introduction to zoom

what is zoom?

Video calling is like a phone call made using your mobile phone, tablet or computer that let's you see each other while talking.
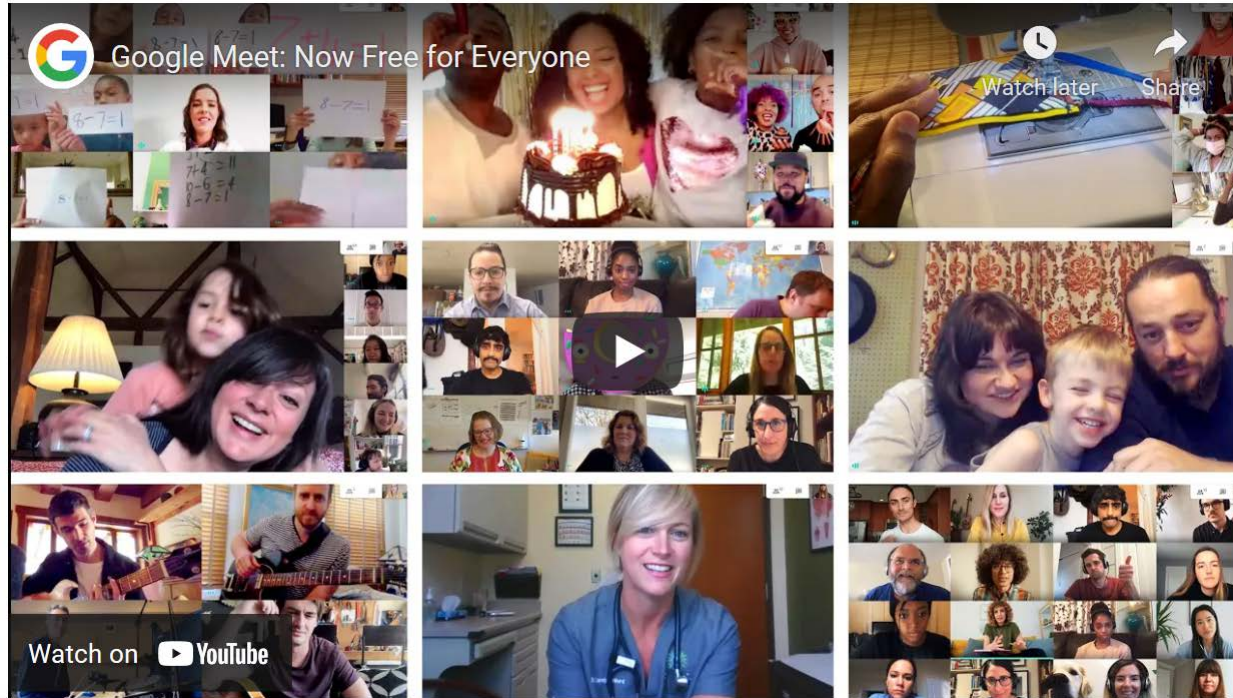
To use video calling, you need an internet connection and a device with a built in camera, speaker and microphone.

There are many different apps that support video calling (e.g. Skype, Zoom, Facetime, GP2U). You can use a different type of device to the person you are calling, but you both need the same video calling app.

why use zoom?

What do you think video conferencing could be useful for?

why use zoom?

keeping in touch with friends and family – e.g., conversations, meals, card games

spending time with grandchildren – e.g., reading books or helping with homework

engaging in hobbies – e.g., online book clubs, exercise classes or webinars

attending appointments and meetings – e.g., medical 'telehealth' appointments or work meetings

downloading the app

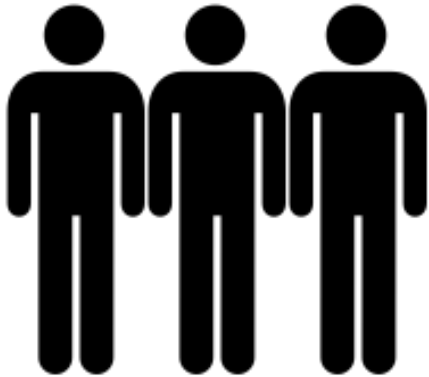**Install**

Get

Open

Open

Components of a Zoom meeting

The host is the person who sets up & controls the meeting.

Attendees are the people who are invited to join the meeting.

meeting ID & passcodes

a meeting ID is a 10 or 11-digit number associated with a meeting. you can use your personal ID that comes with your account or generate a new one for each meeting.

a passcode is randomly generated and sent with the meeting ID to the intended meeting participants. The ID and passcode are required to join a meeting.

Joining a Zoom meeting

Click on the direct link to open Zoom and join the meeting in one step.

Alternatively:
- **open the Zoom app**
- **click Join**
- **type in the meeting ID & passcode**

Topic: Hawkesbury Family History Group meeting at Hawkesbury Library
Time: Apr 14, 2021 09:55 AM Canberra, Melbourne, Sydney

Join Zoom Meeting
https://us02web.zoom.us/j/83133797994?pwd=T1ITQzREZ1VLdWpCdStsNjM3NFRzQT09

Meeting ID: 831 3379 7994
Passcode: 7o4p7n
One tap mobile
+61370182005,,83133797994# Australia
+61731853730,,83133797994# Australia

Dial by your location
        +61 3 7018 2005 Australia
        +61 7 3185 3730 Australia
        +61 8 6119 3900 Australia
        +61 8 7150 1149 Australia
        +61 2 8015 6011 Australia
Meeting ID: 831 3379 7994

Find your local number: https://us02web.zoom.us/u/kx52CvvxLge from
Hawkesbury Library Service:

Let's Join a Zoom meeting

Robyn Menzies is inviting you to a scheduled Zoom meeting.
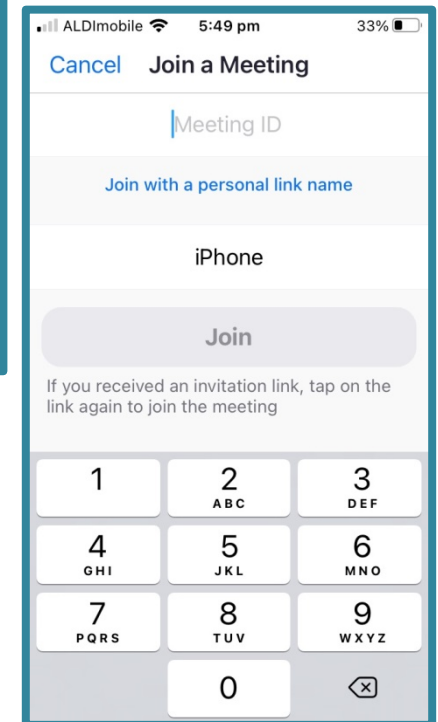
Topic: Tech Savvy Introduction to Zoom Meeting
Time: Apr 28, 2021 10:30 AM Canberra, Melbourne, Sydney

Join Zoom Meeting
https://us05web.zoom.us/j/86961566807?pwd=c3owbStEUE5lRTJvTWdVZUp6U3RLQT09

Meeting ID: 869 6156 6807
Passcode: 9uxDx8

video calling checklist

SIGHT: WHAT CAN PEOPLE SEE?
Is your camera on? Adjust the angle of the screen up and down to make sure your whole head and torso are visible

SUN: IS IT TOO DARK?
Sit facing the window rather than with your back to it so your face is not in shadow

SURROUNDINGS: WHAT ELSE CAN PEOPLE SEE?
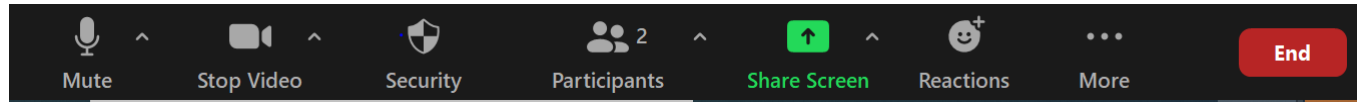Check what is behind you and that you're happy for people to see it

STABILITY: IS THE IMAGE SHAKY?
Use a tripod, book or solid surface to prop up your device and keep it still

SOUND: WHAT CAN PEOPLE HEAR?
If you can't be heard, check you're not on mute and the microphone is on

More features

RAISE YOUR HAND:
In large meetings the host may have everyone muted and only unmute you when you need to ask a question.
Look for the "reactions" or "raise hand" icon (on a small screen you may need to select the "More" icon).
Click it again to lower your hand.

CHAT:
A way to ask questions, or comment, if you cannot/prefer not to use the microphone. Depending on the settings for the meeting, you may be able to chat with 'everyone' or just the host.
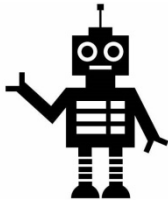
SCREEN SHARE:
This is where the host can allow everyone at the meeting to see a screen on their computer.

Creating your own account

To be able to *create* meetings, and *invite* attendees, you will need to create a Zoom account.

You will need to enter your date of birth and your email address, and then complete a Captcha test. A verification link will then be sent to your email address.
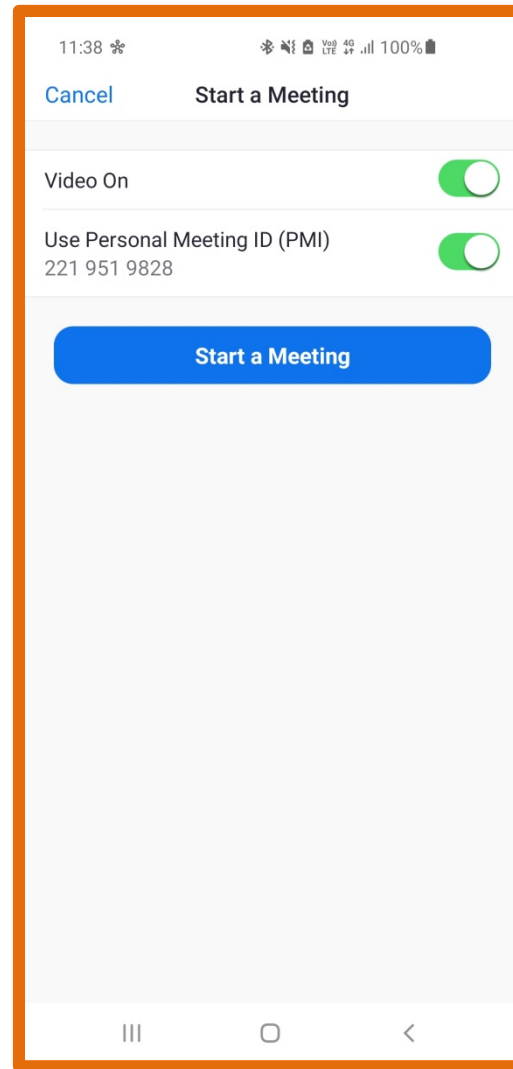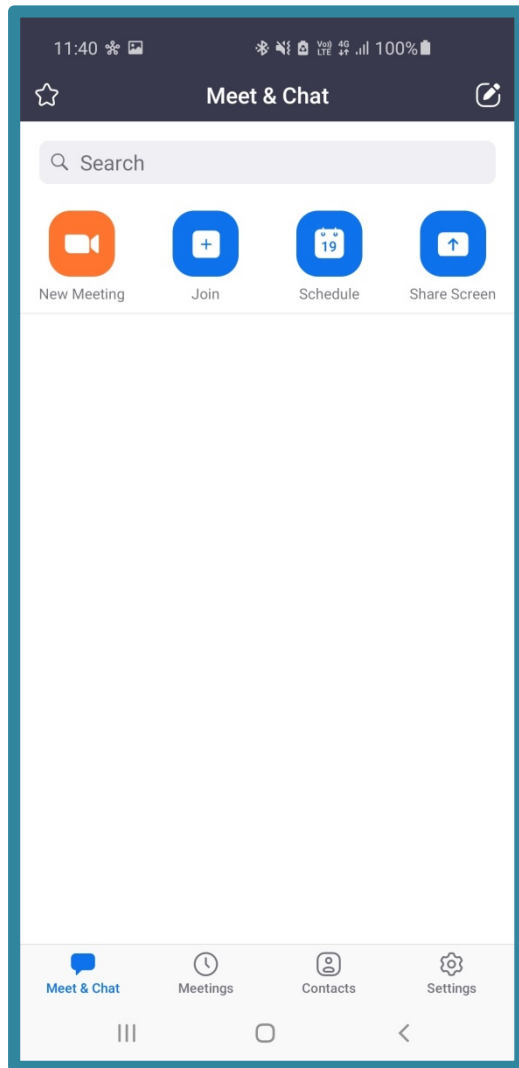
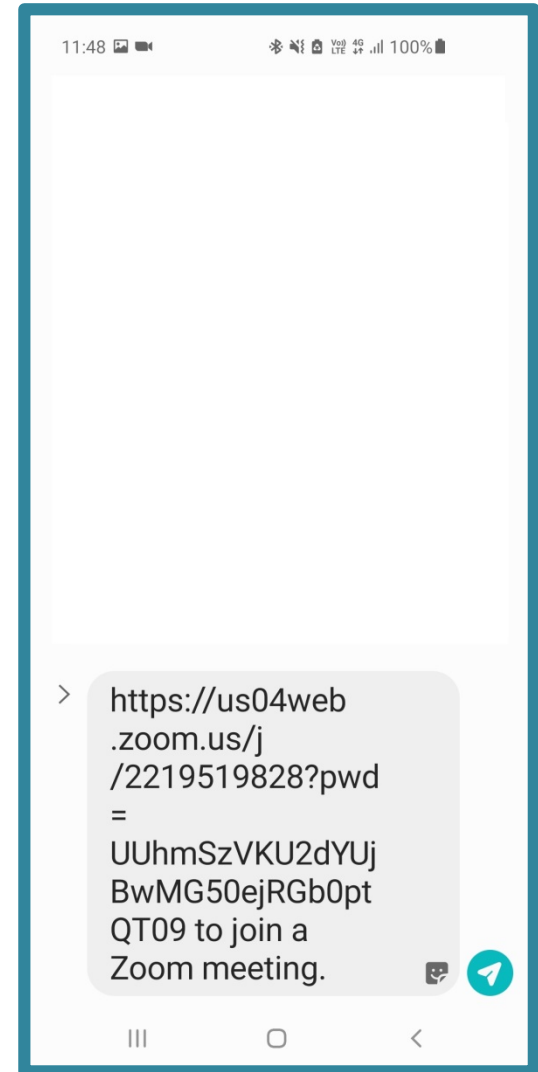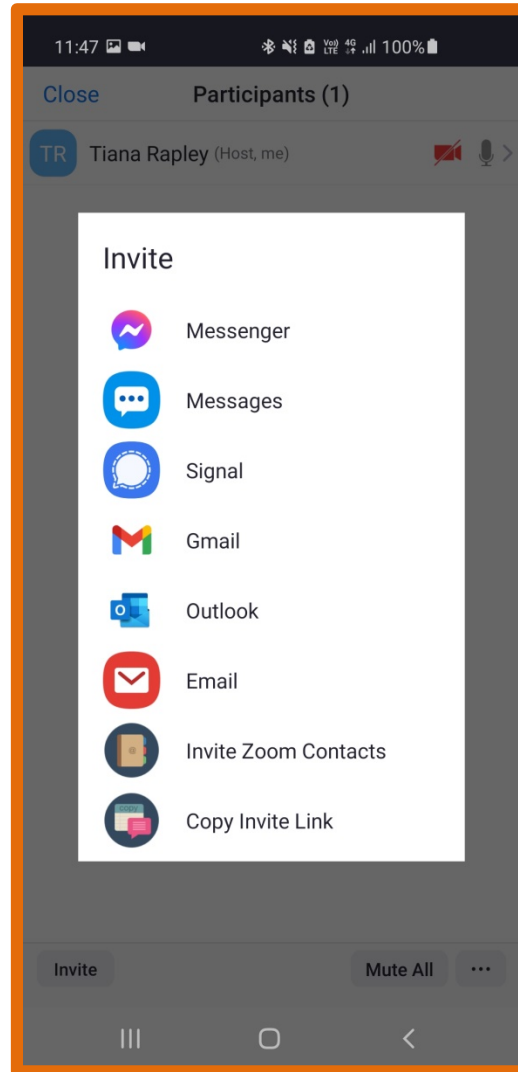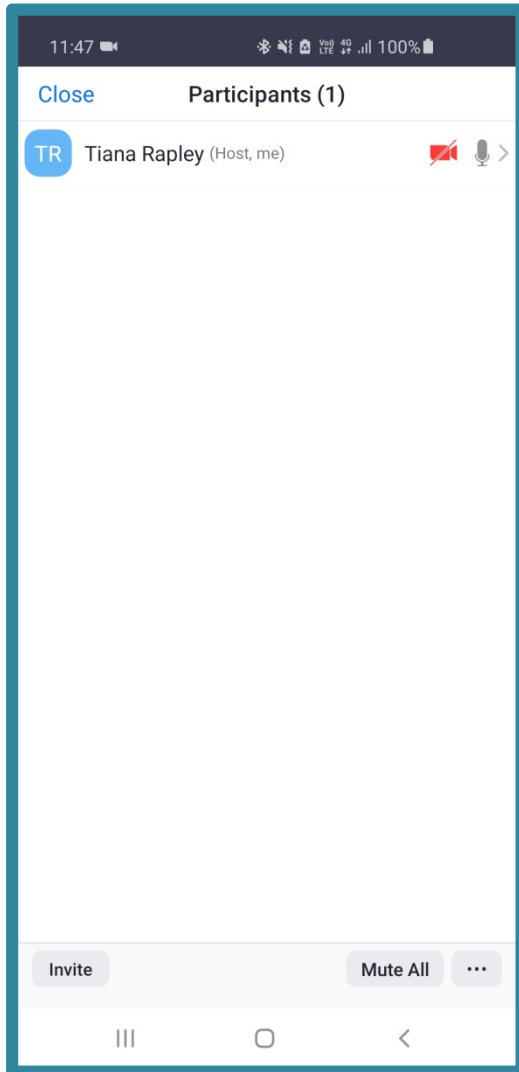When you receive your welcome email, you can activate your account.

At the welcome page, add your personal details and set a password.

Hosting a Zoom meeting

Adding attendees

Let's host a zoom meeting

Find a partner, swap email addresses/phone numbers and decide who will host first.

Create a new meeting and send an invitation to your partner.

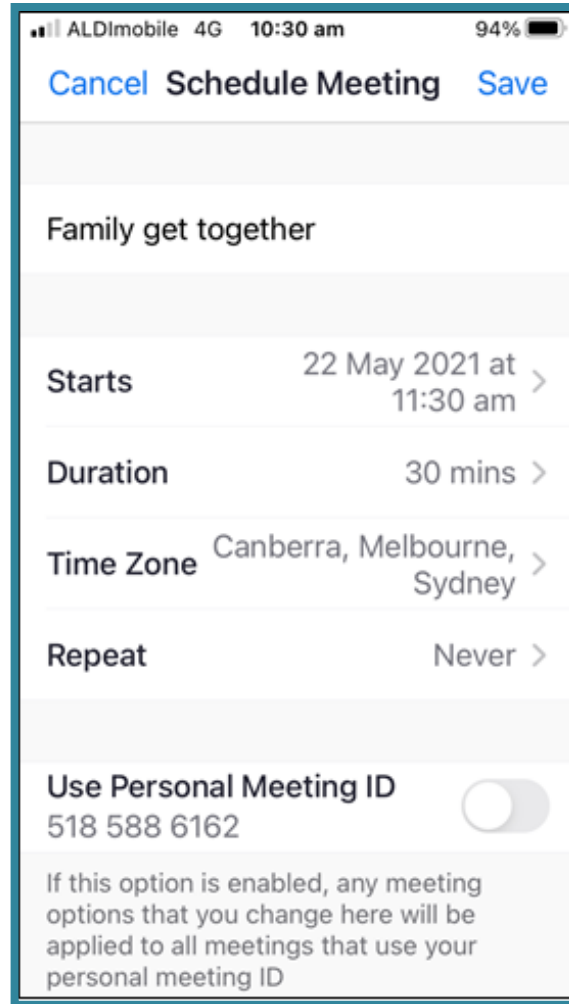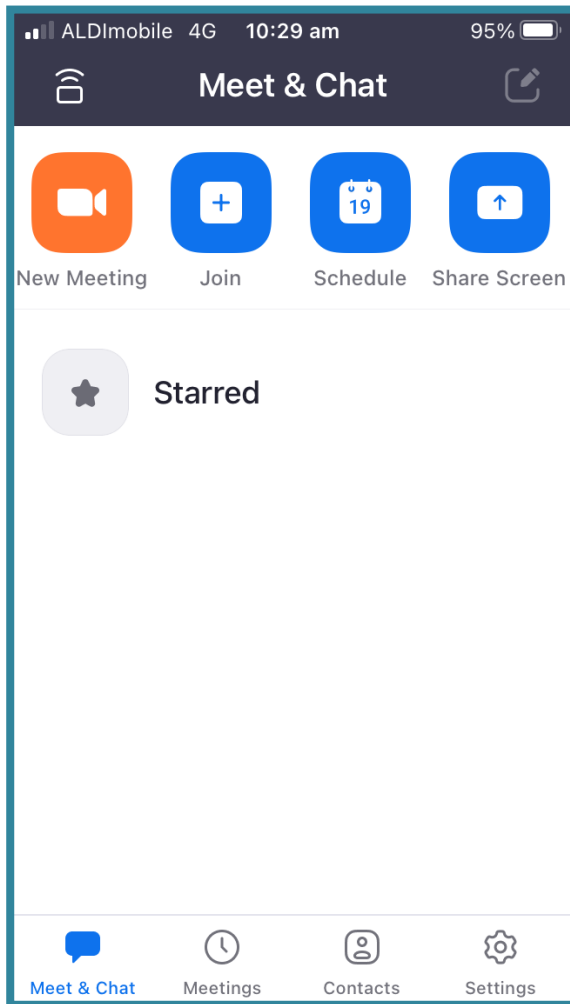Practice changing the settings and using some of the extra features.

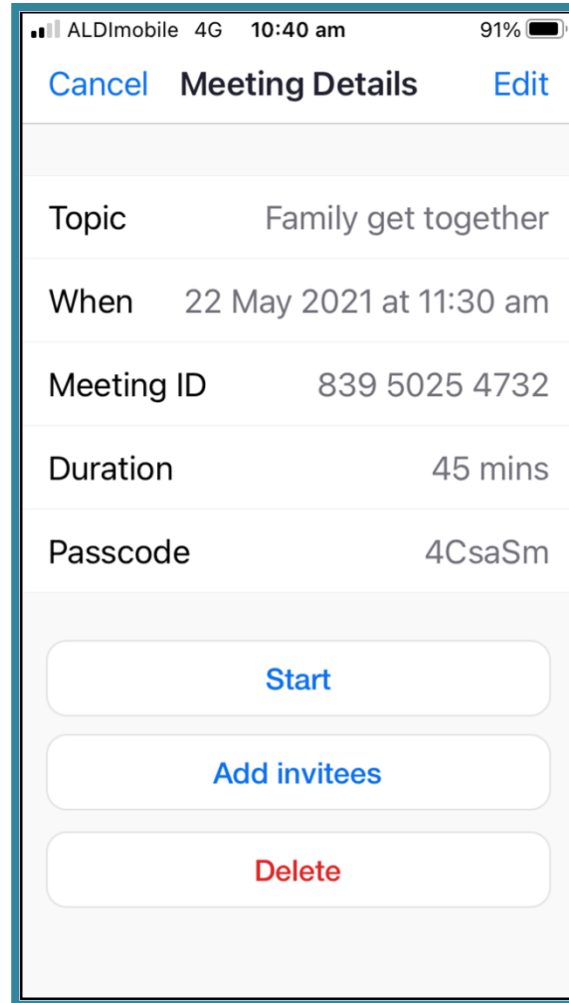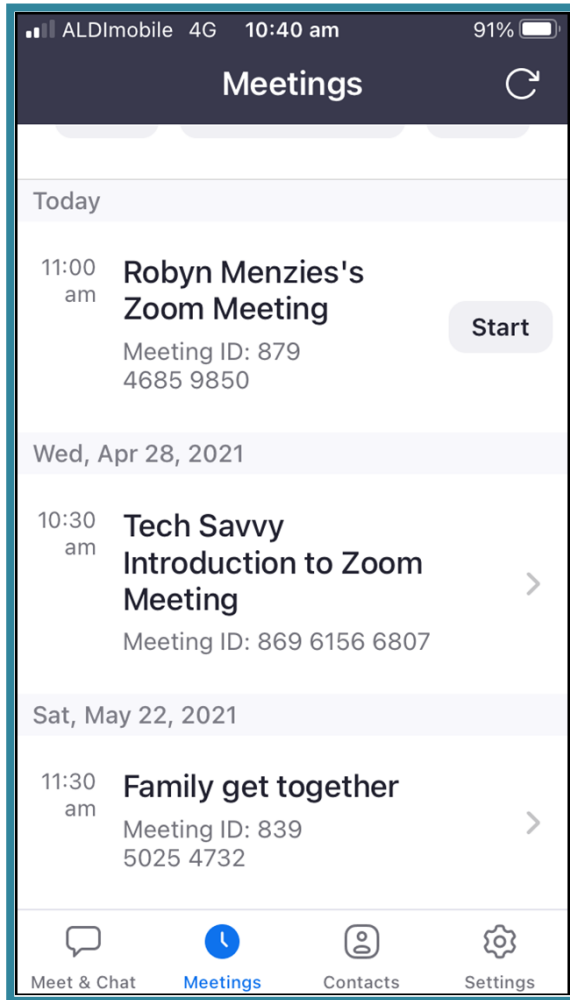When you're ready, the host can end the meeting for everyone.
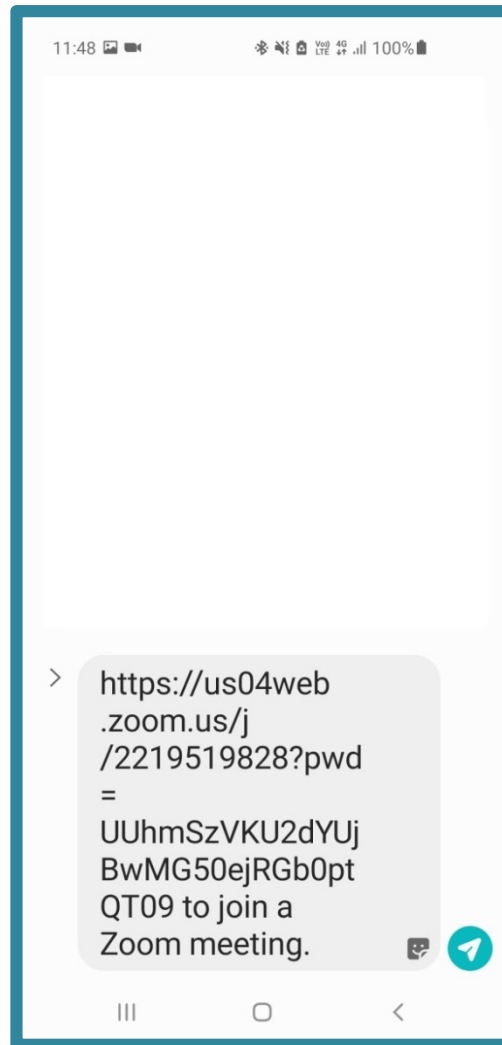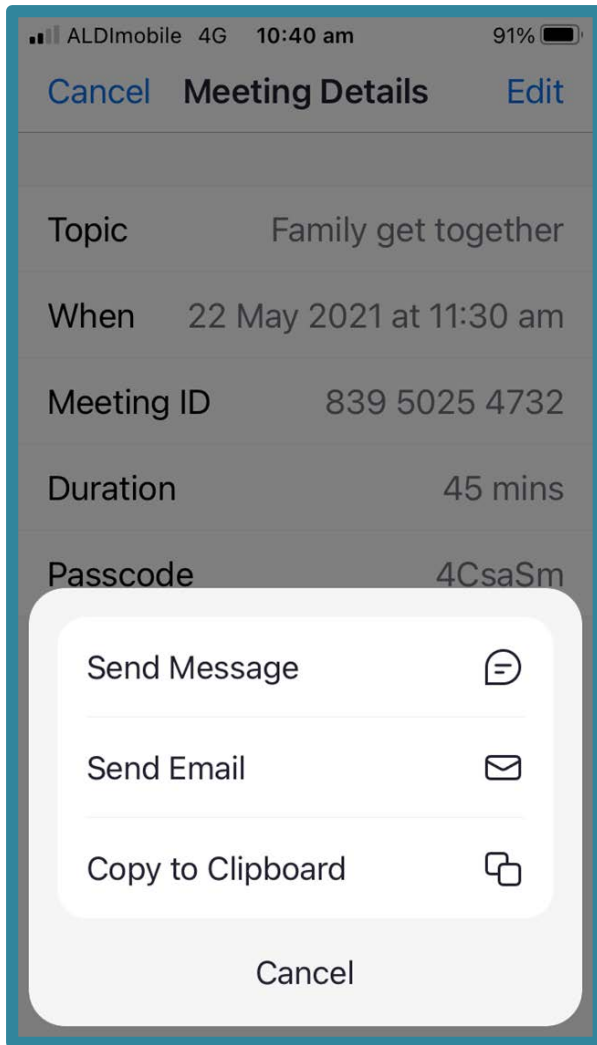
Swap roles and repeat.

Scheduling a Zoom meeting

Scheduling a Zoom meeting

Adding attendees

Let's schedule a meeting

Find a partner, swap email addresses/phone numbers and decide who will host first.

Schedule a new meeting and send an invitation to your partner.

Swap roles and repeat.

Etiquette

Avoid interrupting: beware of background noise, raise your hand

Assume people can see everything: messages, actions, environment

Pay attention: maintain eye contact and be careful with faces or gestures.

Privacy

Avoid unwanted guests:
- secure passwords and unique meeting ID
- Avoid posting to social media

Beware of recordings:
- Ask for permission before recording
- Be mindful of sensitive information visible in your environment or on your screen