

Zoom: A Simple How-To Guide

What is Zoom?

Zoom is a video conference calling application, and we will be using it to teach and record this session.

Don't worry, it's completely safe and free to download and use. You also won't need to create an account for this session.

Make sure you are using a device that has a camera and a microphone – this could be a computer, laptop or a tablet. You can also do this on your mobile phone, but the screen probably won't be big enough to really get the most out of the session!

Remember, this video and audio of this session will be recorded by New Adventures – you don't need to worry about doing this yourself, but if you have any questions about it, don't hesitate to get in touch.

First things first: Download Zoom

Zoom is a safe application to download, and you don't need to create an account to use it.

1. Go to <https://zoom.us/download>.
2. Under 'Zoom Client for Meetings', click download.

This should only take a few minutes to download on to your device.

Opening the Zoom Meeting

You will be sent an invitation which includes a link that will look something like: '<https://zoom.us/j/48...>'. All you have to do is:

- Click on this link which will open a tab in your browser.
- A pop-up box will appear – click 'Open in Zoom Meetings'.

If you aren't able to click the link:

- Highlight the text, right click and select 'copy'
- Go to your browser and right click in the search bar, select 'paste', and hit 'enter'.
- A pop-up box will appear – click 'Open in Zoom Meetings'.

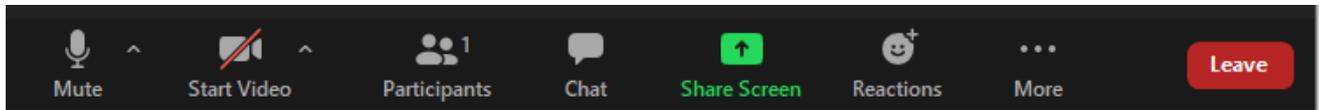
You will then see another pop-up box asking if you want to 'Join with Video' – check the box and click 'OK'.

Then, a final pop-up box will ask you about what audio you want to use – click the option for 'Continue with Computer Audio'.

You're in! Now make sure everything's working.

The trickiest part is out of the way. Now you just need to make sure all the tech is working.

You should see a number of boxes on the screen with everyone's videos. If you move your mouse, you will also see this bar of options at the bottom of the window:



All you need to worry about are the **'Mute/Unmute'** and **'Start/Stop Video'** buttons on the left.

If you see a red line through either of these, like the video option above, it means that it is turned off. So, click the camera to make sure everyone can see you.

If you want to speak, make sure the microphone symbol looks like the one above – if it has a red line through it, you are muted and the other participants can't hear you, but you will still be able to hear everyone else.

The session leader might ask you to 'mute yourself' at certain points so that the recording doesn't pick up background noise, and you can do this by clicking the microphone.

Prefer a Visual Guide?

There are lots of resources online that can help you with the set up if you need it. Here's a great, easy to follow video on YouTube that covers everything in this document if you'd prefer a visual guide:

- How Do I Join A Zoom Meeting: <https://youtu.be/kh50kValdAY>

Any questions?

If you have any questions ahead of time, just email: leah@new-adventures.net and they will be happy to help via email or over the phone if that's easier.

If you run in to trouble on the day, don't panic! Again, just phone Leah on 078 8546 3593 and they will help you get set up.