

1. Introduction

This guide is to help iU3A use Zoom for discussion groups without physical meetings. It is being sent to you as a member of a group that is planning to set up meetings using Zoom

2. About Zoom

Zoom is a computer application that enables people who are in different locations to 'meet' together face to face. The meetings are set up and managed by the **Host**, who will usually be the Coordinator but can be another member of the group.

Members other than the **Host** are **Participants** who join the meeting by clicking on a link or using the Meeting ID in an email sent to them by the **Host**.

3. Setting Up and Using Zoom

a) Joining a meeting

If you are always just going to be a Participant then you do not need to create a Zoom account nor do you need to download the Zoom App.

The **Host** will set up the meeting probably for the time the group usually meets and will send you an invitation email with the information you need to join the meeting

i) This first method does not require you to log into Zoom. It may not work with MACs using Safari or with Tablets. In that case use ii) below

- Click on the link in the **Host's** invitation email to you.
- A launch screen will appear
- Click on the browser link in the launch screen
- A message Open Zoom.us will appear. Click on the box on the bottom right of this message and you will enter the meeting
- A message 'Joining with Computer Audio' will appear
- The first time you join a Zoom meeting, below the message, there is an option to automatically join with computer audio every time you join a meeting, with a small box beside it
- Click on the box
- Then Click on Join with Computer Audio

ii) Alternative method for joining a meeting

- Copy the Meeting ID in the **Host's** invitation email to you
- Enter Zoom into your Safari or other search engine/ browser
- **It may open directly into the meeting.**
- **If it doesn't and opens a dialogue page:** Click on Join a Meeting at the top of the Zoom screen,
- Paste in the Meeting ID
- Click on Join
- A message asking you to allow it to launch zoom.us will appear.
- Click on Allow and you will enter the meeting

- The first time you join a Zoom meeting, below the message, there is an option to automatically join with computer audio every time you join a meeting, with a small box beside it
- Click on the box
- Then Click on Join with Computer Audio

As the version of Zoom we are using is free, meetings automatically end after 40 minutes. When the automatic closure happens, re-join the meeting as you did originally using the link or the Meeting ID in the Hosts invitation email.

b) Participating in the meeting

There are a number of useful tools, which can be used to help the meeting go smoothly.

On PC, laptop, a Mac or a tablet click on the bottom of the screen and on an iPad tap on the top. You will see some icons and words

There are two icons on the left of the screen:

- The microphone
- The camera

If there is line through these they are switched off. Click on them to turn them on.

During the meeting, if there is background noise, which would be distracting to other participants click on the microphone to turn it off. But remember to click it on again when you want to speak.

To the Right there are several tools, including **Participants**. When you click or tap on **Participants**, a list of the meetings participants appears in a panel on the screen. At the bottom of the screen is a **Hand Up** button. In some groups the **Host** may have decided to use this tool to manage the discussion and will ask you to click/tap on the **Hand Up** button to indicate you would like to speak. The panel on the **Host's** screen has a list of members who want to speak and will tell you when it is your turn. If the Host hasn't selected this option then just raise your hand when you want to speak.

c) Ending the meeting:

At the end of the meeting or if you wish to leave it at any time, click on Leave meeting. You can re-join the meeting by using the link or meeting ID in the **Host's** invitation email to you.

4. Phoning

While it is generally recommended that Zoom is used via the internet (for strength of signal) it is possible to use Zoom via a phone (by landline or from a mobile phone). While you are logging in there is the option of "Join with Computer" or "Join with Phone". If you don't have an internet connection you can use the phone option. The instructions for dialling into a Zoom meeting are:

1. Call one of the 5 UK numbers provided:
+44 330 088 5830

+44 131 460 1196
+44 203 481 5240
+44 208 080 6591
+44 208 080 6592

2. Enter your Meeting ID followed by #, which is also the number at the end of the link to join a Zoom meeting

3. Enter your participant ID followed by #.

Step 3 can be minimised to just # if the meeting has been setup not to require a password.

More details can be found at [Joining-a-meeting-by-phone](#)

5. Privacy & Hacking Risk

You may have read articles recently regarding the lack of privacy or the risk of 'Zoom bombing' (ie when your meeting is hacked & other material is streamed to the meeting). Each Member needs to ultimately decide if he / she wants to take this (low) additional risk by using Zoom. However you need to consider this in the wider sense – the use of any internet program, system, platform carries risk. So what is the scale of this extra risk? We would suggest it's low. But each Member needs to teach his / her own conclusion.

6. General Comments

We've had some feedback already and this is added here:

- Participants should sit with light illuminating the face, not with the back to the window.
- It helps to sit at a table with the tablet etc. on a stable surface.
- As a Participant it's good practice to lift a hand when you want to speak, the Host can then become a sort of chairperson (assuming the Host has not switched on the 'Hands Up' tool – see 3b).
- If you are multiple Participants in the same location (eg each with a personal tablet) you need to be far apart (eg separate rooms) to avoid audio 'feedback' (interference).
- You need to be on wifi (internet). You'll need a strong signal.
- If you use 'Gallery View' (top right) during the meeting rather than 'Speaker View,' you will see all Participants in a bigger format. Try it!

7. Support

If you need support in use of this guide, if you get stuck at any stage, we can offer support. Please contact: website.manager@islingtonu3a.org and we will figure out the best way to help you.

8. Feedback

If you feel any of the above is unclear or if you think something should be added please give us feedback. Send comments to: website.manager@islingtonu3a.org

9. References

There is a vast amount of further information online to assist with Zoom. There are also now Third Age Trust produced guides (that then carry links to further information). You can access their guides [here](#).