



Some Tips for Zoom Users

*Compiled by Anne Gover for Gore & District Parish and by Andrew Metcalfe for the Diocese of Dunedin
March 2020*

Before you begin using Zoom, here are a few helpful things to know.

- Zoom is, primarily, an internet-based service. However it is possible to attend meetings using a traditional landline telephone. This, of course, will not have the video and screen share facilities.
- Zoom will work as a web-based application that works in most web browsers; or you can install the Zoom application.
- When you download and install the free Zoom application you can set up meetings yourself for between 2 and 100 people. This meeting can be for up to 40 minutes.
- Zoom is platform independent. This means you can use it with Windows, Mac, Linux, Apple phones, Android phones and even older style Blackberry phones.
- Zoom offer a number of online resources to provide help and insights about their tools and features. Check out the searchable Zoom Help Centre if you want to learn how something works, or if you run into any trouble: <https://support.zoom.us/hc/en-us>

Ways to join a Zoom service or meeting

1. Click on the Link that you have been sent and follow the instructions that will appear on your screen (usually around joining using your video and audio – say yes to everything).
2. Go to your Zoom account (if you have one) and click 'Join a Meeting' and type in the 10 digit meeting ID that you were sent.

Tool Bar

The **Toolbar** is usually at the bottom of your screen, but on Apple devices it may be at the top. When you scroll your mouse down this toolbar will appear.

As a participant only ①, ③, ⑨ and ⑫ are relevant, unless you need to check the microphone settings ② or video options ④. If you are scheduling your own meetings the other numbers will apply.

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Using the Toolbar:



1	Mute/Unmute Microphone	Allows you to mute your microphone so participants cannot hear you, and then unmute it so that they can hear you when you are ready for them to hear you.
2	Microphone/Speaker Settings	Clicking on the up arrow allows you to access the microphone and speaker settings as well as the Audio settings, which is where you can perform an audio test.
3	Stop/Start Video	Allows you to start and stop your video feed.
4	Video Options	Clicking on the up arrow allows you to access the video options which allows you to switch video inputs, adjust video settings, or add a virtual background.
5	Invite	Allows you to invite participants to your meeting.
6	Manage Participants	Opens the participant management panel, where you can manage participant settings such as mute/unmute microphones, start/stop cameras, lock screen sharing, lock the meeting, and etc.
7	Share Screen	Lets you share your screen with your participants.
8	Screen Sharing Settings	Lets you set how many people can share at a time, and whether or not participants can share their screens.
9	Chat	Lets you start a private or a group chat.
10	Record	Lets you start recording the video and audio of your meeting.
11	Breakout Rooms*	Lets you break the meeting attendees up into small groups for collaboration and group work activities.
12	End Meeting	Lets you end or leave the meeting.

****Please note: Breakout rooms (where you can shift the meeting into smaller groups) is only available on Pro Accounts.***

Audio or Microphone Settings

- Audio feedback sometimes occurs if many people are online – if you are making a noise or your phone starts ringing, everyone will hear this. **It is a good idea to mute yourself unless you are speaking or all praying together.**

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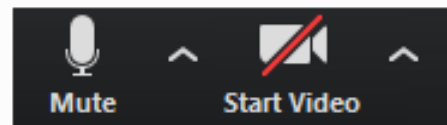
- If the person hosting the service or meeting notices that there is background noise, they may mute you or they may mute everybody.



- You can mute or unmute yourself at any time though by clicking on the microphone icon. A red line through the microphone symbol means you are muted. Click on the same symbol again to make your microphone live.

Video Options

- When you join the service or meeting you have the choice of showing just your name or capturing your head and shoulders. You can do this by clicking on the camera to start - or stop - the video.
- A rectangle will show on the screen with either your name or your face. Make sure you are not too close or too far away from the camera (you may need to move yourself or your device so that it looks right).
- By clicking in this rectangle with your left mouse button (if you are joining on a computer) you have the option of re-naming yourself.
- **If you have the video on, remember that everybody can see what your camera can see**, so it can be distracting if you are eating or drinking or moving around, or if there are other people moving around behind you.



Chat

- In Zoom you also can chat with participants both publicly and privately. If you are having difficulty communicating via microphone or camera you can communicate via the **Chat window**.
- The Chat window will appear to the right of your screen. Click in the field provided at the bottom of the screen to type a message to **Everyone** (all participants).
- Click on the word **Everyone** to switch from public to private chat. When switching to private chat, click on the name of someone in the list that you

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want to chat with. Type your message in the space provided then press your **Enter/Return** key on your keyboard.

- Click on the **More** drop-down menu to control chat settings such as **Saving the chat transcript** and selecting who **participants can chat with**.

Please note: if you are on a smart phone or iPad, the Chat option is at the top right-hand side of your screen. Click on the three dots you see there . . . (i.e. the “More” menu)

Screen View

At the top right of the screen are icons showing **Speaker** and **Gallery**.

Speaker displays a large view of the person currently speaking, with a smaller thumbnail of the previous speaker as a picture-within-a-picture.

Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. The speaker is highlighted by a yellow line showing around the speaker. If you are on an iPad or smart phone you can scroll sideways to see participants as the screen is usually too small to show everybody online.



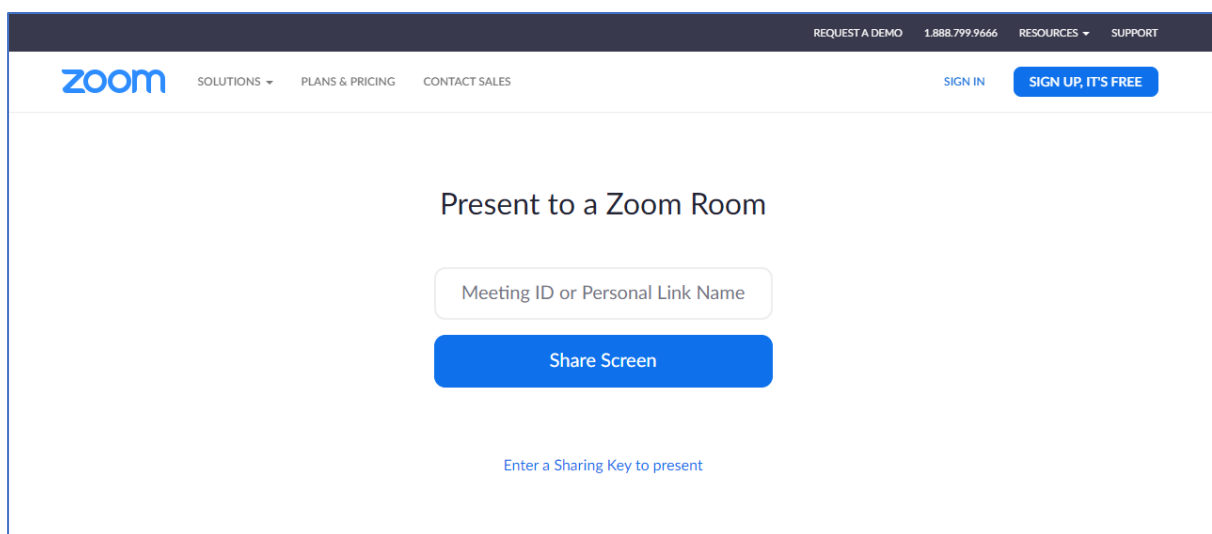
If the meeting has 49 or fewer attendees, all of them are displayed on a single page. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page.

Note: You may need to change to full-screen mode or adjust the size of your window to accommodate all 49 thumbnails.

Screen Sharing

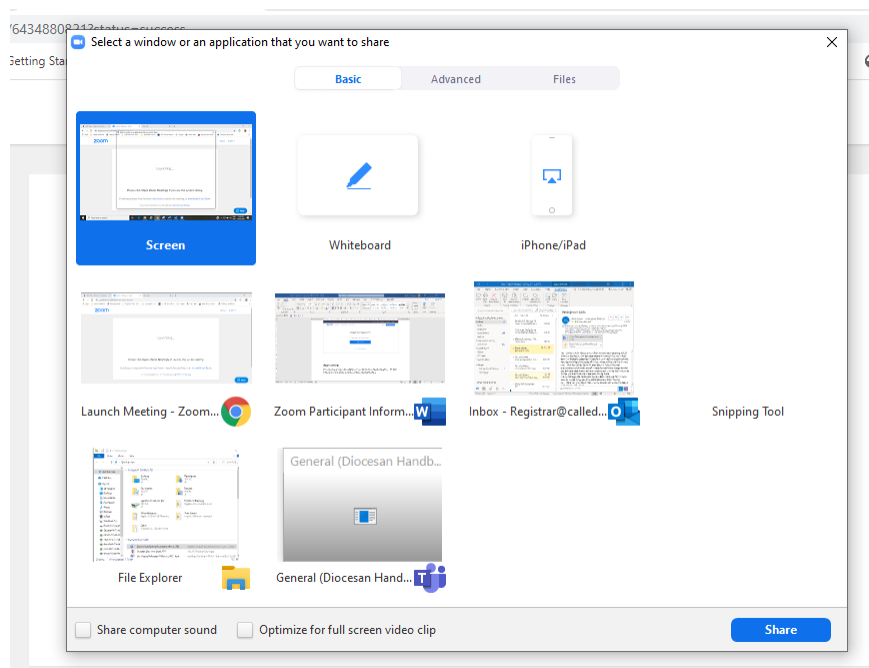
If the screen is shared to show a picture, video, music, agenda or minutes during the service or meeting you may not see all the participants. You can scroll up and down if you want to see those people who are present.

If you are zooming from another device and want to share what is on another screen (say a laptop or PC), you can do this by clicking onto this link <https://zoom.us/share> and typing in the 9 to 10 digit ID number you were given in your invitation. You will be shown a screen that will allow you to chose exactly what you want to show others. Don't forget to press the stop sharing icon once you have finished, so that people can see each other again.

The image is a screenshot of the Zoom website's 'Present to a Zoom Room' interface. At the top, there is a dark blue navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. The main content area has a light gray background with the title 'Present to a Zoom Room' in the center. Below the title is a text input field labeled 'Meeting ID or Personal Link Name'. Underneath the input field is a large blue button labeled 'Share Screen'. At the bottom of the main content area, there is a link that says 'Enter a Sharing Key to present'.

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Click on the screen you want to share, then click the **Share** Button – and click the red stop sharing button on the screen when you have finished.



Happy zooming!