# Basic Installation of Zoom and Connecting to Zoom a meeting

Zoom is free for personal use up to 100 people at a time for 40 minutes.
Beyond that paid subscriptions are used.

These capacity limits apply only to the person setting up the meeting. So if you are invited to a lengthy meeting it is the "host" who needs the appropriate paid account.

1.   For a PC download the ZOOM App from https://zoom.us/download
         For Tablet and SmartPhone The App can be downloaded via the App Store

2.   Register your name and email then create (and save) a password
         Answer a few questions re age and "are you a robot".
         An Email is sent to the registered address and you confirm the details.

         To start a meeting open the installed App.
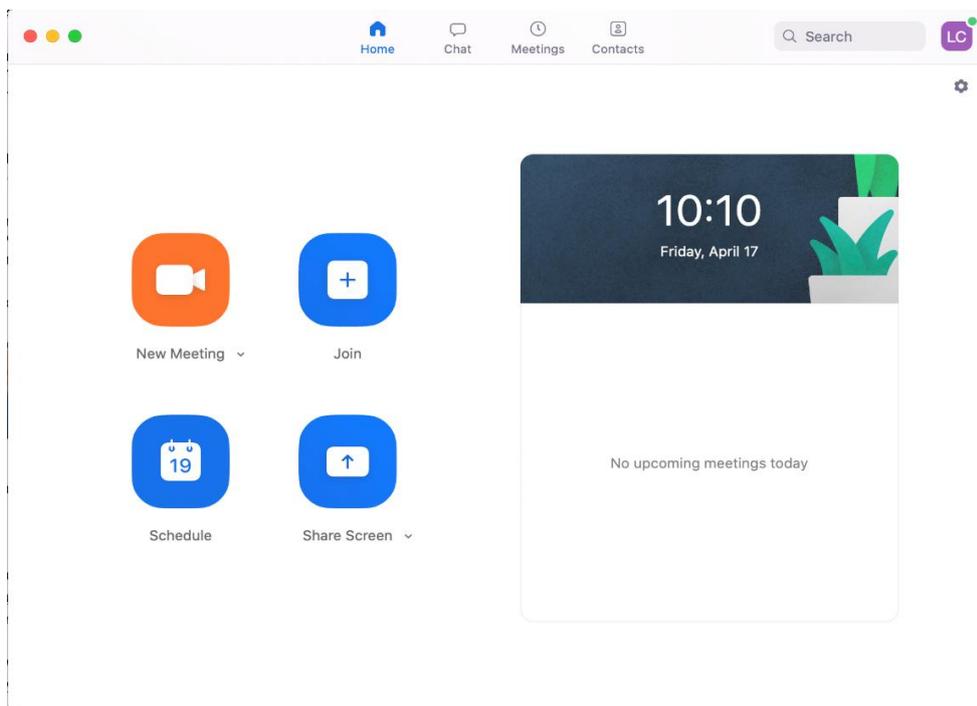
3.   When you start Zoom the above screen opens:
         Your initials should appear top RHS
         On a Tablet/Phone you will also have 3 dots at the top RHS, touching those opens some   settings/controls.
You can start your own meeting or join another meeting. In fact you can start your own "solo" meeting just to practice.

8.   When you are invited to participate in a meeting you will be sent something like this:
         https://us04web.zoom.us/j/798519939?pwd=NmovUmZSaXJxck42cDhmblQ3WlJ0Zz09
         Meeting ID: 798 519 939

Password: 076019

9.   Click on the link and then in the appropriate places enter the ID and Password if that is required by the host.
Remember to click on Audio and Video then "Join". (The host may not insist on an ID or password)

WAITING ROOM: The host may have activated a Waiting Room. So when you connect you will receive a message along the lines of, "You are in the Waiting Room waiting to be admitted". The organiser has to "Let You In".

10.   The host usually open the meeting some 10-15 minutes before the advertised meeting time. This gives participants time to check Audio and Video settings and have some banter. At any stage you can leave the meeting.

VIEWS When you are connected you will probably see this screen with a picture of yourself. At the top right there is the view control where you choose between Gallery and Speaker and then Full Screen. The Gallery view is shown below, while Speaker view reacts to the person talking and promotes them to a large share of the screen. When you exit Full Screen view you are able to access and use your computer Task Bar which is useful for Screen Sharing to be covered at 11i below.

11.   a. With your screen open, run your cursor or finger to the bottom of the screen and a Pop-Up   Zoom Control Bar will appear

b. **Mute** Click on the Up Arrow beside **Mute** and check your Microphone and sound are correctly selected, usually <Computer microphone and Speakers>

c. **Stop Video**. Click on the up arrow to check your video camera-usually built in unless with older PC's where you may have an external video camera

d. You can also get to Virtual Background controls here which disguises your room.

e. NOTE: Clicking on the **Microphone** and **Video** Symbols will Mute/Stop your feed!

f. **Invite**- is where we can invite people to a session- I usually do it via email!

g. **Manage Participants**, here the host can Mute etc.

h**. Chat**: Clicking on this opens the right-hand side list of people and the typed messages going backwards and forwards.