

# Zoom on your PC

Video connectivity

Prepared by: U3A Network NSW 2020



## About Zoom

Zoom offers free video conferencing and messaging across any device, with up to 100 participants (with a 40 minutes time limit on meetings with three or more total participants), and unlimited 1:1 meetings.

This guide provides basic instructions on creating an account and setting up a meeting using Zoom from your PC or Mac.



# Account Registration

Go to <https://zoom.us/>

Select your preferred  
**Registration  
Method** .....

REQUEST A DEMO RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

## Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

By signing up, I agree to the Privacy Policy and Terms of Service.

or

Sign in with Google

Sign in with Facebook

Help

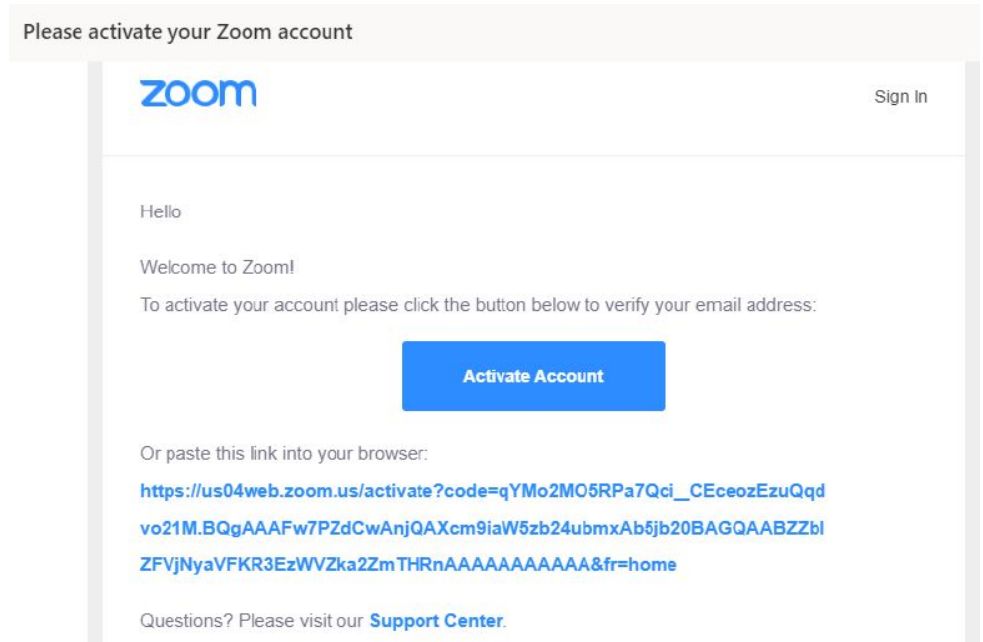


# Registration Methods - 1

## A: Registration by email address

1. Enter your **email address** into the **'your work email address'** field

This will send an email to the address provided.





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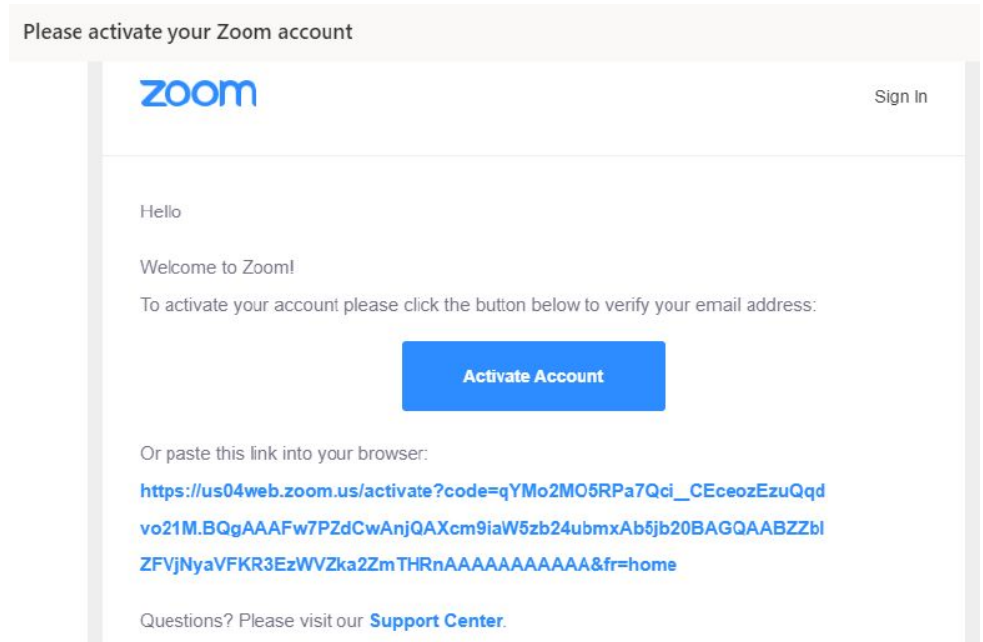


# Registration Methods - 1

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# Account Registration

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Method** .....

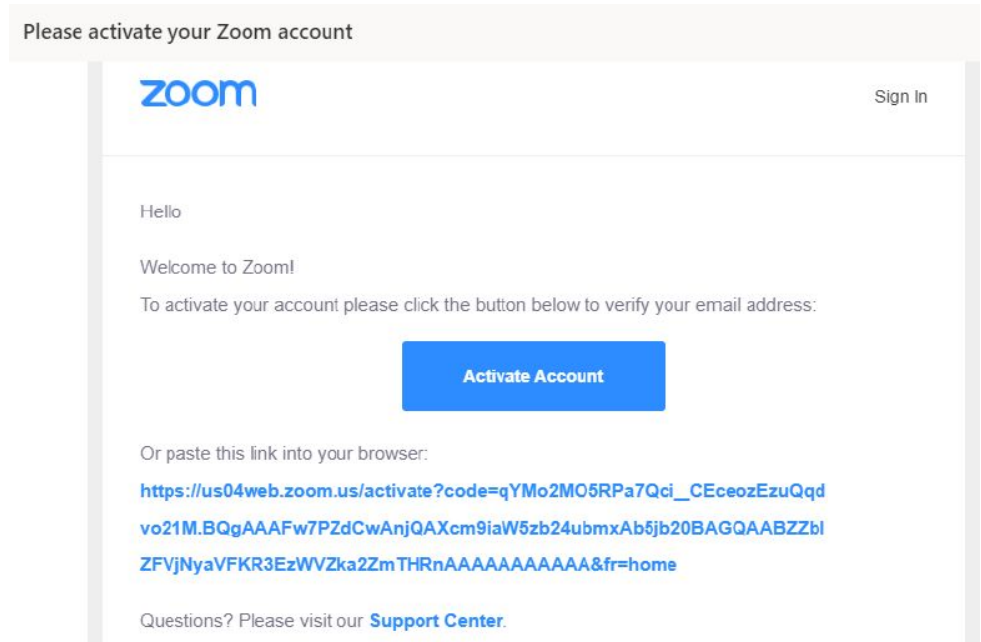


# Registration Methods - 1

## A: Registration by email address

1. Enter your **email address** into the **'your work email address'** field

This will send an email to the address provided.






# Registration Methods - 2

2. Click the **Activate Account** button

3. Enter your **First Name**, **Last Name** and choose and confirm a **Password**. Click the **Continue** button to verify your email account.

You will then be prompted to invite colleagues to a meeting, though you can skip this step for the moment.



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

## Welcome to Zoom

Hi, robin.nl@outlook.com. Your account has been successfully created. Please list your name and create a password to continue.

[By signing up, I agree to the Privacy Policy and Terms of Service.](#)

Continue [Help](#)



# Registration Methods - 3

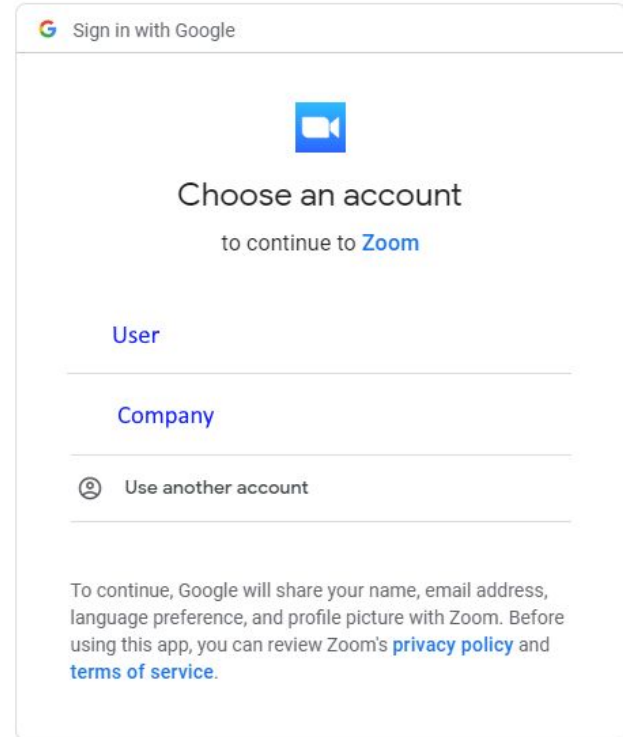
## B: Registration through Google

### 1. Select **Sign in with Google**

This will use your existing login information to create an account.

2. Select an **Google** account from the suggestions provided, or enter the information manually.

### 3. Click **Create Account**





## Registration Methods - 4

Your **Welcome to Zoom** message will appear with an invitation to **Create Account**.

C. You may also use **Facebook** to register  
(not included in this tutorial)

The screenshot shows a registration form titled "Welcome to Zoom". Below the title, it says "Create your Zoom account with your Google account". There is a text input field with a placeholder "User Name" and a small profile picture icon. Below the input field is a blue button labeled "Create Account". At the bottom, there is a link: "By submitting this form, you agree to the [Terms of Service](#)".



# Login to Zoom

## Sign In

Email address

Password

[Forgot password?](#)

Stay signed in

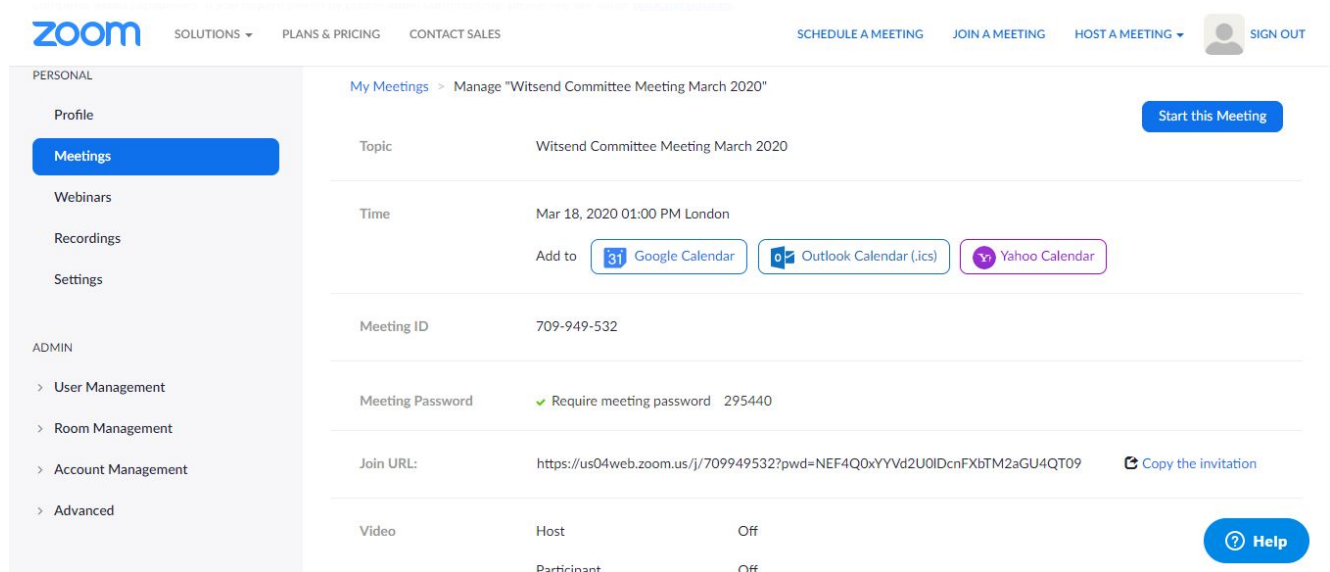
If you already have an account, use the **Sign In** button in the top right of the screen  
Enter your **Email address** and **Password**, and click **Sign In**

# Scheduling a New Meeting

The screenshot displays the Zoom web interface. At the top, there is a dark navigation bar with 'REQUEST A DEMO' on the right and 'RESOURCES' and 'SUPPORT' on the left. Below this is a white header with the Zoom logo and navigation links: 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a 'SIGN OUT' button with a user profile icon. A left-hand sidebar contains a 'PERSONAL' section with 'Profile', 'Meetings' (highlighted in blue), 'Webinars', 'Recordings', and 'Settings'. Below this is an 'ADMIN' section with 'User Management' and 'Room Management'. The main content area has four tabs: 'Upcoming Meetings' (underlined), 'Previous Meetings', 'Personal Meeting Room', and 'Meeting Templates'. A 'Get Training' button is located to the right of these tabs. A prominent blue button labeled 'Schedule a New Meeting' is positioned below the 'Upcoming Meetings' tab. Below this button, there are three columns: 'Start Time', 'Topic', and 'Meeting ID'. A message in the center states: 'The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.' A blue 'Help' button with a question mark icon is located in the bottom right corner of the main content area.

Select the **Upcoming Meetings Tab** on the left of the screen and click the **Schedule a New Meeting** button ....

# More Scheduling a Meeting - 1



The screenshot shows the Zoom web interface for scheduling a meeting. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, and CONTACT SALES, and buttons for SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. A left sidebar menu is divided into PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced) sections. The main content area is titled 'My Meetings > Manage "Witsend Committee Meeting March 2020"'. It features a 'Start this Meeting' button and a form with the following fields:

- Topic:** Witsend Committee Meeting March 2020
- Time:** Mar 18, 2020 01:00 PM London
- Add to:** Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID:** 709-949-532
- Meeting Password:**  Require meeting password 295440
- Join URL:** <https://us04web.zoom.us/j/709949532?pwd=NEF4Q0xYYVd2U0lDcnFkbTM2aGU4QT09> [Copy the invitation](#)
- Video:** Host: Off, Participant: Off

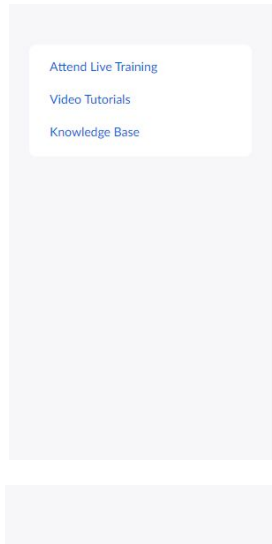
A 'Help' button is located at the bottom right of the form.

Enter a **Topic**, a **Description** (optional), **date and time** and meeting **Duration**, Note **Meeting ID**, **Meeting Password** and **Join URL** are auto-generated. Continued



## More Scheduling a Meeting - 2

Make a note of your **meeting password**, which users will need to gain access to the meeting. For added security, it is **highly recommended** that you do not disable this feature.



Time Zone: (GMT+0:00)

Recurring meeting: Every day, until Mar 24, 2020, 7 occurrence(s)

Recurrence: Daily

Repeat every: 1 day

End date:  By: 03/24/2020  After: 7 occurrences

---

Meeting Password:  Require meeting password: 295440

---

Video

Host:  on  off

Participant:  on  off

[Help](#)

[Save](#) [Cancel](#)

For video conferencing, be sure to select **On** for both **Host** and **Participant**  
Click **Save** to complete



# More Scheduling a Meeting - 3

The screenshot shows the Zoom web interface for managing a meeting. The top navigation bar includes the Zoom logo, links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING, and SIGN OUT. A left sidebar menu is divided into PERSONAL (Profile, Meetings, Webinars, Recordings, Settings) and ADMIN (User Management, Room Management, Account Management, Advanced) sections. The main content area displays details for a meeting titled "Committee Meeting March 2020".

**Meeting Details:**

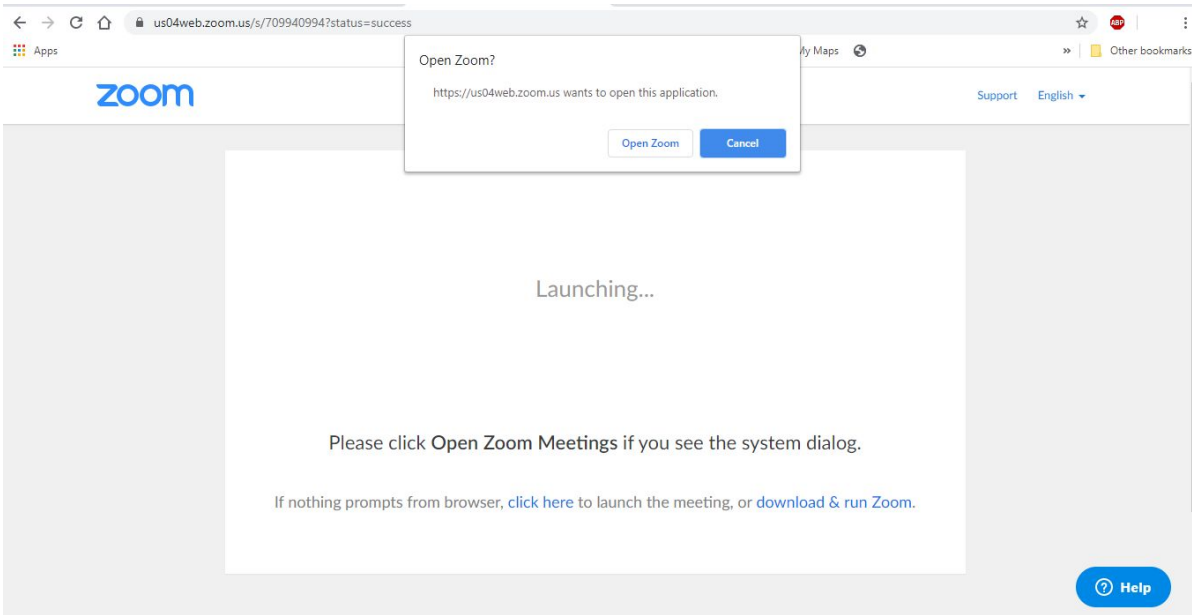
- Topic:** Committee Meeting March 2020
- Time:** Mar 18, 2020 01:00 PM
- Add to:** Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID:** 709-949-532
- Meeting Password:** Require meeting password 295440
- Join URL:** <https://us04web.zoom.us/j/709949532?pwd=NEF4Q0xYYVd2U0lDcnFXbTM2aGU4QT09> [Copy the invitation](#)
- Video:** Host: Off, Participant: Off

Buttons for "Start this Meeting" and "Help" are visible.

Copy the Join **URL** and **Meeting Password**  
Click **Start this Meeting**  
Click **Open Zoom**



# Zoom Meeting Commences - 1



This will  
Download or  
Launch the Zoom  
App and  
your meeting will  
begin.

# Zoom Meeting Commences - 2

The screenshot displays the Zoom meeting interface. At the top left, it shows the Zoom Meeting ID: [redacted]. Below this, there are icons for audio and video. A 'Talking:' bar is visible. The meeting details are as follows:

Meeting Topic:	Committee Meeting March 2020
Host:	[redacted]
Password:	295440
Invitation URL:	<a href="https://us04web.zoom.us/j/70994-[redacted]">https://us04web.zoom.us/j/70994-[redacted]</a> <a href="#">Copy URL</a>
Participant ID:	11

Below the details are three main icons: 'Join Audio' (with a sub-label 'Computer Audio Connected'), 'Share Screen', and 'Invite Others'.

At the bottom, the Zoom control bar includes: Mute, Start Video, Invite, Manage Participants (1), Share Screen, Chat, Record, and End Meeting.

Lots of functionality on this screen.

From here you can also invite attendees via an email link (using the large **Invite others** icon or the smaller Invite icon at the bottom), **share your screen** with attendees, and **enable a group text chat** which will run simultaneously to your conference call.



# Zoom Security

Because most groups meetings use a public link that permits anyone using that link to join, they are vulnerable to infiltration by unwanted guests. This is known as ‘Zoom bombing’.

To protect your meeting and its attendees from unwanted guests and their motives, you can increase security or restrict sharing by the attendees.

## **Two Factor Authentication**

If Use Personal Meeting ID (PMI) is switched off, attendees will need to use a password to enter the meeting which adds an extra layer of protection against unwanted guests.

## **Disable Screen Sharing**

Another option is for the meeting host disable screen sharing.

If you schedule a meeting from the web interface, you won’t see the option to disable screen sharing. Instead:

- Click on “Settings” in the left-hand menu
- Scroll down to “Screen sharing” and under “Who can share?” click “Host Only”
- Click on “Save”

*Once you save your settings, future meetings that you start will have sharing disabled by default. So you only need to do this once.*



# Some Help Resources

You can watch instructional Video guides here: <https://us04web.zoom.us/resources>

You can attend live webinars here: <https://support.zoom.us/hc/en-us/articles/360029527911>

## **Zoom help centre:**

Visit: [https://support.zoom.us/hc/en-us?flash\\_digest=eca740e9f3660525382eb5ceee4cb6ce1726943b](https://support.zoom.us/hc/en-us?flash_digest=eca740e9f3660525382eb5ceee4cb6ce1726943b)

Log a query here: <https://support.zoom.us/hc/en-us/requests/new>

## **Getting started with Zoom:**

<https://zoom.us/docs/doc/Education%20Guide%20-%20Getting%20Started%20on%20Zoom.pdf>

Joining a Zoom conference: <https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&showinfo=0>

Setting audio & video options: <https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&showinfo=0>

Controls for the meeting: [https://www.youtube.com/embed/4w\\_pRMBEALE?rel=0&autoplay=1&showinfo=0](https://www.youtube.com/embed/4w_pRMBEALE?rel=0&autoplay=1&showinfo=0)

Running a meeting and sharing your screen: <https://www.youtube.com/watch?v=l8UwTwjpE6E>