



ZOOM VIDEO CALL TUTORIAL



WHAT IS ZOOM?

Zoom is an audio and video conferencing tool that can be used for 1-to-1 conversation and group calls. Zoom is a free application but comes with paid packages for larger businesses who may be wanting to access more tools than the default free package allows.

A free subscription with zoom

- Can host up to 100 participants
- Allows unlimited 1 to 1 meetings
- Has 40 minute limits on group meetings
- Includes an unlimited number of meetings
- Offers online support

This guide will cover the very basics of how to use Zoom, however, if you would like more detailed information please make use of the links below:

Due to the Covid-19 pandemic, Zoom have created training resources which allow you to attend live daily demos and webinars; watch Zoom video tutorials and training sessions; and read Zoom resource tools. You can find these resources at:

https://zoom.us/docs/en-us/covid19.html?_ga=2.59082222.274664555.1585744000-1317764073.1584897436

You can also find many useful YouTube Tutorials which will allow you to get the feel for Zoom without having to create an account. These YouTube links go into more details on how to get the most out of your Zoom calls as well as explaining the basics. Here are some handy YouTube videos:

How to use Zoom- Video Conferencing Tutorial for Beginners:

<https://www.youtube.com/watch?v=FnFSBjFvK2o>

How to use Zoom- Free Video Conferencing & Virtual Meetings:

<https://www.youtube.com/watch?v=fMUxzrgZvZQ>

This tutorial will cover:

- How to create a Zoom account
- Navigating the basics of the Zoom website
- How to schedule a Zoom call
- How to join a Zoom call
- Testing your Zoom call audio
- Being on a Zoom call



CREATING YOUR ACCOUNT

EQUIPMENT NEEDED

To access Zoom you will need:

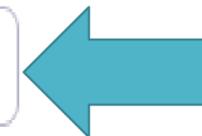
- A laptop, PC, or smartphone. Please note this tutorial only covers using zoom on the laptop or PC.
- Microphone and speakers- this is usually built in to your laptop or PC. You can also purchase headphones with built in microphones.
- Webcam- this is the camera that is normally built into your laptop or PC. It is found in the top and middle of the plastic frame of your screen. You can also purchase separate webcams that can be attached onto your laptop or PC. Please note you can use Zoom without a webcam. This will mean that you will still be able to see other people who use a webcam while you are calling them but they cannot see you. You can also use a Zoom call just for audio calls.
- An email address, Facebook or Google account

To create a free account with Zoom, first go to the sign-up page at: <https://zoom.us/signup>.

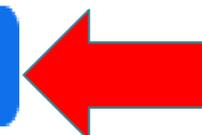
If you feel a paid Zoom plan would suit your needs better, pricing plans can be found at: <https://zoom.us/pricing>

Sign Up Free

Your work email address



Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.



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

or



Already have an account? [Sign in.](#)

You will be asked to sign up using either your email address, a Facebook or Google account.

The Blue arrows show you where to click.

Please note Zoom is primarily used by businesses and that's why it is asking for 'your work email'. You can still create a Zoom account using your personal email.

Once you have entered your email address, click the blue 'Sign Up' button shown by the red arrow.

If you are using your Facebook or Google account to sign in, it will take you to Facebook or Google and ask you to enter your password for you account

CREATING YOUR ACCOUNT

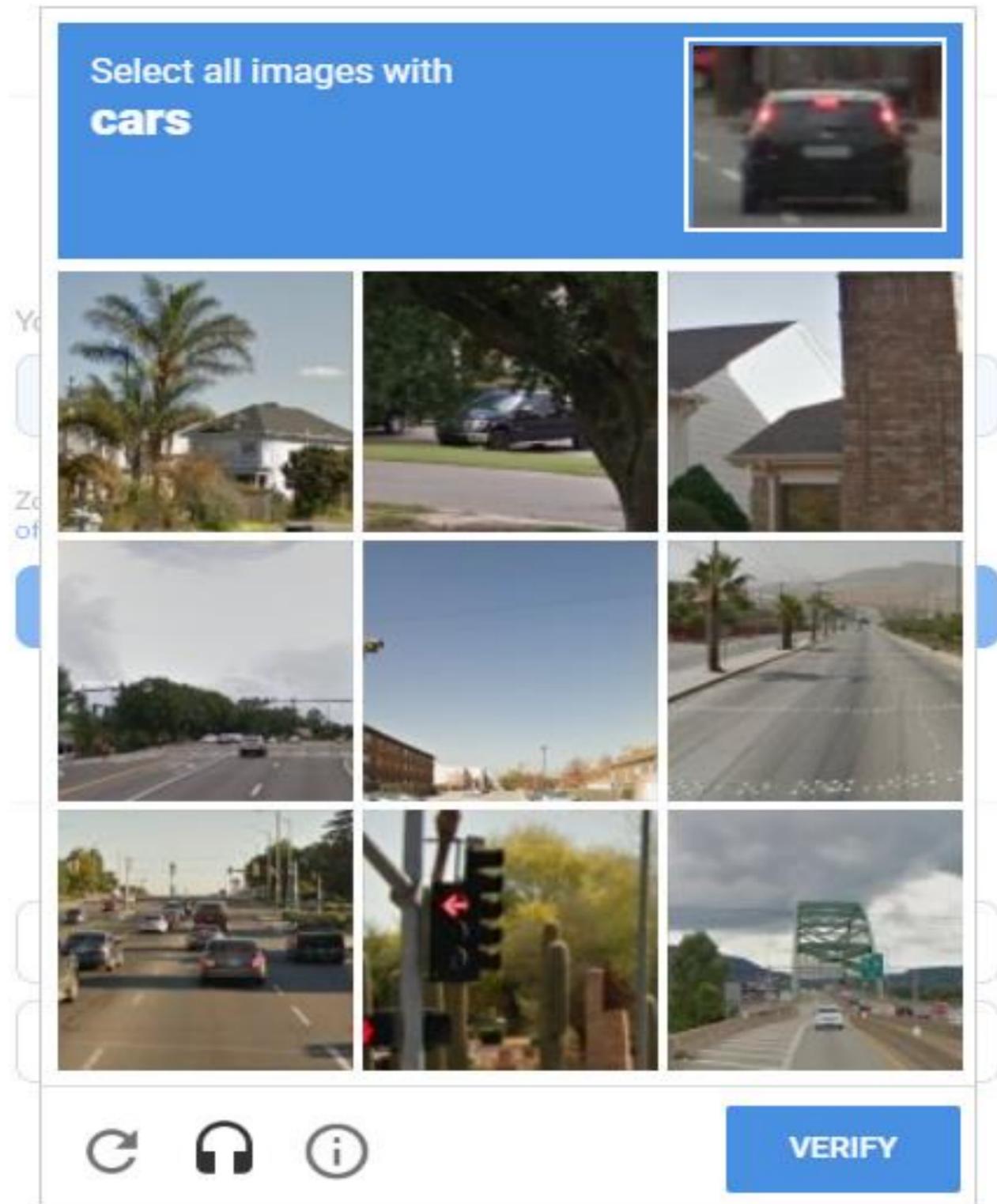
Once you have pressed the blue Sign Up button, you may be asked to complete a task like the one shown in the image. This example is asking you to only select the images that have cars in them, however, you may be asked to complete a different task.

This is to make sure that you are a real person trying to create an account with Zoom, not a robot.

If you have difficulties with seeing the images on your computer screen, there is a headphone button that will instead ask you to type in words you hear. 

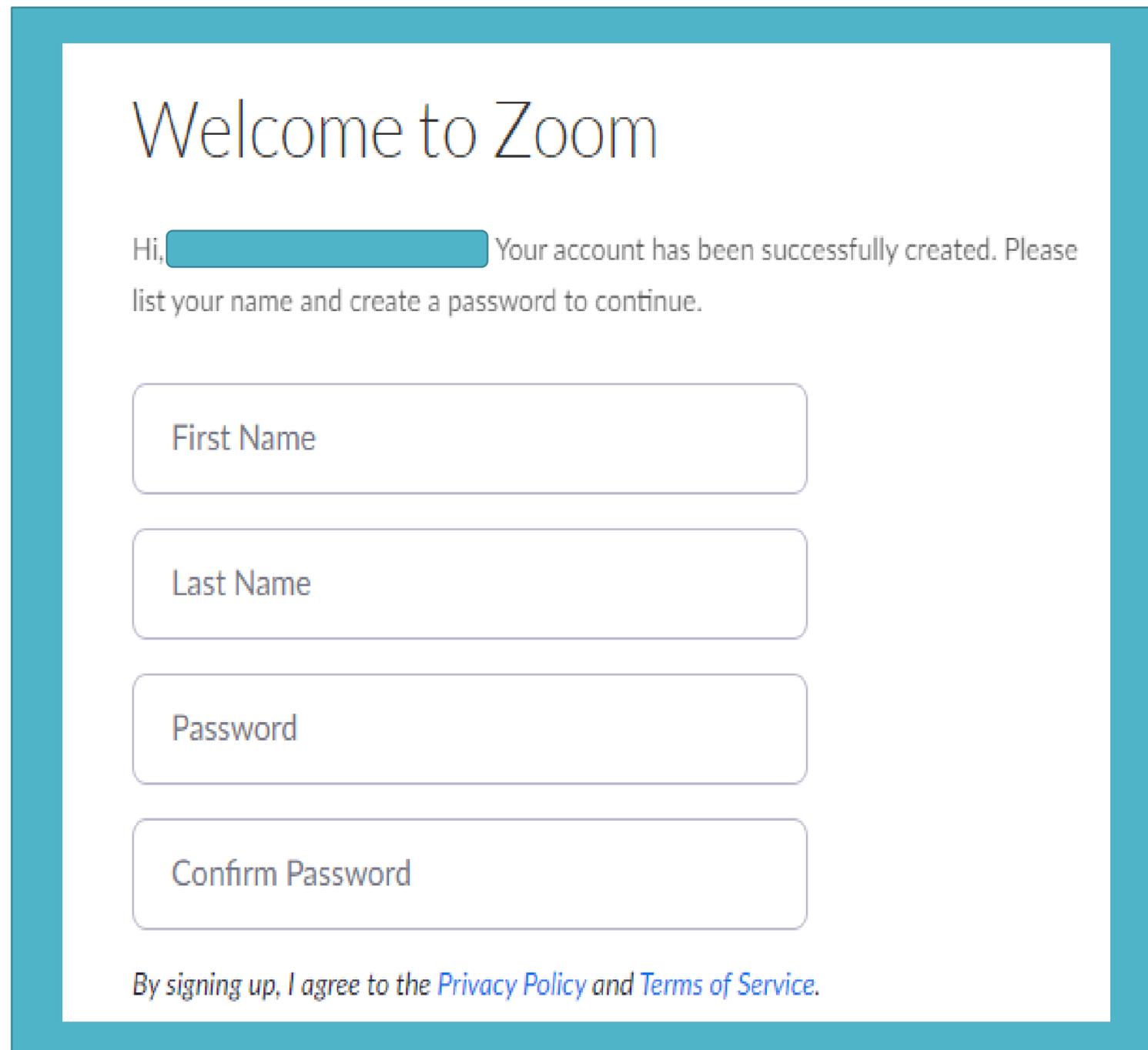
Click the verify button once you have completed the task.

Not everyone is asked to complete a task like this.



CREATING YOUR ACCOUNT

A confirmation email will be sent to the email address you used to sign up to your Zoom account. It will look like the screenshot to the right. Once you have clicked 'Activate Account' button on the email to continue creating your account.



>Welcome to Zoom

Hi, Your account has been successfully created. Please list your name and create a password to continue.

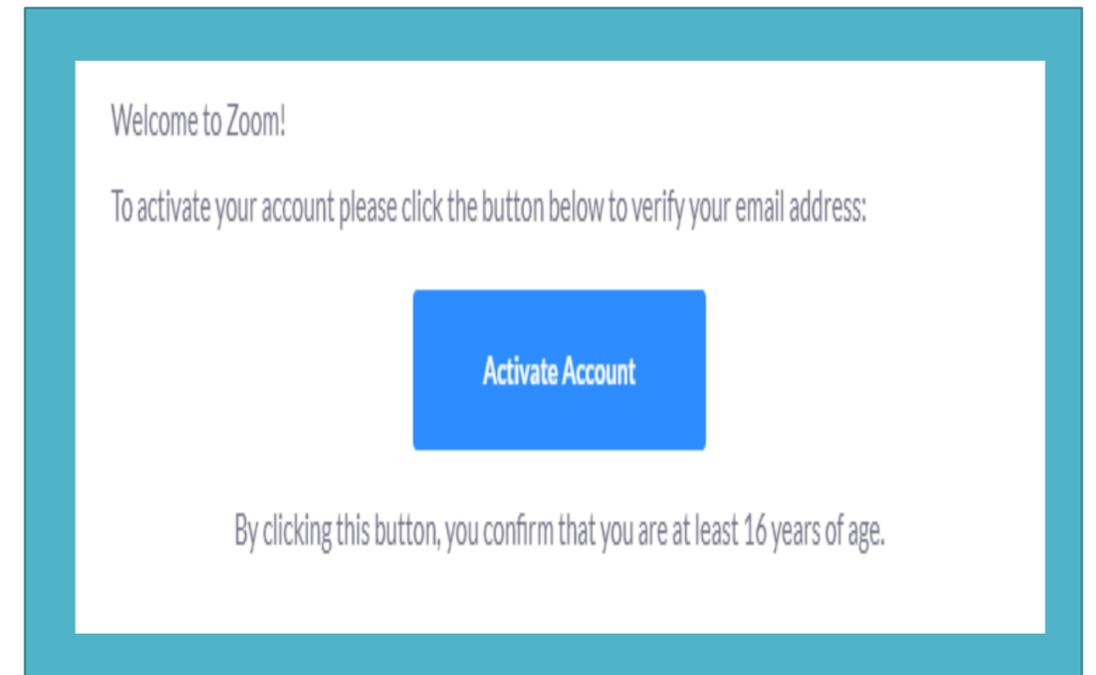
First Name

Last Name

Password

Confirm Password

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



Once you have entered in your name and confirmed your password, you have created your Zoom account!

Remember the password you used to create this account as every time you want to sign back into Zoom you will need this.

EXPLORING ZOOM

To get to this page on Zoom, click on 'Profile' underneath the 'Personal' heading at the left hand-side of the screen.

Here you are able to see your name, your profile picture, etc. By clicking the edit buttons that are on the right of the screen, you can change your profile to suit you.

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES ▾ SUPPORT

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

YOUR NAME Edit

Change Delete

Personal Meeting ID Edit

× Use this ID for instant meetings

Sign-In Email Edit

User Type Basic Upgrade

Capacity Meeting 100



THIS SYMBOL CAN BE FOUND AT THE BOTTOM RIGHT OF EVERY PAGE ON ZOOM. THIS IS ZOOM'S 'OPEN SUPPORT CHAT'. IF YOU CLICK ON THIS SYMBOL YOU WILL BE DIRECTED TO A VIRTUAL ASSISTANT THAT YOU CAN ASK ANY ZOOM RELATED QUESTIONS TO

EXPLORING ZOOM

This is the meetings page of Zoom. Here you will be able to see all upcoming meetings that you have scheduled as well as previous meetings you have attended. To get to this page click the 'Meetings' under the 'Personal' heading on the left hand side of the page.

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Profile

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Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Get Training

Schedule a New Meeting

Start Time Topic Meeting ID

The user does not have any upcoming meetings. To schedule a new meeting click Schedule a Meeting.

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin Download Chrome Extension Download

 Get Training

THE 'GET TRAINING BUTTON' WILL DIRECT YOU TO LINKS AND RESOURCES MADE BY ZOOM TO HELP YOU NAVIGATE THE WEBSITE.

SCHEDULING CALLS

A meeting refers to a video and/or audio call.

Go to the 'Meetings' page underneath the 'Personal' heading on the right hand side of the page (indicated by the red arrow).

You will be able to schedule a meeting by pressing either one of the 'Schedule a Meeting' buttons indicated by the blue arrows.

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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates Get Training

Profile

Meetings

Webinars

Recordings

Settings

Schedule a New Meeting

Start Time ⇅ Topic ⇅ Meeting ID

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

SCHEDULING CALLS

Once you have clicked the 'Schedule a Meeting' button, you will be directed to this page. Here you can enter in the details of your meeting, such as time date etc. Scroll down the page to enter in all your meeting's details.

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PERSONAL

- Profile
- Meetings**
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- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

[My Meetings](#) > [Schedule a Meeting](#)

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again



SCHEDULING CALLS

This screenshot shows what you will see when you scroll down the Schedule a Meeting page

By pressing 'yes' or 'off' on the video section, you are giving video access to either yourself (the host) or the participants (those who are joining the call). If you press 'off' on either the host or participant, that person will not be able to use video during the call.

By selecting 'Both' on the audio section, you are allowing people in the call to either use a computer or a telephone. It is recommended you click 'both' here to suit all devices that might join the call.

The meeting options for casual conversation with friends or family would be 'enable join before host' or 'enable waiting room'. This will allow people who are not the host to join the chat before the host does.

Press the save button once you are happy with the details of your call.

Video	Host	<input checked="" type="radio"/> on	<input type="radio"/> off
	Participant	<input checked="" type="radio"/> on	<input type="radio"/> off

Audio	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio	<input checked="" type="radio"/> Both
	Dial from	Edit	

Meeting Options	<input type="checkbox"/> Enable join before host
	<input type="checkbox"/> Mute participants upon entry 
	<input checked="" type="checkbox"/> Enable waiting room
	<input type="checkbox"/> Record the meeting automatically on the local computer

SCHEDULING CALLS

Once you have pressed the save button, you will be directed to a page that lets you review the details of your scheduled call.

However, you will still need to share the link to the call to the people you want to join it.

To do this, click the button that says 'copy the invitation'.

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PERSONAL

- Profile
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ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

My Meetings > Manage "My Meeting" [Start this Meeting](#)

Topic My Meeting

Time Apr 5, 2020 06:00 PM London

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 913-904-066

Meeting Password Require meeting password 894951

Join URL: <https://us04web.zoom.us/j/913904066?pwd=eVNPcmhsR3NaUFpDQ1IYVG9vZmJEZz09> [Copy the invitation](#)

Video

Host	Off
Participant	Off

[Copy the invitation](#)

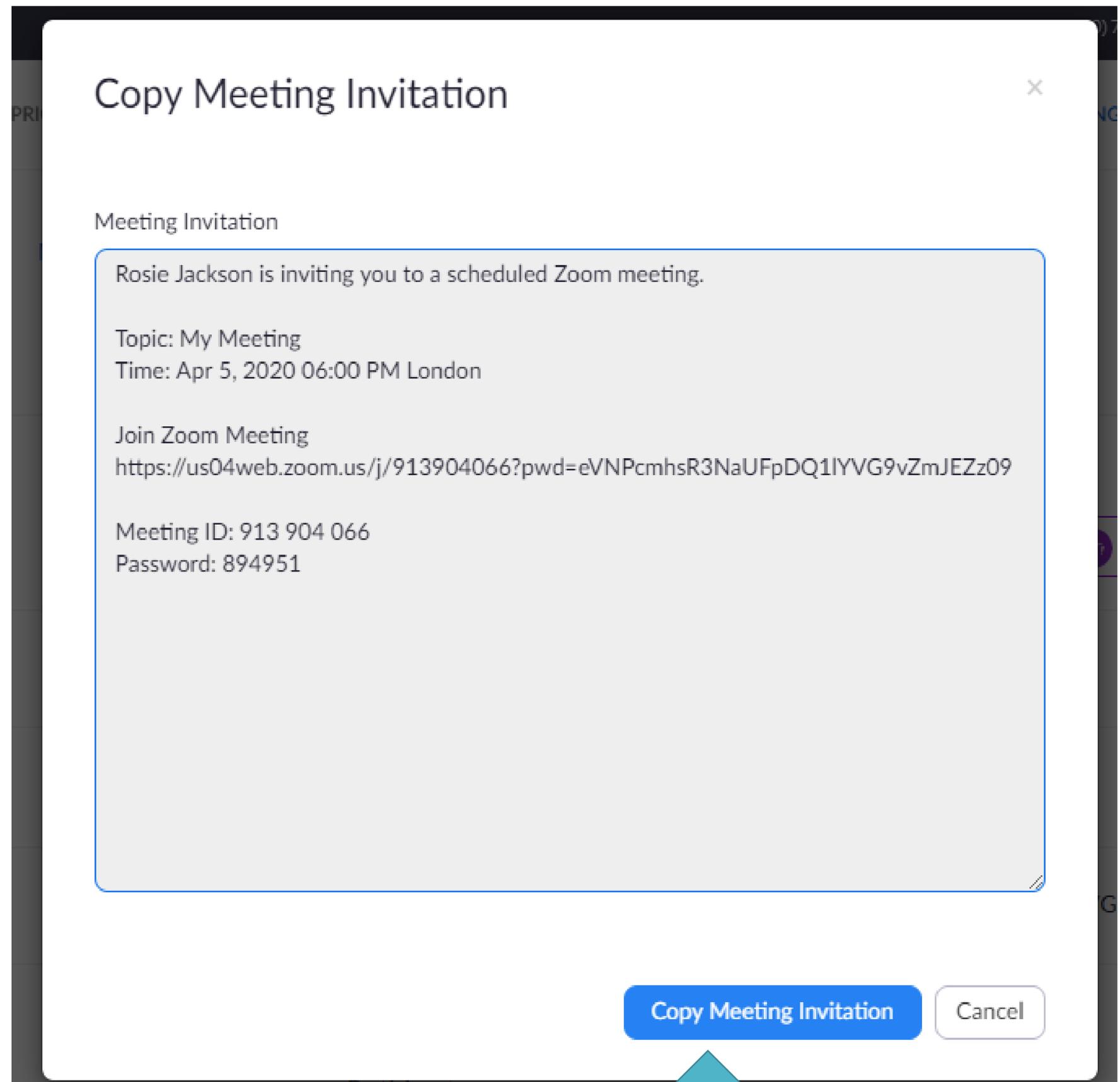
SCHEDULING CALLS

Once you have clicked the 'Copy the Invitation' button, this pop-up will appear.

This message will be used to invite other people to your call. It will have the details of who is inviting them to the call; the topic of the meeting; the time and date of the meeting; the link to the meeting; the meeting ID and password which everyone joining the meeting will be asked to enter.

Press the 'Copy Meeting Invitation' button. You will now need to email this message to everyone you want to invite to the call.

This will copy the message displayed within the email once you have pasted it. You can 'paste' the message by either right clicking and selecting paste, or by pressing the ctrl button at the same time as the V button on the keyboard.



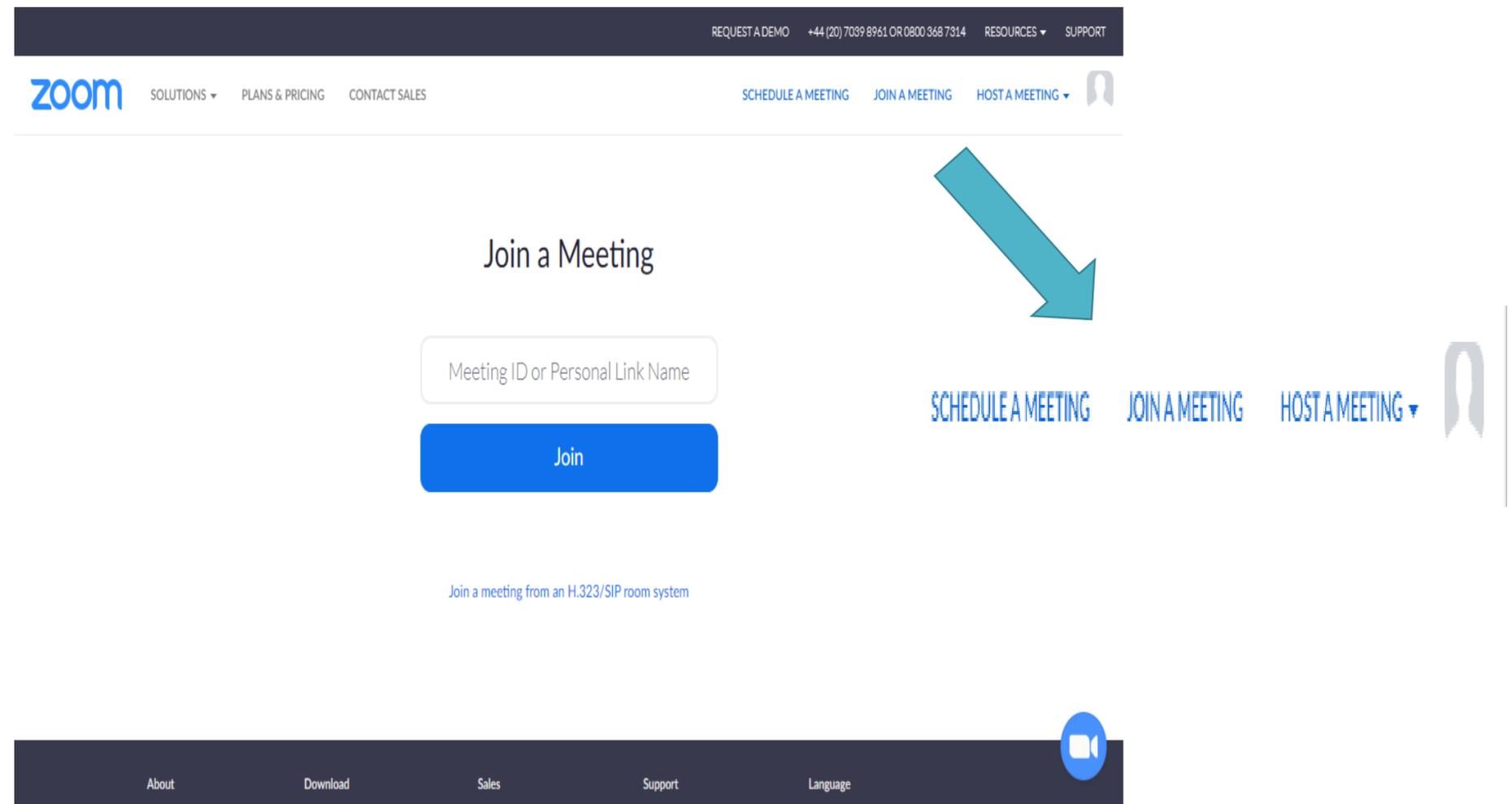
JOINING A CALL

Scheduling a meeting means that you are the host, however, you can still join meetings other people have scheduled.

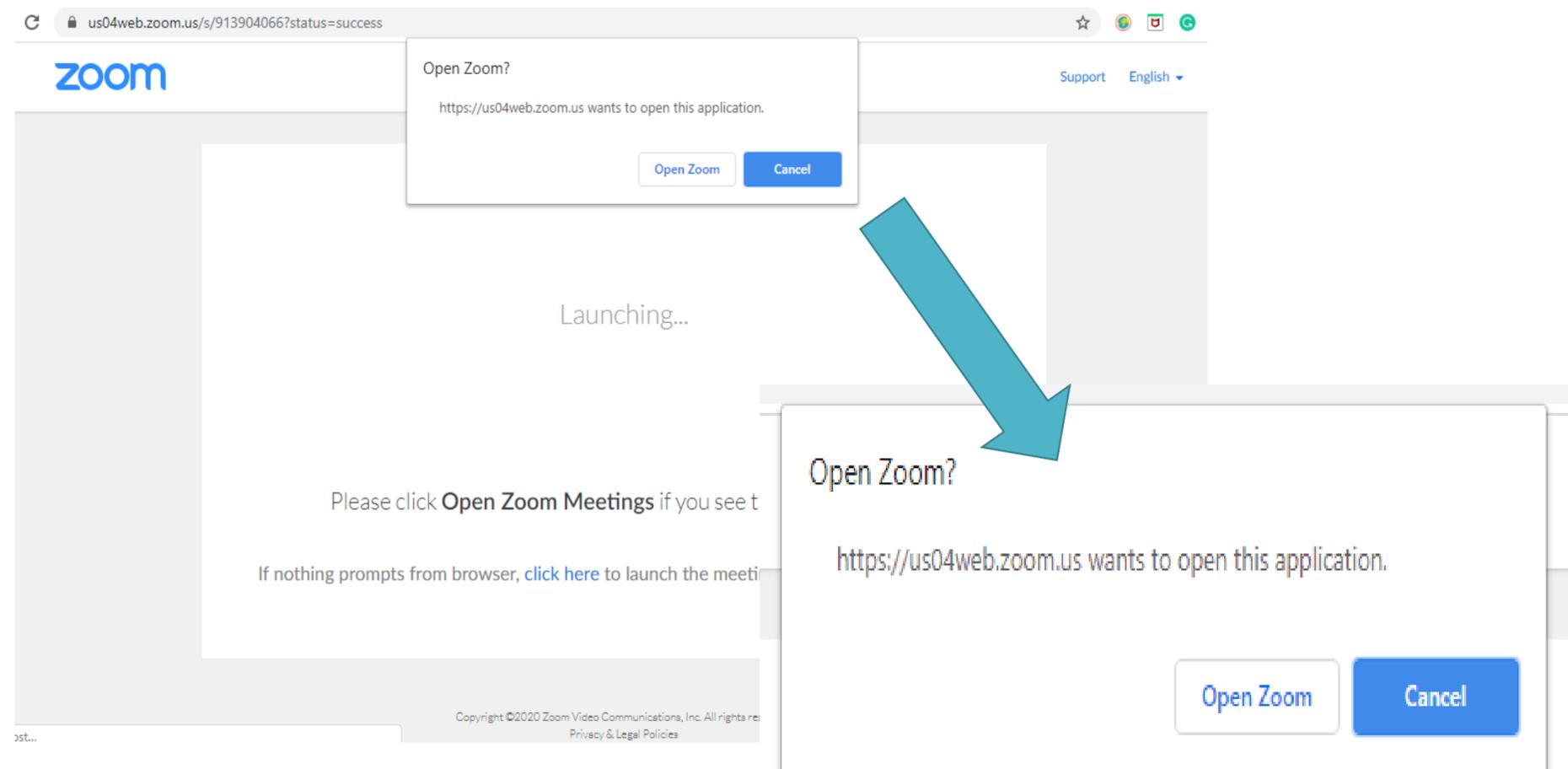
To join a meeting, click the 'Join a Meeting' button at the top right hand side of the home screen.

You will be asked to enter the meeting ID or a personal link name. This should have been shared to you by the person hosting the meeting.

You will receive a message from the host of the call, just like the one shown on previous page. You can join straight from the email by clicking the link and this will bring you to a Zoom page asking you to open the zoom call. By pressing the 'Open Zoom' button you will join the call.



The screenshot shows the Zoom website's home page. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 368 7314', 'RESOURCES', and 'SUPPORT'. Below this is a white navigation bar with the Zoom logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon. The main content area features a 'Join a Meeting' section with a text input field for 'Meeting ID or Personal Link Name' and a blue 'Join' button. A teal arrow points to the 'JOIN A MEETING' link in the top navigation bar. At the bottom, there is a dark footer with links for 'About', 'Download', 'Sales', 'Support', and 'Language', along with a video camera icon.

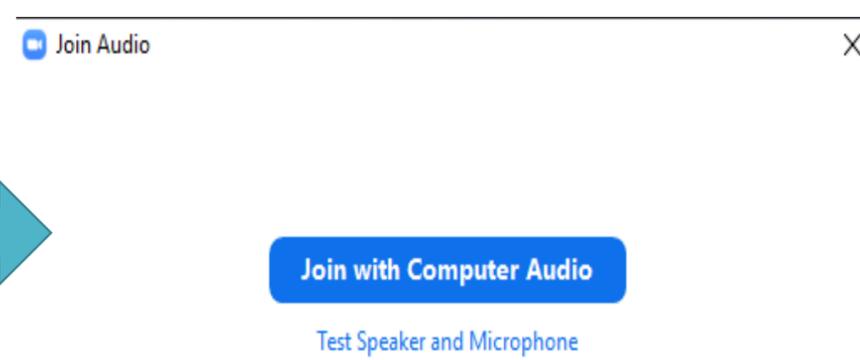


The screenshot shows a browser window displaying a Zoom meeting page. The address bar shows 'us04web.zoom.us/s/913904066?status=success'. The page content includes a 'Launching...' message and a 'Please click **Open Zoom Meetings** if you see t' instruction. A teal arrow points to an 'Open Zoom?' dialog box that is overlaid on the page. The dialog box contains the text 'https://us04web.zoom.us wants to open this application.' and has 'Open Zoom' and 'Cancel' buttons. Another teal arrow points to a larger, more detailed 'Open Zoom?' dialog box in the foreground, which also contains the same text and buttons.

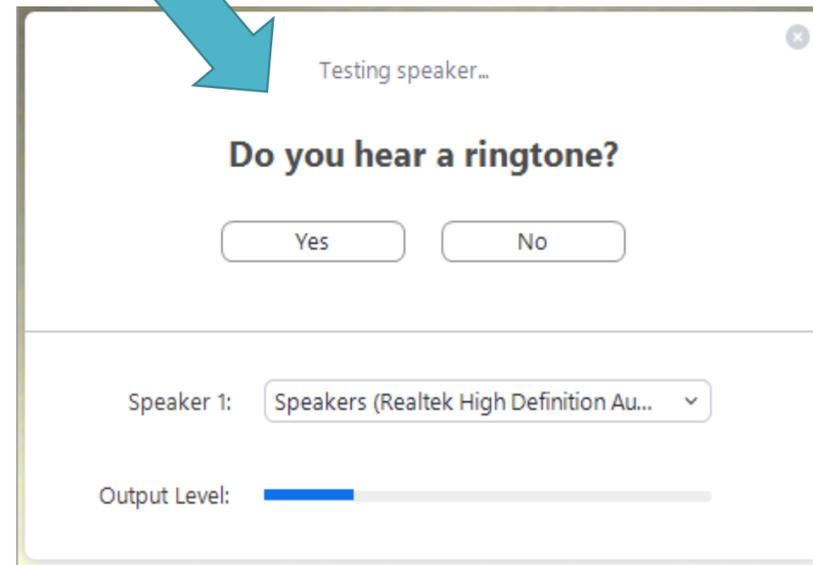
ZOOM CALLS- Testing Audio

1. When you join a Zoom call you will be asked to 'Test Speaker and Microphone'. This will make sure that you are able to hear the people on the call and they can hear you
2. Zoom will play a ringtone. If you can't hear the ringtone, the ringtone will be played again.
3. Step 3 will test your microphone after your speakers have been tested in step 2
4. If you having speaker or microphone problems during your Zoom call, hover your mouse over the 'Join Audio' button at the bottom left hand side of the Zoom call screen. From here you will be able to click 'Test Speaker & Microphone' and repeat steps 2 and 3.

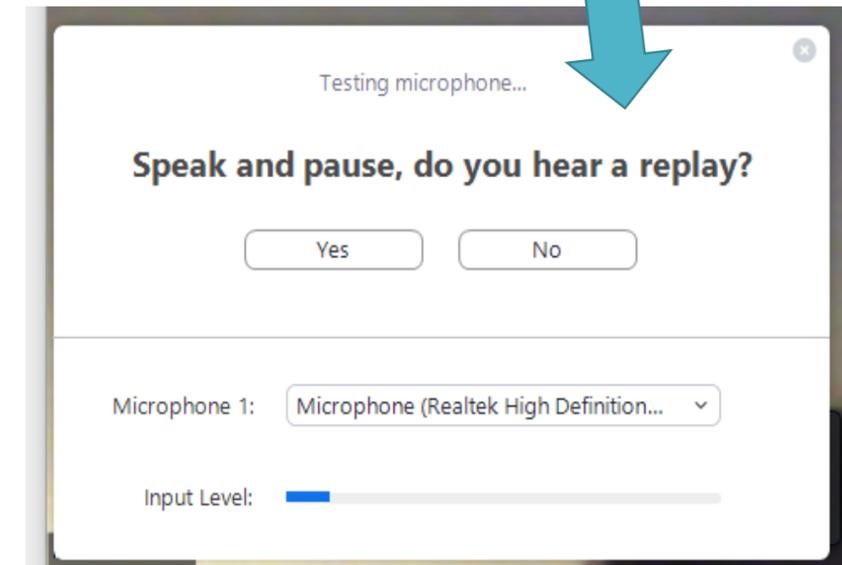
1. 



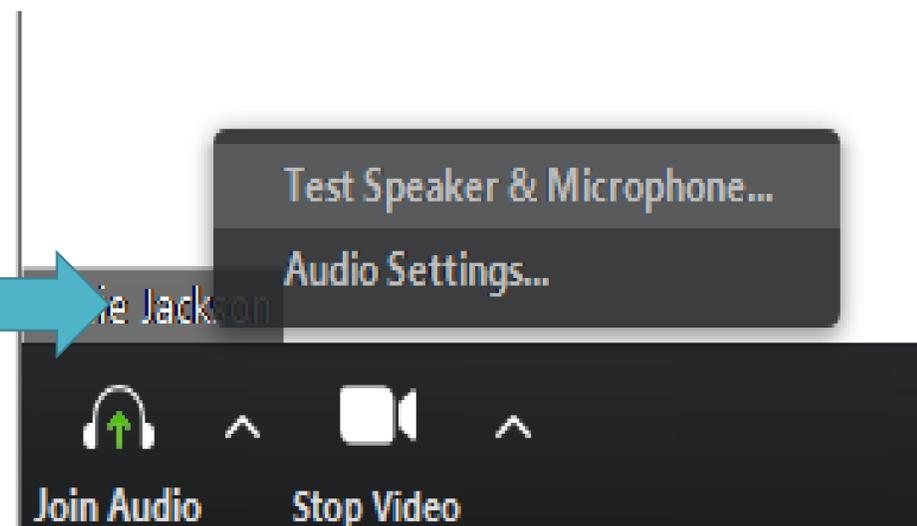
2. 



3. 



4. 



BEING ON A ZOOM CALL

This is an example of what a zoom call meeting will look like from our weekly Inspiralba Zoom meeting.

You can view Zoom where all the participants have equal screen sizes and Zoom will highlight the person who is currently speaking with a green box.

You can also view Zoom in 'Speaker View' where the person who is speaking will have the largest screen and the rest of the participants' smaller screens will be displayed at the top

To leave a meeting press the 'Leave Meeting' button at bottom and press confirm. This will take you off the Zoom call and back to the Zoom website.

PRESS THIS BUTTON TO CHANGE BETWEEN 'SPEAKER VIEW' AND 'GRID VIEW'.

