

1. Introduction

Before the pandemic, many companies were already using the videoconferencing Zoom software (also called an APP) for business meetings, interviews, and other purposes. These days, many individuals, facing long days without contact with friends and family, have moved to Zoom for face-to-face and group get-togethers.

This guide is for those who have not tried Zoom yet and are not yet familiar with its features. The next section describes the simplest way to be part of a Zoom meeting.

2. How to join a Zoom meeting using an email invitation

- a) The meeting organiser will send you an email with an invitation. It will look similar to:

John Smith is inviting you to a scheduled Zoom meeting.

Topic: John Smith's Zoom Meeting

Time: Jan 6, 2021 13:00 London

Join Zoom Meeting

<https://us04web.zoom.us/j/7614553249?pwd=MGo1UTJVV0dnVUpudUJYMnVoK3ZDUT09>

Meeting ID: 761 465 3249

Passcode: Smith45

The link to join the meeting should appear in blue and be underlined.

- b) You can use a computer, a mobile device such an iPad or another tablet device, or a smartphone such as an iPhone or other model to access the meeting. It is best to use the device with the largest screen if you have a choice.
- c) To join the meeting just click or tap on the blue link. The first time you do this there may be some extra steps but these are easy to follow.

Zoom can do a lot more than described here but this information should be enough to allow you to sign up for a free Zoom account and to join Zoom meetings when invited. It describes how to get started using the free version.

In the sections below, there are detailed instructions for registering for Zoom but, once you have registered for a free Zoom account, you should not need these just to join a meeting you have received an email invitation to join. All you should need to do is click the link in the invitation.

This section may be all you need. Further information that is more comprehensive is in the sections below.

Any questions please email: website@stcolumbacollingtree.org.uk

3. How to register for Zoom

The images below show what you should see at each stage of the process. They may vary slightly in appearance depending on the device you are using but the content should match the options shown.

You will have to register for a free Zoom account the first time you click on a Zoom meeting invitation link if this is the first time you have done this. You can also register for a free account from scratch. The instructions below apply for either route to register for Zoom.

To register for the free Zoom service before you have an invitation to join a meeting you can use any device that connects to the internet. This may be either from a Windows or Apple Mac computer or from a mobile device. Zoom will run on a mobile phone or on a tablet device such as an Apple iPad. Setup on a mobile device is via either the Apple APP store or the Google Play Store depending on your device. The screen on a mobile 'phone is, of course, smaller than on a tablet or a computer monitor which are easier to use if available although many people do use a mobile smartphone without problems.

The [blue underlined text](#) in this document are links that you can click or touch to go to the section described. The first one below in section 3 is for the Zoom signup webpage. If you sign up from an invitation link, you may find the process misses out the first step in the sequences below.

If you are using a computer to sign up go to Section 4 on the next page and for a mobile device go to Section 5 on page 7.

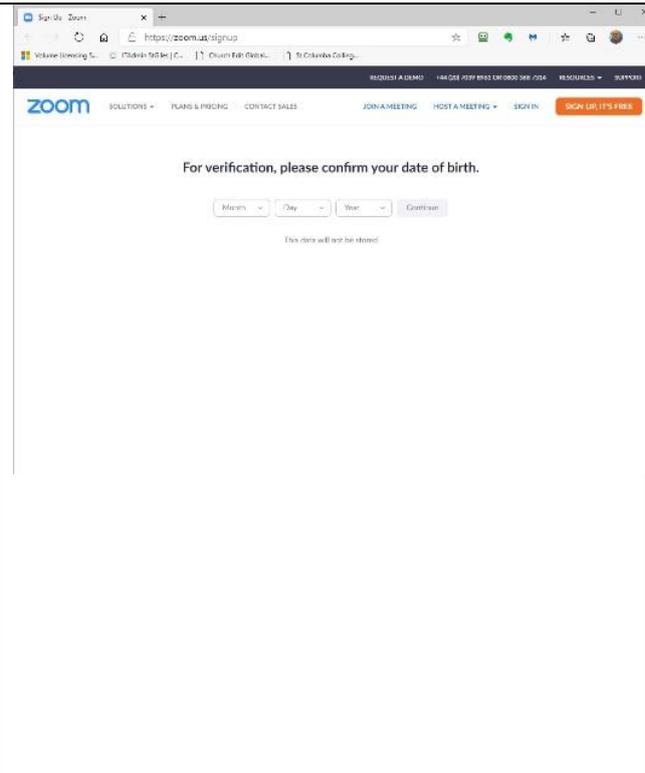
4. Installing on a Windows or Apple computer using a web browser.

Start your usual web browser. This may be Edge or Chrome on a Windows PC or Safari if you are using an Apple computer.

Go to Zoom’s [signup page](https://zoom.us/signup) at <https://zoom.us/signup>.

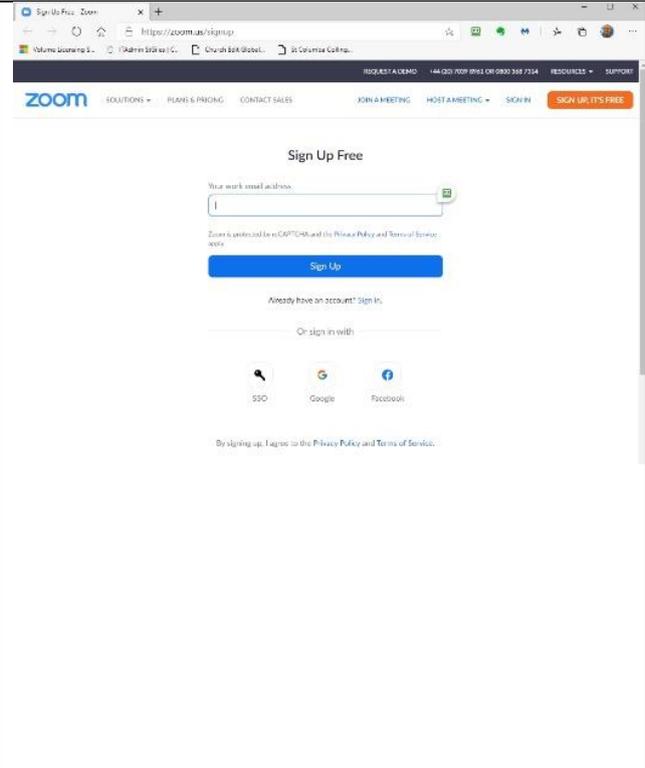
You will be asked to enter your date of birth. That is because if you are younger than 16, you are not eligible to create a Zoom account unless it is for a school. It is quite safe to answer this since Zoom does not save this information.

Use the drop-down buttons to enter your date of birth and then click the blue Continue button, which will appear to the right of the date boxes.

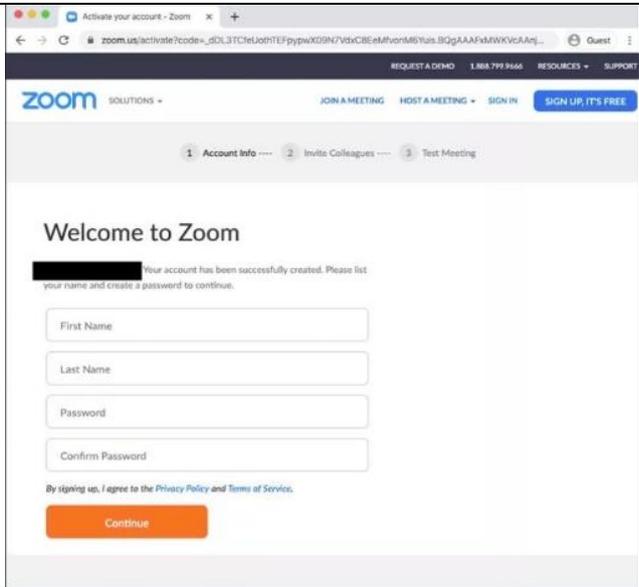


You will now see several options for creating an account. At the top, you can enter your email in the box labelled “Your work email address.” Even though Zoom asks for a work email, a personal email works fine. After you have entered your email, press the blue ‘Sign Up’ button. Zoom will send an activation email to that email address. Click the “Activate Account” button in the email to activate your account.

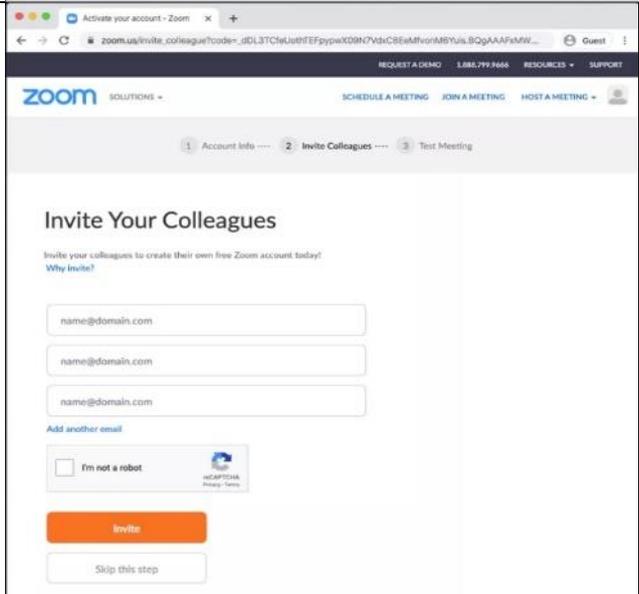
On the page that then opens up in your web browser, you may be asked if you are signing up on behalf of a school. Click the “No” button and then click “Continue.”



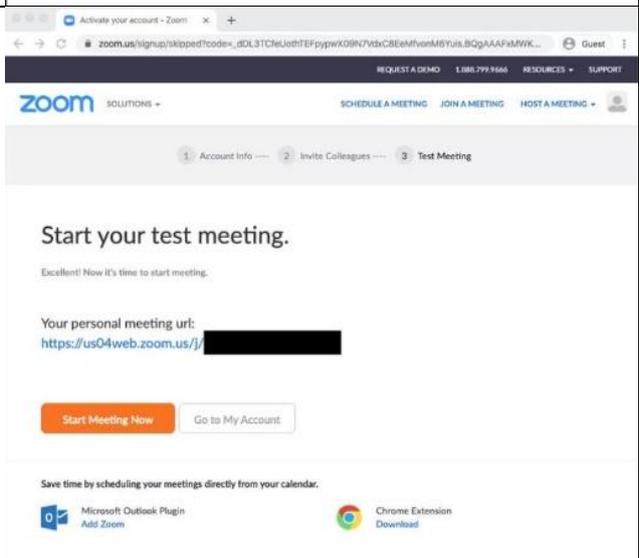
On the next page, fill in your first and last name and a password. Then press the orange 'Continue' button.



On the next page, you can invite other people to create a free Zoom account via email. You can skip this step by clicking the 'Skip this step' button below the orange 'Invite' button.



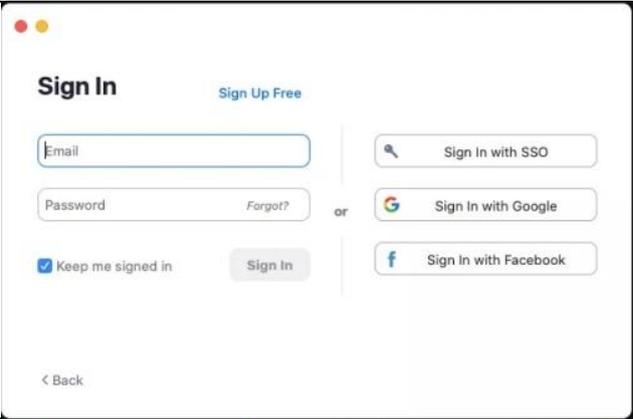
Next, you will have the option to click an orange "Start Meeting Now" button to start a test meeting. Click that orange button. You will be asked to download the Zoom desktop app. Follow the prompts to install the Zoom software on your computer.



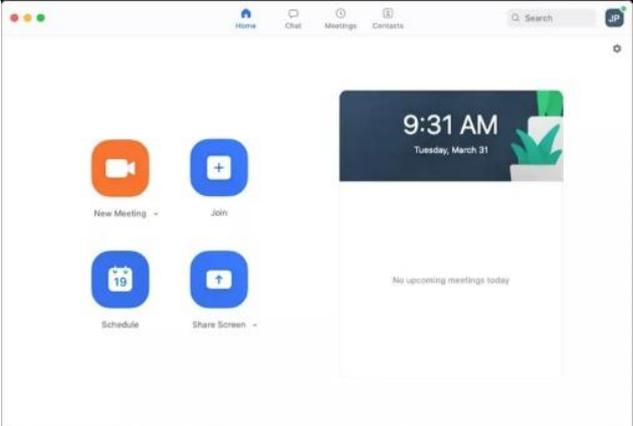
After you have installed the Zoom app, you will see buttons to “Join a Meeting” or “Sign In.” To start your test meeting, click “Sign In.”



On the next screen, enter your email and the password you just used to sign up for a Zoom account in your browser.

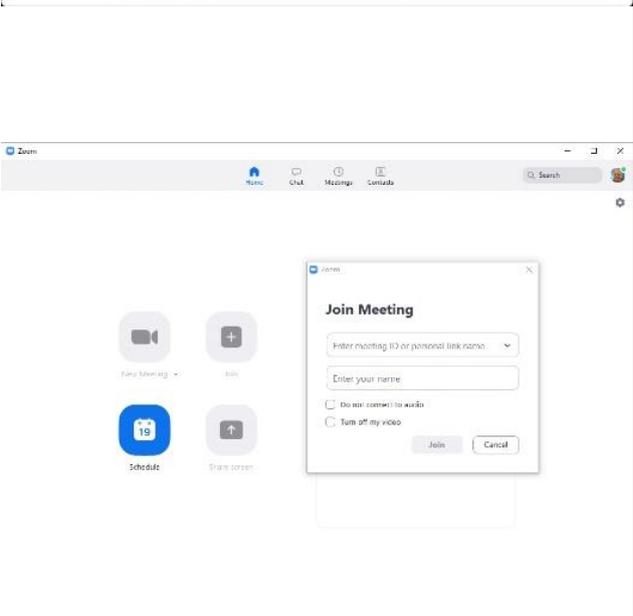


You should then see the Zoom start screen. From this screen you can start you own new meeting, join a meeting and other options. **See below for a quick and easy way to join a meeting by clicking on a link.**



You can also join a meeting from this screen by clicking the blue “Join” button.

A small window should appear asking for the meeting ID and password. The meeting organiser should have sent you an email with these details which will be similar to:



Meeting ID: 761 455 3251
Passcode: Tree20

Enter the details and then click the “Join” button.

The easiest way to join a meeting is to click on the link in the invitation email the organiser will have sent you. Just say 'Yes' or 'OK' to any prompts which appear. The invitation email will be similar to this **dummy** example:

John Smith is inviting you to a scheduled Zoom meeting.

Topic: John Smith's Zoom Meeting

Time: Jan 6, 2021 13:00 London

Join Zoom Meeting

<https://us04web.zoom.us/j/7614553249?pwd=MGo1UTJVV0dnVUpudUJYMNVoK3ZDUT09>

Meeting ID: 761 465 3249

Passcode: Smith45

5. Installing on a tablet or mobile phone device.

There are two main types of mobile device depending who the manufacturer is. If you have an Apple mobile phone, (iPhone) or an Apple tablet (iPad) it will use an operating system called iOS. An operating system is the underlying software that enables the device to function.

Non-Apple devices use a different operating system that is call Android. These are often referred to as 'Android tablets' or 'Android phones'.

If you sign up for Zoom using the mobile app, the process is similar to how it is on the web as describe in Section 3 above.

The signup process shown below uses the Apple iOS app on an Apple iPhone.

Setup on a mobile device is via either the Apple APP store (iOS) or the Google Play Store (Android) depending on your device. Download the Zoom app from the Apple APP Store (for [iOS](#)) or the Google Play Store (for [Android](#)) on you mobile device.

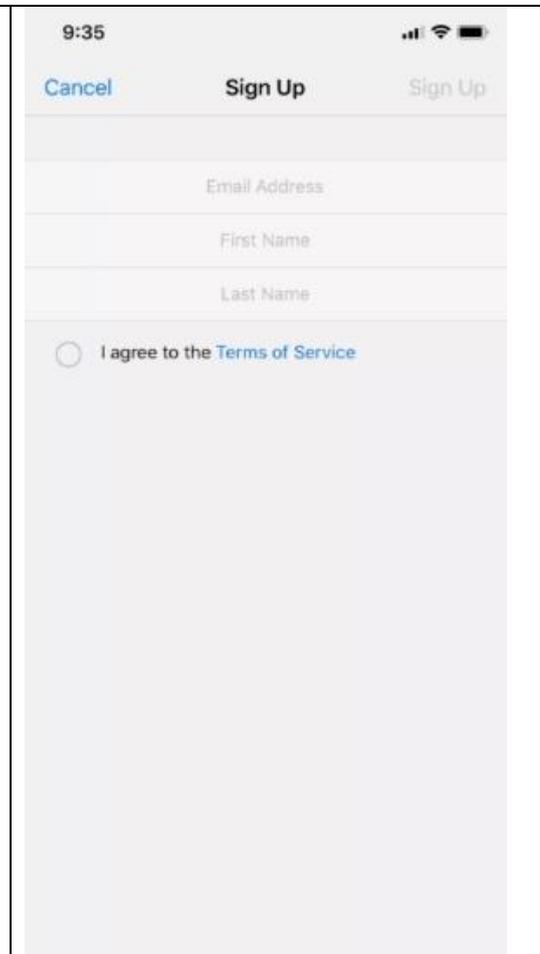
When you open the app for the first time, you will see the options shown on the right to "Join a Meeting", "Sign Up" for Zoom, or "Sign In" to a Zoom account.

Tap "Sign Up."

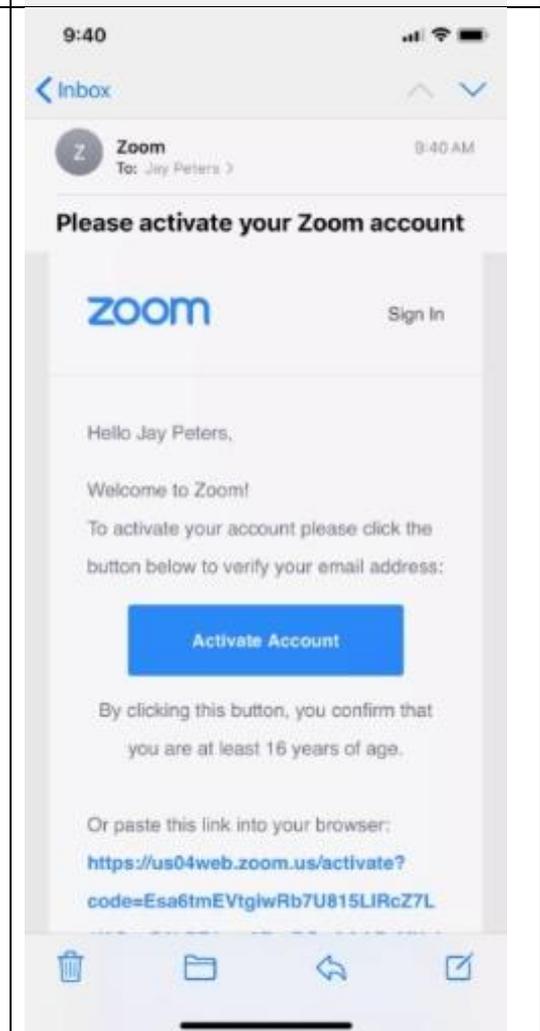


Once you have done that, on the next screen, you will need to enter your email address, and your first and last name. You will also need to check a box to confirm you agree to the terms of service.

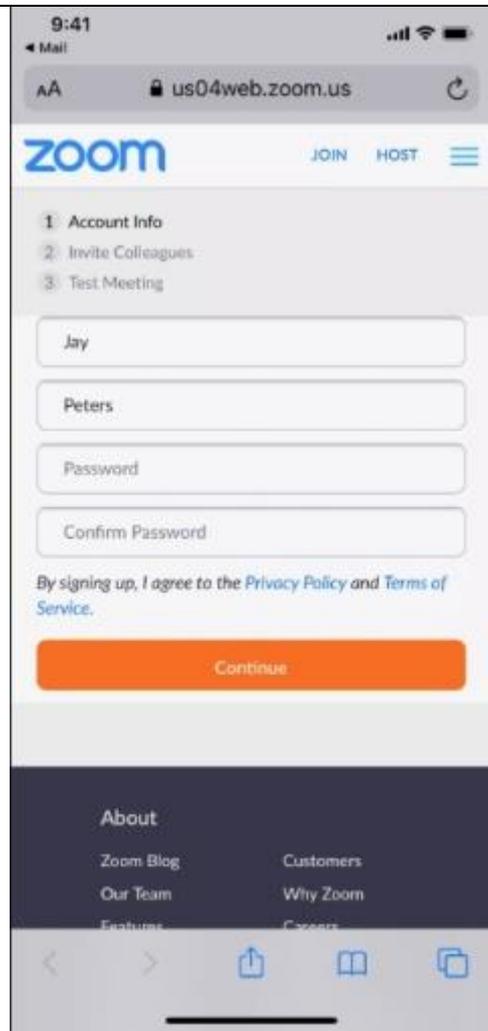
When you have completed these entries tap, “Sign Up” in the top right corner. This option is greyed out until all three entries are completed and you have ticked the check box.



Zoom will send an activation email to the email address you just entered. Tap on the “Activate Account” button in the email to activate your account.



From there, you will need to complete the same steps outlined above in Section 3 to make an account, from your mobile browser.



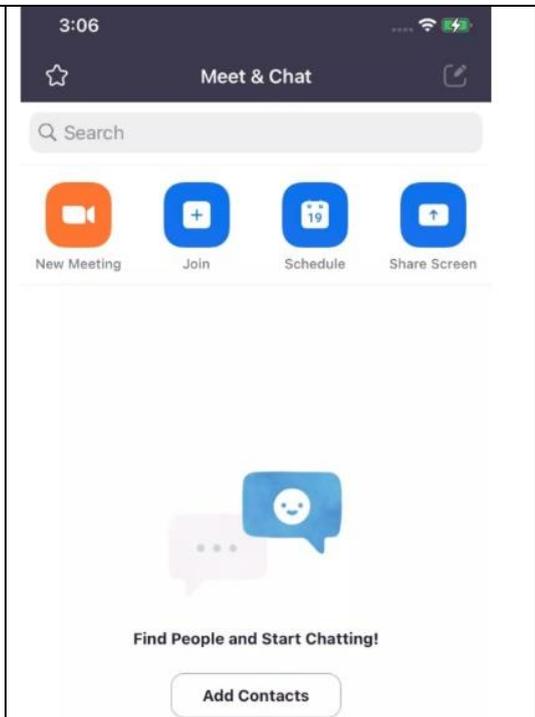
Joining a meeting from a phone or tablet is the same as described in Section 3 above.

The easiest way to join a meeting is to click on the link in the invitation email the organiser will have sent you. Just say 'Yes' or 'OK' to any prompts which appear.

The invitation email will be similar to the one shown at the end of Section 3 above.

From the Zoom start screen you can start a new meeting, join a meeting and other options. **The easiest way to join a meeting by clicking on the invite link in an email set by the meeting organiser.** You can also join a meeting from this screen by clicking the blue “Join” button.

A screen should appear asking for the meeting ID and password.



The meeting organiser should have sent you an email with these details which will be similar to:

Meeting ID: 761 455 3251

Passcode: Smith45

Screen 1:

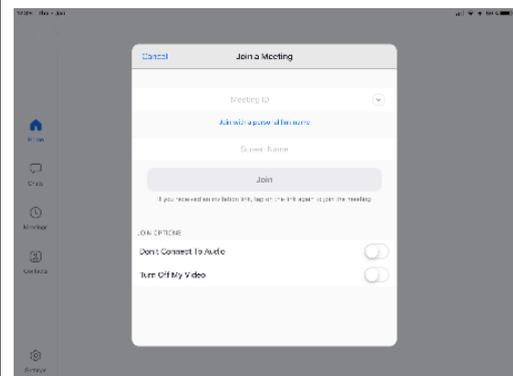
Enter *761 455 3251* and click Join.

If the meeting ID is valid you will be asked for the password e.g.

Enter *Smith45* and click Join.

You may see that the organiser has not started the meeting yet or that you are in the ‘waiting room’.

In either case just wait until the organiser starts the session or admits you to the meeting.



6. Other facilities in Zoom

This guide is just to get you started and join a meeting when invited. There are some brief instruction on other basic operations below but you will not need these just to be part of Zoom session.

7. Starting your own meeting

Once you have registered with Zoom and installed the app, it is simple to start a meeting.

On a computer

- Open the Zoom app
- Click on the orange “New meeting” button if you want to start a meeting immediately. A video window will open, and a pop-up window will ask if you want to join the meeting using your computer’s audio and if you want to test the speaker and microphone. (If you do not want to bother with that question anymore, check the box at the bottom of the pop-up.)

Click on the orange button to start a new meeting

- To invite people to the meeting, find the toolbar that shows up when you move your mouse in the meeting window and click the little arrow in the “Participants” button. When you do, Zoom will open a window where you can invite your Zoom contacts, send an email with information on how to access your Zoom meeting, copy your meeting URL to your clipboard, or copy a longer message with your meeting URL and dial-in information to your clipboard. You can also find your meeting’s password in this menu. When you are ready, click on the “Invite” button.

Using a tablet or mobile phone device

- On the app, tap “New Meeting”
- Choose whether you want to start it with the video on and whether you want to use your personal meeting ID. Then tap “Start a Meeting.”
- To invite people to the meeting, tap “Participants” on the bottom row of icons and then tap the “Invite” button on the bottom of the next screen. When you do, you will be able to send a message invite via a variety of services such as Messenger, Messages, or Gmail, invite your Zoom contacts, or copy the invite link to your phone’s clipboard.

8. SCHEDULE A MEETING

On a computer

- Click on “Schedule”
- A pop-up window will give you a variety of options, including the meeting topic, timing, whether you will use a “waiting room” (in other words, whether each participant will have to ask permission to enter the meeting), and whether it’s a recurring meeting

- If you click on “Advanced options,” you can decide whether participants can join before the host gets there, whether participants should be muted on entry, and whether you want to automatically record the session

When you schedule a meeting, you get a variety of options for security and notification.

Note: you can choose whether to have a unique meeting ID generated automatically or whether to use your personal meeting ID (which does not change).

We *strongly* suggest you do the former; by using a unique ID, you make it much less likely that you be subject to “Zoom bombing,” which is when internet trolls take over your Zoom meetings.

The scheduled meeting will be visible on the initial Zoom window, where you can start it or delete it.

Using a tablet or mobile phone device

- Click on “Schedule”
- Set the date, time, and time zone for the meeting, and if it repeats on a regular schedule. Choose whether you want to use your personal meeting ID; if not, a unique ID will be generated (we suggest you use the latter; see above).
- Select various security options, such as passcodes and waiting rooms
- Under “Advanced options”, you can choose such options as allowing participants to join before the host, or automatically record the meeting. You can also add it to a calendar.
- Tap on “Done” (Android) or “Save” (iOS) in the upper-right corner.

To see your future scheduled meeting Click or Tap “Schedule”

9. Invite people to your meeting

You can invite people to a Zoom meeting in a few different ways. If you are using the computer or a mobile device, click or tap on the Meetings tab. From there:

- On the front page of the computer Zoom app, you should see your scheduled meeting on the right side. Click the three dots to the right of the meeting title, and then select “Copy Invitation” to copy your Zoom meeting’s URL, ID, and phone dial-in information to your clipboard. You can then drop it into an email or text message. You can also click the Meetings tab and click the “Copy Invitation” button on the screen.

The “Meetings” button lets you send an invitation

- On the mobile app, tap the “Meetings” app at the bottom of the screen. When you tap the “Send Invitation” button, you will be able to send a

message invite via a variety of services such as Messenger, Messages, or Gmail, invite your Zoom contacts, or copy the invite link to your phone's clipboard.

As with the computer version, "Meetings" with the mobile device app also lets you send an invitation.