

GARY CLARKE COMPANY

##GCCDIGITAL

Guide to using Zoom

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Downloading and Installing Zoom

To access Zoom, you will first need to download the application. You can do this via the following link: <https://zoom.us/support/download>. Zoom will then download, and you can access it from your 'Downloads', in your files. Open the file, and you can install the application from here. Once this is done, Zoom will be ready to use, on your computer.

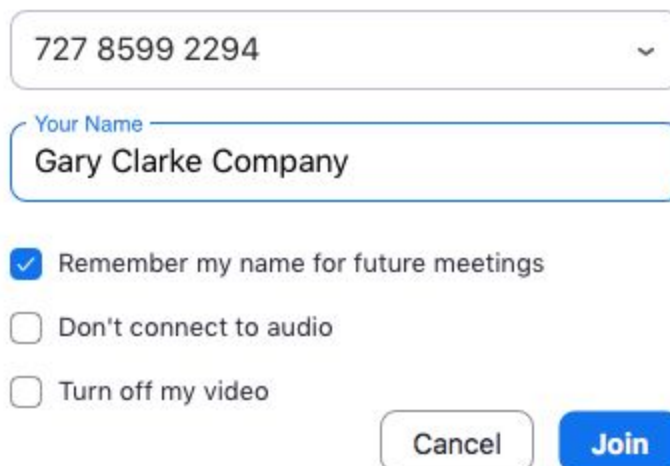
Joining a Meeting/Hosting a Meeting

Once you have downloaded and opened Zoom, this screen will pop up. Here, you can select whether you want to join a meeting or sign in and start your own meeting.

For joining a meeting created by someone else, follow these steps:

- Click 'Join a meeting'
- Enter the 'Meeting ID', which you can find within your Zoom invite. Each Zoom 'Meeting ID' is personalised to that call. This is so that only people with the code can access the call.
- Enter your 'Screen Name', which will be your identifier in the call

Join Meeting

A screenshot of the Zoom 'Join Meeting' interface. It features a meeting ID input field containing '727 8599 2294', a name input field with 'Your Name' as a placeholder and 'Gary Clarke Company' as the entered text, and three checkboxes: 'Remember my name for future meetings' (checked), 'Don't connect to audio', and 'Turn off my video' (unchecked). At the bottom right are 'Cancel' and 'Join' buttons.

727 8599 2294

Your Name
Gary Clarke Company

Remember my name for future meetings

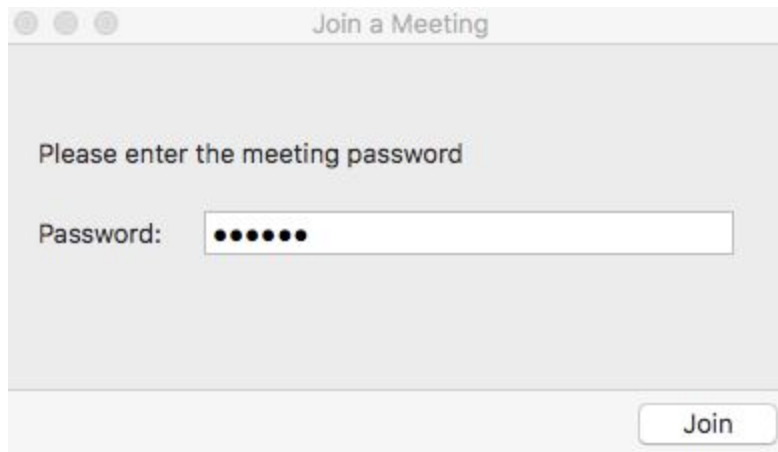
Don't connect to audio

Turn off my video

Cancel Join

Once you have done this, . When you are ready, click it.

Zoom will then ask you to enter the password, which can be found in the Zoom invite, underneath the 'Meeting ID'.When you are ready to join the call, press the 'Join' button. You will now be on the Zoom call!

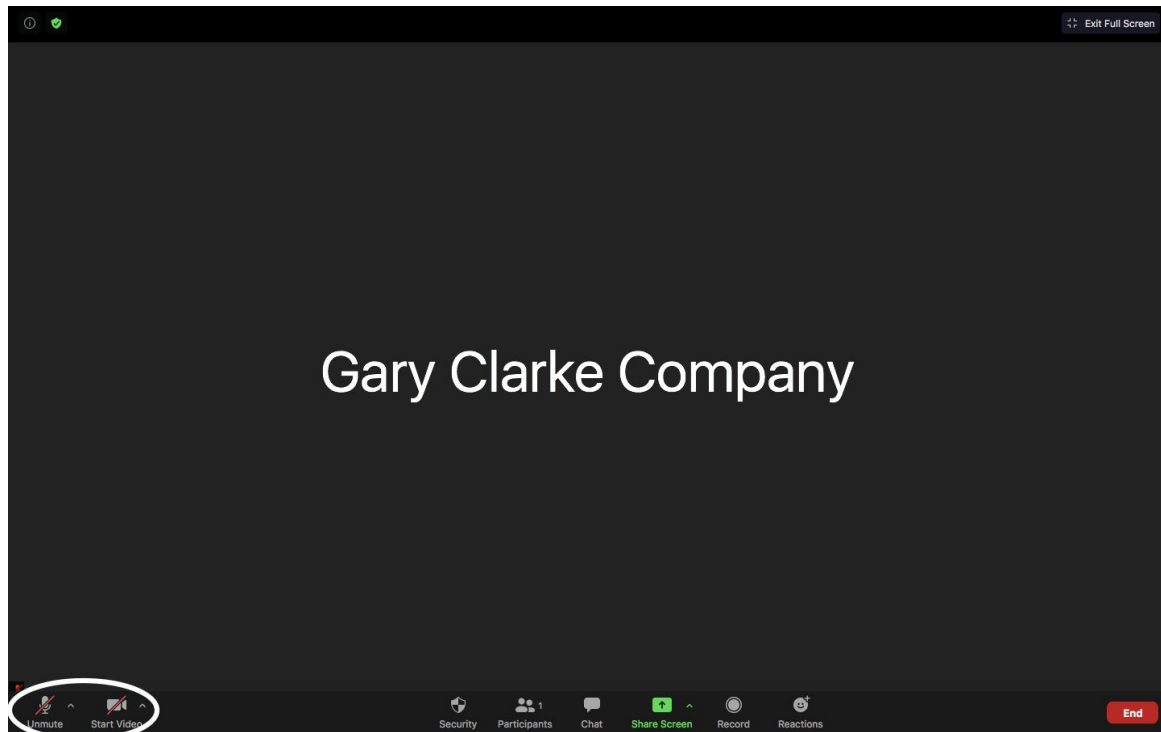


Joining using a link

If you sign up to a Gary Clarke Company 'In Conversation event' you will be sent an email to confirm the details and your registration. This email will also contain a link to join, all you will need to do to access the zoom is click on the link when the event starts.

Turning on Your Camera and Microphone

When you are in a Zoom call, you can choose whether you want to be seen and heard, using your camera and microphone. These can be turned on and off, with the simple click of a button. The buttons are highlighted below:



In this screenshot, the camera and microphone are turned off, as shown by the red line running through them. If you want to turn these on, simply click the microphone, or the camera, depending on which you want to access. When this happens, the red line will disappear, and you will be able to be seen, or speak.

If you want to turn your camera or microphone off, click the buttons again, and a red line will appear through them, again. Then you will be hidden, or muted.

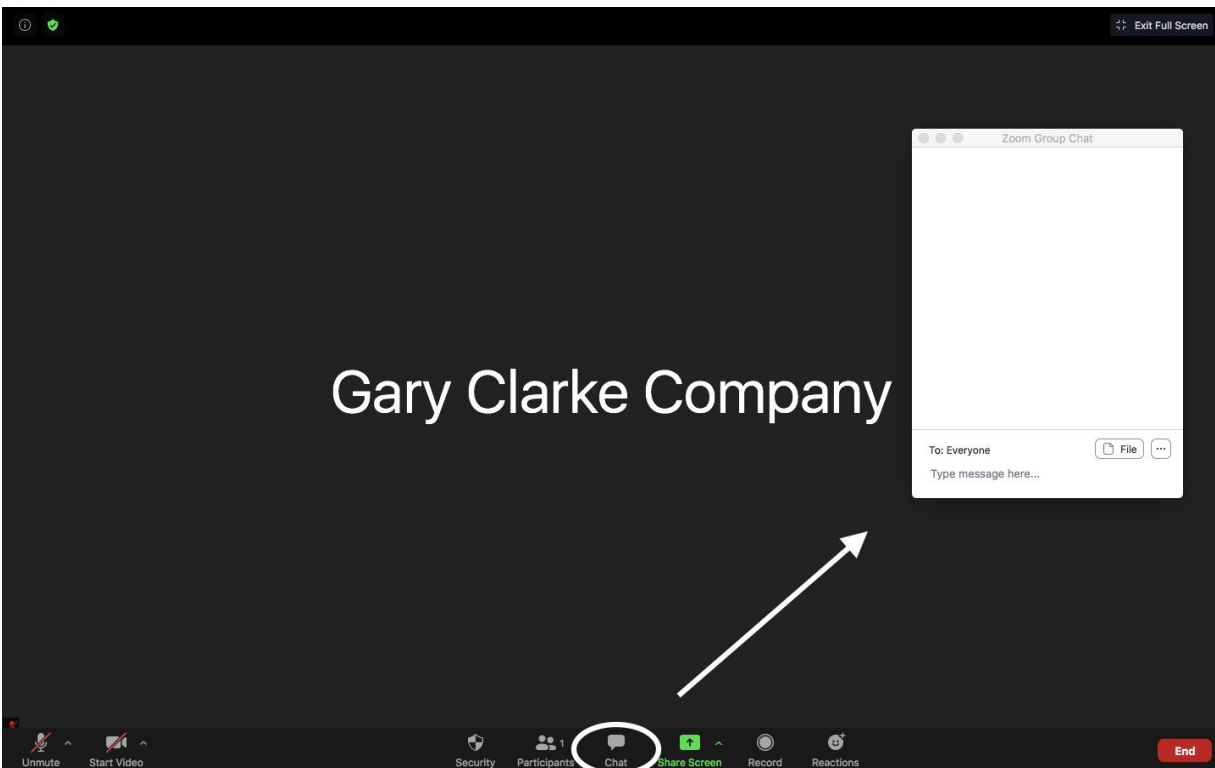
Viewing

You can choose between two options. The first is 'Gallery View': this is where everyone will be equally shown on the screen, but the person who is speaking is highlighted. The second option is 'Speaker View'. In this mode, the person who is currently speaking will become centre focus. The other members of the call will move to the top of the screen, at a smaller size. To switch between 'Gallery View' and 'Speaker View', you can click the button in the top-right-hand corner.

The Chat Box

As well as speaking over the microphone, Zoom also includes a 'Chat' option, where you can type and send messages to everyone on the call. This function is extremely useful for calls where one person is speaking, while everyone else is muted, as you can communicate without stopping proceedings.

To access the chat box, click the 'Chat' button at the bottom of the screen, identifiable by the message bubble with three dots inside. This will then bring up the chat, on the right side, where you can type in messages and hit 'enter' to send them.



Sharing Your Screen

Additionally, you can share your computer screen in Zoom, so that participants are able to see your desktop. This can be useful for presentations or instructional calls.

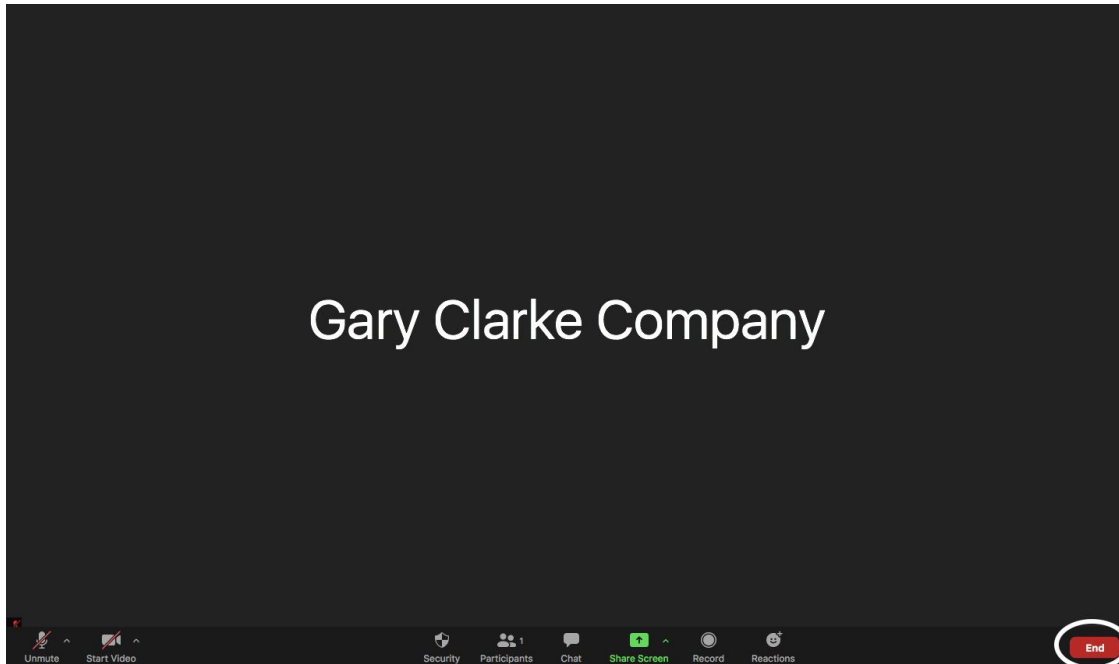
To start sharing your screen, click the green 'Share' button, to the right of the 'Chat' button. Next, click the 'Desktop' option, and choose which part of your screen that you want to be shared. The Zoom call participants will then be able to see your screen.

When you want to stop sharing your screen, click the 'Stop Sharing' button at the very top of your screen.

Leaving the Call

When you wish to leave the Zoom call, you can do so by pressing the red 'Leave Meeting' button, in the bottom right corner.

The Host is also able to end the call. If they do, everyone will automatically leave the call.



Problems

If you run into problems whilst using Zoom, there is a 'Help' page which will answer queries regarding the programme. You can access it from this link: <https://support.zoom.us/hc/en-us>

Enjoy using Zoom!