Zoom meeting control guide

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When joining a meeting you will also firstly get prompt to how you’d like to connect your audio.

You can click on “Join with Computer Audio” to use your machines audio input and output. By clicking “Test speaker and microphone you can see if the correct audio device is selected. If not, you can change here.
If selecting join by **phone call** you will see dialing information for your region and the meeting ID which identifies that current meeting.

The participate ID will link your audio to your computer profile within the meeting.
Joining a meeting – Audio 3/3

By entering your telephone number into this dialog box, zoom will call your telephone directly without you needing to enter any meeting details!
Joining a meeting – Video

Depending on how the meeting is setup will depend on if your video is automatically enabled. If you need to turn on your webcam or change you camera (especially for tablets with front and back cameras) select the arrow next to “Start Video” button and choose your video input.
Invite attendees whilst in a meeting

Easiest way to send the meeting details to your attendees is to click on “Copy Invitation” which will be copied to your clipboard. When pasting into an email or IM, all the rooms details will be displayed.

Join Zoom Meeting
https://ukri.co.uk/j/2307905976

One tap mobile
+442036950088, +2307905976 United Kingdom
+442036683809, +2307905976 United Kingdom

Dial by your location
+44 203 695 0088 United Kingdom
+44 203 906 3809 United Kingdom
800 031 5717 United Kingdom Toll-free
+32 2 388 4181 Belgium
+32 3 803 4555 Belgium
800 267 88 Belgium Toll-free
+33 1 6288 0188 France
+33 7 5678 4048 France
800 082 588 France Toll-free
+91 22 49 798 004 India
+91 22 62 192 563 India
+91 22 71 279 525 India
Managing participates 1/2

Clicking Manage participates will show all attendees. You can visually see if they have a microphone or video connected.

As a host you can ask to turn on video, make host or co-host (functionality to manage people / end meeting) rename the user or remove from meeting.
As a host you have the power to mute all and unmute all and by clicking on more options, you can select additional options.

Mute participates on entry will disable all microphones when a user joins, you can allow users to unmute & rename themselves, play chime on users joining/leaving and have the ability to lock meeting which will stop anyone from joining.
By clicking “Share” you will be able to share any content on your device. You can choose a whole screen or a certain application.

By clicking “Share computer sound” participates will be able to hear your computer audio. Great for sharing videos.
Sharing content 2/2

By clicking on the arrow next to “Share” you can select if multiple participants can share simultaneously.

Advanced sharing options will allow you to determine who can share.
Chat

Clicking on the chat window will bring up a panel on the right-hand side.

Here the host of the meeting can modify who can speak in chat.

By clicking on the drop-down on To: users will be able to directly chat with other members.

If a direct message, will send as (Privately)
Recoding's

By selecting “Record” you will be prompted to record to the cloud (Online version of zoom) or to your computer. These files will save as a mp4 for video and a mpa for audio only.

Default location for computer location is c:/users>(username)>documents>zoom
Different views

By default Zoom will automatically put you in speaker view. This means whoever is speaking will display their video / content.

As a host you can “pin video” which will make your video as the main video at all times.

Switching to gallery view will show you an overview of everyone's profile within the meeting.