*Latest: There have been a few reports on security issues when using Zoom for virtual meetings. We've reviewed these risks and, on balance, we've decided to continue using this application. The issue was around Zoom capturing technical information when used on an Apple device (iPhone or iPad). To stop this, if you or anyone you call uses an Apple device, please download the latest version of the app which fixes this issue.*

## Zoom Meeting Quick Guide

Zoom is a way to manage and host virtual meetings. If you receive an invitation to join a Zoom meeting and you have not attended one before you may be prompted to download some software. This is safe to accept and is necessary for you to use Zoom.

### For attendees

You will receive an email or meeting invitation containing a link to join the meeting. It will look similar to the following:



Join Zoom Meeting

https://us04web.zoom.us/j/000000000

Meeting ID: 101 101 101

Click on the link in the email to join the meeting, you will need:
- A headset and microphone, or ear buds to listen and participate
- A webcam (optional)

If you have not used Zoom before you will be directed to the Zoom website and from here you will need to click 'Open URL:Zoom Launcher'. After clicking this, a pop up box will open asking you to complete your registration. Please enter your details in this box and use your name so that the host can identify who has joined the meeting.

### Taking Part in a Zoom Meeting

When you join the meeting a window will open showing all other attendees. If you hover your mouse pointer over the bottom of the Zoom meeting window you will see the following controls:
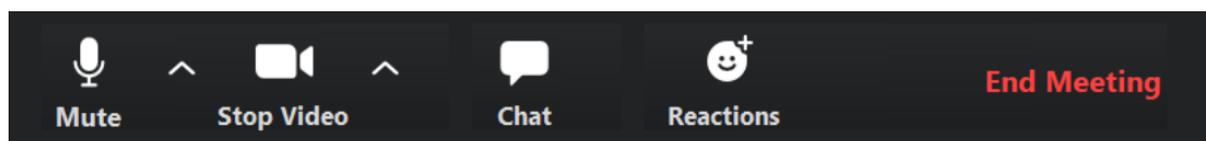


If you see any other controls here please refer to the "For Hosts" information further in this document.
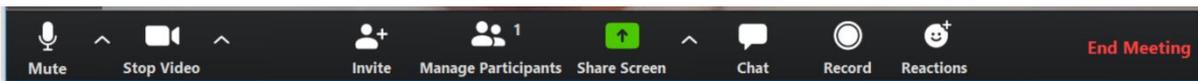
As a participant you can use the following controls:

- **Mute:** You can use this to mute or unmute your microphone when you wish to speak. If you have video enabled, other attendees will be able to see you when you speak.
- **Stop Video:** You can use this to switch your video / webcam on or off. If you do not have a webcam or if you choose not to display video your screen will display your name
- **Chat:** This will open a chat area on the right side of the zoom window. Here you can select type in instant messages to all meeting participants or you can directly messages specific participants by selecting them from the drop-down menu and typing in your message.
- **Reactions:** This will show an emoji on the screen
- **End Meeting:** Use this to leave the meeting.

## Hosting a Zoom Meeting

To host a meeting visit https://zoom.us/ and select HOST A MEETING. The free account will let you host a meeting for 30 minutes. You can either host a video meeting, where you will need a webcam, or a non-video or screen share meeting.

When you host a meeting a window will open and the meeting controls are available by hovering your mouse pointer at the bottom of the window. As a host, you will see more controls:



- **Mute:** You can use this to mute or unmute your microphone when you wish to speak. If you have video enabled, other attendees will be able to see you when you speak.
- **Stop Video:** You can use this to switch your video / webcam on or off. If you do not have a webcam or if you choose not to display video your screen will display your name
- **Invite:** Click on this to invite other attendees via email. You will then be prompted to select how to email the invitation:
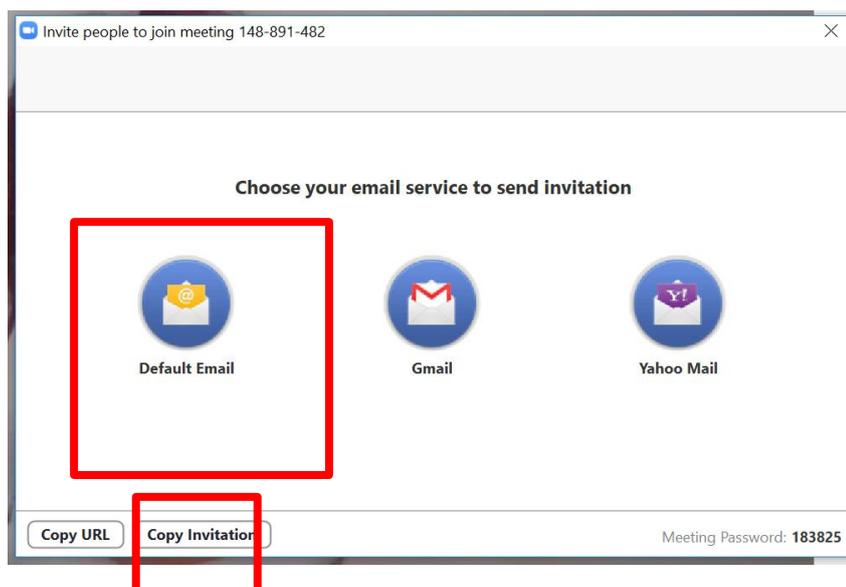


Click on **Default Email** to send the invitation through Outlook. If this does not work click on the Copy Invitation button. The will copy the invitation and the details can be pasted into an

empty email by using your "Ctrl" and "V" keys on your keyboard.  This can then be sent to participants.

- **Manage Participants:** This will open a window on the right side where you see a list of all participants in the meeting.  At the bottom of the window you will have the option to mute all participants.  If you click on the More button you will have the options to mute participants on entry and allow participants the option to mute or unmute themselves.
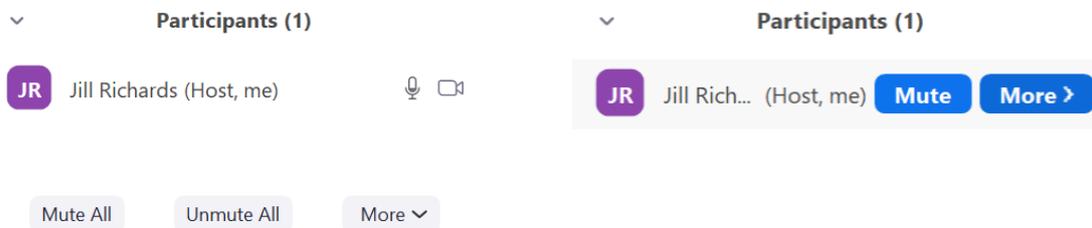


You can also select another participant and make them host should you need to leave the meeting.  Hover over the participant you want to make host and click on More, this will open a menu where you can select make host.

- **Share Screen:** This will allow you to share any content on your laptop / PC with other attendees.  If you have a number of applications open you will be prompted to select which you would like to share.



- **Chat:** This will open a chat area on the right side of the zoom window.  At the bottom of this window you will be able to type in instant messages to all meeting participants, or you can send messages to specific participants by selecting them from the drop-down menu and typing in your message.
- **Reactions:** This will show an emoji on the screen
- **Record:**  This will allow you to record the meeting.  Once you select record the button will change and give you the option to stop or pause recording.  When you stop recording or leave the meeting, Zoom will download the video file direct to your laptop / PC.  Zoom will create a folder in your Documents folder.
- **End Meeting:** Use this to end the meeting.  This will also end the meeting for all participants.