

Due to the Covid-19 virus we will be conducting live training from Zoom, it's really easy to use and free to use: <https://zoom.us>. All you will need is your laptop/ Computer or mobile phone with a camera and working audio. We've compiled a quick three step tutorial below to get you set up and connected or if you prefer, you can access some great training videos from Zoom via the following link for [Zoom-Video-Tutorials](#) .

You are invited to a test Training Call to try this out and to get Zoom set up and working to your liking. Let the training department know good time for you to do this and we will take it from there:

[training@lancschamber.co.uk](mailto:training@lancschamber.co.uk)  
[daynorh@lancschamber.co.uk](mailto:daynorh@lancschamber.co.uk)

# Quick Zoom Tutorial

## Step One: Download and Install Zoom

Zoom Desktop Client (PC, Mac, or Linux)

Zoom provides a pop-up notification when there is a new mandatory or optional update within 24 hours of logging in.

You can also manually download the latest version by:

- Clicking on download from the link at <https://zoom.us>
- Directly from one of the following links
  - <https://zoom.us/support/download>
  - <https://zoom.us/download>
  - <https://zoom.us/download2>

Note: <https://zoom.us/download> is hosted on [cloudfront.net](https://cloudfront.net) while <https://zoom.us/download2> is hosted on [zoom.us](https://zoom.us)

Zoom Mobile App (iOS or Android)

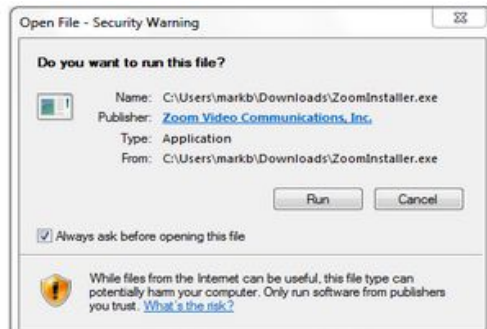
Download the Zoom mobile app from the Apple Appstore or Google Play.



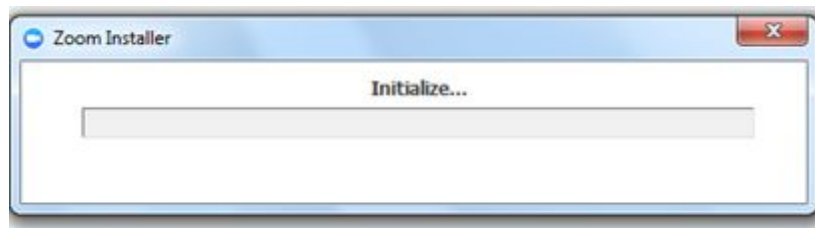
Zoom displays a mobile notification whenever there is a new update.

## WINDOWS INSTALLATION:

1. Once the download has been completed double click on the "Zoom Installer.exe" at the bottom  
Depending on the configuration of your computer you may receive this security Warning Window.  
Select Run to start the installation.



2. The zoom application should automatically install onto your computer, you may see the progress on a window similar to this but it installs quite quickly so you may not see this.



3. Once Zoom Client has been installed you will see a "Start Zoom" from the Start menu. Congratulations you have now installed the zoom client. Happy Zooming.

## Step Two: Sign in and/or Join

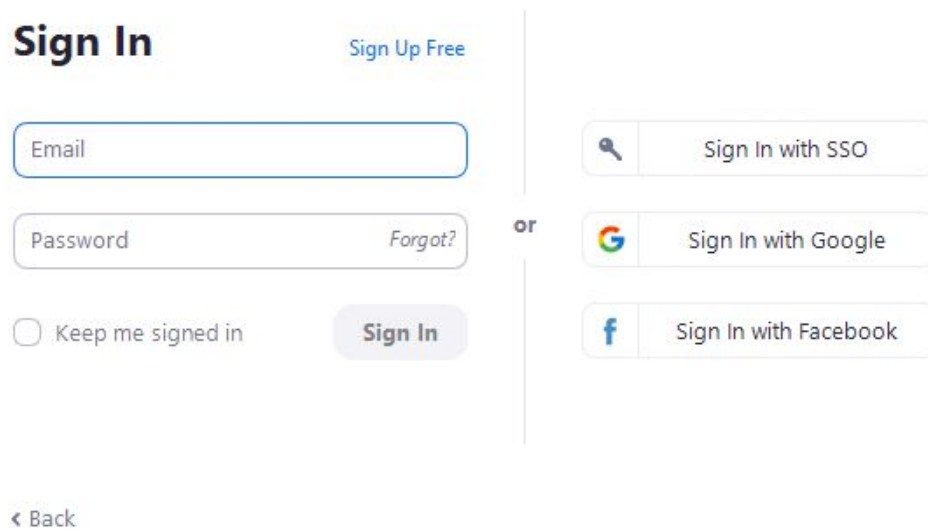
After launching Zoom, click Join a Meeting to [join a meeting](#) without signing in. If you want to log in and start or schedule your own meeting, click Sign In.



Join a Meeting

Sign In

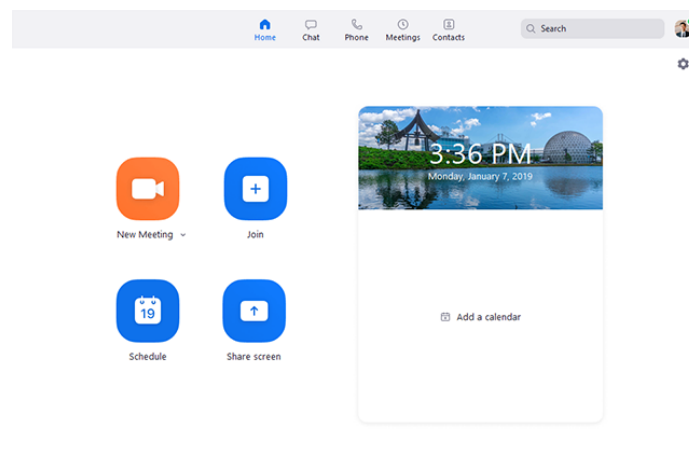
To sign in, use your Zoom, Google, or Facebook account. You can also [log in using SSO](#). If you don't have an account, click [Sign Up Free](#). If you have a Zoom account but cannot remember your password, click [Forgot](#).



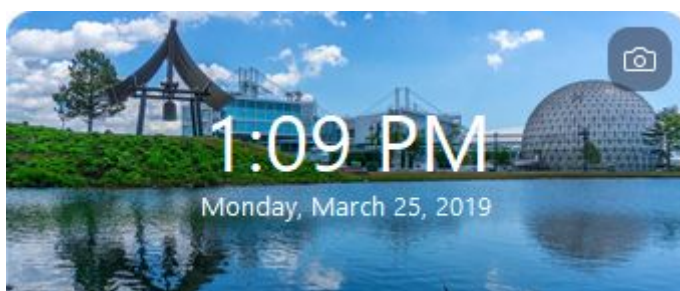
The image shows the Zoom sign-in interface. On the left, under the heading "Sign In", there is a "Sign Up Free" link. Below it are two input fields: "Email" and "Password". To the right of the "Password" field is a "Forgot?" link. Below these fields is a checkbox labeled "Keep me signed in" and a "Sign In" button. To the right of the "Sign In" button is a vertical line with the word "or" in the middle. To the right of this line are three buttons for social sign-in: "Sign In with SSO" (with a magnifying glass icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). At the bottom left of the form is a "< Back" link.

## Home

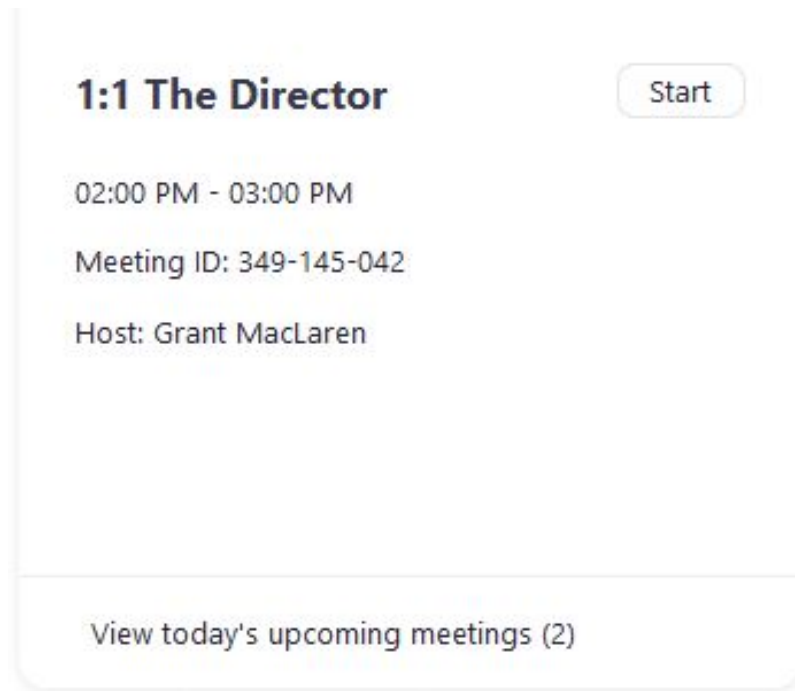
After signing in, you will see the Home tab, where you can click these options:



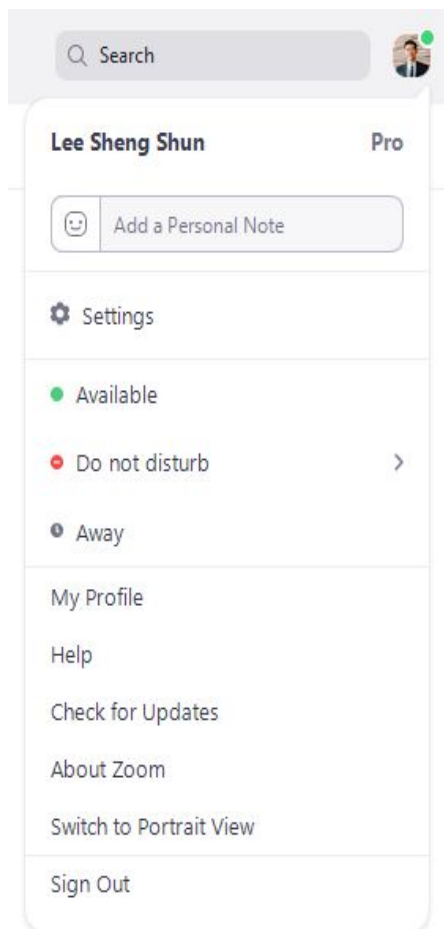
- **New Meeting:** Start an [instant meeting](#). Click the downwards arrow to enable video or use your [personal meeting ID \(PMI\)](#) for instant meetings.
- **Join:** [Join a meeting](#) that is in progress.
- **Schedule:** [Set up a future meeting](#).
- **Share Screen:** [Share your screen in a Zoom Room](#) by entering in the sharing key or meeting ID.
- **Date and time with background image:** To change the background image, hover over the picture and click the camera icon.



- Upcoming meeting: Displays the next meeting for the current day. [Add a third-party calendar service](#) if you want to sync upcoming meetings.



**Click your profile picture for these options:**



- [Add a personal note.](#)
- Settings: Access [settings](#) you can change in the client.
- Change your status to Available, Away, or Do Not Disturb.
- My Profile: Open the Zoom web portal to [edit your profile](#).
- Help: Open the [Zoom Help Center](#).
- Check for Updates: Check if Zoom is up to date.
- About Zoom: View the current version.
- Switch to Portrait View: Switch the Zoom window to portrait
  - view if you prefer a narrower window.
- Sign out
- Upgrade to Pro (if you are on a free account)

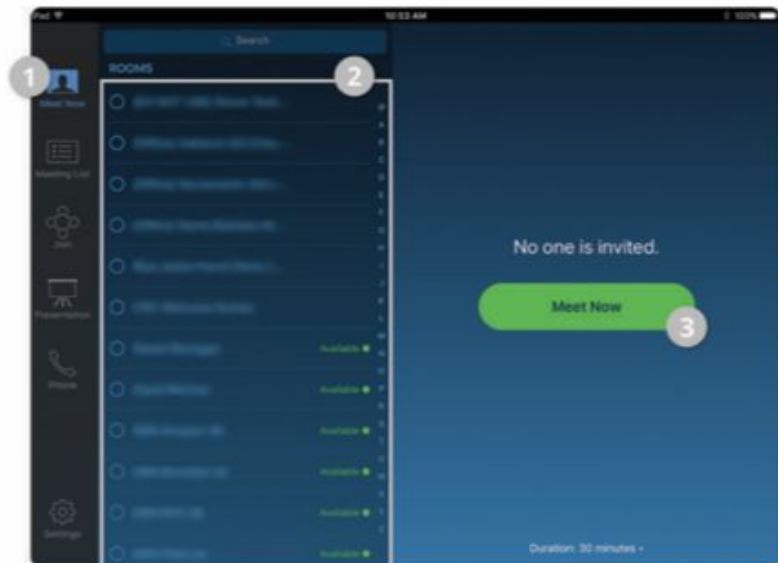
## Join a Meeting

- 1 Tap the **Join** icon on the menu bar.
- 2 Enter the **Meeting ID** on the number pad.
- 3 Tap **Join** to join the meeting.



## Meet Now

- 1 Tap the **Meet Now** icon on the menu bar.
- 2 Select **rooms, contacts and H.323/SIP** endpoints to invite.
- 3 Tap **Meet Now** to start an instant meeting.

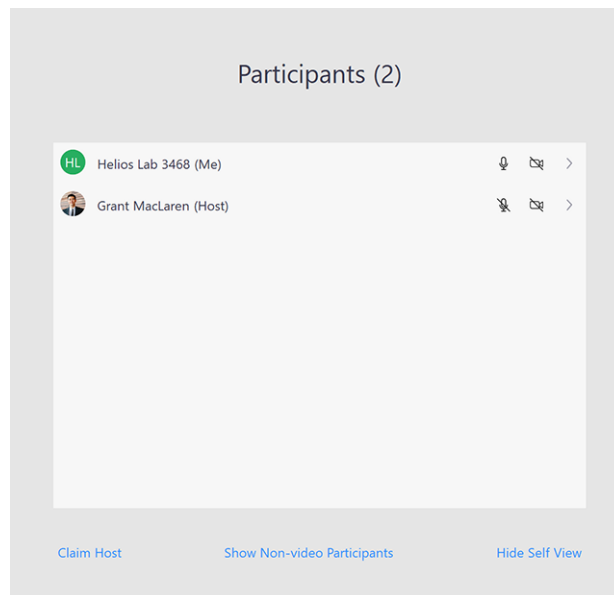


**Tip** Tap the **∨** icon to adjust the duration of the meeting.

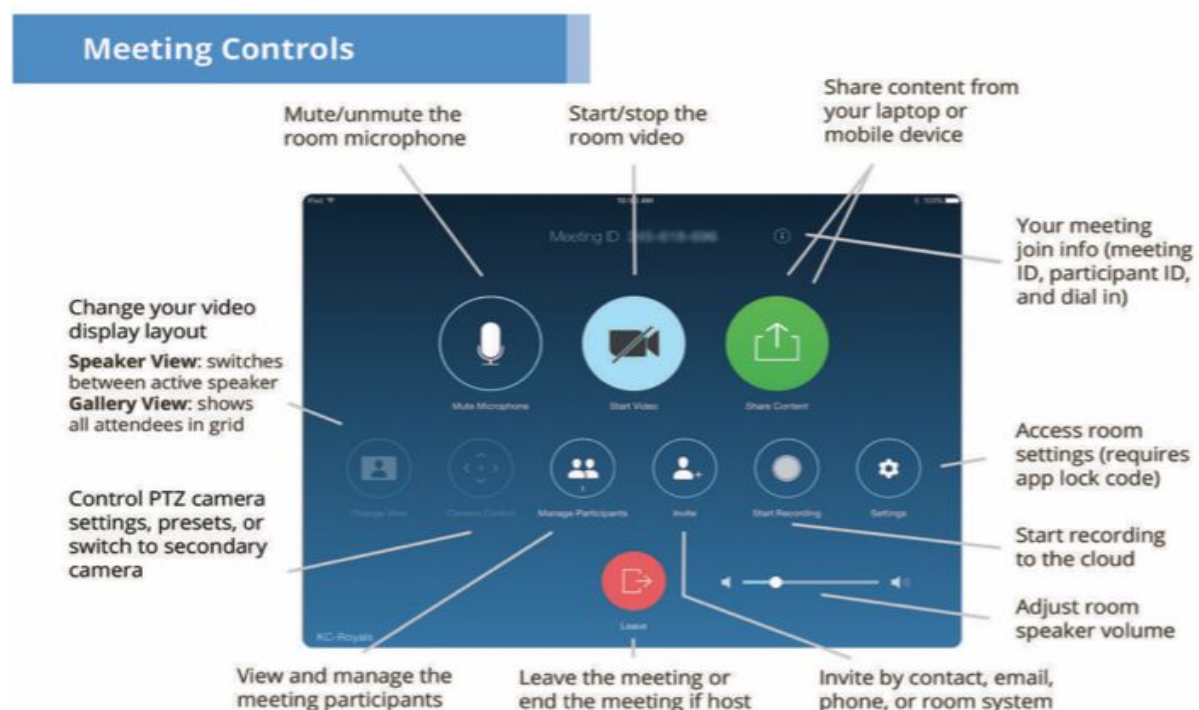
## Step Three: Engage and Interact

### Participants List Controls as an Attendee

Tap Participants in the meeting controls to access these features:

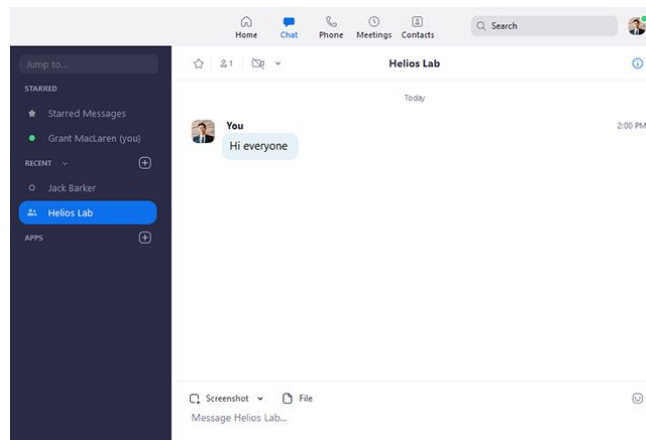


- Tap your name in the participants list, then tap Raise Hand to indicate that you need something from the meeting host. You will see a hand icon beside your name in the participants list.
- Claim Host: Switch to the host. You will be prompted to enter the [host key](#).
- Show/Hide Non-video Participants: Show or hide participant's name or profile picture on the Zoom Room's display if their video is turned off.
- Show/Hide self view: Show or hide your video feed on the Zoom Room's display. If video is turned off, this will show or hide your name or profile picture.
- Click here for a quick overview of controls when connected to a meeting
  - -----> [ZOOM MEETING CONTROLS](#)

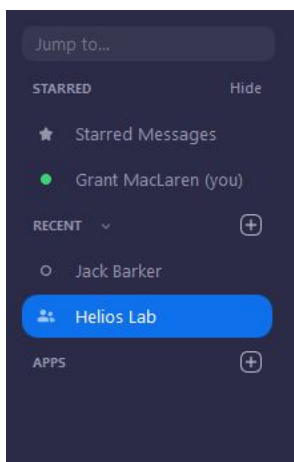



# Chat

Select the Chat tab to view private conversations with your contacts or group conversations ([channels](#)).



You can access these features in the left-side panel:



- Jump to search box: Search for a contact or channel.
- Starrd Messages: View messages you have [starrd](#).
- Click your name to use your [personal chat space](#).
- Add icon  (next to Recent): Start a new chat with one of your contacts, [create a channel](#) for group chats, or [join an existing channel](#).
- Under Recent, click a contact to view chat history and continue to chat with them. Contacts have a [status icon](#) before their name.



- Under Recent, click a [channel](#) (indicated by the group icon before the name) to view the channel's chat history and send messages to channel members.



After selecting a contact or channel in the left-side panel, you can use these features in the chat window:

If you know the meeting ID, you can join a meeting currently in progress from your Zoom Rooms for Touch.

1. From the home screen, tap Join. The keypad will display.
2. Enter the meeting ID of the meeting you want to join.
3. Tap Join Meeting. You will have access to the [in-meeting controls](#).