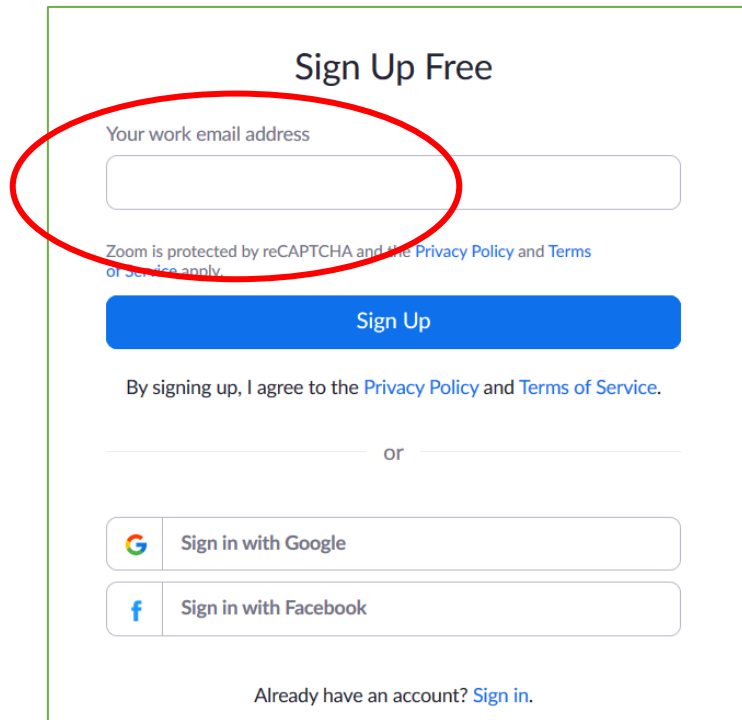
- A computer, tablet or smartphone with built in microphone and speakers or headphones (preferred), earbuds or some external speakers
- An internet connection
- Access or permission to install and configure the Zoom software on your chosen device
- You may also choose to join a Zoom meeting using a standard telephone instead of a computer, tablet, or smartphone but in this case you won't be able to see the other participants in the call and they won't be able to see you.

3. Set Up

- Go to <https://zoom.us> and click on the blue 'Sign Up, It's Free' button at the top right or the Orange 'Sign Up, Free' button on the left (whichever you can see)

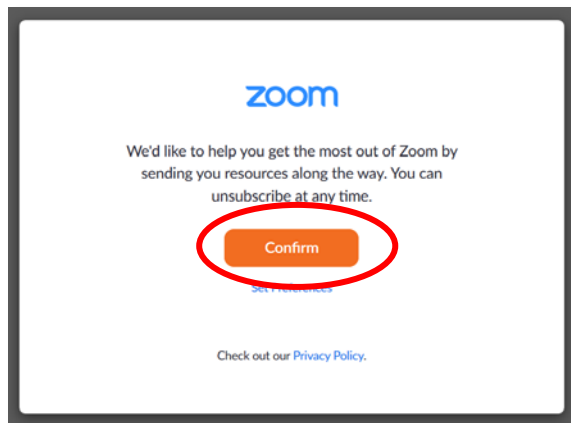


- ii. **Enter your email address in the box** (don't worry that although it says '**work email address**', you can enter any email address here, it does not have to be a work email address)



The image shows the Zoom 'Sign Up Free' form. A red oval highlights the input field for 'Your work email address'. Below the input field, there is a blue 'Sign Up' button. Underneath the button, it says 'By signing up, I agree to the Privacy Policy and Terms of Service.' There are also links for 'Sign in with Google' and 'Sign in with Facebook'. At the bottom, it says 'Already have an account? Sign in.'

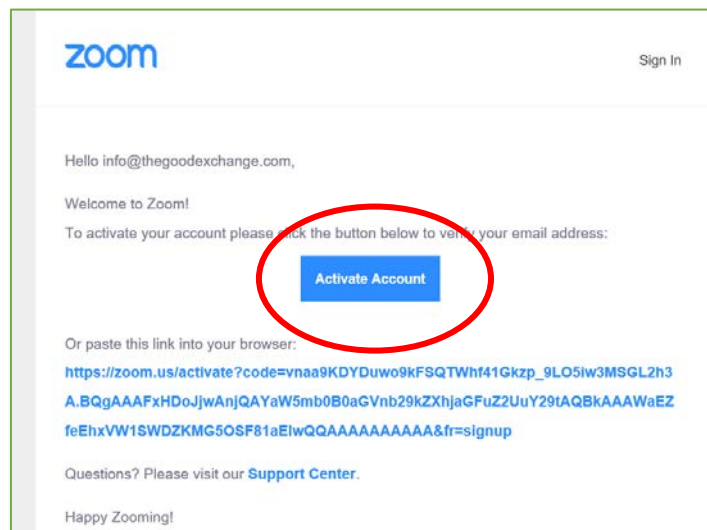
- iii. Click on the orange '**Confirm**' box: This will send you an email to the email address you entered so that Zoom can check that it is a valid email.



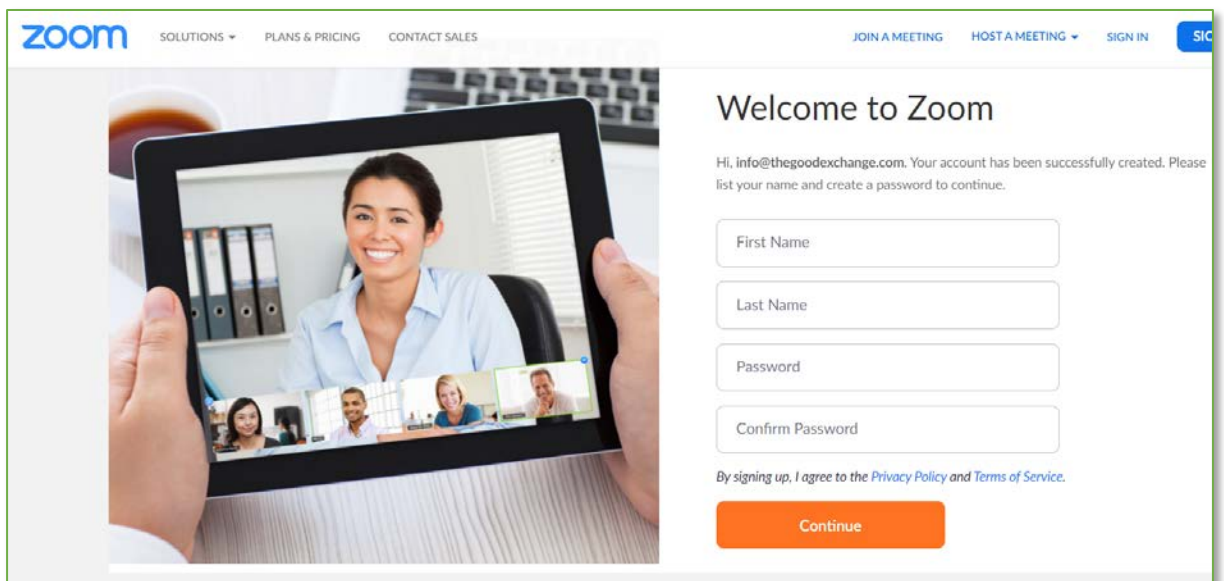
The image shows the Zoom confirmation screen. It features the Zoom logo at the top. Below the logo, it says 'We'd like to help you get the most out of Zoom by sending you resources along the way. You can unsubscribe at any time.' A red oval highlights an orange 'Confirm' button. Below the button, there is a link for 'Check out our Privacy Policy.'

- iv. Check your **email inbox** for a **confirmation email from Zoom**. If you can't see it, try looking in your '**junk**' email folder.

- v. Click on the blue **'Activate Account'** button which is in the email



- vi. Fill in your **name** and create a **password**. Click/tap on the orange **'Continue'** button



zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN

Welcome to Zoom

Hi, info@thegoodexchange.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

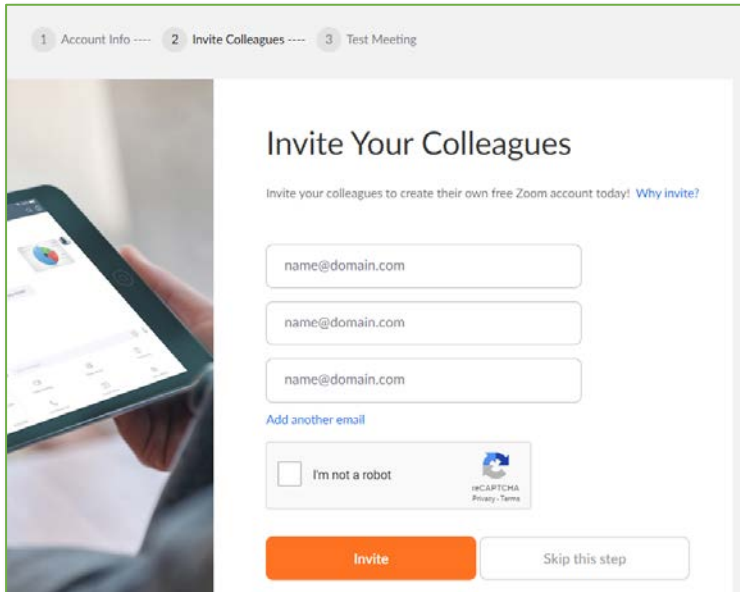
Password

Confirm Password

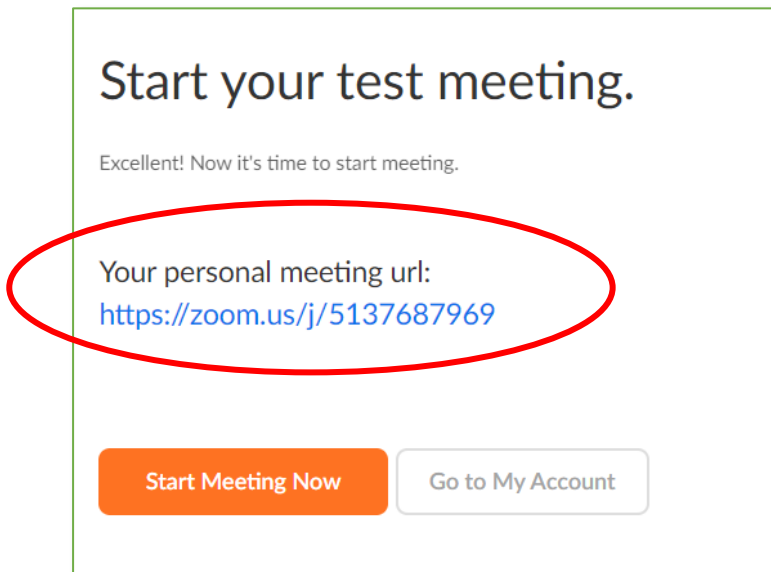
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

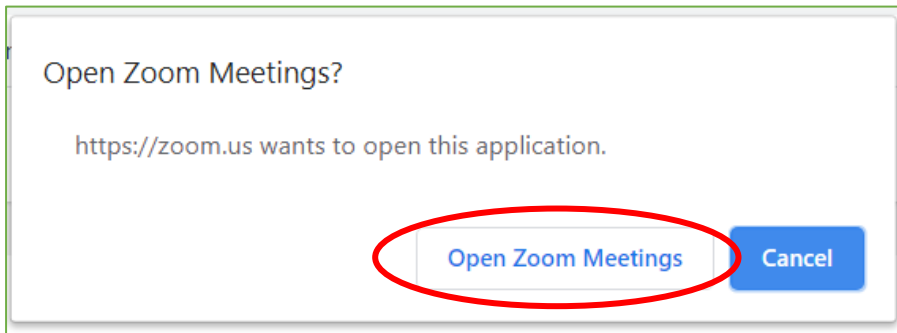
- vii. **Optional-** at this point you can invite your friends or family (colleagues) to join you by adding their email addresses (note: you will also be able to invite them to join a call once you have started one)



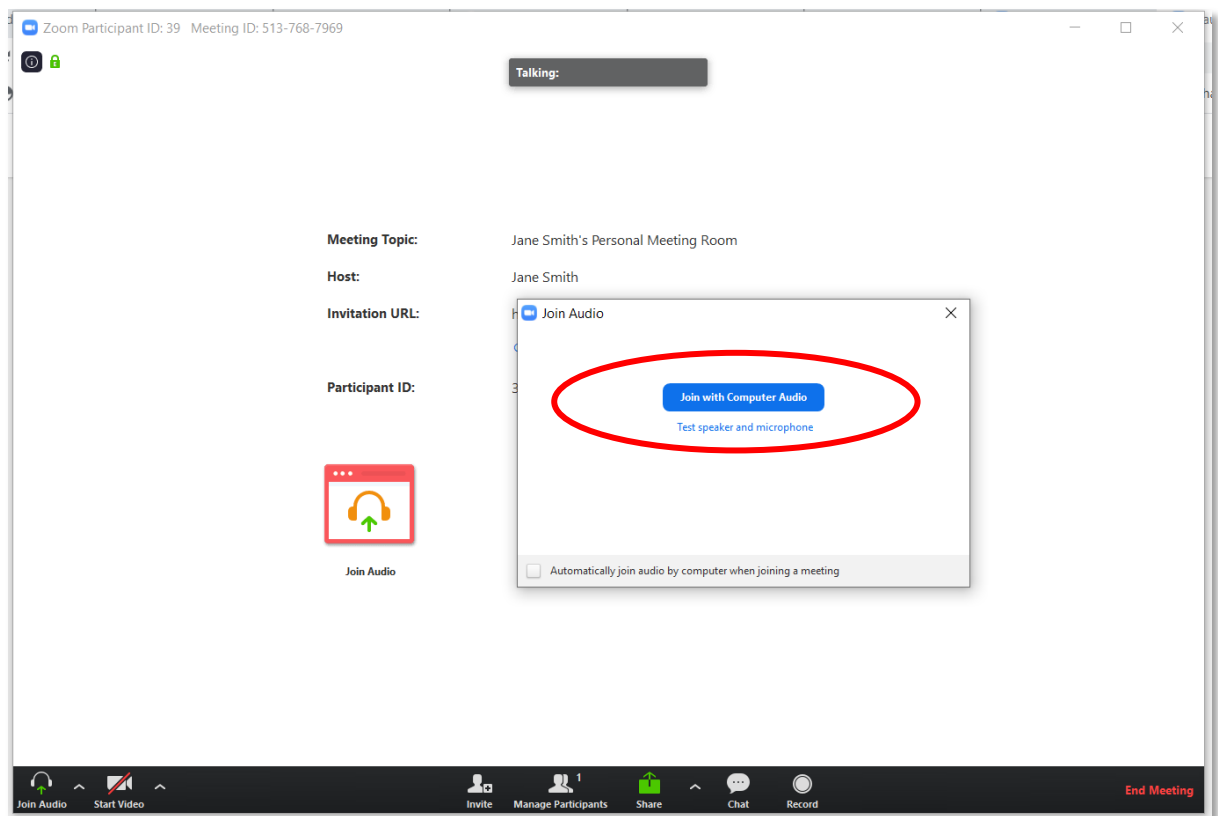
- viii. You will then be given the option to start a **test meeting** by simply clicking on the blue '**Personal meeting url**' link



This will open Zoom in a browser window. You may get a pop-up as shown below – just click on the ‘Open Zoom Meetings’ box.



- ix. You are now in the ‘meeting’. Click/tap the blue ‘**Join with Computer Audio**’ box. Note that you may wish to test your speaker and microphone settings if you can’t hear anything



You will see options at the bottom of the screen for the following:

- Audio settings – mute/unmute/adjust volume
- Video options (if your computer has a built-in camera) you can allow meeting attendees to see you
- Invite a friend to join your call – via email or by sending a link
- Share your screen so that others can see what you can see
- Send a text Chat/Message
- Record the call (meeting)

- End the Meeting

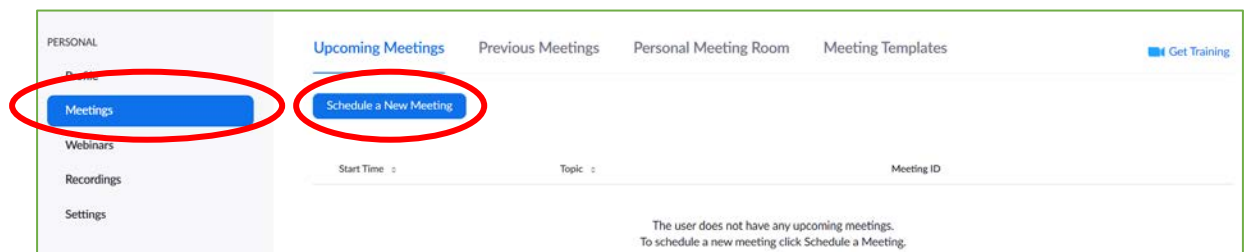
Note: multiple people can join however only 8 can use the video option at any time when you are using the free version. The free account has a time limit of 40 minutes.

4. Scheduling a New Meeting (Call)

To schedule a meeting, log in to your Zoom account using this URL: <https://zoom.us/signin> and click on 'Meetings' on the left-hand side.

The click/tap on '**Schedule a new Meeting**'

This allows you to set up a meeting and invite participants. You will also see links at the bottom on the left hand side of your desktop screen to [Video Tutorials and the Knowledge Base \(online help\)](#) where you can find lots of information a



Find out more about Zoom Video Conferencing here: <https://zoom.us/>

Enjoy your meeting!!