

Zoom User Guide.

What is Zoom?

Zoom is a cloud-based tool that allows users to meet online from their desktop, mobile, tablet or phone.

The powerful features of the easy-to-use interface enables users to deliver presentations, share content, screen-share, collaborate on projects, perform application demonstrations, create breakout/smaller discussion groups, poll participants and record meetings.

How to get a Zoom account.

Signing up for Zoom on a desktop computer/ laptop

- Go to <https://zoom.us/>
- Click the 'SIGN UP, IT'S FREE' button at the top right of the screen.
- Enter your email address.
- Create a password.
- You will receive an email from Zoom asking you to verify your account.

If accessing Zoom via a mobile device/ tablet, then download the Zoom mobile app

- Go to <https://zoom.us/download>.
- Click the 'Download in App Store' button for apple iPhone or 'Download in Google Play' for android.
- Once downloaded, open the App.
- Sign in with Zoom username and password.

Once you have signed up you can join a Zoom meeting.

From a link:

1. Click on a Zoom link, for example, a link will look like this:

<https://zoom.us/j/8451040257?pwd=REx1cG5HbzdtRVhidksxRG5XWUJDUT09>

From the application:

2. Or once signed in and you have launched your application click on join meeting and enter a 'Meeting ID' which will look like this: **845 104 0257**
You may also be required to enter a passcode, which could be a set of numbers or a word. These will be sent to you by the person or organization hosting the meeting.

3. If you cannot download the application click on 'join from your browser'. This should also give you access to the meeting.

4. Once Zoom launches, click 'join audio by computer' and click on 'start video' in the bottom left of the screen if your camera doesn't automatically show an image.

Audio and video setup.

Zoom allows audio participation through your computer's internal speakers, a headset, or a phone line. If you need to change your audio input device (e.g., change from computer speaker and mic to headset), click the ^ arrow next to the microphone icon and select the appropriate device.

Tip: *If you are using a headset, plug it into your device before you join the Zoom meeting.* Should you experience problems connecting to your audio, click the ^ arrow again and choose 'Audio Options', then 'Test Speaker & Microphone'.

If you need to change your webcam input device, click the ^ arrow next to the video icon and select the appropriate device.

Once in a meeting with Manchester Histories there will be someone on hand to offer support if you are experiencing any technical problems. We can't ensure we can solve all problems.