

Introduction

Zoom Video Communications inc was founded as recently as June 2011 and launched its first service in January 2013. This filled a need in businesses for teams to be able to collaborate easily world-wide using internet technology. More features and services have been since been added and Zoom now provides what has become known as “Unified Communications.”

Since the start of 2020 the Covid-19 pandemic has led to some Zoom services being used for personal and social communication when physical meetings are not possible.

In SDOS we only need to use a few of the features that Zoom can provide.

As a Guest you do not need to have a Zoom account, nor do you need to sign-in if that appears as an option.

All you need is a device connected to the internet. But given the various device types; operating systems; internet speeds etc it is very hard to give specific advice. It will be largely trial and error to find the best set-up that works for you.

Your device will need speakers and for some interactive type of meetings you will need to have a microphone and, ideally, a camera as well.

The Host can control whether he wants you to have Audio or Video enabled – in the case of talks it's a reasonable assumption that you will not have either enabled.

The Meeting Invitation

Prior to a meeting the Host will email an invitation – see the example below.

| | |
|------|--|
| | Peter Wyld is inviting you to a scheduled Zoom meeting. |
| | Topic: Peter Wyld's Personal Meeting Room |
| LINK | Join Zoom Meeting https://us05web.zoom.us/j/8186914xxx?pwd=bXExVHBOZ1NJVmNsSWR1WIRic3pXxxxx |
| ID | Meeting ID: 818 691 4xxx |
| PWD | Passcode: xxxxxx |

The invitation contains the three pieces of information which are needed to enable you to join a Zoom meeting.

Preparing For Your First Zoom Meeting

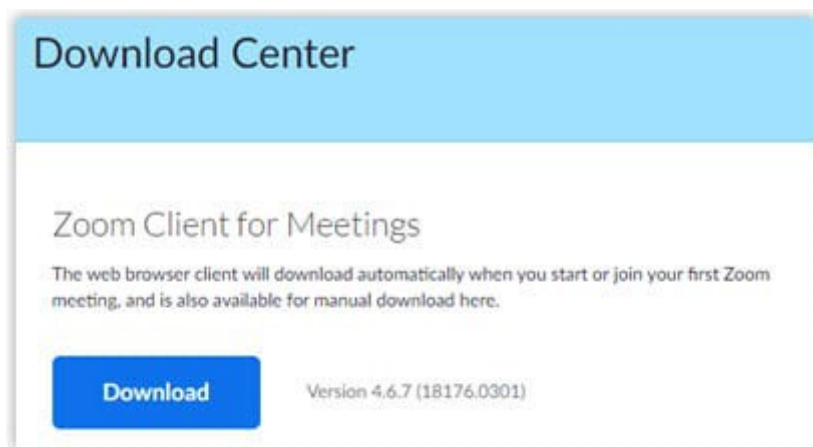
Please see below for guidance, depending on the type of device you will be using.

Type 1 - A Windows Desktop PC or Laptop

There are Zoom “Apps” available for both Windows and Apple Mac machines which make using Zoom as a guest easier and provide more controls for you to use.

You can download the “Zoom Client for Meetings” here:

<https://zoom.us/download>



(If you do not do this in advance, the first time you open the invitation link in your browser you will be prompted to download it then).

Type 2 - An Apple MacOS iMac or Macbook

See Type 1 above.

Type 3 – An Apple iOS iPad or iPhone

The Zoom Application for this group of devices is worth installing in advance as it will make it easier for you to join and participate in a meeting.

From the Apple Store you need to search for “Zoom Cloud Meetings” - carefully check that you have the right App!

This link may help you to find the right one.

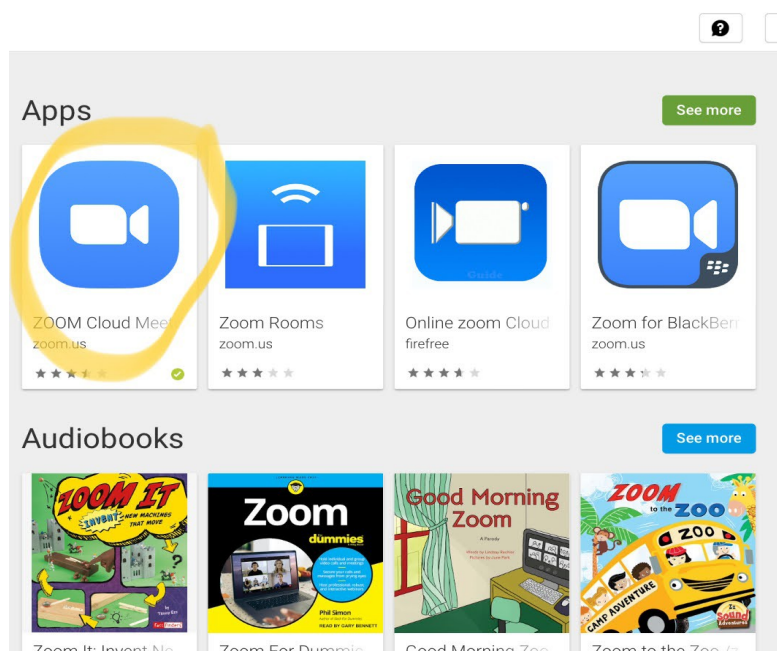
<https://apps.apple.com/kn/app/zoom-cloud-meetings/id546505307>



Type 4 – A Google Android tablet or smartphone.

As in the case of Apple mobile devices it is worth downloading the Android Application from the Google Play store. You will need “Zoom Cloud Meetings” and this link may help:-

[Zoom Cloud Meetings for Android](#)



Joining a Zoom Test Meeting

It's a good idea to test your set-up before joining an actual meeting, This is also an opportunity to check that you are able to join a Zoom meeting without encountering any problems.

[Zoom Test Meeting](#)

Joining A Meeting As Guest

You should try and join the meeting a few minutes before the scheduled time – to allow time to deal with any issues when trying to do this!

Depending on the type of meeting the Host may have set up a “Waiting Room”, and you might have to wait a few minutes before the host starts the meeting and allows you into the “Meeting Room”

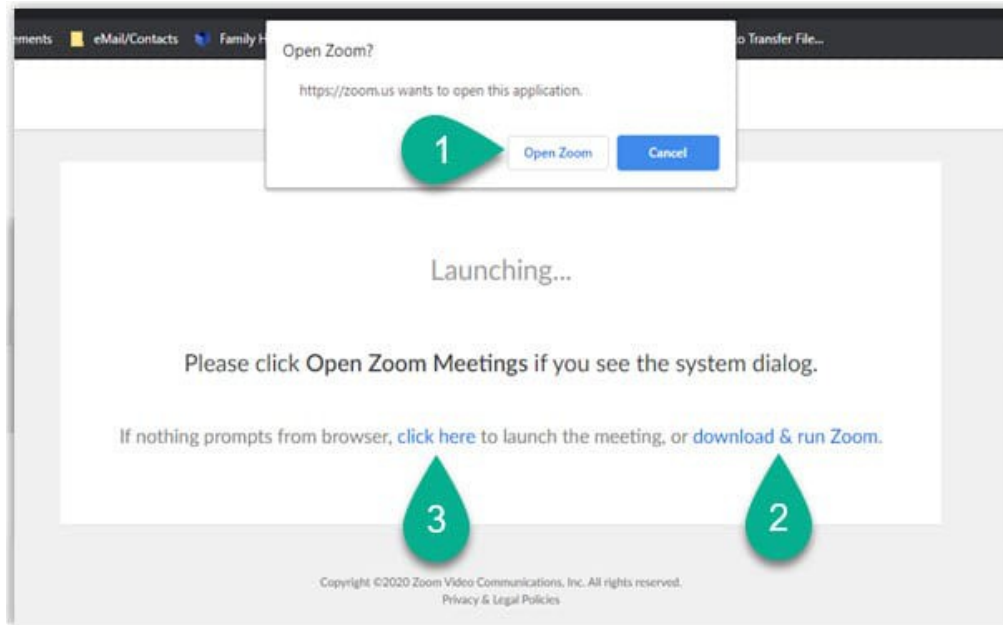
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The methods of joining are summarised below:-

Type 1 and 2 - Windows and Apple Desktop,Laptop,Notebook etc

Method 1 – using your web browser (Edge, Chrome, Firefox, Safari etc)

- Click on the meeting invitation LINK OR Click on <https://zoom.us/join>
- A new tab will open on your preferred web browser (see screen-cap below).
- If you already have the Zoom Client app installed you can simply click on “Open Zoom” (1)
- If you do not have the Zoom Client installed there is a prompt (2) to download and run it now. (Advisable to get all the features).
- You can ignore that prompt if you wish and just “Join from your browser” (3), but you will have a reduced set of features and controls compared with using the Zoom client.



- On the next screen sign in with your name and passcode, if one has been provided, and join the meeting

Method 2 – using the Desktop Client that you have installed

- Open the Zoom Desktop Client.
- Click “join a meeting”.
- Enter the meeting ID and your name, and set audio/video permissions.

Type 3 and 4 – Apple and Android Tablets, Smartphones etc

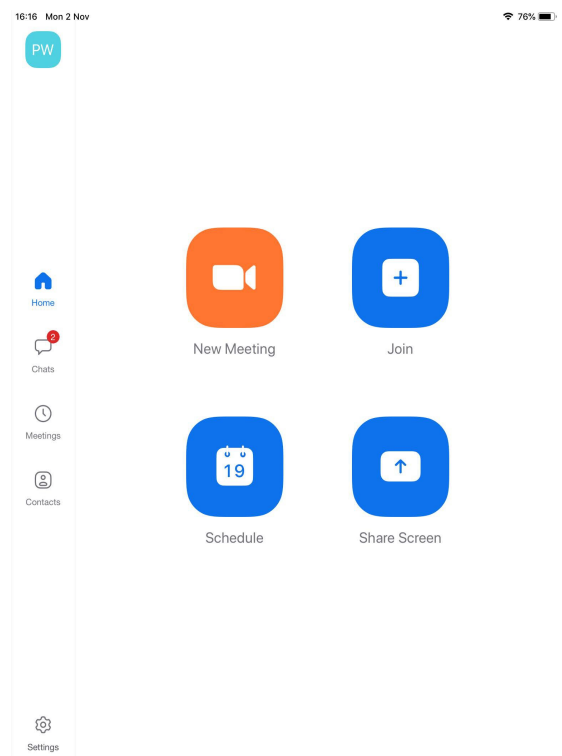
Method 1 – using the LINK in the invitation

- Click on the LINK - this will open the Zoom app.
- The app may ask for permission to use your phone's camera.

Method 2 - using the Zoom Cloud Meetings App

- Open the Zoom App
- click on the blue “Join” button

and Enter the Meeting ID and passcode when prompted



Controls and Leaving the Meeting

Once you have joined the meeting you will find various controls on the screen – and you will need to familiarise yourself with them, particularly

- How to leave the meeting
- How to mute/unmute your microphone
- How to view the other participants in a grid (if using video)

Peter Wyld, Version B