# Zoom Virtual Meetings

# Joining and creating virtual online meetings with

# Zoom



**March 2020**

**Rev 1.0**

# Contents

# Introduction

## i) What is Zoom

- "**Zoom**" is a company that provides video conferencing, online meetings, chat, and mobile collaboration services
- It is free to join a Zoom meeting, and you do not need to create a Zoom account to join a meeting, you only need to know the <u>meeting number</u>
- It is also free to create (host) a meeting, but you are limited to 45 minutes maximum video meeting time. You will need to create a Zoom account in order to create (host) a meeting.
  NB: a paid subscription removes the 45 minutes maximum video meeting time. Otherwise, simply re-start the meeting once the 45 minutes finishes (or re-start the meeting with a few minutes to go!)
- Zoom can be accessed from a PC, Apple computer, mobile phones, and tablets
- For more information, please visit the Zoom website:
  https://zoom.us/

## ii) Assumptions

- You already have Internet connection available on your device
- You have already created Zoom account (if you intend to Create and Host meetings)
- This guide makes references to a Computer (PC) running Microsoft Windows 10, and a Samsung Galaxy S10 mobile phone
- The Web Browser used in this document is Google Chrome
- Note; There are many video conferencing applications available, this document is for Zoom only
- Using Zoom via Tablet or Mobile phone, first requires the Zoom "App" to be installed. It is assumed you already have the Zoom app installed
  -For Android devices: visit the "Google Play" store to download
  -For Apple devices: visit the Apple store (known as "iTunes Store")

# Zoom costs for Al-Anon Family Groups

There is a cost to the group, a one-off payment of AU$24 to subscribe to the Zoom meeting set-up facility, then generate a Zoom meeting ID.

Once a sub is paid, the subscriber can set up a useful number of Zoom meetings and generate a useful number of Zoom meeting IDs, all for the one payment. For example, the Geelong district is paying the sub and all groups in our District can have a Zoom meeting ID, for one payment.

# Joining a Zoom meeting from your PC

## Step 1)

Ensure you first have the meeting number, or the meeting link. This should be circulated by the Host of the meetings and by group members in general

*NB: A "meeting link" automatically opens the zoom webpage (or the Zoom App) and enters the meeting number for you. But for this document we will assume you have been given only the meeting number by itself*

- A meeting link is in the form of: https://us04web.zoom.us/j/5770532397
- A meeting number in the form of: **577-053-2397**

## Step 2)

Open your web browser and browse to the follow website: https://zoom.us/
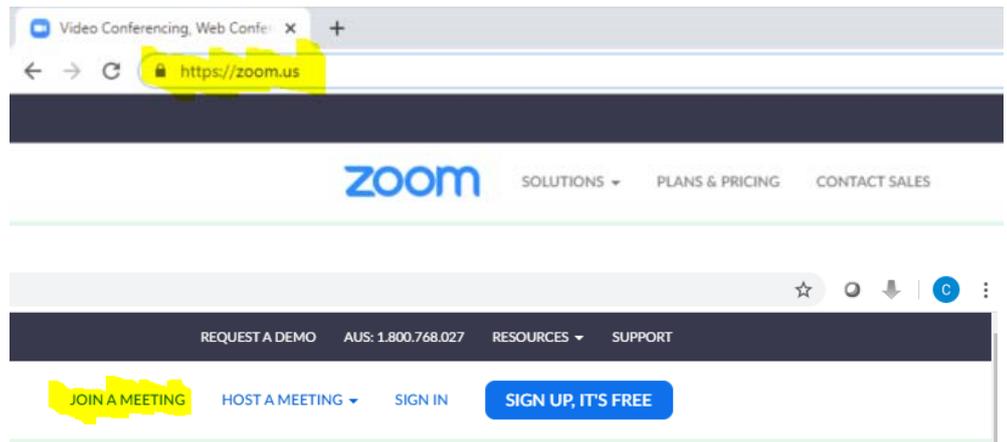
## Step 3)

Find the "join a meeting" option on the right hand-side of the page and click on Join

## Step 4)

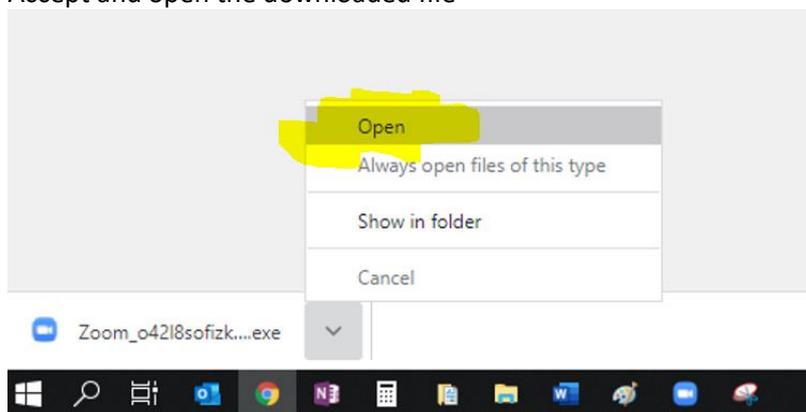Enter your specific meeting number into the box

**Step 5)**

If this is your first time using Zoom on the Computer, it will prompt you to accept a small download. Accept and open the downloaded file

## Step 6)

Once the file is installed it will open a zoom window; Click on "join meeting" and proceed into the virtual meeting. The quality of the user experience will always depend on how good your internet connection is. In the event that the quality is poor, turn off your camera and use audio only; this will increase the experience of the meeting

It's a good idea to also go on 'Mute' when not speaking, this will prevent the active speaker window from flicking around due to background noise of other people in the meeting
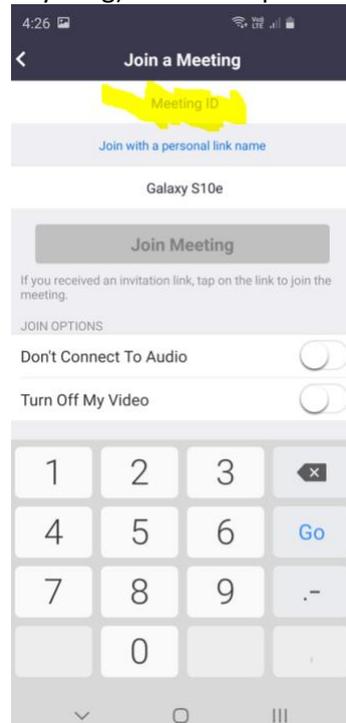
# Joining a Zoom meeting from your mobile phone of tablet

## Step 1)

Open the Zoom App on your phone, and tap on the "join a meeting" button
(your screen may look slightly different than below)



## Step 2)

Enter the meeting number in the "meeting ID" field at the top and enter your display name (this can be anything). And then press on "join meeting"
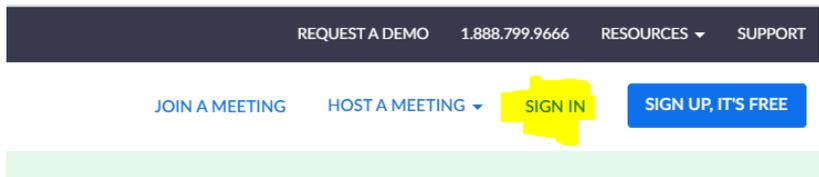


## Step 3)

You will proceed into the meeting.

*\*\*Remember, if you have been given a meeting link, the Zoom app will automatically open and the meeting number will be added automatically*

# Creating and Hosting a Zoom Meeting from your PC

## Step 1)

Navigate to https://zoom.us/ and sign in with your Zoom account
*(NB, This section assumes you have already created your free Zoom account)*



## Step 2)

Once logged in, you will come to your Profile page. Take note of your meeting number and meeting ID; this will be the information other people will need in order to join your meeting..!
You can either SMS or email your meeting information to others



## Step 3)

Click on "Host a meeting" in the right hand corner, and choose either with Video or without Video
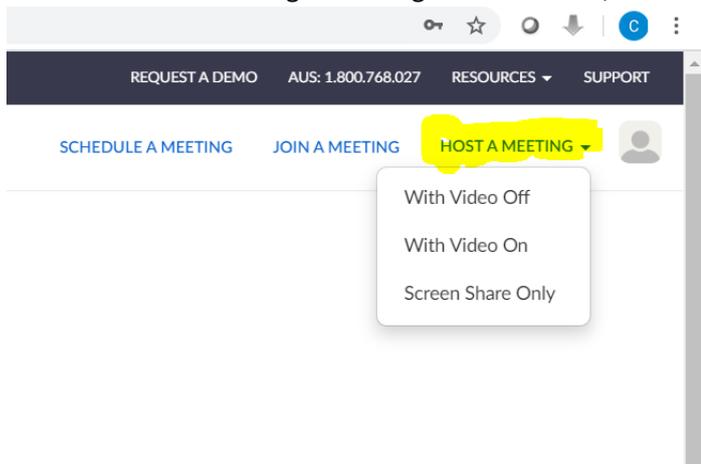


## Step 4)

Click on "Open Zoom" when prompted (or accept the download if you have not used Zoom before on your computer). The meeting will now commence, and others can join. Congratulations...!
(NB; Remember, the free account has a 40 minute maximum meeting time. You will need to re-start the meeting after 40 minutes)
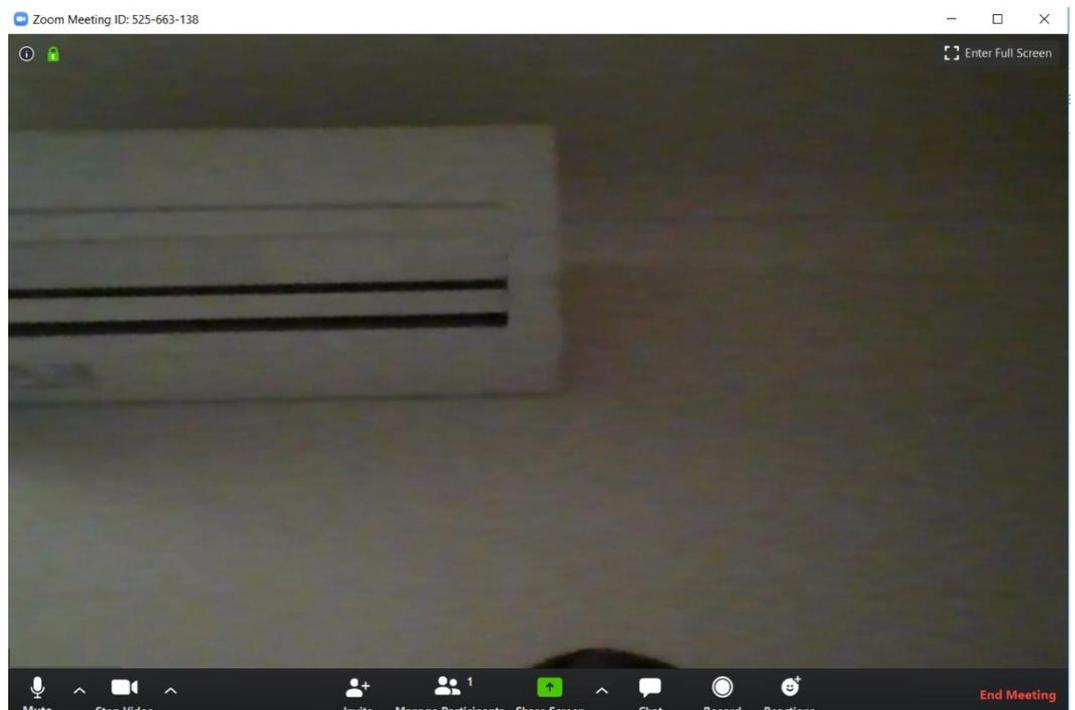
## Step 4 (Optional)

Alternately, you can choose to "Schedule a new Meeting". This creates a unique meeting ID & number for each meeting rather than use your permeant meeting number assigned to your account.
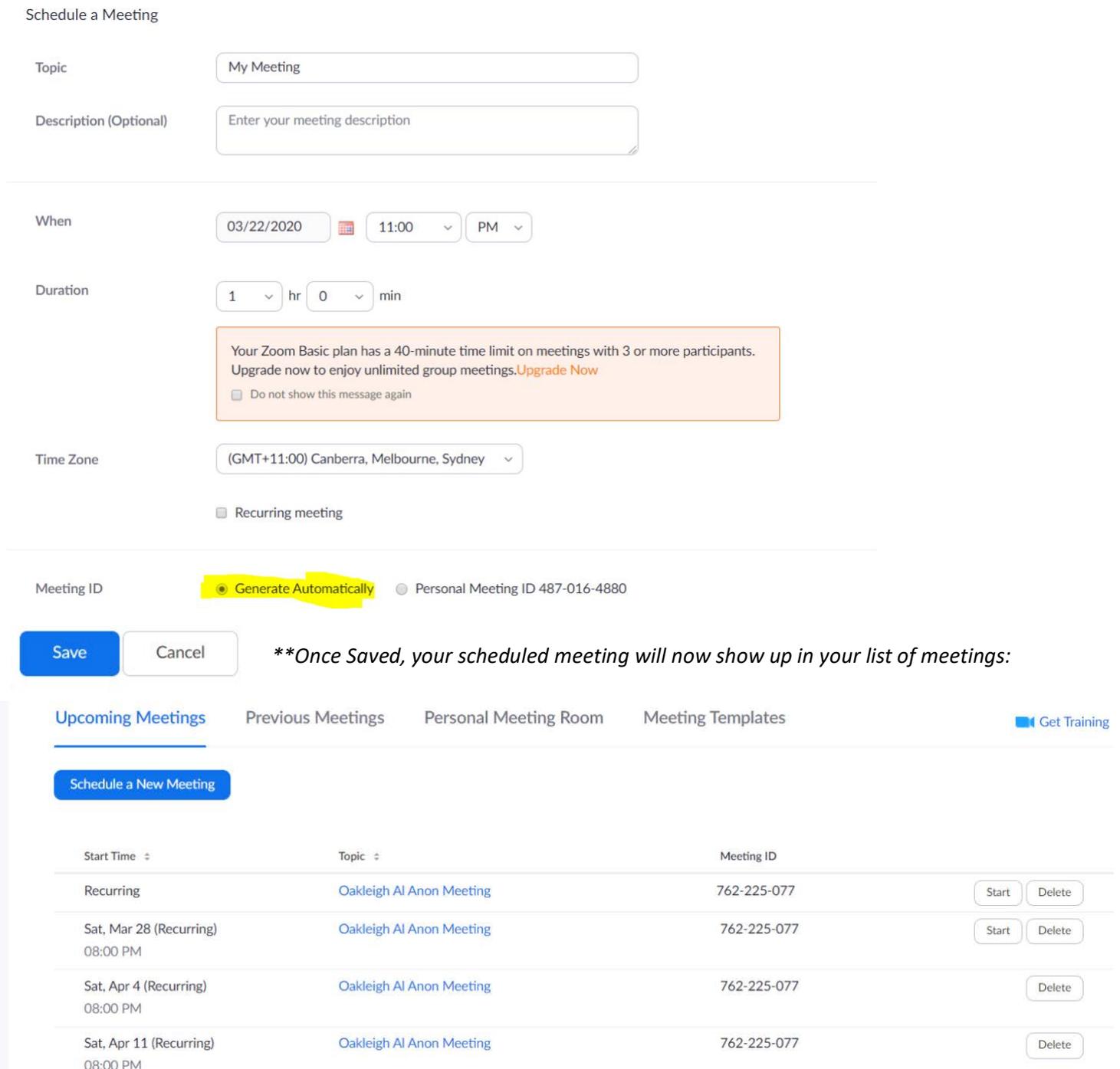You might want to do this if you want to have a specific meeting ID for each meeting you intend to host



## Step 4b, Optional)

Once you click on "Schedule a New meeting", you will be presented with form; fill out the information as needed and click on "Save" at the bottom of the form.



**Once Saved, your scheduled meeting will now show up in your list of meetings:*

# Creating and Hosting a Zoom Meeting from your Mobile phone or tablet

## Step 1)

Locate and Open your Zoom app on your device
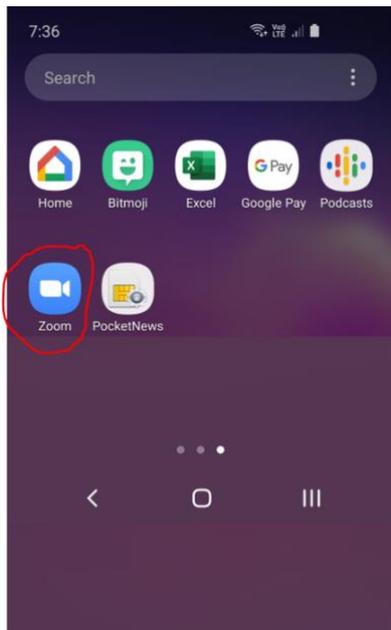


## Step 2)

Press the "sign in" option and enter your Zoom account details

## Step 3)

Once signed in, you have the option to simply start a "**New Meeting**" with the meeting ID associated with your Zoom account.

Or, you can choose to "Schedule" a meeting with its own unique meeting ID; you might want to do this if you want to have a specific meeting ID for each meeting you intend to host
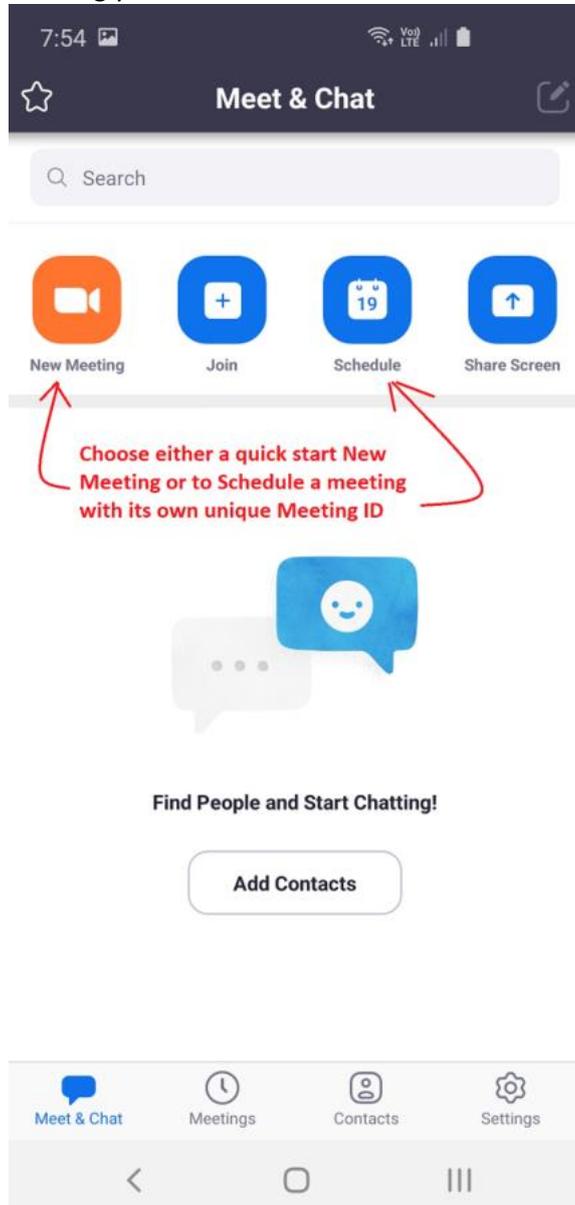
*\*\*If you choose to "**Schedule**" a meeting rather than a quick start "new meeting", go through and fill out all the relevant details; taking note of the meeting ID that is generated; you will need to send this to everyone else so they can join..!*

# Step 4)

Once the meeting starts, you can always see your meeting ID at the top of the screen
(Others will need this number to join)