Using Zoom for Videoconferencing - for the academic programme
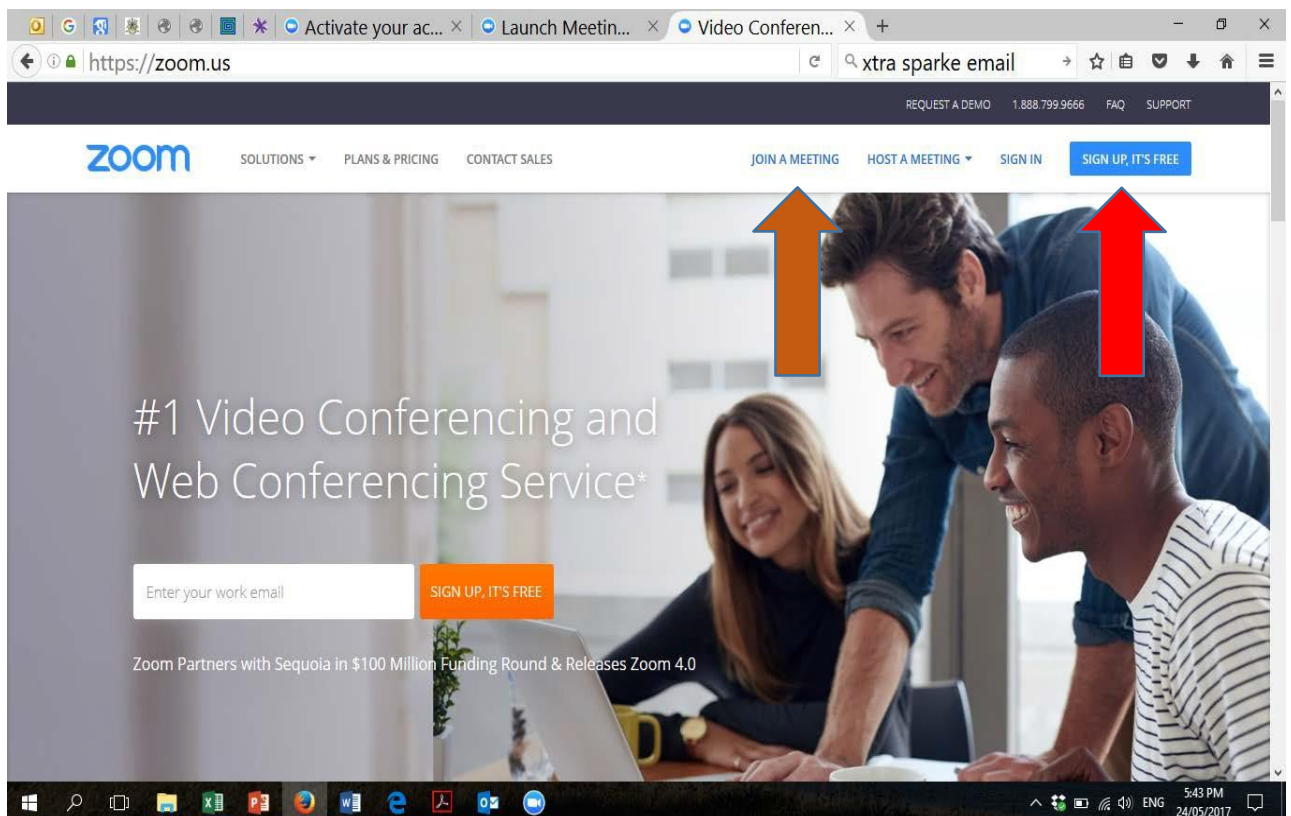
Watch this brief YouTube clip introducing Zoom
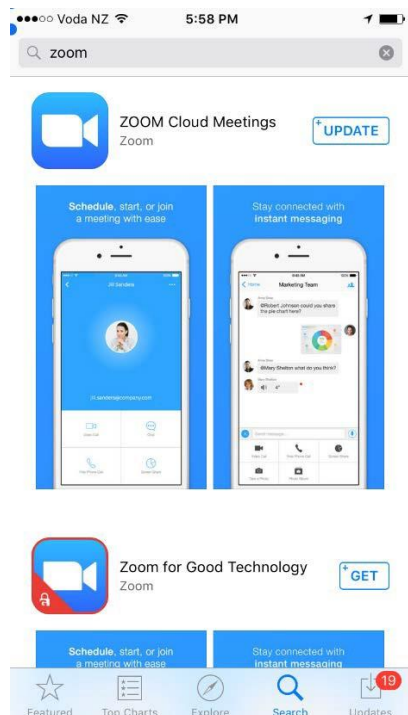
https://www.youtube.com/watch?v=BGH1y70zSkg

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 dial-in numbers are:

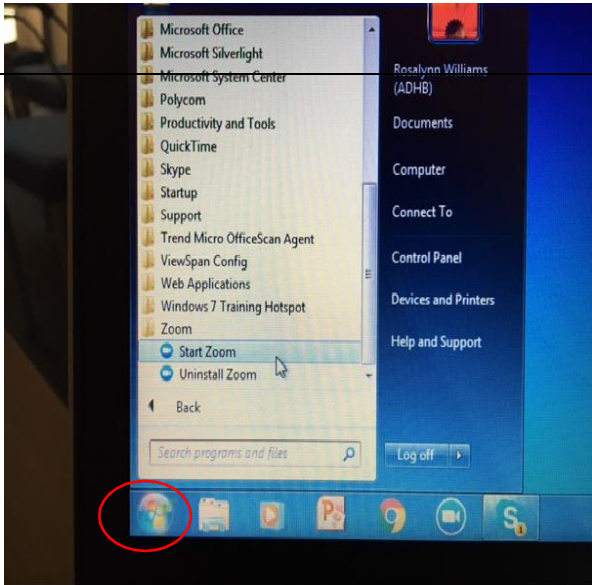ST1 dial-in code = 982 8516 8471 no password

2nd year dial-in code = 856 5315 6095 password 2nd

3rd year dial-in code = 976 5280 4806 no password

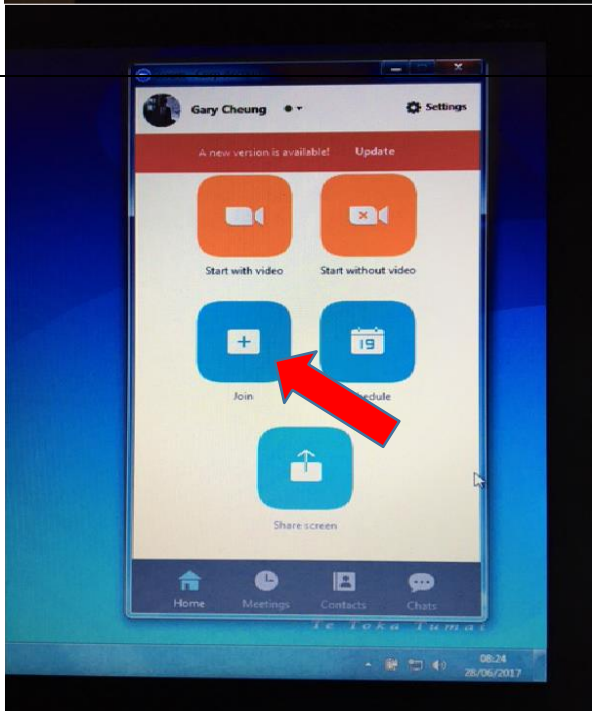ST3 dial-in code = 837 5164 9790 password ST3

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

Using Zoom once it's downloaded to your desktop (fairly similar on a mobile device, maybe a bit simpler)

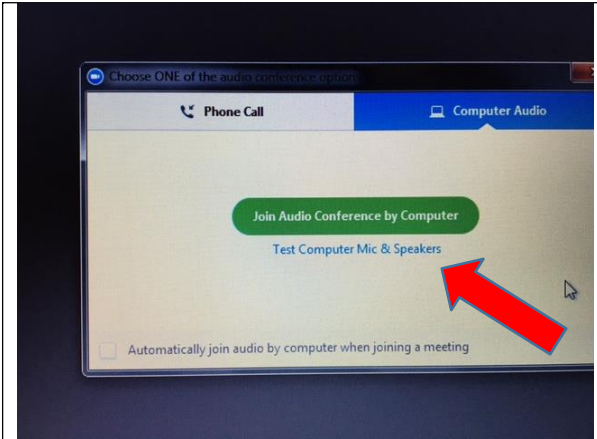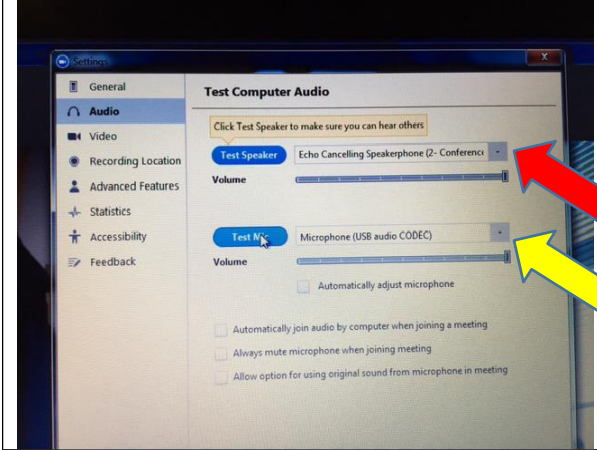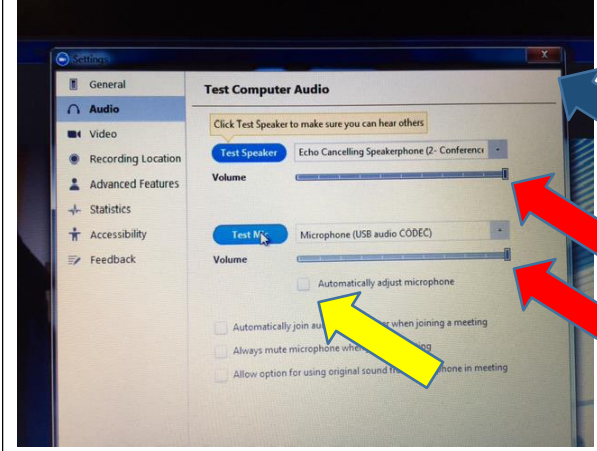|	
	Step 1 - Click on the icon bottom left of the screen (RED CIRCLE in the picture) - Choose Start Zoom
	Step 2 - This Zoom app should appear - If not, you will be prompted to enter your login details. - Click on the JOIN icon and enter the meeting no.: ST1 dial-in code = 982 8516 8471 no password 2nd year dial-in code = 856 5315 6095 password 2nd 3rd year dial-in code = 976 5280 4806 no password ST3 dial-in code = 837 5164 9790 password ST3

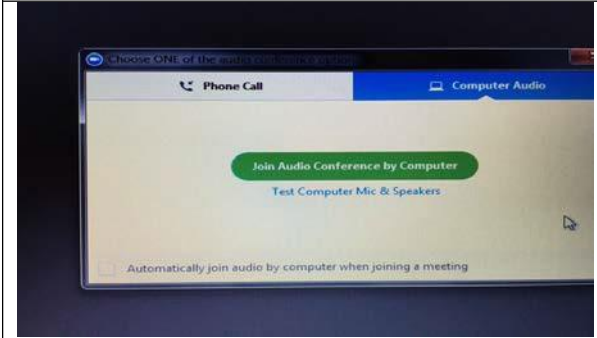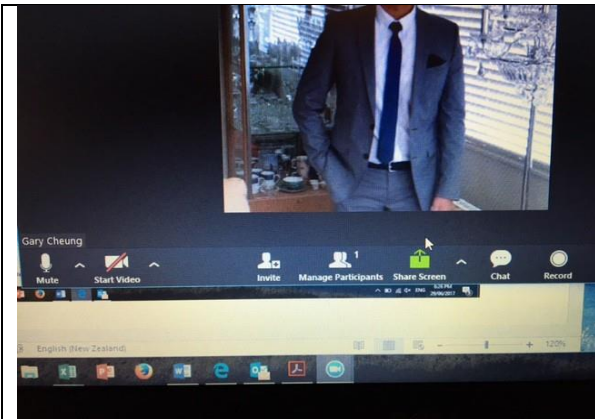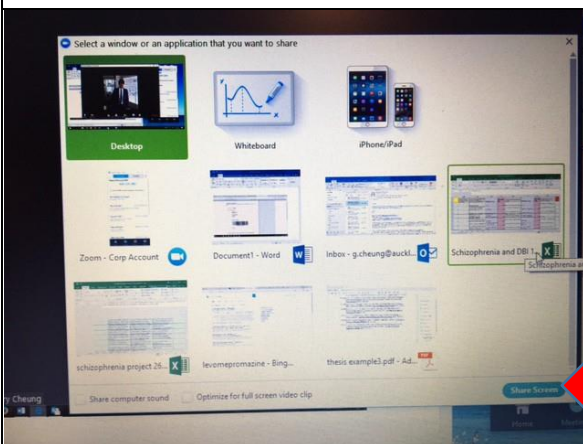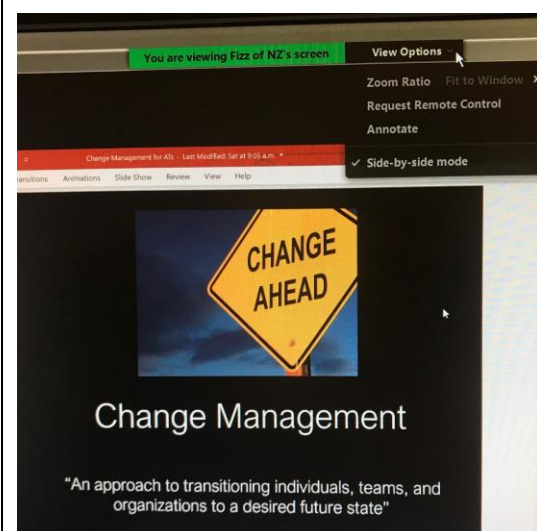|	
	Step 3 - Good idea to check the Mic and Speakers to make sure they are all working before starting Zoom - Click Test Computer Mic & Speakers
	Step 4 - Make sure you have chosen the right speaker and mic (RED ARROW) and (YELLOW ARROW) - Click Test Speaker and you should hear some sound - Click Test 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. saved image files, internet URLs etc.) opened on your desktop with other Zoom participants. - First, open the file and leave it open on your desktop - Click on the green <mark>Share Screen</mark> button along the bottom of the Zoom screen - NB: to share something else – e.g. a video not the ppt, the teacher needs to use <mark>new share</mark> from the sharing bar – hover mouse above top of screen (above sharing bar) to see it.
	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)
	Side-by-Side View Mode The best "view" (screen arrangement) to use when sharing a screen with a video or powerpoint etc. when there are several participants, is **"side by side",** as then you can see the ppt AND all the participants with no overlap. Individual participants will need to change their "view" to this. Select "View Options" from the Share screen bar as shown.

If something goes wrong while Zooming, e.g. video/sound not working at the host end or participant end, you can END MEETING (right bottom corner) and then choose End Meeting for All. Start again from Step 2.

If you're a participant not the host, end the meeting then dial back in.