



ZOOM QUICK START GUIDE TO FFOA MEMBERS

May 2020

How to participate in a Zoom Meeting

Pre-requisites

- Access to any recent device including PC, cell phone, tablet (possibly not older than three years)
- Download Zoom client from <https://zoom.us/download> (the software is automatically installed by the system before joining the first meeting but you are advised to do it in advance. On older devices the software can be manually installed by running “download>**ZoomInstaller.exe**” from your file explorer)
(Use of laptop is preferable for ease of use, but cell phones or tablets can also be used. In the latter case, you can download **zoom cloud meeting** app from Apple Appstore or Google Playstore)

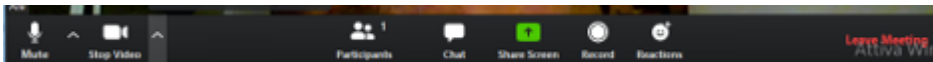
Optional: register (to show your name and personalize your profile)

NB in the absence of any of the above devices, you can possibly join the meeting in audio-mode by only using a fixed or mobile phone through a local number (this can be found at the bottom of the invitation message)

Join meeting

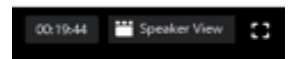
- When you receive an invitation email from FFOA click on the provided link. Your browser will start and you are requested to launch the zoom meeting application. Click to accept. A “join meeting” window is opened. If requested, insert the password found on the email message.
- You can test audio/video on the fly or join a test meeting beforehand by clicking on: <https://zoom.us/test>
- When joining the meeting you are given the choice to use internet connection for audio or choose a telephone connection. Click on “use internet connection”.

Bottom Taskbar



This taskbar allows to:

- Mute/Unmute microphone (if enabled by the host)
- Enable/disable camera as necessary
- Click on the “Participants” icon then use options on the appearing side panel like “raise hand” or *Chat* with everyone or privately by choosing user name. (if enabled you can chat also by the “chat” button on the taskbar)
- Click on “Share Screen” to share an open document of your Desktop (if enabled by the Meeting Host).
- Record session (must be enabled by the Meeting Host)
- React with thumb up or applause.
- You can also modify the video layout by clicking on the Top right-hand corner Taskbar (select “Full Screen” then click on **Gallery View** or **Speaker View** as needed).
Depending on number of participants the screen can show up to 49 boxes. If more than 49, horizontal scrolling is available.
- By clicking on the three dots icon (More) you can select other options such as Chat, Meeting settings, etc.



Please note that settings can vary depending on your device/ system. You can refer to the video tutorials and document sent separately by FFOA, or you may wish to visit the **ZOOM Help Centre**

<https://support.zoom.us/hc/en-us> (articles) -

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials> (videos)

If in trouble, you can contact the FFOA IT Support Team :

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