



Easy Guide to Using Zoom

Participating Online



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What Out for ... Tips & Tricks

To help make things just a little easier

Overview

The tools we use for online engagement are not complicated, but if you are unfamiliar with them they can appear daunting. That's why we've created this guide.

You will need some key things to get connected for our online sessions—this guide focuses on Zoom.

Zoom is really easy to use but you will need some basic kit:

A computer—preferably with a camera, speakers and microphone but we can work around some of that so keep reading.

A stable internet connection— you can access Zoom through an internet browser like Google Chrome or Internet Explorer on your computer with a simple click.



Tip

If you do not have a computer you can just as easily connect using a Tablet or a Smart phone.



Trick

Restart your computer 1/2 hour or so before you come into the session and make sure you close any applications (e.g. email, Word, etc.)

Zoom : What is it & What Does it Do?

Zoom is web-based video technology that lets us see each other (if you have a camera) and have more meaningful conversations.

Zoom has lots of different functions that let us connect, like an in-meeting 'chat' facility and we will delve into some of those to get you familiar with all that it can do.



Tip

Come in early to give yourself plenty of time to set up and get comfortable with the environment.

Getting Connected with Zoom

Your meeting host will send you a link which looks something like this: <https://zoom.us/j/605179126>



Just click on the link with your mouse, or activate via your tablet or phone touch screen.

Tip

The first time you use Zoom it will download a small piece of software to your computer, tablet or phone—but the process is so quick and easy you might not even notice it.

The next time you use it you should be taken straight through to you

Tip

If you go to the Zoom.us web site you can register for an account, upload a photo to your profile and take advantage of Zoom's free version.

Zoom by Phone

We understand that not everyone has access to a computer or one with a camera installed, so you can phone in.

There are obviously many limitations to just having the audio as you won't be able to see everyone else in the meeting and you might lose out on some of the on-screen document sharing.

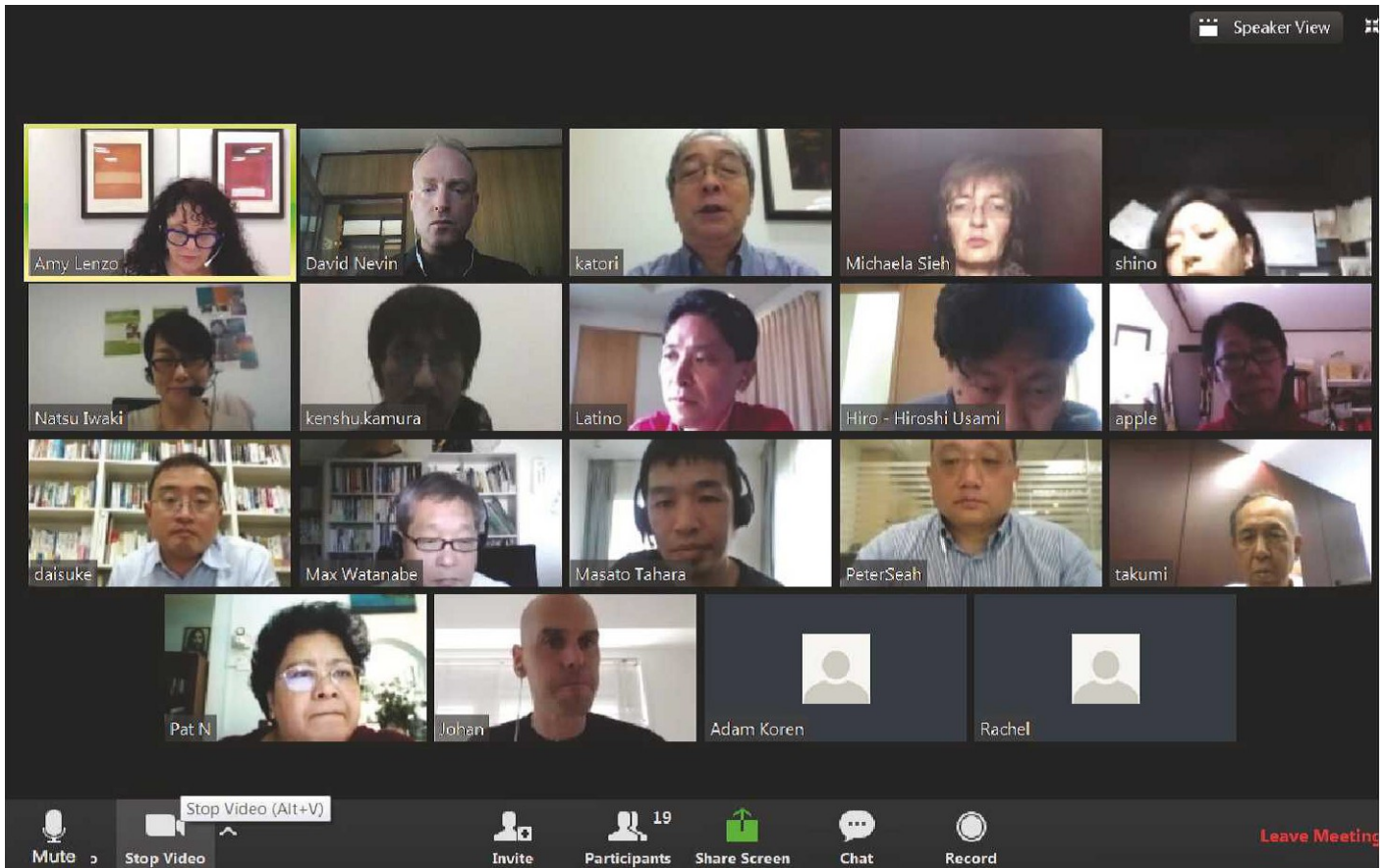
However, you will still be able to contribute to the discussions much like you would on a teleconference and your participation is the most important thing.

Your host will send you a telephone number and meeting ID as part of your invitation to the meeting.

We are sorry but this is not a free phone number and we are unable to call you from inside the meeting to avoid charges.



Here 's What Zoom Looks Like:



Notice the tool bar along the bottom of your Zoom screen ... if you don't see it, scroll or click towards the bottom of your Zoom screen and it will show up.

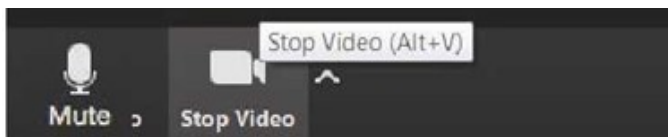


Tip

If you have a headset, use it!

(it will help with audio clarity for you and your fellow users)

Overview of the Zoom Toolbox



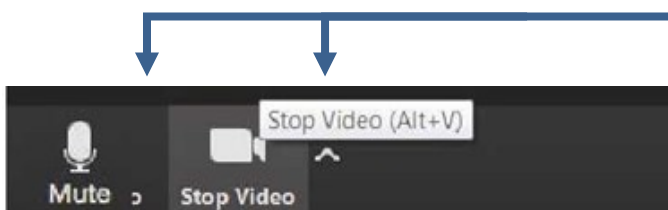
Audio and Video Settings
(On the far left of the toolbar)

Turn your sound and video on and off using these buttons.

“It’s good practice to keep your audio muted when you are not speaking.”

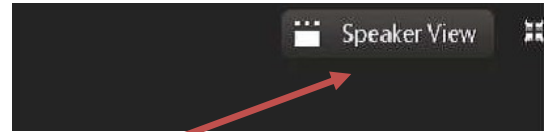
Tip

Click the upwards arrows to the right of the audio and video buttons to open a list of options that your device has to connect sound and vision. It also lets you test them.



Other Features of Zoom

View—in the upper right corner of your screen:



You can switch between '**Speaker View**', where you will see only the person who is speaking, and everyone else is visible as a strip of thumbnails either across the top or down the right of your screen. '**Gallery View**' is what you can see on P8 where you can see everyone laid out in a grid of same-size images. The little icon to the right of the View button is for 'full screen' which means Zoom will fill all of your screen.

Play around with the buttons to get the view that you like best.

Chat—in the middle of the toolbar on the bottom of your screen:



Click on the **Chat** button to type messages to each other. Clicking on Chat will open up another screen. Use this feature to write messages to 'everyone' on the call or a private message to a specific person. Click the arrow to right of 'everyone' and it will drop down a list of all participants. Click on the person's name and send them a message that only you and they can see.

Renaming Yourself

In order to identify yourself clearly, or to participate anonymously, you can 'rename' yourself to a name of your choosing.

Here's how—Click the icon on your zoom toolbar that says 'Participants'



A 'Participants' window opens and attaches to the right-hand side of your screen.

Find yourself on the list and click on the blue 'Rename' button (as shown here) and type in whatever name best identifies you to the others in the meeting.



Raising Your Hand

At the bottom of this list there are two options written in blue—one is to raise your hand. This allows you to let the host know you want to speak or have a question.

Type to filter...

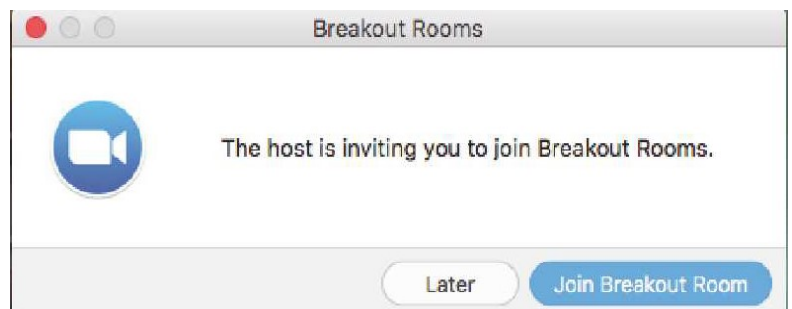
| Name | Unmute | Rename | Microphone | Video |
|---------------------|--------|--------|------------|-------|
| Michaela (me...) | Unmute | Rename | On | On |
| Amy (Host) | Off | Off | Off | Off |
| David | Off | Off | Off | Off |
| David (PC) | Off | Off | Off | Off |
| iPad Kazu | Off | Off | Off | Off |
| Kazu PC(Presetator) | Off | Off | Off | Off |
| Kimmy | Off | Off | Off | Off |
| Lyn | Off | Off | Off | Off |
| Mari | Off | Off | Off | Off |
| Masa(voice_only) | Off | Off | Off | Off |
| Masato(front) | Off | Off | Off | Off |
| michiyo wada | Off | Off | Off | Off |
| Mura Kazz | Off | Off | Off | Off |
| Tatsuva | Off | Off | Off | Off |

Unmute Me Raise Hand

Small Group Breakouts

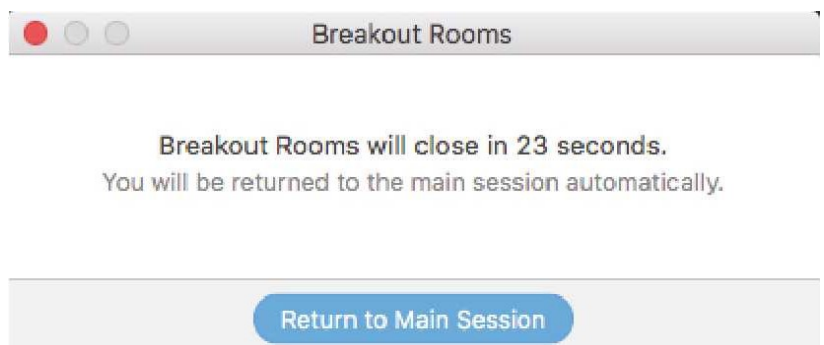
In our meetings, we often move into small breakout groups where we can have more intimate focused conversations. The mechanics of this process will be taken care of by your host, but this will help you be familiar with what will happen.

When the group is opened, you will see a small window open with an invitation to join the small group (see right). You must click the blue 'join breakout groups'.



To Leave

When it's time for the breakout session to end, a window will appear like the one on the right, telling you how long you have until the room will close. At that point you will be returned to the large group automatically.



If You Have Any Problems and want to speak to the host, click the 'Ask for Help' button on the Zoom toolbar.



**We hope that you enjoyed getting to grips with Zoom.
Don't get overwhelmed as we will help you to get
connected and set up.**

The most important thing is your involvement.

**If you have any problems or difficulties getting
started or connected please contact your host
directly or email:**

MS Society Scotland

Email: receptionratho@mssociety.org.uk

Telephone: 0131 335 4050

