

## **Zoom**

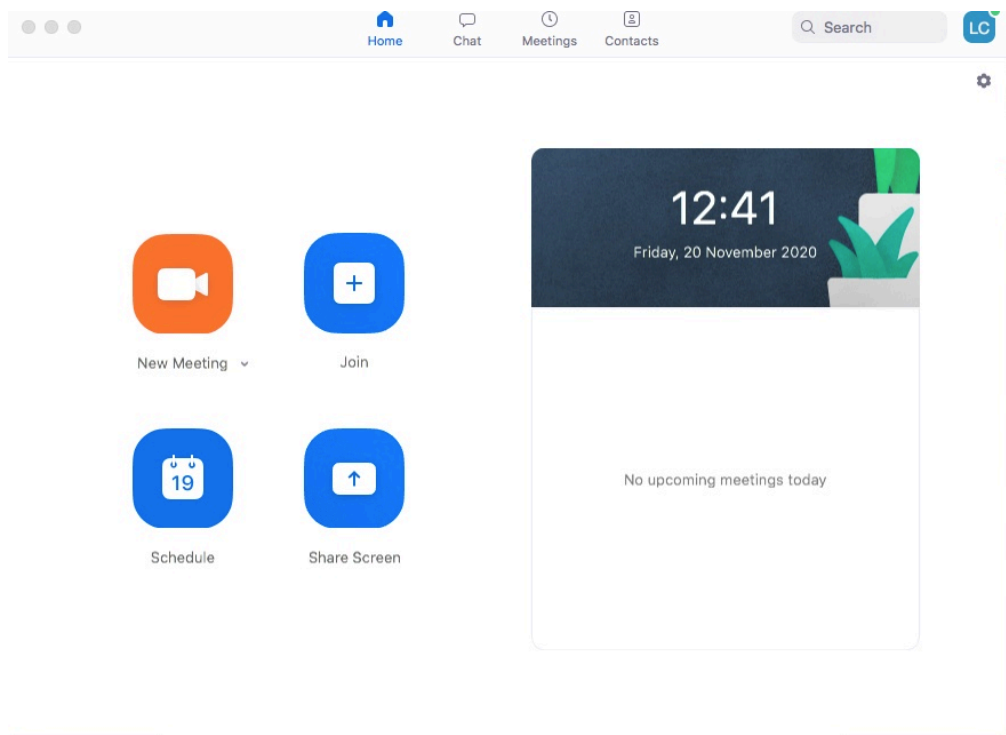
<https://zoom.us/download>

Download the Zoom App  
(can also be downloaded from Google Play Store or the Apple App Store).

**Zoom Free** only allows a 40-minute meeting. The meeting can be resumed after one-minute break so you could have another 40 minutes. If a lot of people are attending the meeting the time soon goes just setting everyone up on video and microphone. Zoom Free works the same way as Zoom Pro. (image below), click on the Schedule a Meeting button and go to the next page to see how to Schedule a Meeting.

**Zoom Pro** costs £119.90 + VAT (£143.88) per year. With Zoom Pro you can have as many meetings as you want with no time limit. The maximum number of people you can invite is 100.

<https://www.zoom.us/pricing> select Zoom Pro to sign up for this contract.



This is the Zoom Home Screen once you have downloaded the App  
To schedule a meeting click on the Schedule Button

# Schedule Meeting

## Topic

## Date & Time

to

 Recurring meeting

Time Zone: London

## Meeting ID

 Generate Automatically Personal Meeting ID 758 547 8610

## Security

 Passcode  ?

Only users who have the invite link or passcode can join the meeting

 Waiting Room  
Only users admitted by the host can join the meeting

## Video

Host  On  OffParticipants  On  Off

## Audio

 Telephone Computer audio Telephone and computer audio 3rd-party audio

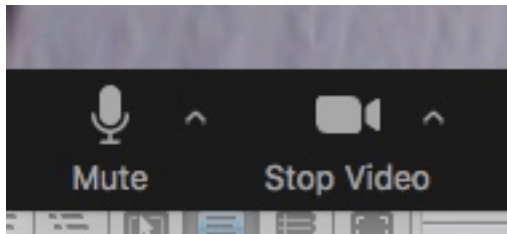
Give your meeting a name, select date and time. Set a Passcode, tick the option for Waiting Room (so you only admit people you know). Check Video and Audio options are ticked.

Save your meeting and click option to "Copy Invitation". You can now email that link to people you want to invite.

To Start the Meeting (click on Meeting on the top bar on Zoom app), select your meeting and click Start.

As other people start to join the meeting you will see a message “person waiting to join”, click on Admit.

The most common problem when people join a Zoom meeting is no video or no audio. At the bottom of their zoom Window are two buttons



These two buttons toggle between on and off, so if there is no audio they need to click the icon of the Microphone. If there is no video they need to click on the icon of the video camera. To see these options they must move the cursor in the Zoom window.