

ZOOM



For videoconferencing - conduct interactive online lessons

1

HOW TO SET UP A ZOOM ACCOUNT

About

When you join a Zoom meeting hosted by another user, you are considered an attendee. A Zoom account is not required if you are joining a Zoom meeting as an attendee or participant (**see topic 2 'How to participate in a Zoom meeting'**). If you want to host a Zoom meeting, having an account is required (**see topic 3: 'How to host a Zoom meeting'**).

Sign up for the first time

- Start by going to <https://zoom.us>
- On the right top corner, click **'Sign Up, It's Free'**
- If asked, fill in your date of birth and click **'Continue'**
- Sign up through your Google Account ¹ by clicking on **'Sign up with Google'**
- You will receive an email from Zoom to activate your account, go to your mailbox (Gmail) and click **'Activate Account'**
- You will be redirected to fill in your first name, last name and create a password.

¹

See tutorial on how to create a Google Account

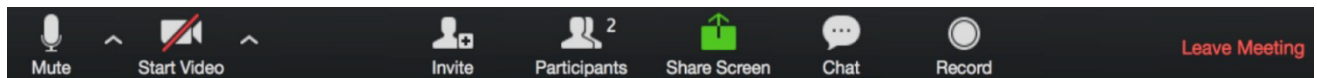
About

When you join a Zoom meeting hosted by another user, you are considered an attendee. A Zoom account is not required if you are joining a Zoom meeting as an attendee or participant, so there is no need to sign in first. As an attendee you will be able to use attendee controls, including using video, sharing your screen and muting your audio. The host who scheduled the meeting will have

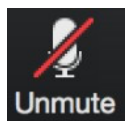
Join a meeting

- Click on the link provided by the meeting host
- Follow the prompts to download or run Zoom on the web
- Enter the meeting ID provided by the meeting host if prompted
- Click 'Join With Audio' to enter the conference

Attendee meeting controls

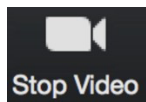


The attendee controls appear at the bottom of your screen. These are the most useful features:



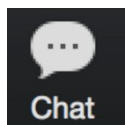
Mute/Unmute microphone

You can mute and unmute your microphone by clicking on the icon. The host also has the ability to mute you.



Start/Stop video

You can turn your camera on or off by clicking on the icon.



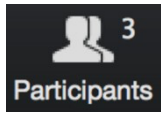
Chat

You can chat with individual or with everyone in the meeting. Click on the icon to open the chat window and chat with other participants or view messages. Select the drop down next to 'To': to change who you are chatting with.



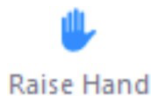
Share screen

If the host allows you, you can share your screen by clicking on the icon. The host also has the ability to stop your screen share.



Participants

View who is currently in the meeting by clicking on the icon. The participants list also gives you the options to **raise your hand** or **rename** yourself.



Notifies the host and show a prompt. Under Participants, click on your name. Next, click on the 'hand' icon to notify the host that you have a question or comment. Click on the 'hand' icon once more to lower your hand again.

- Rename -

Click on the arrow next to more, then click on '**Rename**' to change your name and how it is seen in the participants list and video window.

3

HOW TO HOST A ZOOM MEETING

About

When you host a Zoom meeting, having a Zoom account is required. If you do not have a Zoom account yet, go back to **topic 1: 'How to set up a Zoom account'**. Zoom is a commercial organization and charges a number of the services it offers, but there is a free version as well.

The account you have created uses the '**free plan**' and has the following features:

- Host up to 100 participants
- 40 minutes limit on group meeting (more than two participants)
- Unlimited 1 to 1 meetings

Schedule a meeting

- Start by going to <https://zoom.us>
- On the top right corner, click '**Sign In**'
- Scroll down and click '**Sign in with Google**'
- Click on '**Schedule a New Meeting**'

Schedule a New Meeting

- Give your meeting a name and provide a description (optional)

[My Meetings](#) > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

Enter your meeting description

- Indicate the date, time and duration of your meeting

When

05/25/2020



9:00



AM



Duration

1



hr

0



min

Time Zone

(GMT+3:00) Nairobi



- The meeting ID is generated automatically, we recommend not to change this setting.

Meeting ID

Generate Automatically

Personal Meeting ID 660 188 3139

- The meeting password is required and generated automatically, we recommend not to change this setting.

Meeting Password

Require meeting password

2CTeAj

- Indicate whether you want your own camera and participants' camera on/off upon entering the meeting. This can still be changed whilst in the meeting.

Video

Host



on



off

Participant




on





off


- Indicate the following features of your meeting according to your preference:

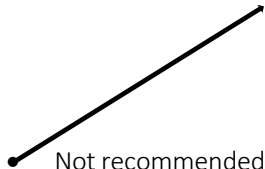
Meeting Options

Enable join before host  Recommended

Mute participants upon entry   Recommended

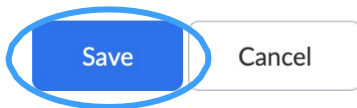
Enable waiting room

Record the meeting automatically on the local computer  Recommended



Not recommended. This option is only useful if you want to control when a participant joins the meeting. Enabling this, you will have to 'accept' all individuals to the meeting.

- Click 'Save'



- Your meeting is now created and scheduled. You will now see a summary/overview of your meeting: Topic, Time, Meeting ID, Meeting Password and the Invite Link.

The invite link is very important , as you will have to share this with your participants (see below: 'Inviting participants').

Inviting participants

- In the meeting summary/overview, click 'Copy Invitation'

Invite Link <https://us04web.zoom.us/j/79975726565?pwd=VzhuVzFvdkdIRDRIUVJUVXFyVW9YZz09>



- You will now see a written text that can be used to invite your participants. The invitation includes the link and password to the meeting. Click on 'Copy Meeting Invitation'



- Go to your **mailbox** (e.g. Gmail), start a new message, paste the meeting invitation in your message and send it to the people who are required in the Zoom meeting. You can also share the link using **WhatsApp**.

Starting a Zoom meeting

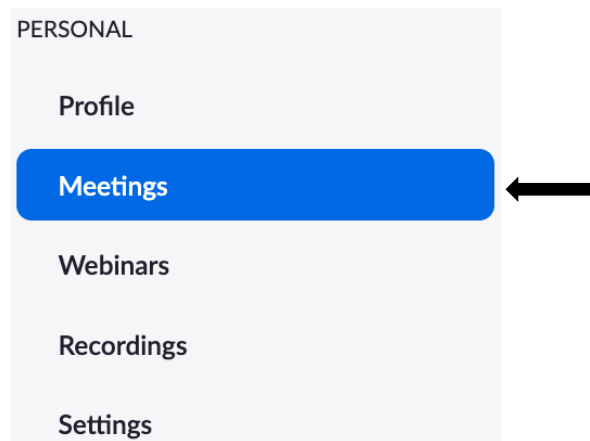
- Make sure you are logged in to your Zoom account:

Go to <https://zoom.us>

On the top right corner, click 'Sign In'

Click 'Sign in With Google'

- On the left hand side of your window, click on 'Meetings'



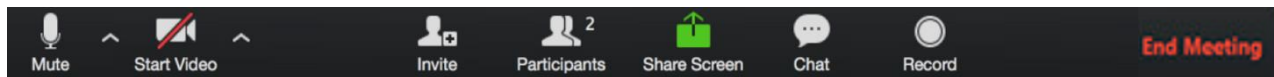
- You will now see the meeting you scheduled earlier, click 'Start'

Start Time ▾	Topic ▾	Meeting ID	
Tomorrow 08:30 AM 09:30 AM Nairobi	Community of Practice	759 2632 4355	<input type="button" value="Start"/> <input type="button" value="Delete"/>

- Follow the prompts and open Zoom.us on the web or the desktop/mobile application.
- Click 'Join With Computer Audio'
- You now find yourself as a host in the meeting room, participants are now able to join the meeting room.

Host meeting controls - whilst in the meeting

The host controls will appear at the bottom of the screen if you are not currently screen sharing. If you share your screen as a host, the meeting controls will appear on top of your screen. The host meeting controls are similar to the attendee meeting controls. See subtopic **'Attendee meeting controls'**, under topic 2 to learn more on how to operate these controls while being in a



Being a host, you have some extra facilities in the meeting room:

- Allow participants to share their screen

Click ^ next to the 'Share Screen' icon, next click **'Advanced Sharing Options...'**

Select who can share in your meeting, and whether you want only the host or any participant to be able to start a new share when someone is sharing.

How many participants can share at the same time?

- One participant can share at a time
 Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

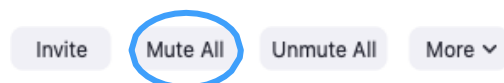
- Only Host All Participants

Who can start sharing when someone else is sharing?

- Only Host All Participants

- Muting participants

To mute and unmute participants, start by clicking on the participants icon. Next you will be able to mute and unmute participants individually, or as a group.



- Ending a meeting

To end the meeting, click on **'End Meeting'**. Note that this will end the meeting for all participants.