

Go Digital Highland 'How to...'

How to Use Zoom

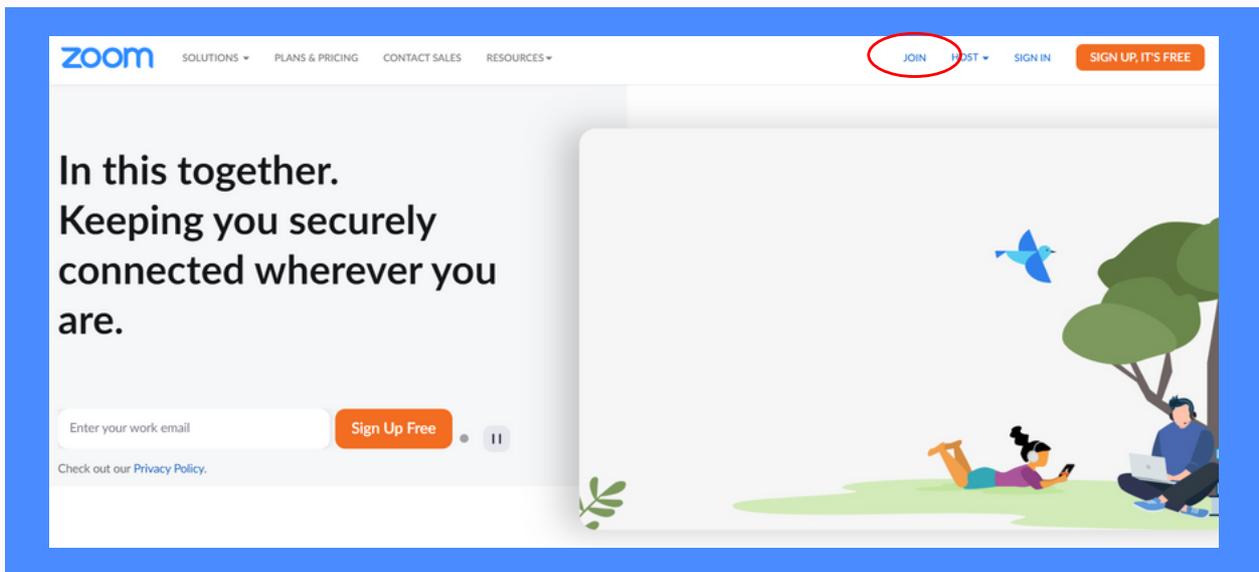
Zoom is an video conferencing platform which allows you to have a face to face conversation with someone, even if you're miles apart. During the pandemic, when we couldn't leave our houses, Zoom offered an opportunity to keep in touch with our friends, families and colleagues.



Zoom is an app for your computer and for your phone so on a Mac or PC you will have to install the zoom application before you can join the meeting.

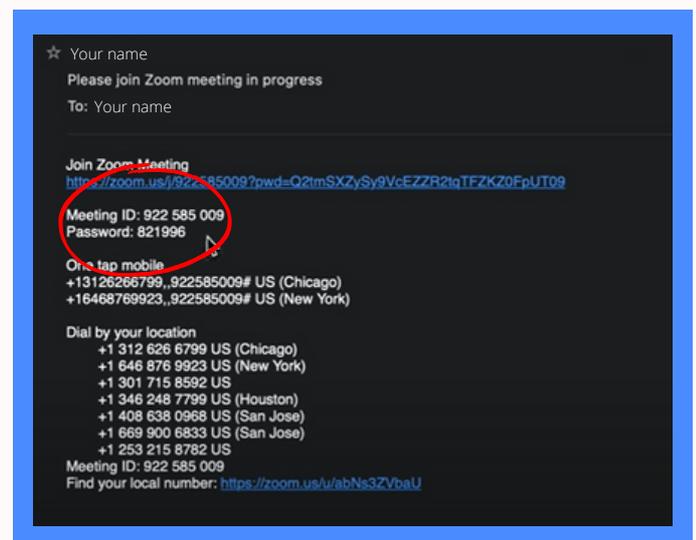
Downloading Zoom and Joining a Call

Go to the zoom.us website, and in the top right corner you will see the option to 'Join'. The person that has created the meeting will have sent you an information with the relevant information to join.



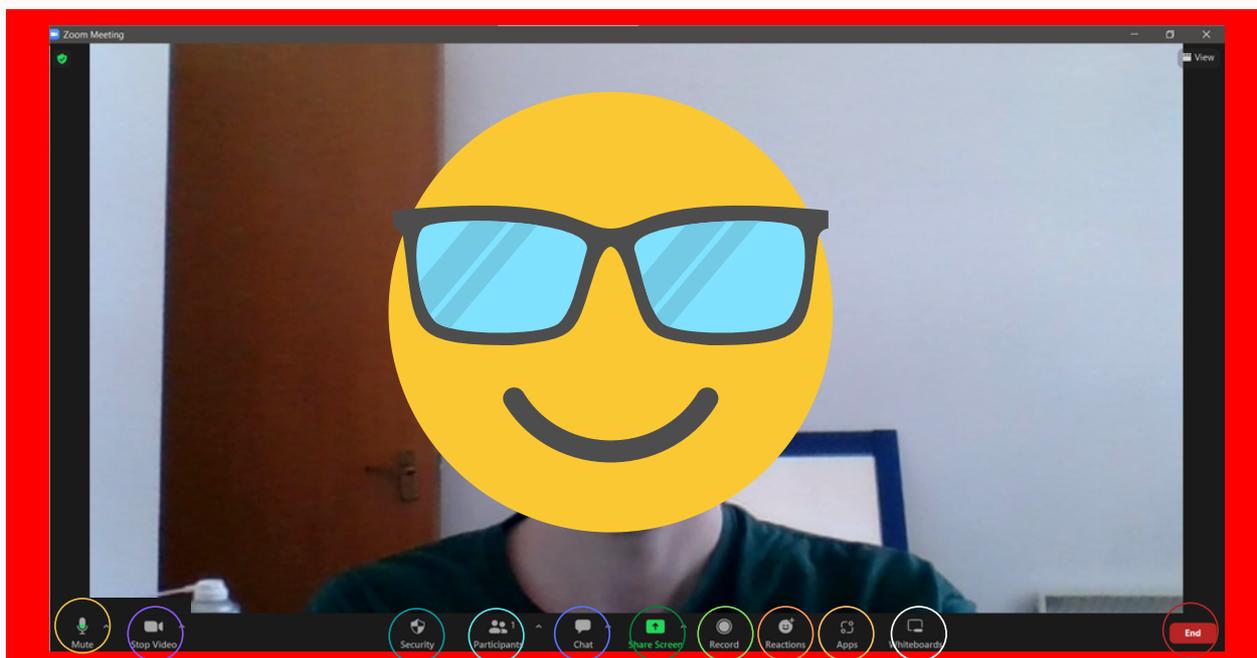
You will now have the option to Join a Meeting. It will ask you for your meeting ID, which you will have received via email. Add the meeting ID, as well as your name. Click join meeting and it will ask you for the password, which you will have also received via email.

You will now be able to download the Zoom program to your computer. You only have to do this once.



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Options on Zoom



Once you're on the call, you'll find a number of options along the bottom. Here's what they do...

Mute – You don't have to keep your microphone on the whole time, you can mute and unmute yourself by clicking on this video. When joining the meeting, you can only share audio once approving the 'join with computer audio' prompt.

Stop Video – much like the mute option, you can switch your camera on and off as much as you like.

Security – this gives you options to control who is in the meeting, and what participants can do. You can lock the meeting so no one else can enter as well as adding a waiting room, giving you a chance to screen who enters the meeting.

Participants – Allows you to see who is in the meeting

Chat – There is a chat function too, which is useful if you don't want to interrupt someone while they're talking.

Share Screen – You can share your screen with whoever you are on a call with, which would allow them to see what you can see on your device.

Record – You can record conversations too, which allows you to keep an MP4 video of the meeting.

Reactions – You can also show you agree with someone by using the reactions as they are talking

Apps – Zoom has lots of apps that you are able to download. This can be anything from note-taking software to fun games.

Whiteboards – This option allows you to collaborate in a meeting using a whiteboard

Leave Meeting – If you want to leave the meeting, press leave meeting and your computer will stop sharing your video and audio.