

Zoom Tips



The video here: <https://youtu.be/xcEXn4mnyLM> is a complete beginners guide to using Zoom.

Please be aware that this document attempts to go through all of the stages involved in using Zoom as needed to access NWR talks. Therefore, it is rather lengthy and more experienced and tech savvy members will be able to skip to the parts they need.

The contents are:

1. Setting up Zoom
2. Joining a Zoom Call/Talk/Quiz
3. Using Zoom – how to find ‘Chat’ and turn your video and microphone on and off
4. Turning on Subtitles
5. How to change your Zoom screen name

1. Setting up Zoom

We advise setting up a Zoom account and downloading Zoom to your computer or device before trying to use it for the first time. Although this is not a requirement to use Zoom it does seem to make it easier.

On an iPad, tablet, etc you can simply download Zoom from the App store or equivalent and set up your account by following the on-screen instructions.

On a computer, go to [Zoom.us](https://zoom.us):

A screenshot of the Zoom website homepage. The browser address bar shows 'https://zoom.us'. The page features the Zoom logo, navigation links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES', and buttons for 'JOIN A MEETING' and 'HOST A MEETING'. A green banner states, 'We have developed resources to help you through this challenging time. Click here to learn more.' Below this is a large section for 'Zoom Phone' with the text 'The world is on Zoom Phone.' and a 'Buy Now' button. A callout box with a black border and white background contains the text: 'Click here to download and install Zoom onto your computer – follow the on-screen instructions. This is under the ‘Resources’ tab on the Zoom homepage.' An orange arrow points from the word 'here' in the callout box to the 'Download Zoom Client' option in a dropdown menu that is open over the 'HOST A MEETING' button. The dropdown menu includes options for 'Video Tutorials', 'Live Training', 'Webinars and Events', 'Zoom Blog', 'FAQ', 'Privacy and Security', and 'Security Resources'. The URL in the browser's address bar is 'https://zoom.us/download#client_4meeting'.

To set up an account you will need to press the 'Sign up free' button on the Zoom home page



You will be asked for a date of birth and your email address. A confirmation email will then be sent to you. You will need to click on the blue 'Activate' button in this email which will take you back to Zoom to set your password. Then you're all set!

2. Joining a Zoom Call/Talk/Quiz

To join a Zoom call/talk/quiz you can click on the link given to you by the host, which will look something like:

<https://us02web.zoom.us/j/85897188426?pwd=akNIODcrN1RQQjNqN0xaRFF2ZGR0dz09>

This will take you to a page like this:



When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

Click on 'Launch meeting' and you will see this screen:

 **Please wait for the host to start this meeting.**

Start: 1:00 PM

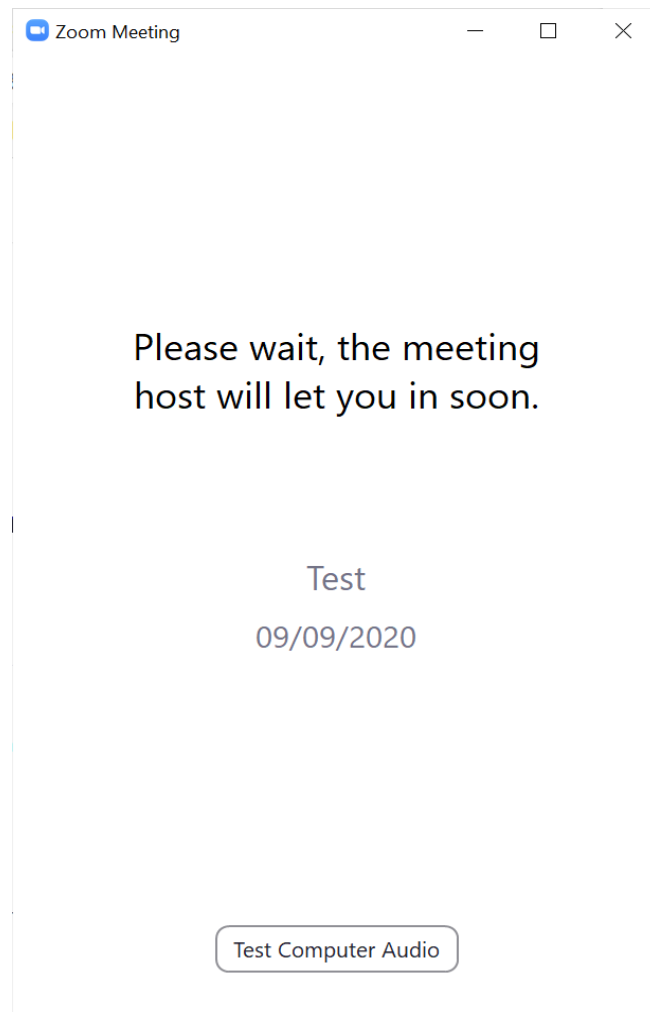
Test

[Test Computer Audio](#)

If you are the host, please [login](#) to start this meeting.

This screen will show until we start the meeting.

Once we start the meeting you will enter the waiting room and will see a screen like this:



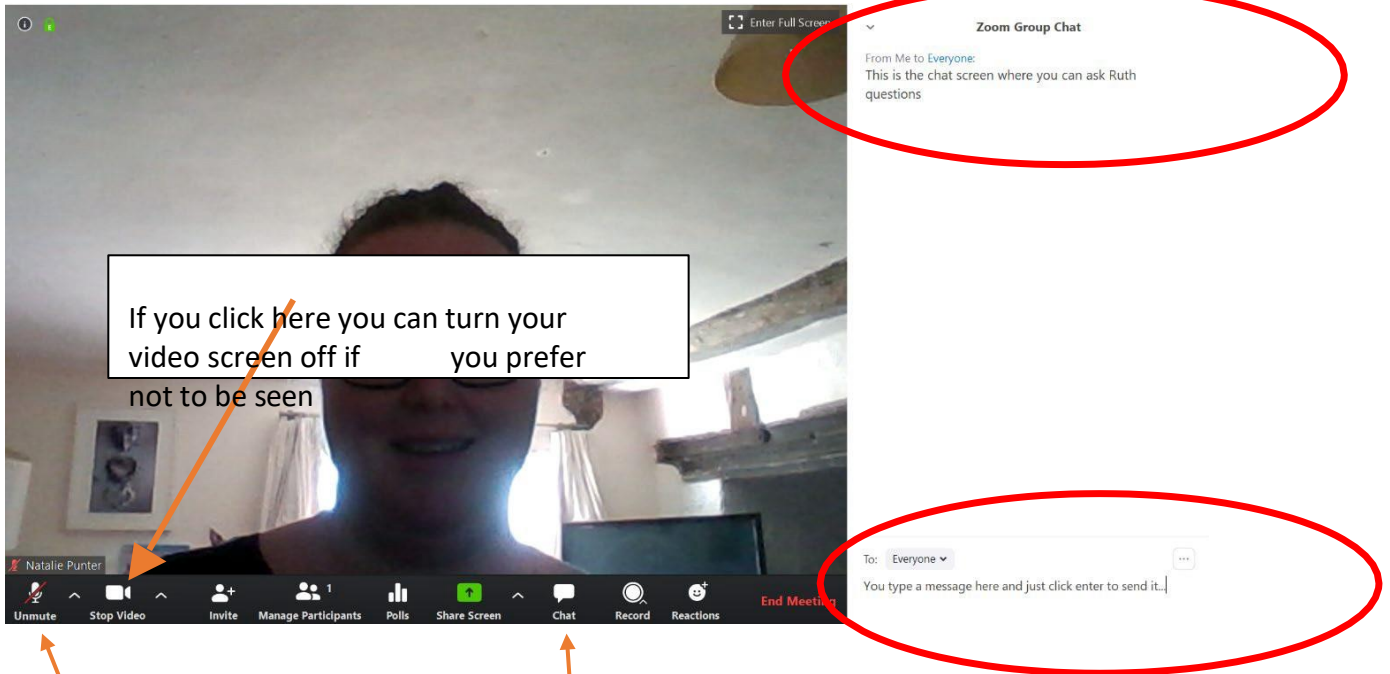
The host will let you into the main 'room' once we are ready to start.

You can also join a meeting by going to [Zoom.us](https://zoom.us) and clicking 'Join a meeting' which is in blue writing at the top of the Zoom home screen. You will be asked for the Meeting ID and then the meeting password. The screens which follow will be the same as those shown above.

3. Using Zoom – how to find 'Chat' and turn your video and microphone on/off

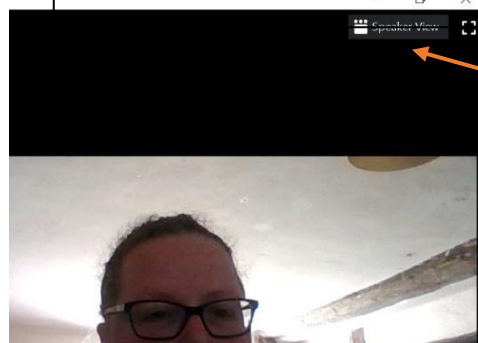
On a computer:

This is the screen you will see when you enter the meeting. It may look slightly different if you are in gallery view as you will be able to see participants. (See below for how to change this). This view also shows the screen with the Chat bar open.



This is your microphone. Generally you will be muted on entering the talk or quiz. If you are attending a talk you will usually find that you are unable to unmute yourself as we tend to keep everyone muted to block out background noise. During a quiz this button will work but we ask you to keep yourself muted unless you are in your quiz group and discussing the answers.

This is the Chat button. If you click here you can open the chat window which is shown open in the picture above. Questions for the speakers will be taken using the Chat function.



If you click on this button in the top right hand corner of the page you can change your view to see the speaker rather than all participants

On a tablet, iPad or Phone:

Please note that this may vary slightly depending on your device.

This button mutes or unmutes your microphone – if you are not speaking please keep it muted to minimise background noise.

You will usually be set to mute when you enter the quiz/talk and in some cases with speakers it will have been set to stay muted and questions will be taken using the chat function.

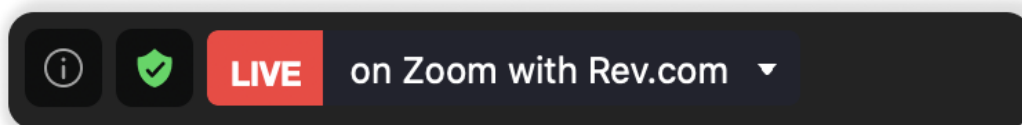
This button turns your camera on or off. In talks you can turn it off to avoid being seen on any recordings.

This button with the 3 dots brings up more options including the 'Chat' button. When listening to speakers this is generally where you will be able to ask questions.

The 'More' menu includes: Record to the Cloud, Chat, Meeting Settings, Minimize Meeting, Virtual Background, and Disconnect Audio.

4. Turning on Subtitles

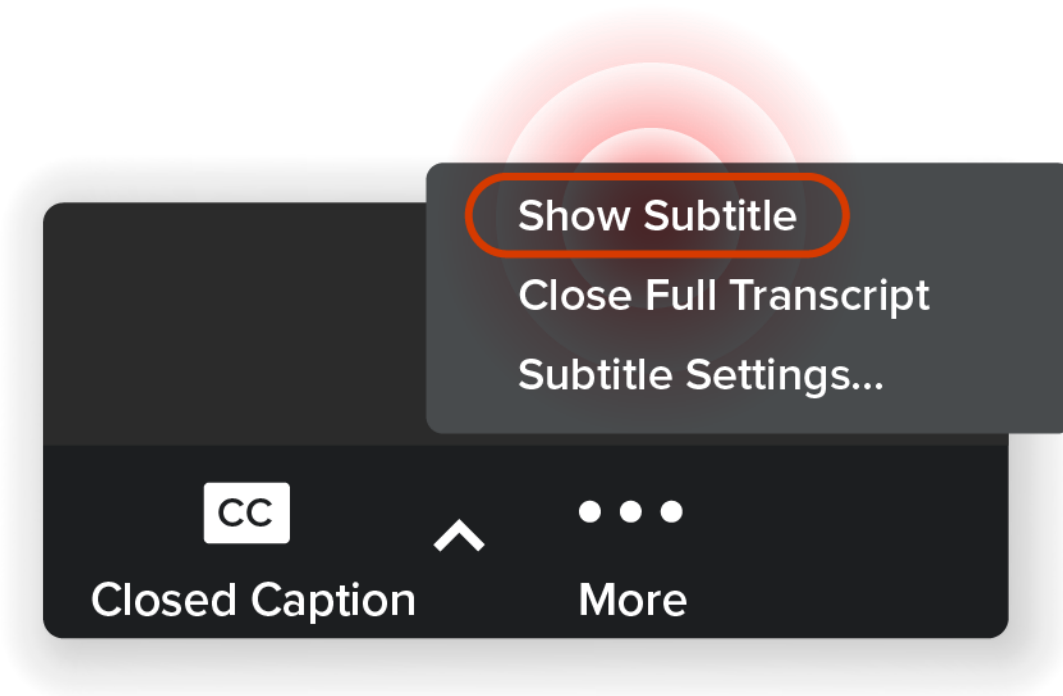
- Subtitles are available in the meeting or talk whenever you see a red "LIVE" indicator in the upper left corner of the Zoom window like this:



- Rev Live Captions will only become available after the Host joins the meeting – and not before. After the host leaves the meeting, Rev Live Captions will not be available.

Attendee 2. Show the captions.

- In the bottom of the Zoom window, click the “^” up arrow button next to “Closed Caption” and then click on “**Show Subtitle**” to start displaying Rev Live Captions in your Zoom Meeting.



Note: this setting affects only your Zoom window. Each participant will have the option to show / hide Rev Live Captions in their Zoom window.

- To hide Rev Live Captions in your Zoom window, click the “^” up arrow next to “Closed Caption” and then click on “**Hide Subtitle**”.

5. Changing your Zoom screen name

How to change your name whilst in a Meeting

Here's how to change your name when you are already in a [Zoom meeting](#).

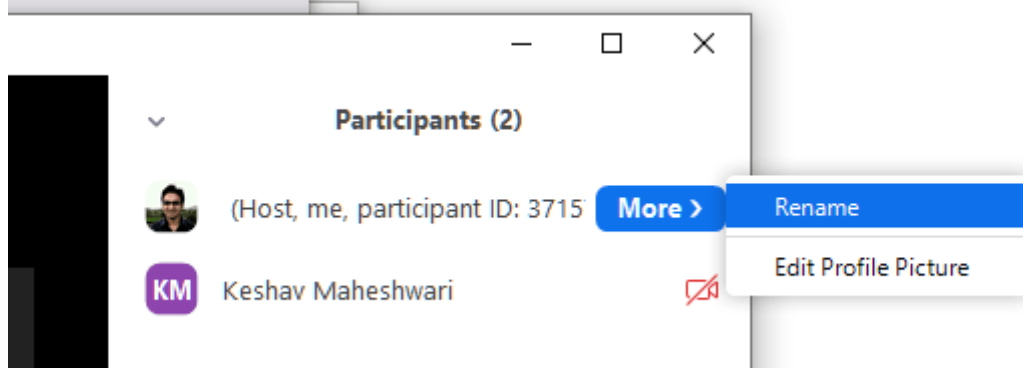
On a PC

Step 1: When in a meeting, click on ‘**Participants**’ at the bottom of your screen in the calling bar.

Step 2: Hover the mouse pointer above your name until you see the option to select ‘**More**’.

Step 3: Once you see it, click on it and select Rename.

Step 4: Enter your desired name in the text field and click on 'Ok' to confirm your selection.

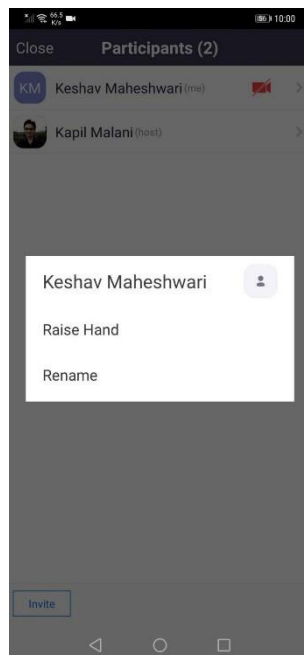


On a Phone

Step 1: During the meeting, tap on 'Participants' to bring up the list of participants in your meeting.

Step 2: Now find and select your name from the list and tap on it.

Step 3: Select 'Rename' and enter your desired new name in the text fields to change your name.

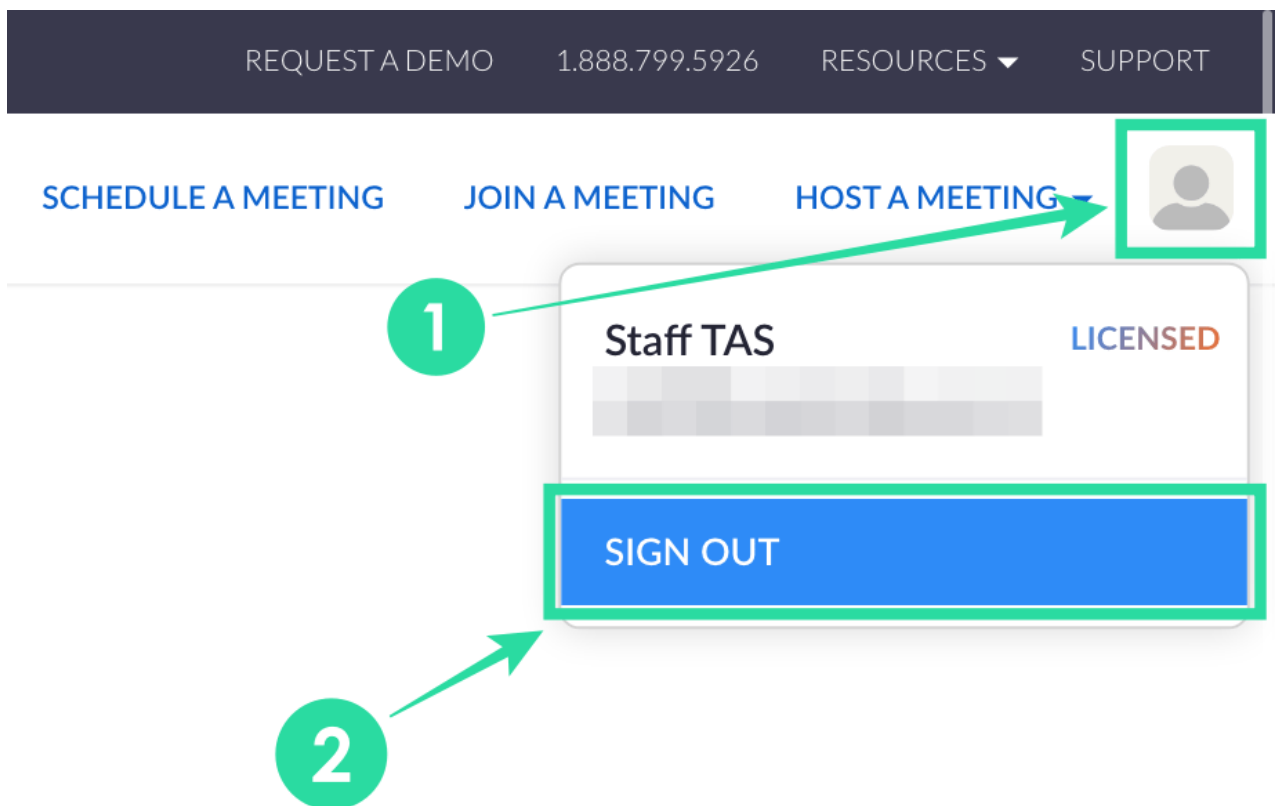


How to rename before joining a Zoom meeting

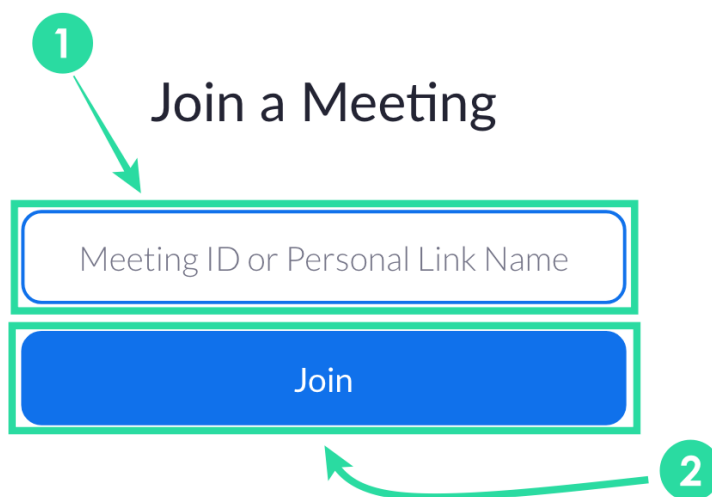
If you're about to join a meeting but you want to change the way your name is displayed, you can rename yourself by signing out of your Zoom account and then joining the meeting with a new name. You can do this when joining meetings on your PC (through the web or when using the desktop client) or on your phone.

On the Web

Step 1: Sign out of your Zoom account by clicking your profile picture from the top right corner and selecting the 'Sign Out' option.

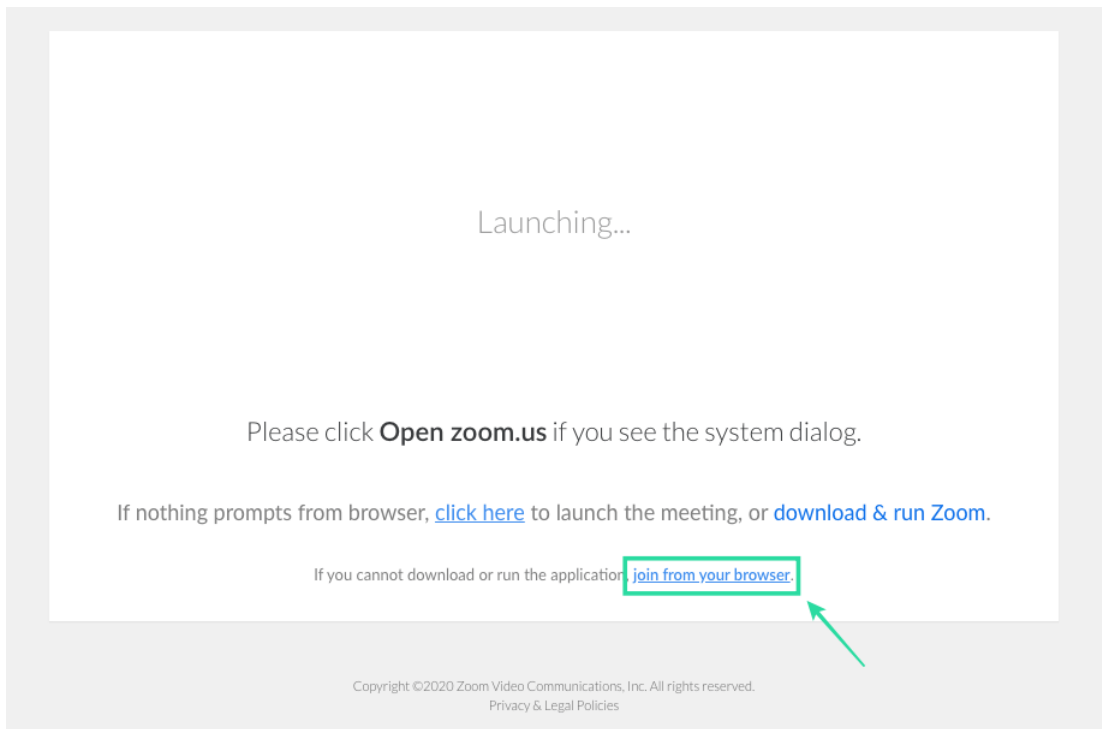


Step 2: After you're signed out of your account, click on the 'Join a meeting' at the top.



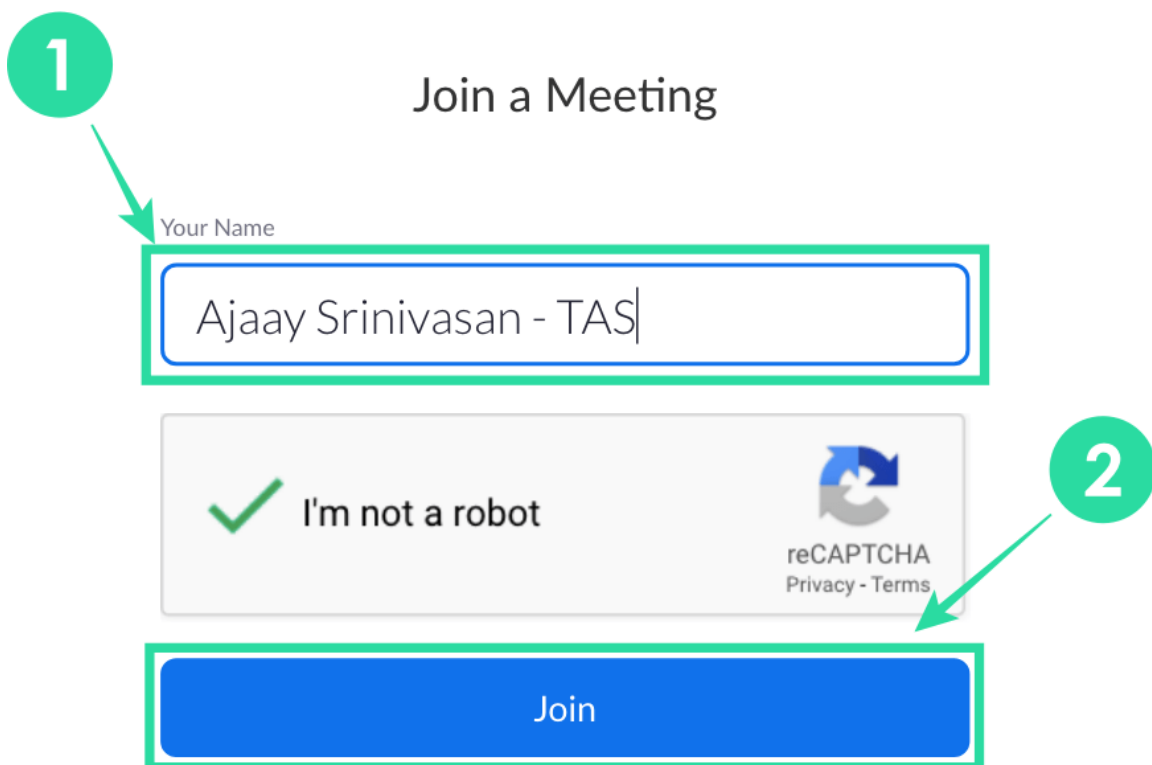
Step 3: On the next page, enter the meeting ID or Personal link name and then click on the Join button.

Step 4: If you wish to join the meeting from your web browser, click on the 'Join from your browser' link at the bottom.



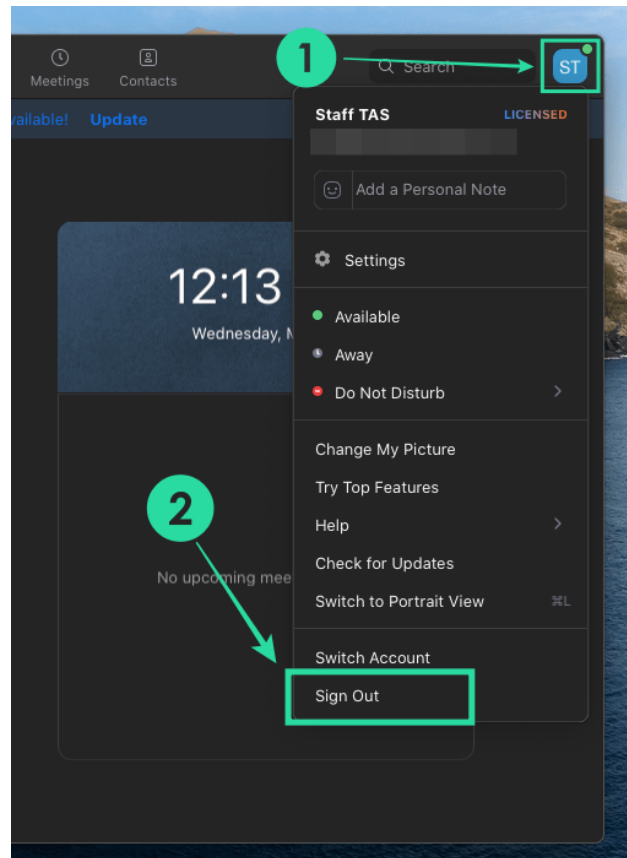
Step 5: In the next screen, you can enter the name you want to use for the meeting under 'Your Name' and then click on Join.

That's it! You will now have a new name inside the meeting.

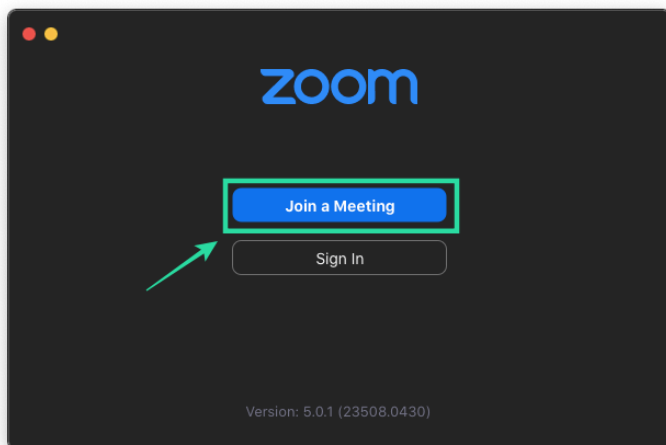


On a PC

Step 1: On the Zoom desktop client on your PC, click on the profile picture at the top right corner and then select 'Sign Out'.

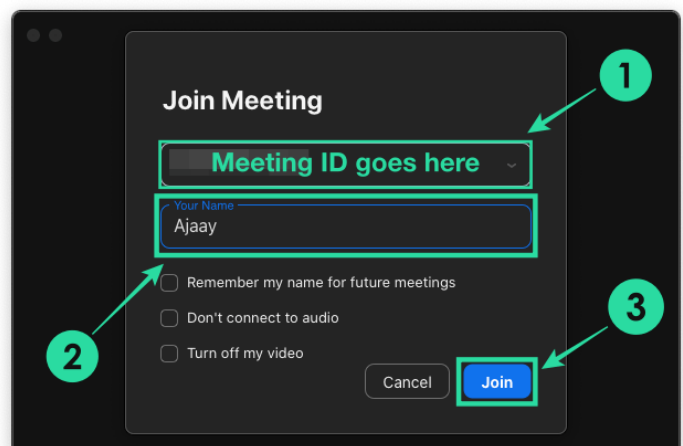


Step 2: When you're logged out of your account, click on the 'Join a Meeting' button.

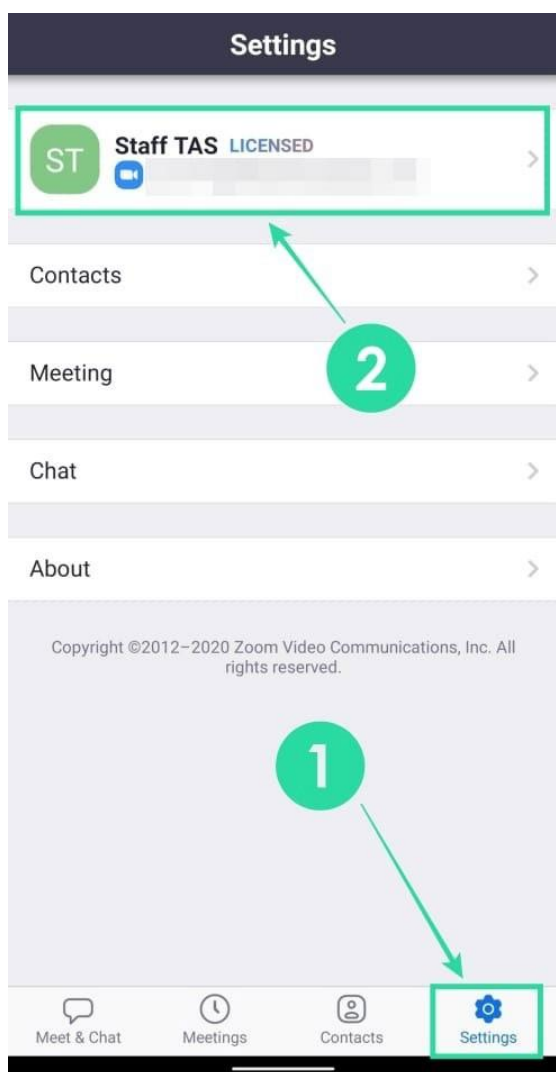


Step 3: In the next screen, Enter the meeting ID that was shared with you and the name you want to assign yourself during the meeting session. After you have entered these details, click on the 'Join' button.

You will be asked to enter the meeting password, if any, and after that the meeting screen will show your name as the one you assigned for yourself before joining.

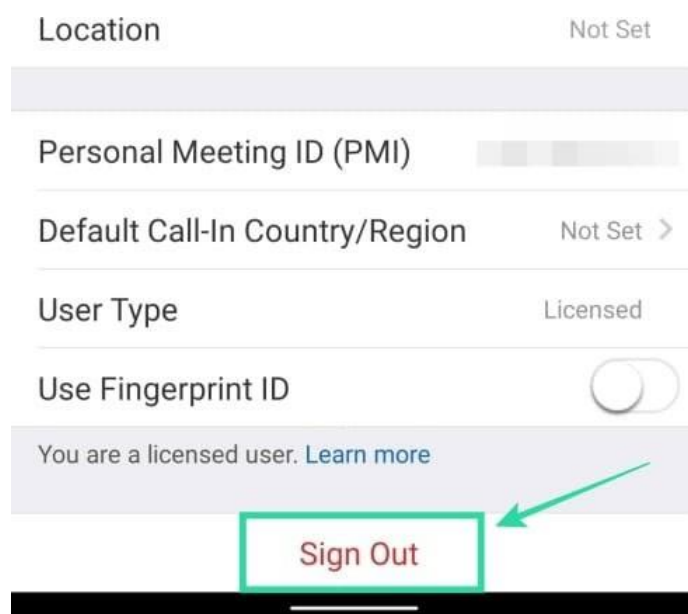


On Phone/iPad

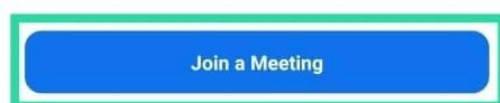


Step 1: On the Zoom app on your phone, tap on the Settings tab at the bottom, and then select the account name at the top.

Step 2: Inside the 'My Profiles' screen, scroll down, tap on the 'Sign Out' button at the bottom and confirm by tapping 'Yes' in the dialog that follows.



Step 3: After you're logged out of your account, tap on the 'Join a Meeting' button.

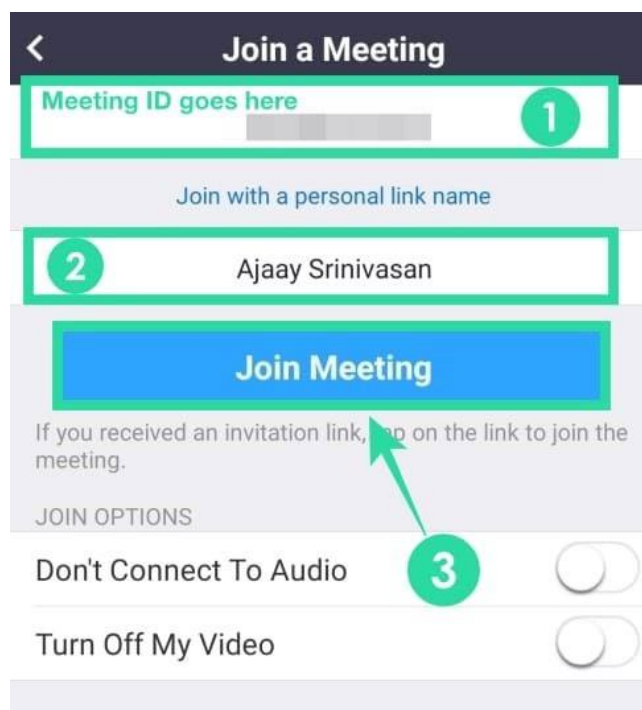


Sign Up

Sign In



Step 4: Enter the Meeting ID and the name you want to assign yourself for the meeting. After entering these details, tap on the 'Join Meeting' button.



Step 5: You will be asked to enter the meeting password. Enter the password and tap on OK.

Step 6: Choose if you want to join with the video turned ON or OFF.

After that the meeting screen will show your name as the one you assigned for yourself before joining.