

Using Zoom for Videoconferencing (Tips for Northland Trainees)

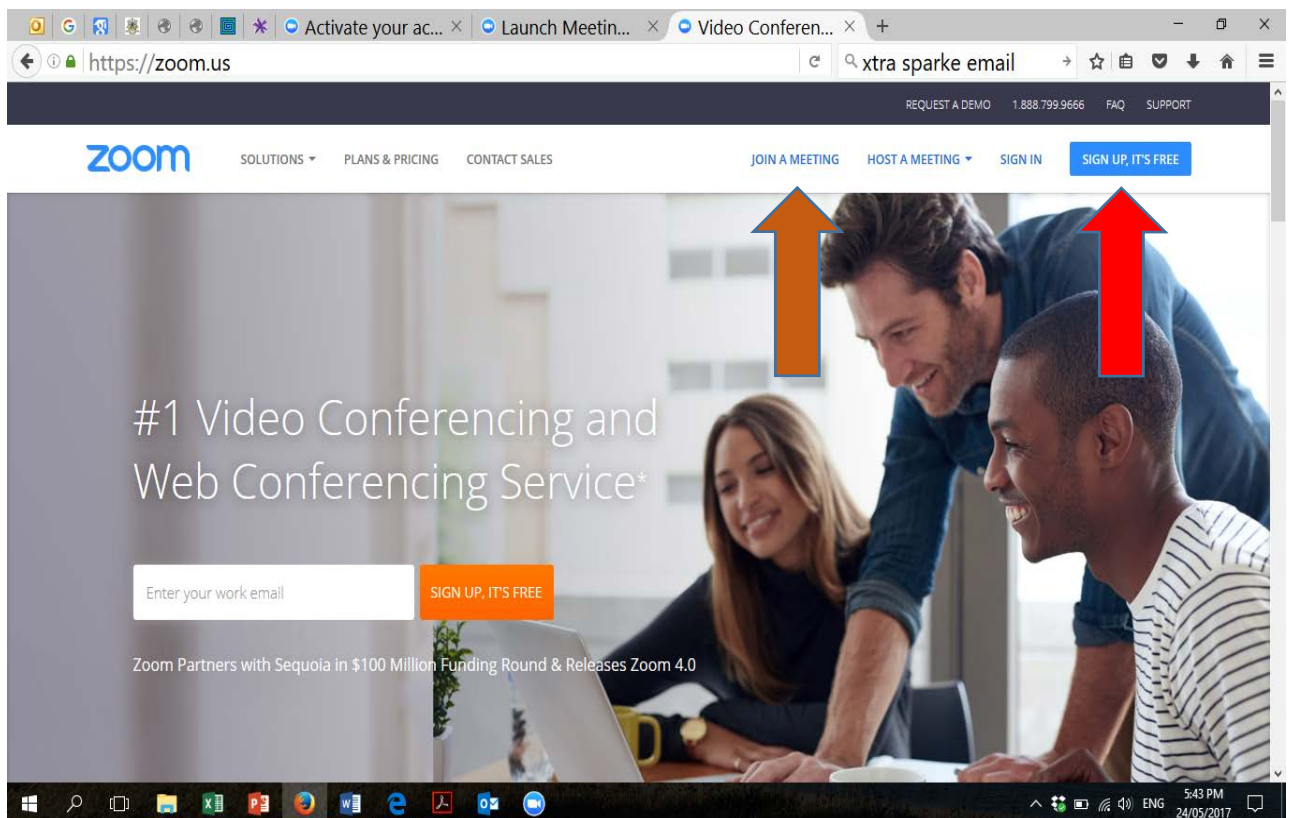
Watch this brief YouTube clip introducing Zoom

<https://www.youtube.com/watch?v=BGH1y70zSkq>

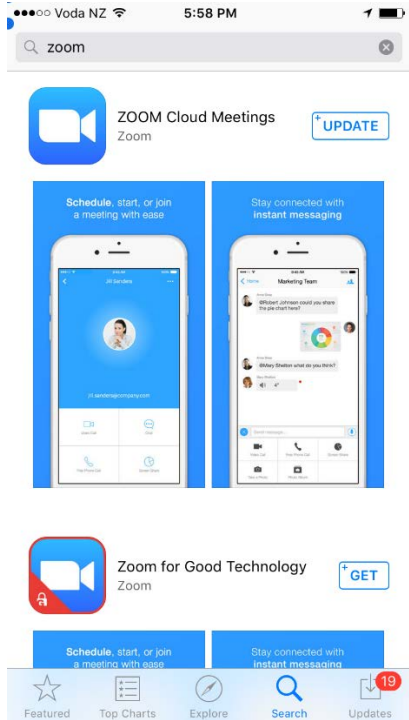
Using Zoom for the first time

Step 1: Desktop or laptop, go to <https://zoom.us/>

Click **SIGN UP IT'S FREE** (RED arrow) and follow the instruction, which will eventually take you to downloading the Zoom app.



For devices like iPhone or iPad, go to the app store and search "Zoom" and download the app



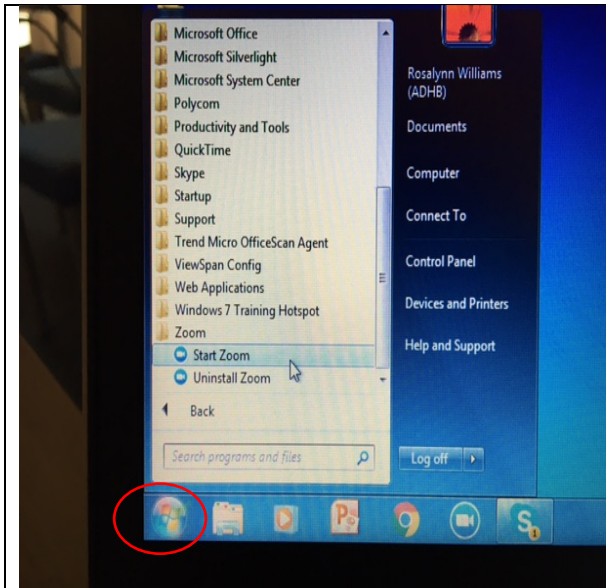
Step 2: Join a meeting by clicking **JOIN A MEETING** (brown arrow, first picture on page 1)

The meeting ID is

- Stage 1 = 137 985 288
- Stage 2 2nd Year = 456 459 175
- Stage 2 3rd Year = 574 765 124
- Stage 3 = 707 752 688

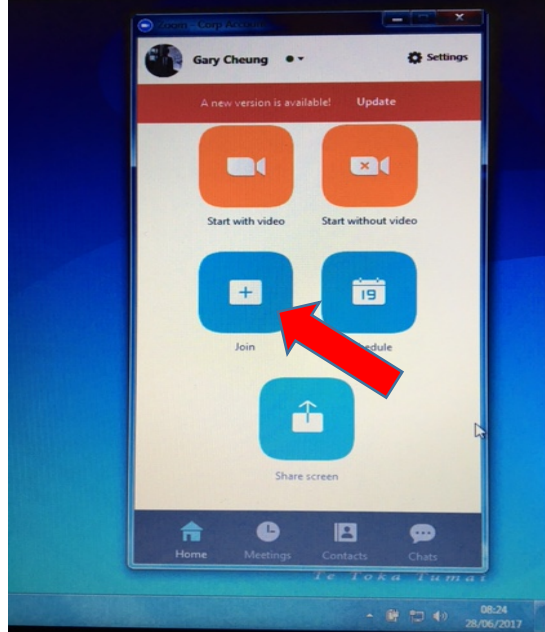
IF you don't have Zoom app downloaded, entering this meeting ID should take you to the download

Using Zoom once it is downloaded to your desktop



Step 1

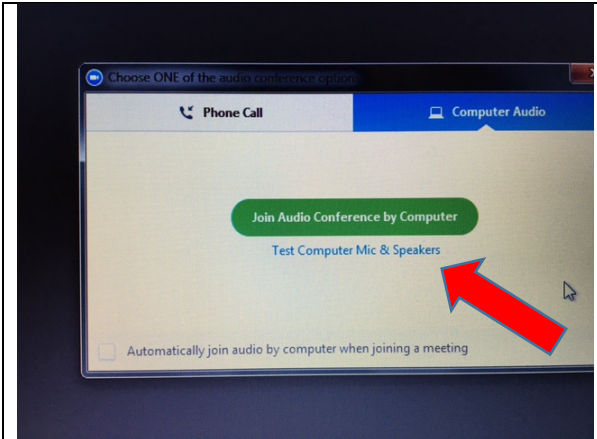
- Click on the icon bottom left of the screen (RED CIRCLE in the picture)
- Choose Start Zoom



Step 2

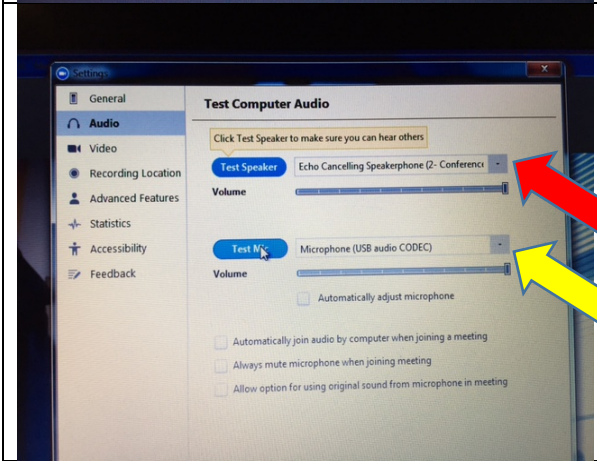
- This Zoom app should appear
- If not, you will be prompted to enter your login details.
- Click on the JOIN icon and enter the Meeting ID

Stage 1 = 137 985 288
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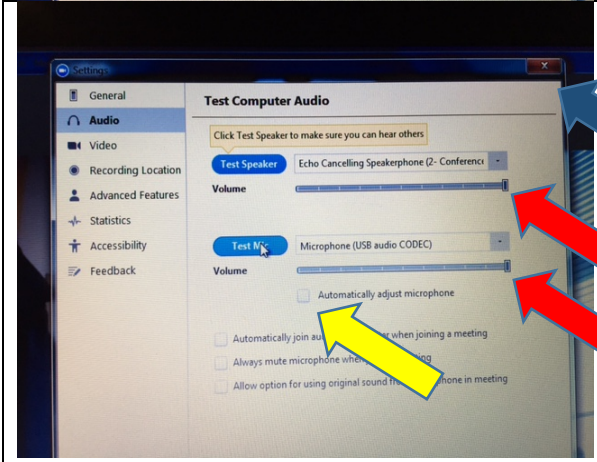
Step 3

- Good idea to check the Mic and Speakers to make sure they are all working before starting Zoom
- Click Test Computer Mic & Speakers



Step 4

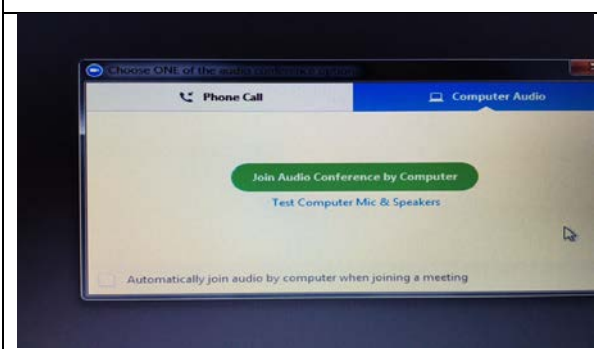
- Make sure you have chosen the right speaker and mic (RED ARROW) and (YELLOW ARROW)
- Click Test Speaker and you should hear some sound
- Click Test Mic and say a few words. Click Test Mic again and you should hear what you have just said



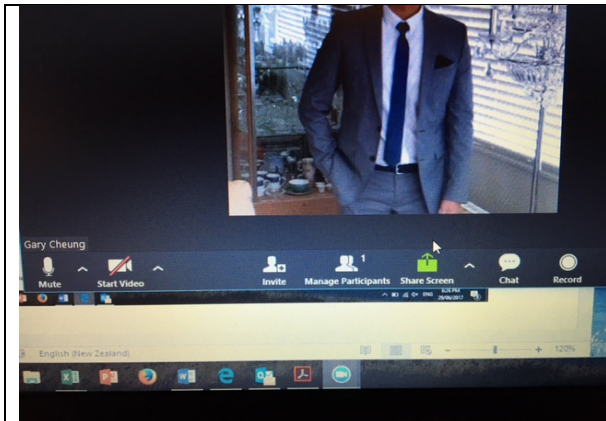
For best performance, make sure Automatically adjust microphone is **unticked**. (YELLOW ARROW)

The volume bar should be dragged to the right end. (RED ARROW)

- Close this box when you finish testing the speakers and mic (BLUE ARROW)

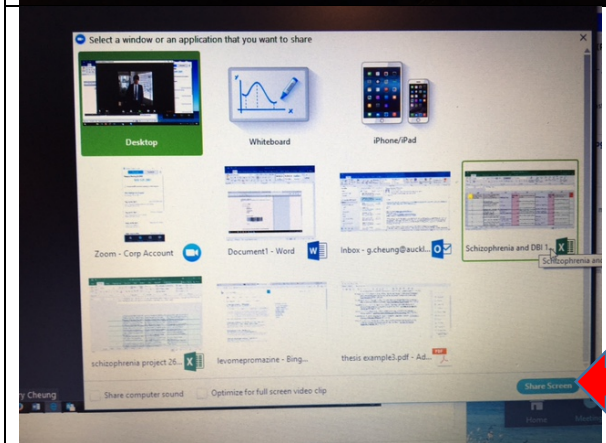


You are now ready to start Zoom by clicking "Join Audio Conference by Computer"



Sharing files

- You can share anything (e.g. PowerPoint, YouTube) opened on your desktop with other Zoom participants.
- First, open the file and leave it open on your desktop
- Click on the green **Share Screen** button along the bottom of the Zoom screen



Now choose the file you want to share by moving the **Green box**. Best to choose **Desktop** so you share everything on your desktop with other people on Zoom.

Next click **Share Screen** (Bottom right of the Zoom Screen)

If something went wrong during Zoom, e.g. video/sound not working at the teaching room end or the participant's end, you can **END MEETING** (right bottom corner) and then choose **End Meeting for All**. Start again from Step 2.