


# User Guidance for Using ZOOM

**Zoom is free if you are taking part in a meeting.**

## Zoom accounts

- A Zoom account is **not required** if you are joining Zoom Meetings as a participant that is, if someone invites you to their meeting.
- But **IF** you did want to download the Zoom app for your future use
  1. It is best to download Zoom in advance of the lecture from <https://zoom.us/signup>
  2. You can download Zoom on to a computer, laptop, iPad or smartphone (“Device”). For a lecture, a bigger screen is better.
  3. You will need to use your email address and have a password ready.
  4. Simply follow the prompts to download the correct zoom for your computer.
  5. Once downloaded you will have the Zoom icon which will look like this → 

Your Device will need to have audio capability for you to hear the speaker. Most laptops, tablets and mobile phones have both cameras, microphones and speakers built in.

Before joining a Zoom meeting, make sure that your or others on your network are not using your connection to download large files or watch other videos since this will reduce the quality of your session.

Make sure you have turned on your audio to hear the session.

## Joining the meeting

You will receive an “invitation” by email from Burford Tolsey which will contain a link to click.

You will then be asked if you want to ‘open zoom’ or ‘launch application’ or similar. Do so.

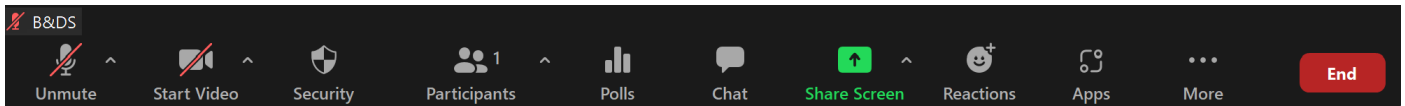
Typically, your microphone and video will be disabled since you will be only watching and listening to the speaker.

We will usually ‘open the doors’ to the meeting 10 minutes or so before the starting time of the meeting, which for talks will be at 7:30pm.

Once the meeting has opened or started a message may come up saying, ‘Please wait, the meeting host will let you in soon’. You will be admitted as soon as possible.

On your toolbar you will see an icon of a **microphone**. If it has a red line through it, this means your microphone is muted. Please make sure you stay muted whilst the talk is in progress. If you have any difficulty in 'muting' the 'host' the meeting's host will be able to do so instead.

**Please ensure your video camera is turned off and your microphone is muted.** You should have a red line through the video and microphone icons on the lower left. This conserves your broadband bandwidth and will help to ensure the talk goes smoothly with images coming up at the correct time.



**To Chat.** When you're in a Zoom meeting, you can send a message to ask a question.

- Click 'Chat' in the meeting controls bar and a chat window will open on the right.
- Type a message into the chat box
- When new chat messages are sent, a preview of the message will appear, and the Chat button will flash orange. Click the button to view the chat window

If you are using an iPad or iPhone then you should find similar icons, but in different positions on your screen. The "toggling" ability between seeing the lecturer's presentation on the big screen and the picture of him talking in a thumbnail picture in the corner can be enabled by simply pressing on the thumbnail picture.

Finally, there may be references in Zoom to B&DS (Burford and District Society). This is because we share the same Zoom account.