



03 June 2020

ZOOM QUICK START GUIDE TO FFOA MEMBERS

How to participate in a Zoom Meeting

Introduction

As most of the systems resident on the cloud, in order to be operated Zoom needs a module (client) to be downloaded on the device (desktop/laptop PC or smartphone/tablet/iPad) from which you plan to operate it. Given the features of the different devices also the user interface (launching of various functions, icons location on the screen, number of functions available at run time, etc.) is going to be slightly different and requires to follow different instructions. So, in order to avoid confusion, it has been considered easier for the end user to follow two different sets of instructions.

Given the fact that the download process is to be executed only once (ie. the first time you use Zoom on a specific device or every time you want to update the version of your client), each set of instructions has been divided into two parts (a) Download Client and b) Interact with the Zoom Room). So, depending on the tool used, please access the relevant instructions as follows:

Desktop or Laptop PC

- Section 1.a Download Client
- Section 1.b Interact with the Zoom Room

Smartphone/Tablet/iPad

- Section 2.a Download Client
- Section 2.b Interact with the Zoom Room

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 usually be found at the bottom of the invitation message)

For more info on Zoom and the way to use it 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, please contact the FFOA IT Support Team :

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Section 1.a Download Client on a Desktop or Laptop PC

On more modern PCs (possibly not older than three years) the Client is automatically downloaded and installed by the system before joining the first Zoom meeting, so the good news is that you don't have to worry to go through the Download process.

On older devices the Zoom client can manually be installed by going [from your web browser \(Google or IE\)](#) to the Download Centre (<https://zoom.us/download>), by clicking on **Zoom client for Meetings**, by launching the Zoominstaller.exe which appears on the left hand bottom side of the screen and finally by clicking on "Run" in the window which is shown to execute it.

When the installation is completed Zoom shows a window with four buttons (**New Meeting, Join, Schedule and Share Screen**) together with a list of meetings scheduled for the day.

If you click on **Join** you are led to a second window which allows you to enter the meeting ID which appears on the invitation, after which you can click on **Join** to get access to the meeting Room.

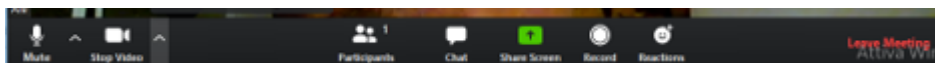
Section 1.b Interact with the Zoom Room from a Desktop or Laptop PC

When you receive an invitation email from FFOA **click on the link** (Meeting ID) which appears in the message. Your browser will start and you will be requested to launch the zoom meeting application. Click on "Open **URL: Zoom Launcher**" which appears on the top of the screen. A "**Join Meeting**" window is opened. If requested, insert the password you can find in the email message.

You can test audio/video on the fly or join a test meeting beforehand by clicking on: <https://zoom.us/test>

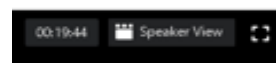
When joining the meeting you are given the choice to use internet connection for audio or choose a telephone connection. Click on "**Use Internet Connection**".

The screen which brings you in the Zoom Room shows a **Bottom Taskbar**



This taskbar allows to:

- Mute/Unmute microphone (if enabled by the host); close to the Mic icon you find an arrow which you can click to select various options (Select a Microphone, Select a Speaker and Test)
- Enable/disable camera as necessary; close to the Camera icon you find an arrow which you can click to select various options (Select Camera, Choose Virtual Background and Video Settings)
- Click on the "Participants" icon to use options from the bottom of the side panel that will be opened ("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.



When you decide to leave the meeting click on the "**Leave**" button which appears at the bottom-right side of the screen and confirm command as necessary.

Section 2.a Download Client on a Smartphone/Tablet/iPad

Open Apple **AppStore** or Google **PlayStore** by clicking on the relevant icon appearing on the main screen of your tool.

Search for “**Zoom Cloud Meeting**”

Download App by clicking on **cloud icon** on the left of the App Title

Click on the “**Open**” button which appears where the cloud icon was shown before

The “**Start a Meeting**” screen is displayed, at the bottom of which two options are given:

“**Sign Up**” and “**Sign In**”

Before using “**Sign In**” click on “**Sign Up**” which allows you to register as a user of Zoom

The panel “**For verification, please confirm your date of birth**” appears

Select your date of birth and click on **Confirm**

The “**Sign Up**” screen appears on which you feed your Email Address, First Name, Last Name

Then click on the “**Sign Up**” bar appearing on the screen

A message appears to mention that a confirmation request has been sent to your email address

Go to your email inbox and click the “**Sign In**” button which appears in the message

The Zoom homepage is shown which in addition to providing access (on the second line of the screen) to Solutions and Plans & Pricing allows to “**Schedule a Meeting**”, “**Join a Meeting**” and “**Host a Meeting**”

Each of the above three functions require a series of options to be defined, grouped under

Personal (Profile, Meetings, Webinars, Recordings, Settings) and

Admin (User Management, Room Management, Account Management, Advanced)

Since initially you are going to use Zoom mainly to join a meeting it would be sufficient for you to click on the “**Join a Meeting**” button and to define the options grouped under **Personal** only.

At the bottom of the panel three additional links are provided to get access to, if necessary,

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Section 2.b Interact with a Zoom Room on a Smartphone/Tablet/iPad

Once you have gone through the above download (the first time you use Zoom) and you have defined the options grouped under **Personal**, you can **“Join a Meeting”** by just clicking on the link (Meeting ID) contained in the invitation mail and by supplying the relevant password.

When clicking on the Meeting ID link you get the screen **“Your meeting should start in a few seconds ...”** in case the host has not yet opened the Zoom Room. If you click on **“try again”** the **“Join Meeting”** screen is displayed and the password is requested. After having inserted the password appearing in the invitation message, click **Continue**.

If the meeting has not yet started an info session panel is displayed inviting you **to wait**.

If the meeting is on, then you get the screen which shows your live image and a **request to connect with audio**. You click on audio and **you are in the Zoom Room**.

As mentioned in the introduction to this document, the user interface which is made available on mobile devices is slightly different from the one shown on Desktop or Laptop PCs.

The **Bottom Taskbar** appearing on the PCs **is not shown (or shown only partially)** on the bottom of mobile devices' screens, the logic being that all options relevant to different settings should be defined at download time to minimize their definitions while operating in mobile mode.

Only **essential icons** to participate in a meeting (**Microphone, Video, Participants**) are shown on the screen of a mobile device (at the top for an iPad, at the bottom on a Smartphone). Another command at the top right-hand side of the screen allows to change the modality of your screen display (eg. **Full Screen** and then **Gallery View** or **Speaker View**, as needed). These icons are followed by a three-dots icon which, if clicked, gives access to **Reactions, Chat, Meeting Settings**, etc. which work the same as in the PC version.

When you decide to leave the meeting click on the **“Leave”** button which appears at the bottom-right side of the screen and confirm command as necessary.