

Zoom meeting control guide

Joining a meeting – Audio

Joining a meeting – Video

Invite attendees whilst in a meeting

Managing participants

Sharing content

Chat

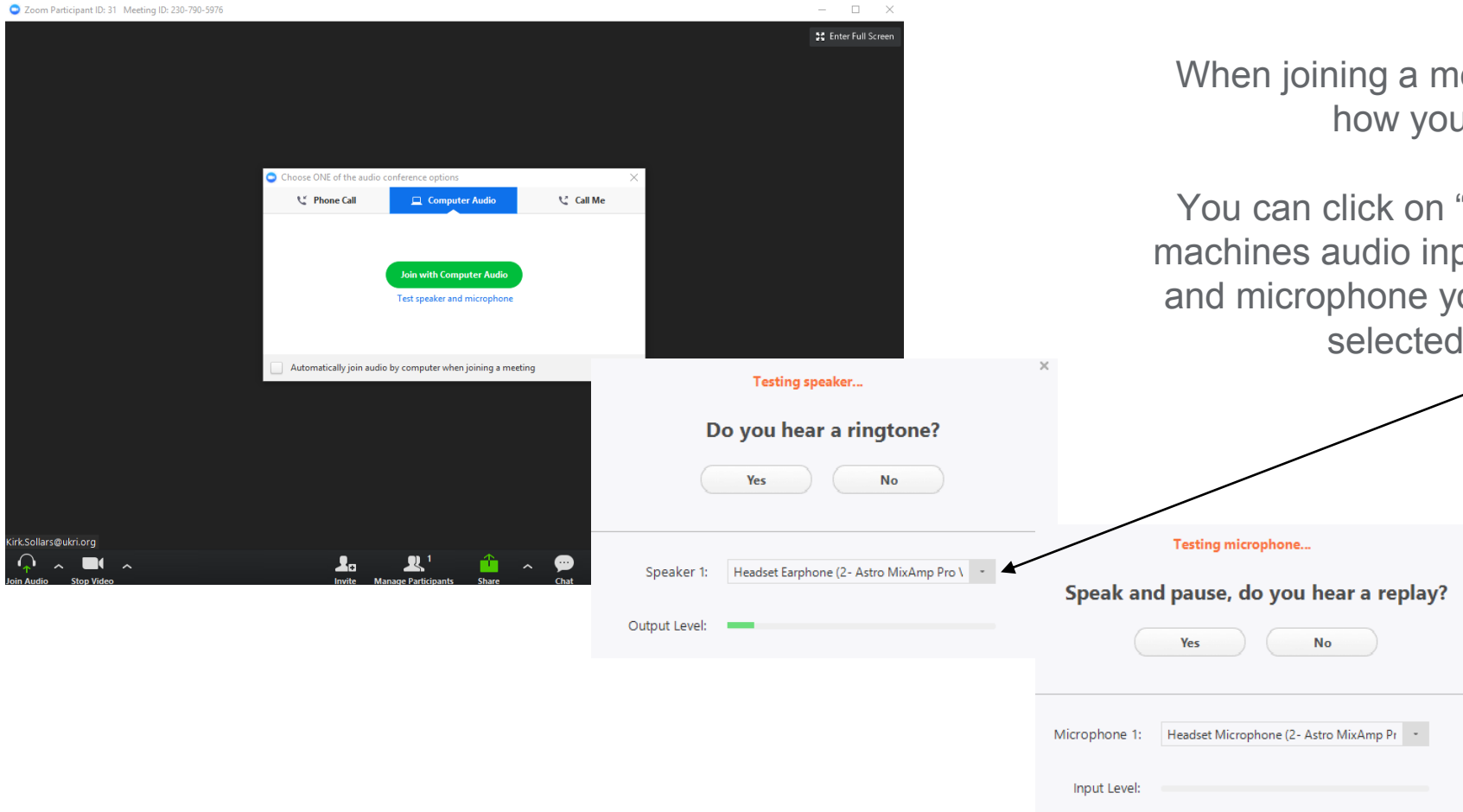
Recordings

Different views

Joining a meeting – Audio 1/3

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.



Joining a meeting – Audio 2/3

Choose ONE of the audio conference options ×

Phone Call Computer Audio Call Me

 Dial: +44 203 695 0088
+44 203 966 3809

Or 800 031 5717 (Toll Free)

Meeting ID: 230 790 5976

Participant ID: **31**

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

Choose ONE of the audio conference options ×

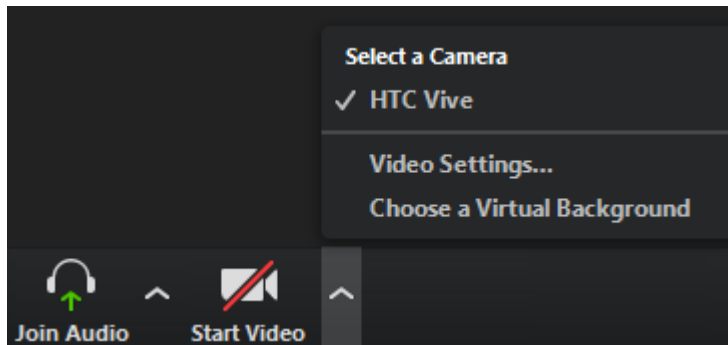
Phone Call Computer Audio Call Me

Remember the number on this computer

Call Me

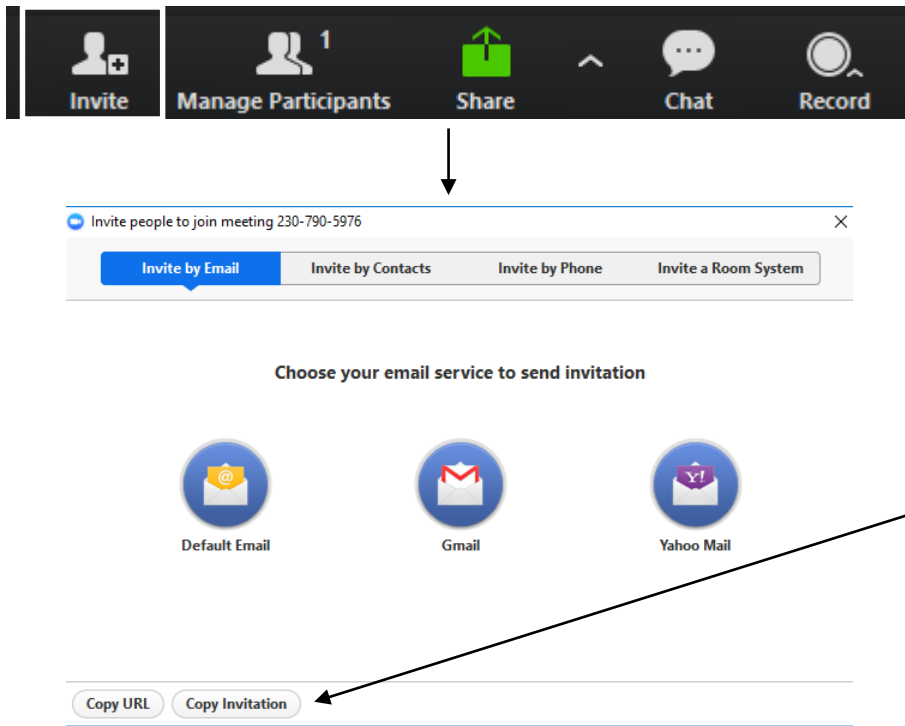
By entering your telephone number into this dialog box, zoom will call your telephone directly without you needing to enter any meeting details!

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



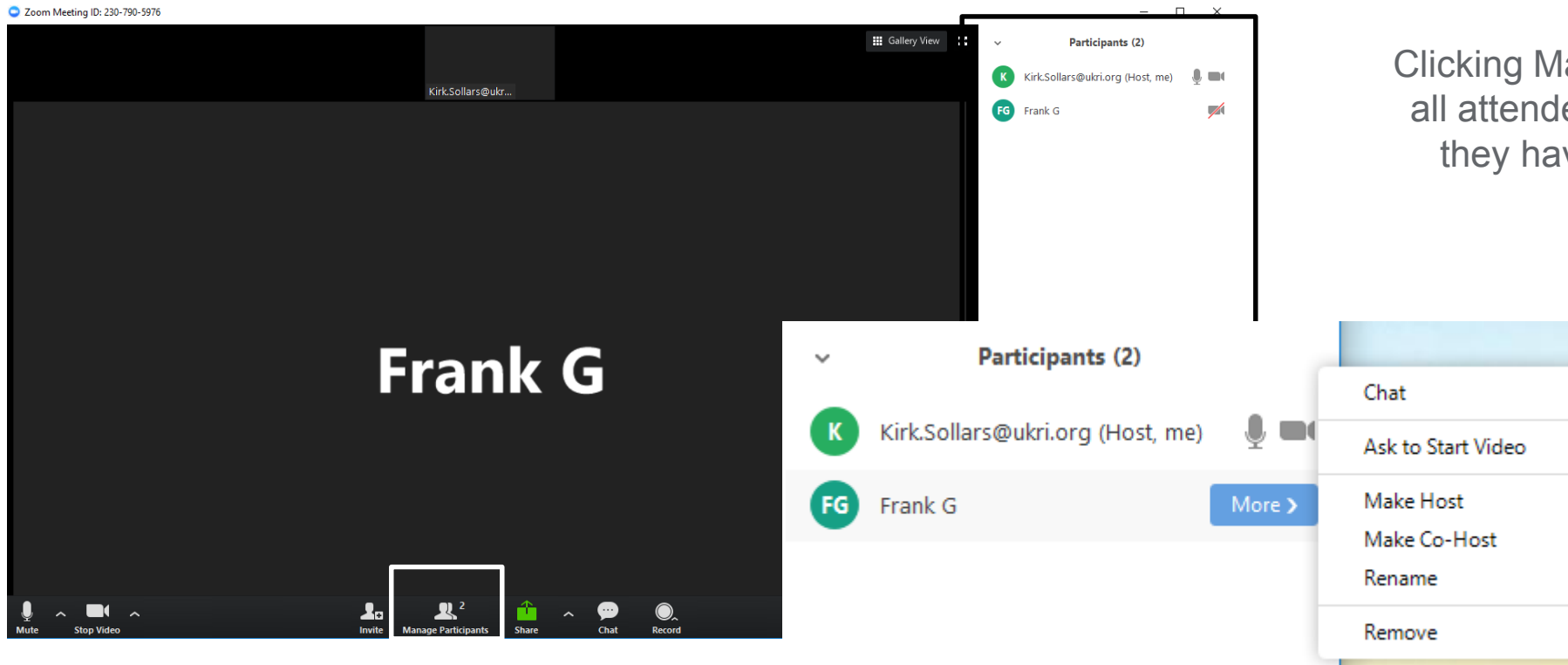
Easiest way to send the meeting details to your attendees is to click on “Copy Invitation” which will be copied to your clipboard. When pasting into an email or IM, all the rooms details will be displayed.

Join Zoom Meeting
<https://ukri.zoom.us/j/2307905976>

One tap mobile
+442036950088,,2307905976# United Kingdom
+442039663809,,2307905976# United Kingdom

Dial by your location
+44 203 695 0088 United Kingdom
+44 203 966 3809 United Kingdom
800 031 5717 United Kingdom Toll-free
+32 2 588 4188 Belgium
+32 3 808 0455 Belgium
800 267 88 Belgium Toll-free
+33 1 8288 0188 France
+33 7 5678 4048 France
805 082 588 France Toll-free
+91 22 48 798 004 India
+91 22 62 192 563 India
+91 22 71 279 525 India

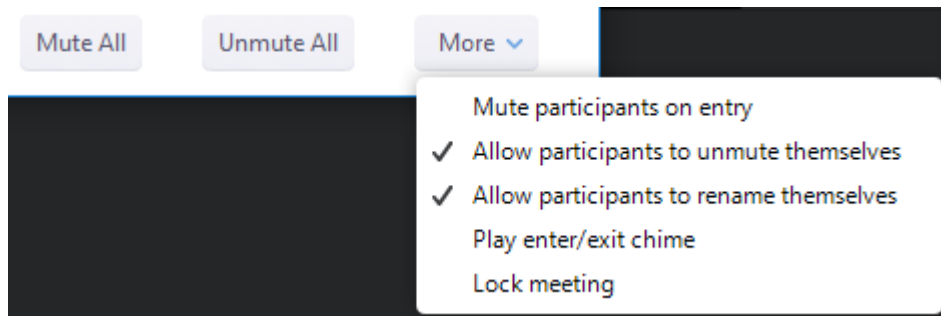
Managing participants 1/2



Clicking Manage participants 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

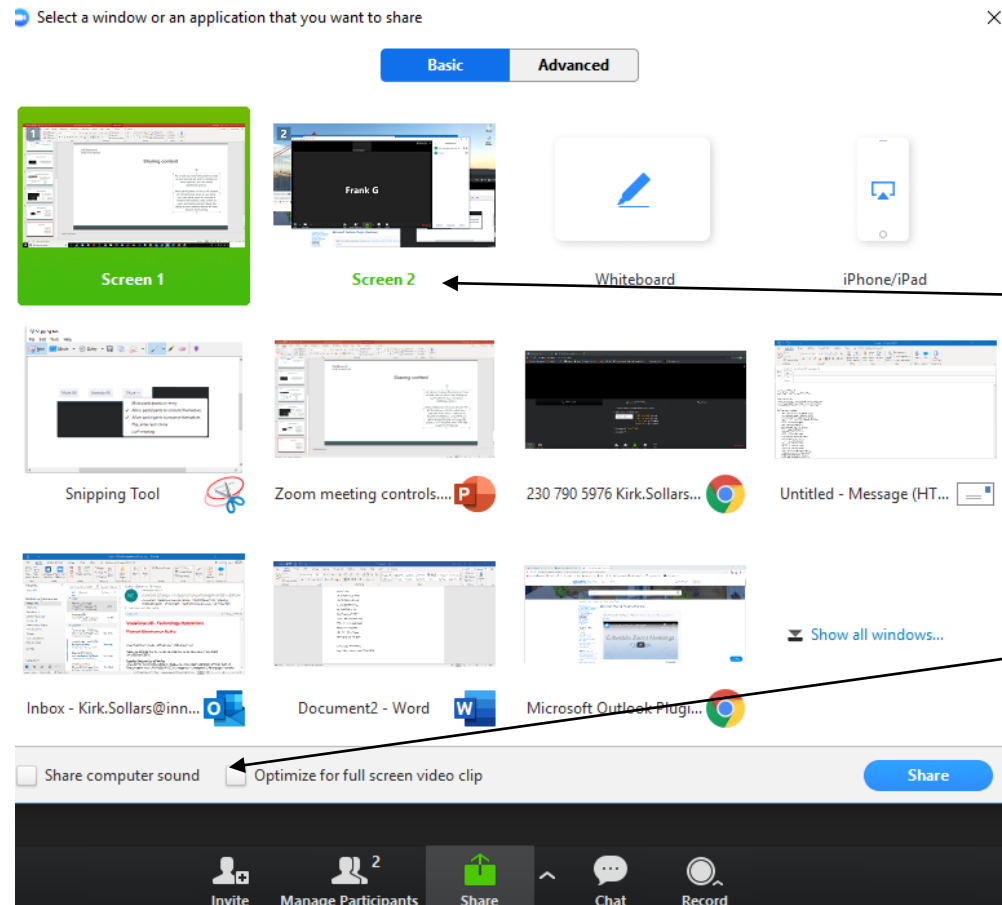
Managing participants 2/2



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 participants 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

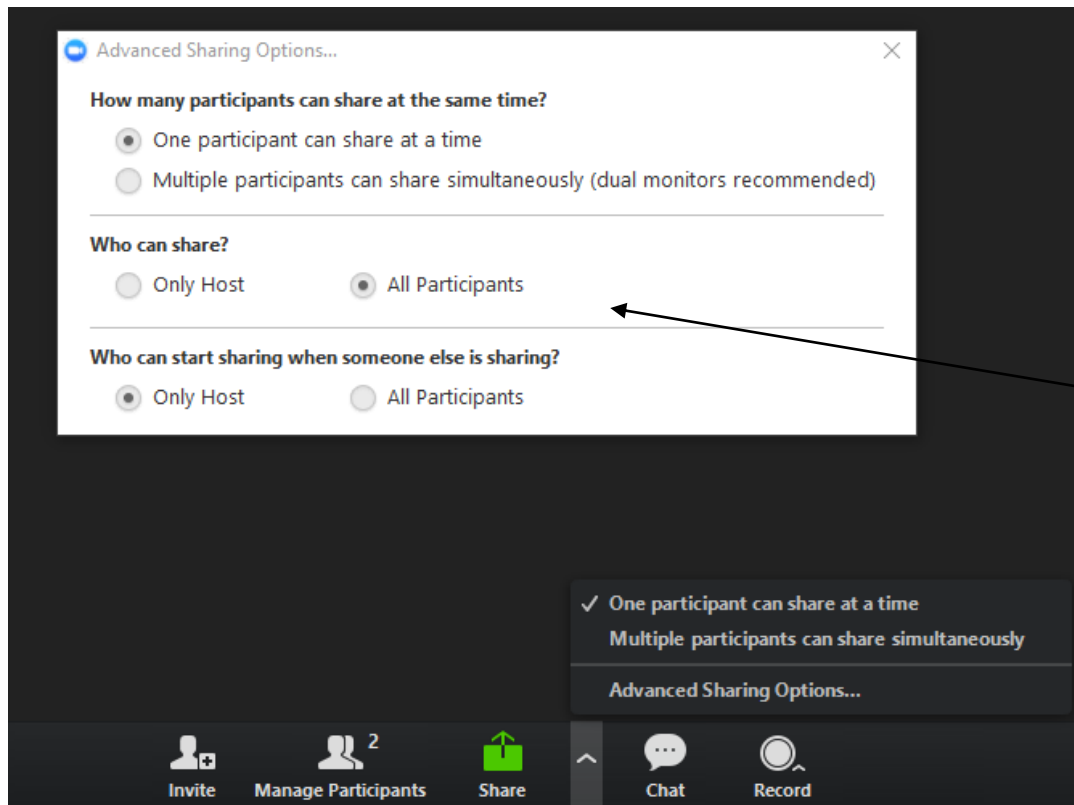
Sharing content 1/2



By clicking “Share” you will be able to share any content on your device. You can choose a whole screen or a certain application.

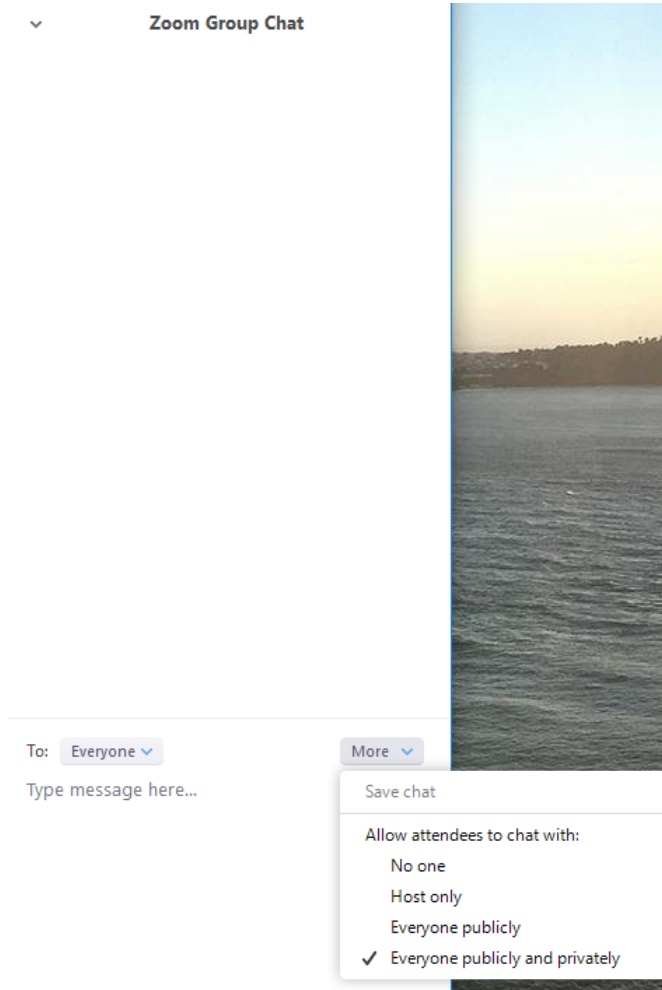
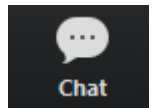
By clicking “**Share computer sound**” participants will be able to hear your computer audio. Great for sharing videos.

Sharing content 2/2



By click 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.

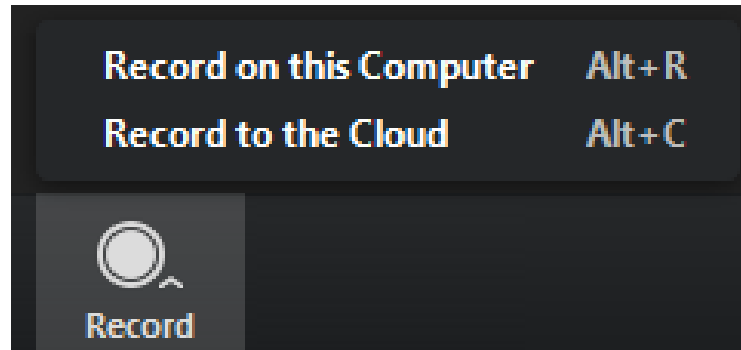
Here the host of the meeting can modify who can speak in chat.

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)



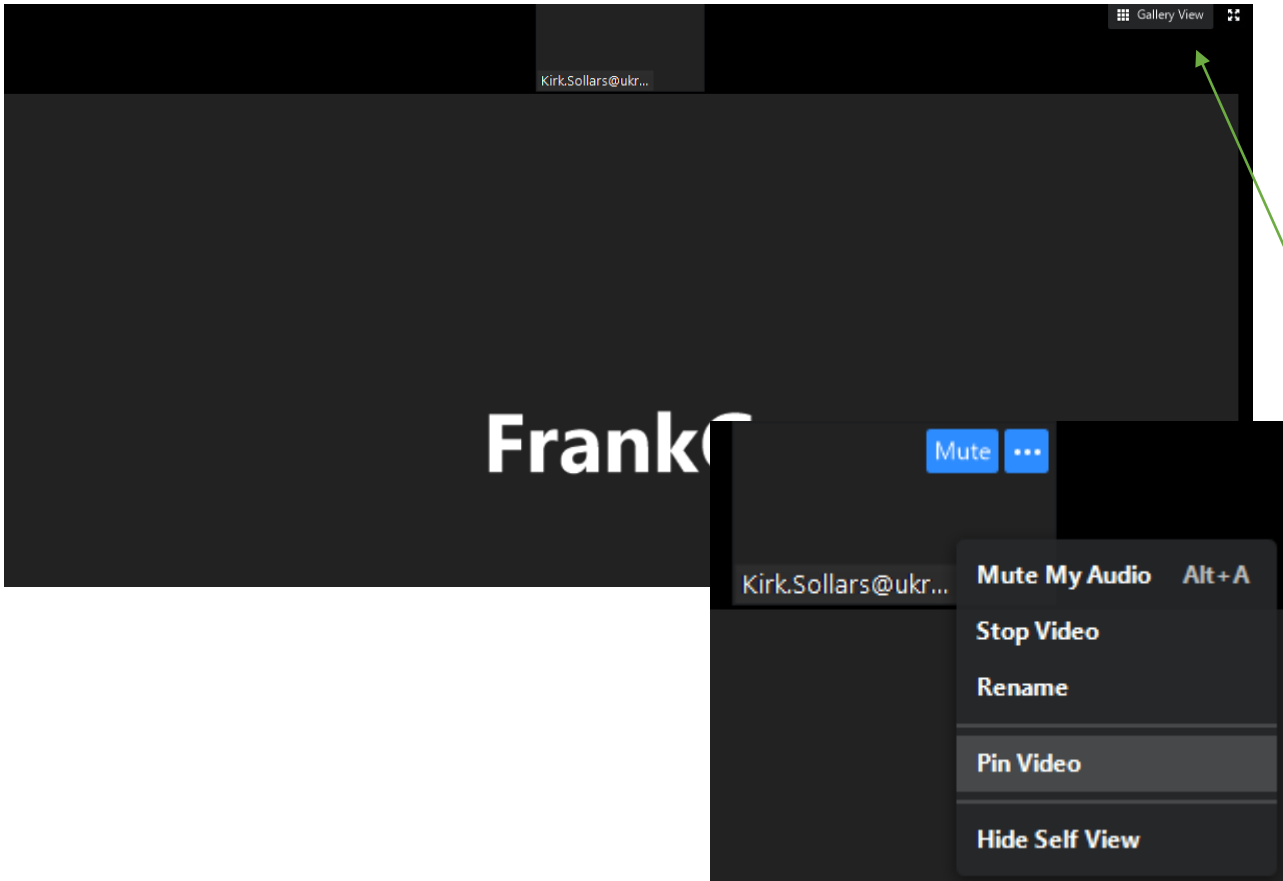
Recording's



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.