

Videoconferences with Zoom

There are many ways of establishing a video meeting, including Whatsapp, Facetime and Duo as free services and many more subscription systems. Here we will be concentrating on Zoom which can be extended more than those and provides many advanced conferencing features. It is free for meetings up to 40 minutes with up to 100 participants, with a monthly charge to overcome those limits.

Zoom is very simple to use and most of the instructions below are trying to improve your experience in using it.

Preparing for a Zoom session

In preparation for a session, you need to download an app onto the device of your choosing. The device could be:

- your tablet – iPad or Android
- your smartphone – iPhone or Android
- Your laptop or desktop – Windows, Mac or Linux

If you have an **iPhone** or **iPad**, go to the App Store and find and download Zoom. Its full name is Zoom Cloud Meetings. It is free with no in-app purchases or adverts.

If you have an **Android Phone or tablet** (Samsung, Amazon, Pixel etc) then go to the Play Store and download Zoom Cloud Meetings. It is free with no in-app purchases or adverts.

In both cases you will need to have authorised the Store if you have not done so before by entering payment details (even though this is free) and entering the AppleID or GoogleID and password associated with the account. This may be associated with your normal email address or a special email (icloud or gmail) which you created specially when setting up your account.

If you are on a **laptop/desktop** click on <https://zoom.us/support/download> to download the app that is appropriate for your operating system (Windows, Mac OS or Linux). You should then install it in the normal way. You can also connect directly from a browser.

When you've installed the apps, it will ask for various permissions and you should accept most of them: it needs to have access to the camera and microphone and notifications so it can alert you to a call. If you want to initiate meetings it is convenient but not necessary to allow access to your contacts, and you don't need to give it this permission (but you can do that later).

Checkpoints:

- If you're using a smartphone but have broadband in the house, make sure the phone will use it by going to your settings and checking the Wifi is enabled. Otherwise you may use a lot of cellular data.
- Please do *not* use more than one device per person as it will be confusing to other participants and will cause disrupting audio feedback, even if you mute one microphone.
- If two people in the same house wish to connect separately, please sit in different rooms as having two devices close to each other can cause strange audio feedback effects.
- With mobiles it's generally better to *use Landscape mode* or the picture is much smaller as shown in one of the later pictures. You may need to unlock the rotation function in the control panel to get this.
- *Try and face the light if possible.* If it's coming from behind you your face will be just a silhouette.

If you have several devices (a laptop and mobile phone for instance) it is quite simple to set up a conference with yourself to get used to the interface. But you will need to be careful with some of the issues above.

Entering the meeting

When it comes to the time for the meeting you will need to open the app and select "Join a meeting" as illustrated. You don't need to sign in unless you wish to initiate a meeting yourself. But you will need to input the Meeting ID which comes in the invitation email and *add your name* so that you can be

identified in the meeting—on some systems the name will default to that of the device, which may help, but it's better to replace this by your normal name. If the meeting hasn't been started, you will have to wait till the convenor starts it (but the system will send them a reminder). You only need to sign up or sign in to start a meeting.

If the meeting is using the free 40 minute allowance, then any early time will cause the initial session to finish that much earlier.

It will ask you to use Internet or Computer Audio (not phone) and you will then have to start the Video to get a picture. If you're joining an already busy meeting, avoid starting the Audio if you have any background noise in the room. Touching the screen on a touch-screen will bring up various options which should be self-explanatory.

Taking Part in a Zoom session

When you enter a meeting you need to check that your video and audio are correctly set. Generally if you touch the screen you will see a display such as that below at the top or bottom of the screen. Displays vary with size. On a laptop these will typically display all the time. If you are in a place with background noise make sure the audio is off.

Initially Zoom is set to Speaker View in which non-speakers are reduced to a set of small clips along the top or bottom of the screen as on the right. Zoom is reactive so that whoever is currently speaking will be shown in the major position.



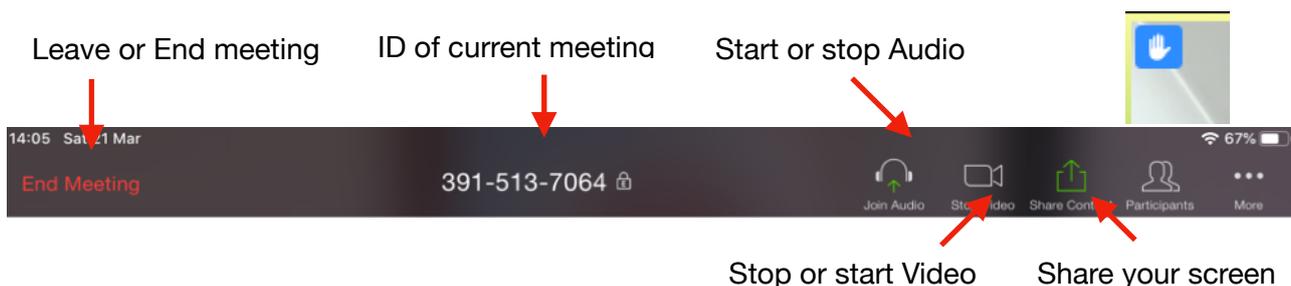
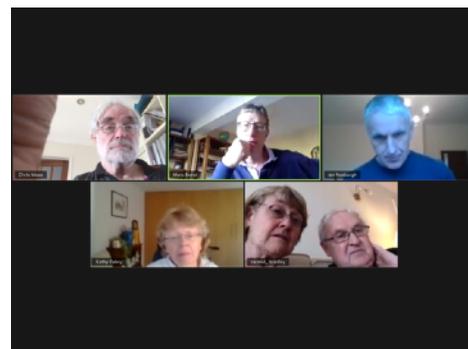
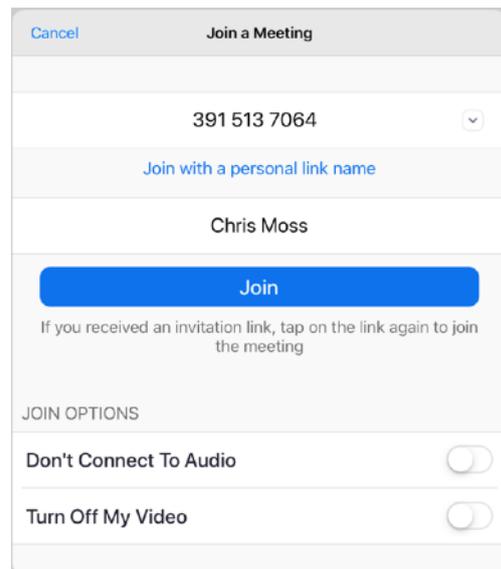
There is also a Gallery view in which as many participants as possible are given equal treatment in a manner similar to the personal video apps such as Facetime and Duo. Accessing Gallery is different on different platforms.

On the iPad/iPhone there are a couple of white circles at the top left when you touch the screen: the second one shows a grid with the subtitle "Switch to Gallery view" which produces the view shown in the second photo on right.

On Android phones it's different. Swiping left to right on the screen goes to Gallery View and right to left to Speaker view. On older iPhones only speaker view is available.

On mobiles and tablets, when you touch the screen you will get options at the top or bottom of the screen to leave the meeting (or to end it if you have started it), to turn audio and video on and off, to show the full list of participants. On a laptop, simply mouse over the screen to get this.

When the meeting has started and you are not talking, please mute the Audio. That will remove any extraneous noise coming



from the participants who are not speaking. If you want to say something, remember to unmute Audio. On the More... menu there is a function where you can “raise your Hand” and the facilitator will know you want to say something; they can then announce you and then you can speak (after they or you unmute the Audio!).

There is also the option to share your screen, which is the basis for a whole swathe of extra options and will be dealt with in the following section.

Planning your own Zoom session

If you want to convene your own meeting you first have to sign up with Zoom, and then subsequently sign in. This is pretty conventional: you must supply a name, email address and password and a few other details and then respond to a trial email.

You may start a meeting straight away or schedule it for some time in the future. You can have a random nine-digit number assigned for the meeting or opt for your own personal meeting id which can be used multiple times (you will find this option under the Meeting ID). The advantage of this is that if you exceed the 40 minute free time limit, you can simply schedule a new meeting in a few minutes and you won't have to send out a new number. For the participants to rejoin the meeting, they just need to click the original meeting invite. A 5 or 10 minute break in a meeting will give everyone an opportunity to take a short break and make a cup of tea! But you can also set up a regular meeting at daily, weekly or monthly intervals and reuse the same allocated id.

Unless you have given Zoom access to your contact list, it will then put an invitation to the meeting in your clipboard and you will then typically paste it into an email and send it to the participants. The only bits that are vital are the meeting number and time.

When used from a laptop, as leader you will also be able to control the video and mikes of other participants by a small tab in the corner of the picture. If you have to leave early, you can make one of the other participants the host by using the “More” tab.

An important feature of conferences is to be able to *project photos, videos, powerpoint presentations* etc. so that all the participants can join in. Zoom does this by allowing the leader or anyone else to share what's on their screen. For instance, the clip on the right shows a Word document. It is worth setting the application up beforehand. On an iPad/iPhone make sure the app is in the bottom menu (or available from the apps icon on Android). Select Start Broadcast from the menu on the right and whatever is on your screen will show up to everyone. When you have finished, a squeeze will get you back to the normal conference.

There's a tutorial at <https://www.youtube.com/watch?v=xcEXn4mnyLM> which will show you much more.

Zoom licences

The free part of Zoom only allows meetings of up to 40 minutes with a maximum of 100 participants, although 1 to 1 meetings can carry on longer. But any number of meetings are allowed.

The 40 minute restriction can be lifted by paying a licence fee of £11.99/month (or £9.99/m if billed annually). This keeps the 100 limit but it has some other benefit described at <https://zoom.us/pricing> . There are other plans which increase the number of participants to 300 or 500 but all are per host.

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