



Zoom 2 How to schedule and host a Zoom meeting (2 pages)

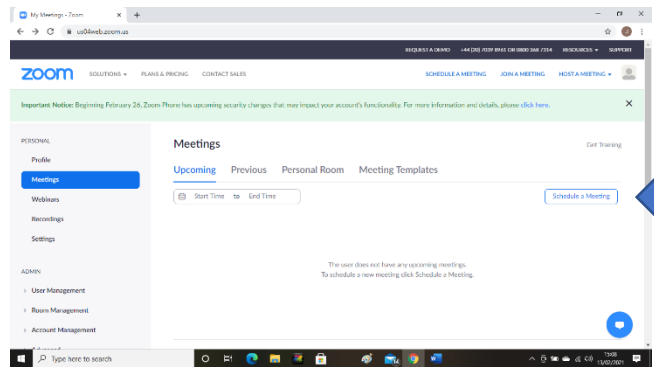
To schedule a meeting, you will need to sign into a Zoom account from their website and install Zoom.

<https://zoom.us/meetings> It is free for up to 100 people for a maximum of 40 minutes or you can upgrade and pay a subscription for longer, or it is possible to restart your meeting too.

Setting up a meeting once Zoom has been downloaded onto a device start from the home page.

Click **Meetings** and click **Schedule a Meeting**. Select the meeting options. (Note that some of these options might not be available/different depending on your version of Zoom and device used)

Topic: Enter a topic and description for your meeting. When, set the date and time. (Duration, maximum is 40 minutes if using free Zoom). Time zone should be set automatically to GMT London.



Meeting ID Generate automatically should have blue dot.

Security check there is a tick next to waiting room. Passcode is set automatically and is unique to that meeting (it is not your individual password you used to sign into Zoom but generated by Zoom unique for each meeting). This helps keep the meeting secure.

Waiting Room It is a good idea to have a waiting room, especially if time limited, so you can admit everyone when meeting starts.

Video You probably need blue dot next to both host and participant depending on format of meeting. Participants can turn their own video off if prefer and you, or they, can click on mute during a meeting. Meeting options are off unless required so can be left blank. If **Audio**, then both telephone and computer audio have a blue dot.

NB Click **Save** to finish. On the next screen you see what you have set up. Look on the righthand side of the page, (note there is a start this meeting tab you need later!) Below that click on **copy invitation** to Copy these details, then click on **Copy meeting invitation**. Then open your email account and click new or compose to write a new email and paste these details to participants of your Zoom meeting, add your own personal message too if you wish. If prefer the Calendar can be utilised. Alternatively, Outlook, if used, generates an email automatically when you press save then simply fill in recipients email addresses and send. This email to invited participants contains the link they need to click on to join the meeting. Mobile device users need to download an app first. It is also possible to join by telephone. Find help here:

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>



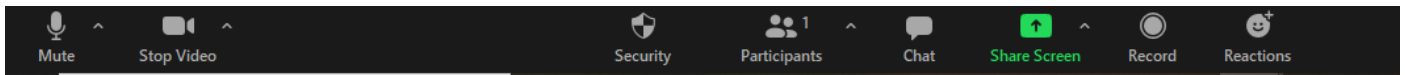
Norfolk Federation of WIs

Charity Number: 227411



Brought to you by Norfolk WI Digital team
'fuelled by Friendship'.

(2nd page of 2 pages) To host a meeting Go to <https://zoom.us/> At the top there is a tab **Resources**, clicking on this gives a dropdown menu with video tutorials on how to use Zoom, training, and virtual backgrounds. Log in to your Zoom account to make sure you are familiar with the task bar - click on **Host a Meeting**, then click on **with video on**, below the picture of you are icons for *mute*, *video* etc (hover mouse towards the bottom of the screen if they are not visible) *Participants* is where you find the waiting room. *Chat* allows texting messages. *Share screen* useful in meetings and for a speaker.



When familiar with menu and options you are ready to host a meeting by clicking on **Host a Meeting** or the **start meeting** after logging into your account at the time arranged. Permit entry to all in waiting room, all they must do is click on the link from the email, beginning HTTPS and may be blue. If this message appears 'Having issues with Zoom Client? Join from Your Browser' the Meeting ID and passcode from the email needs to be copied and pasted into the search engine, Google, Safari, Edge (the https:// line). Watch for late arrivals and admit. Sound and vision on devices must be enabled and "join with audio" and "join with video" selected. Check there is a camera on the device enabled and working and not being used by another application. (if not, a black rectangle appears with name only). Check that the microphone is on and sound at correct level. If required e.g., for a speaker, it is important when creating a meeting to check settings when logging into Zoom account to allow screen sharing. Remember settings may be different if using free Zoom account or a paid subscription and depending on which device you are using. If you set up regular meetings it is possible to save a template to save settings.

Enjoy your meetings! Need further help? Please contact the digital team. Email: winorfolkdigitalhelp@gmail.com

Suggested Zoom etiquette:

- **Sound.** Know how to use task bar and menu to access *mute* to limit distractions and background noises, coughing, dog barking, telephone or tv during meeting. Know that there is a Zoom volume level and your computer volume. You can test your sound level when prompted.
- **Video.** Click on *stop video* (a black rectangle and name appears on the screen) to turn the camera off and just listen or when leaving the room. Alternatively have a card or cloth to cover camera. Be aware of lighting/ posture/seating/background. Check what your image looks like on the screen.
- **Name.** Type your name before joining meeting or you may be called HP or iPad or Archibald's laptop! A dropdown menu may be 3 dots or 3 dashes on your device to change your name.
- **Security.** *mute* participants – important to avoid distracting noises or interruptions. *enable chat* – especially useful for people to indicate they wish to speak or ask question or comment. *waiting room* - arrive in waiting room at least 5 minutes before meeting starts.

Evelyn Suffield House 45 All Saints Green Norwich NR1 3LY

Tel: 01603 624580

fedsec@norfolkwi.org.uk

www.thewi.org.uk/norfolk