A Beginner's Guide to Participating in Zoom Meetings

(prepared by Bill – email helpdeskcook@u3acanberra.org.au)

Zoom is a free Internet video conferencing facility. It enables us to meet using our camera and microphone to see and talk to other people – hmm, just like you see on the TV shows like *the Drum* etc. You can participate using a PC, Mac, iPad, iPhone or Android phone/tablet.
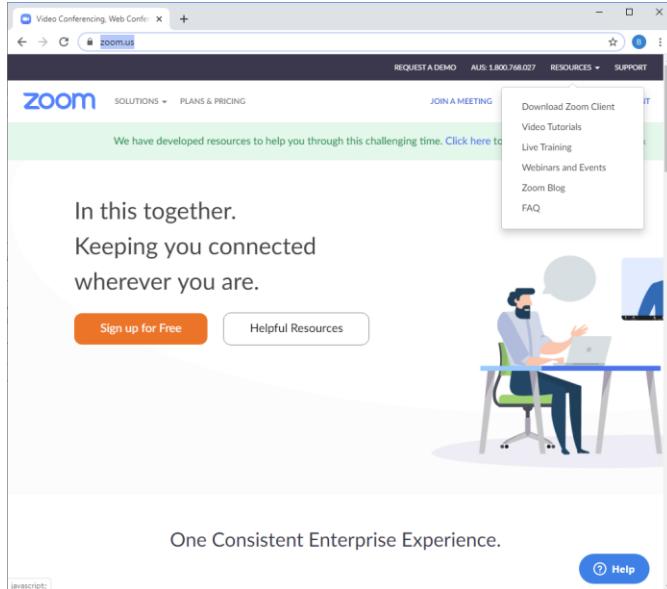
This document is aimed at participants. People who intend to 'host' a meeting need to sign up to Zoom and should be aware of some threats to their meeting from misbehaving participants. These can be overcome by close management and setting the meeting up with appropriate controls. Suggestions and hints for hosts are in a separate document.

For the PC and Mac, you will attend the session inside a web browser like Chrome, Edge or Safari – my experience has been limited to date to Chrome, but hopefully the other browsers will behave similarly. In Chrome you have to install a small Chrome 'extension' – don't worry, this is quite painless.

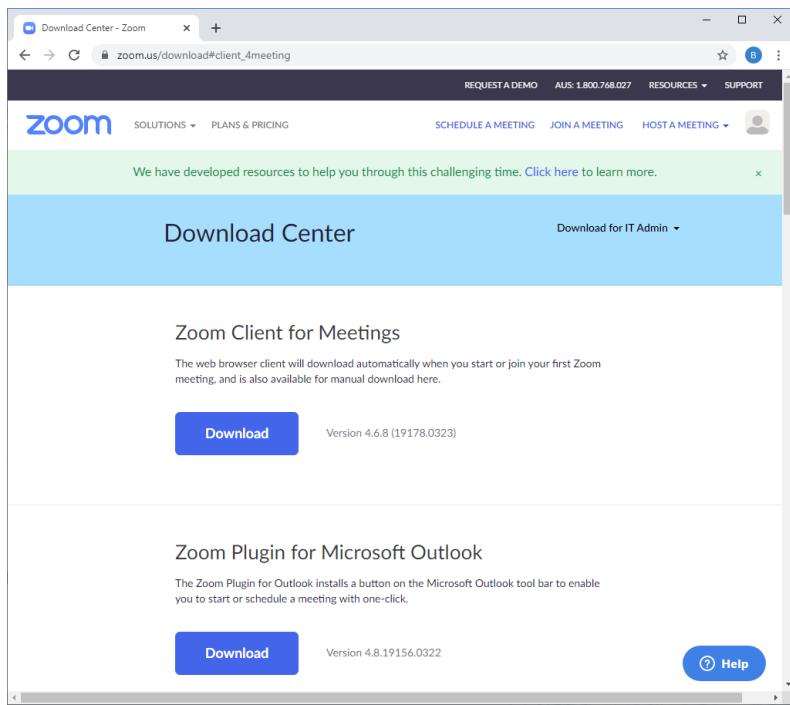For the mobile devices (iPad, iPhone or Android), you will need to have the Zoom app installed.

We have discovered that if you don't have a microphone or camera connected to your computer, you can still participate in a Zoom meeting receiving audio if you have speakers. The technique is documented in a separate document.

It is best if you download and install these apps or extensions before the first meeting as it saves time plus this will give you a chance to test the setup – microphone and camera. The easiest way to get the apps/extensions is to go to the Zoom website – https://zoom.us/
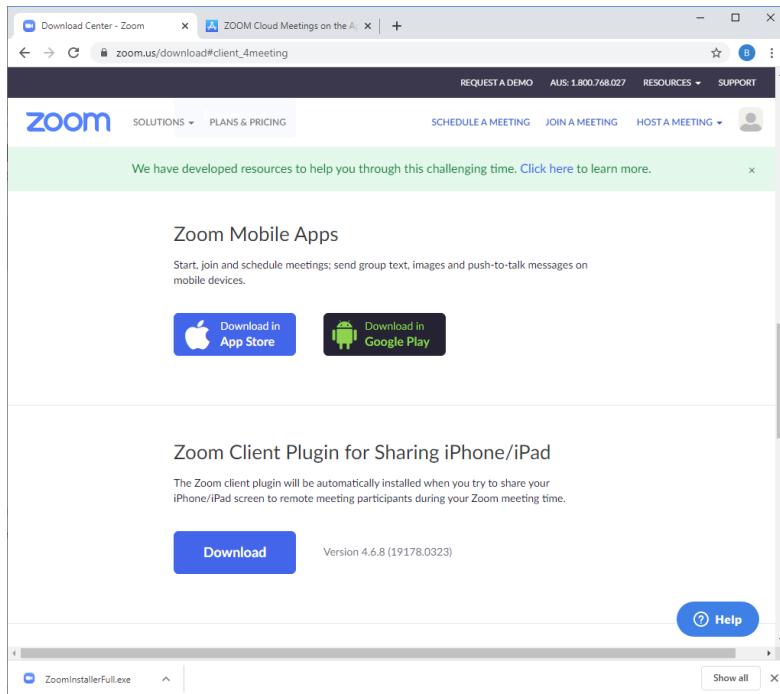

Most Important. Unless you want to be able to initiate and 'host' Zoom meetings, there is no need to Signup (or later Signin). People simply participating in Zoom meetings, don't need to Signup.

Click on 'RESOURCES" and then 'Download Zoom Client'

If you are using a mobile device, scroll down the screen till get you the opportunity to choose either Apple or Android
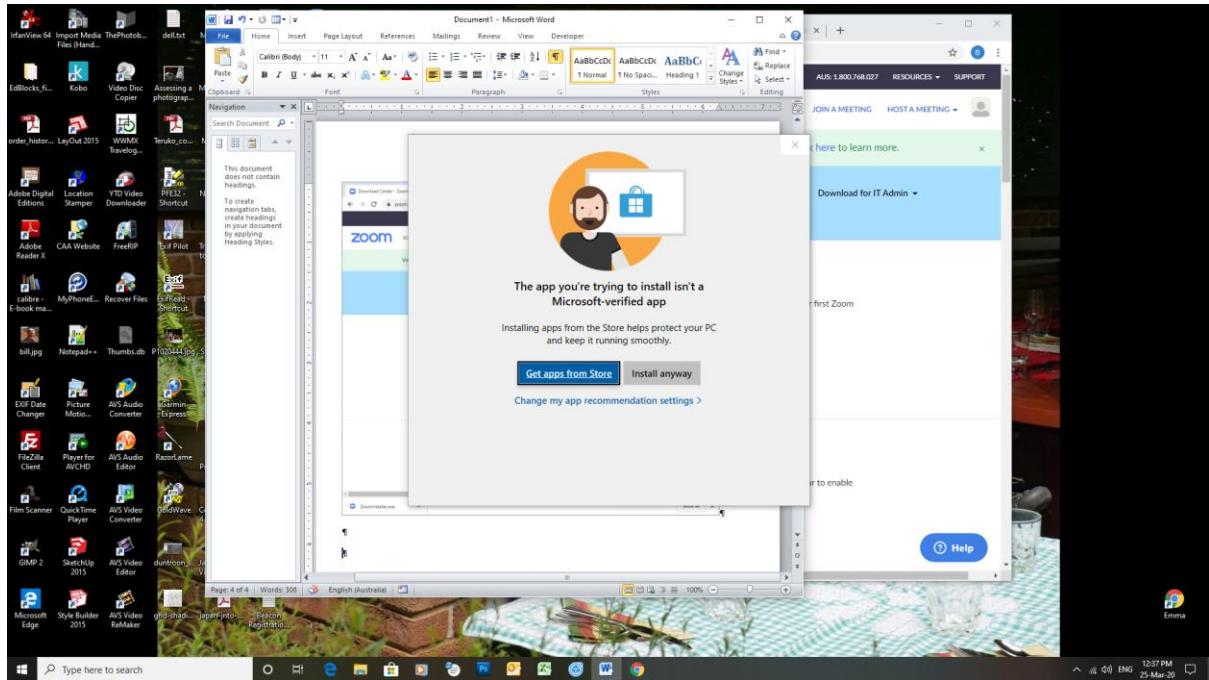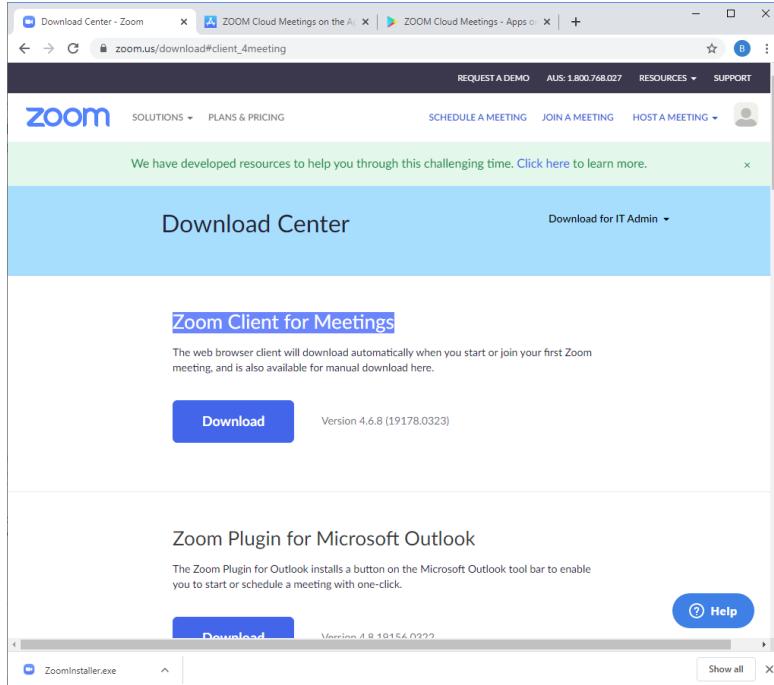

When you click on 'App Store' for Apple devices, 'Google Play' for Android devices, this will take you to the app install process appropriate for your device. Don't install the 'Zoom Client Plugin for sharing iPhone/iPad' – this is for advanced users/presenters. Detailed instructions for these mobile devices will be later in this document.

I don't have a Mac, so I can't document the process – perhaps it will be similar to the PC below, but trust your instincts – Steve Jobs assured me that everything on a Mac is **intuitive.**
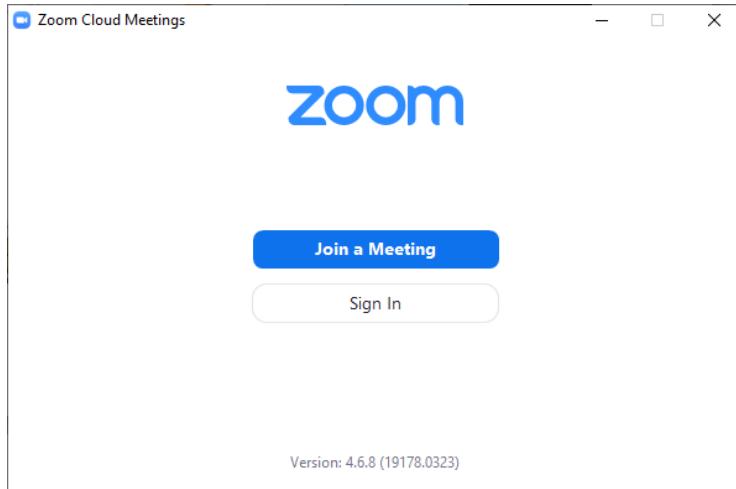
Installing on PC

Click on the 'Download' button under 'Zoom Client for Meetings' heading. The installer (ZoomInstaller.exe) will download and be indicated at bottom of the browser window when complete.

I'm running Chrome as my browser, so ignored the offer to 'Get apps from Store' and clicked 'Install anyway'. For those running Edge, I noticed there is a 'Zoom for Edge' app in the Microsoft App store
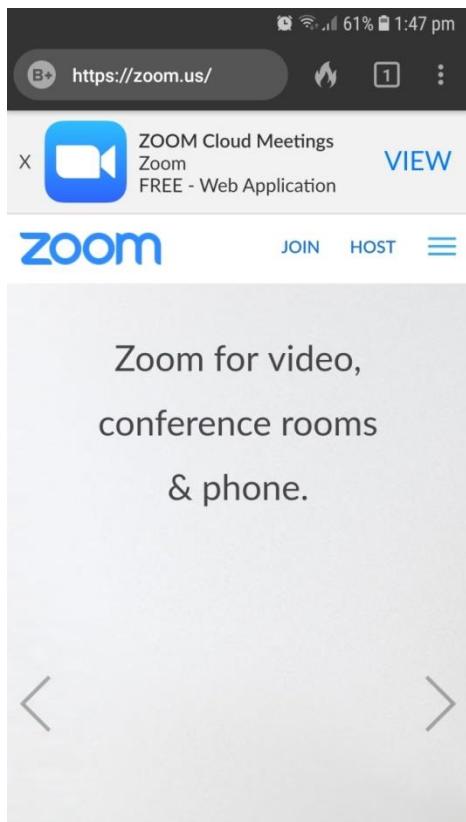
(you have to search for it). As I have a pathological distaste for Edge, I simply went with the Chrome installation.

It installed then offered up in invitation to join a meeting or Sign In – I just closed this window and the process was complete.
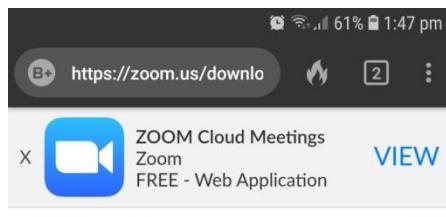

Installing on Android

When you go to zoom.us, the phone browser will show that page with a slightly different appearance. I usually use Chrome again. While the following images were in DuckDuckGo browser Chrome on the phone looks pretty much the same.

Click on 'VIEW'

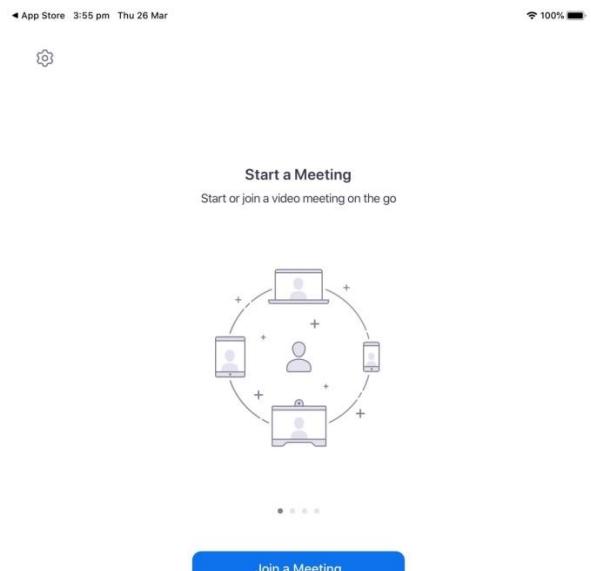Click 'Download from Google Play'

Then 'Install', once it is installed, you can exit the app.

Installing on iPad

Go into your app store and search for ZOOM Cloud Meetings – download and install

You'll see this when installed and you can then exit the app – reminder, you don't need to sign up or sign in to be a participant.

Participating in a Meeting

'Hosting' a meeting requires someone to sign-in to Zoom. For everyone else, this is not needed. Instead the host will send out an email to participants that looks like below.

Clicking on the link will start the process of joining a meeting. The one anomaly we have discovered is that some Firefox users will be asked to save a program and then run, whereas Chrome users will just burst into the application
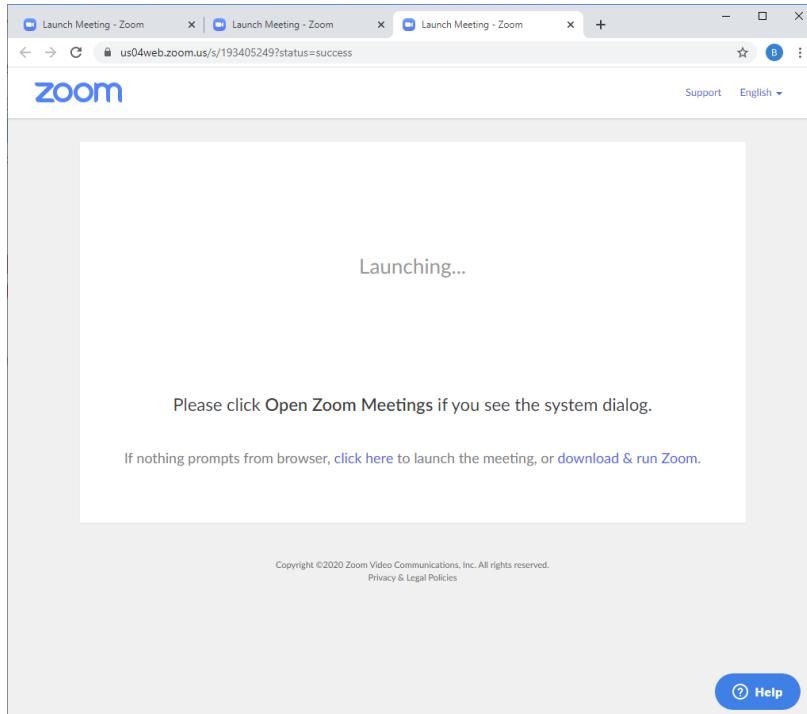
Subject: Please join Zoom meeting in progress

Join Zoom Meeting
https://us04web.zoom.us/j/777848002?pwd=LzVObU5nbjVaWXdQdGNLMHkwT3RFdz09
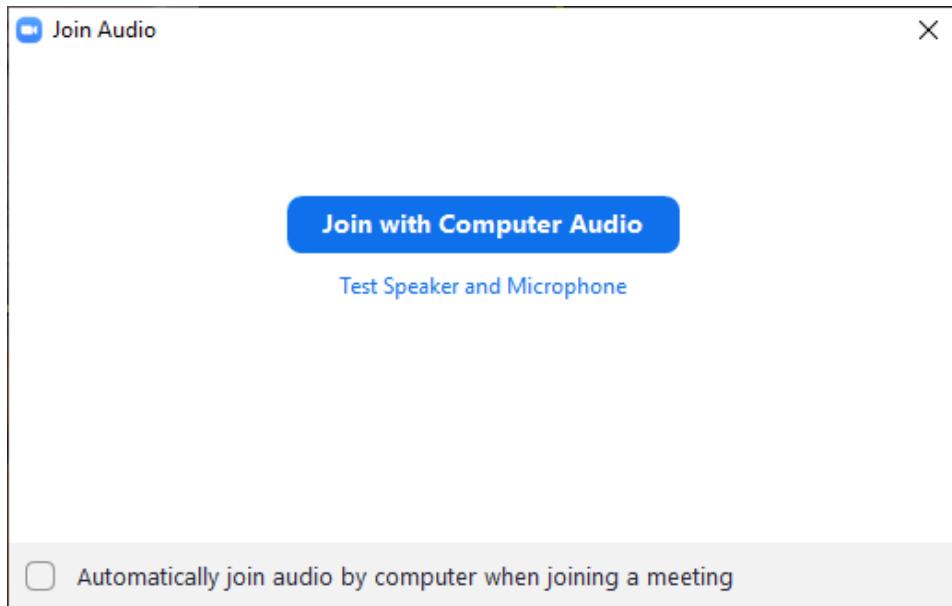
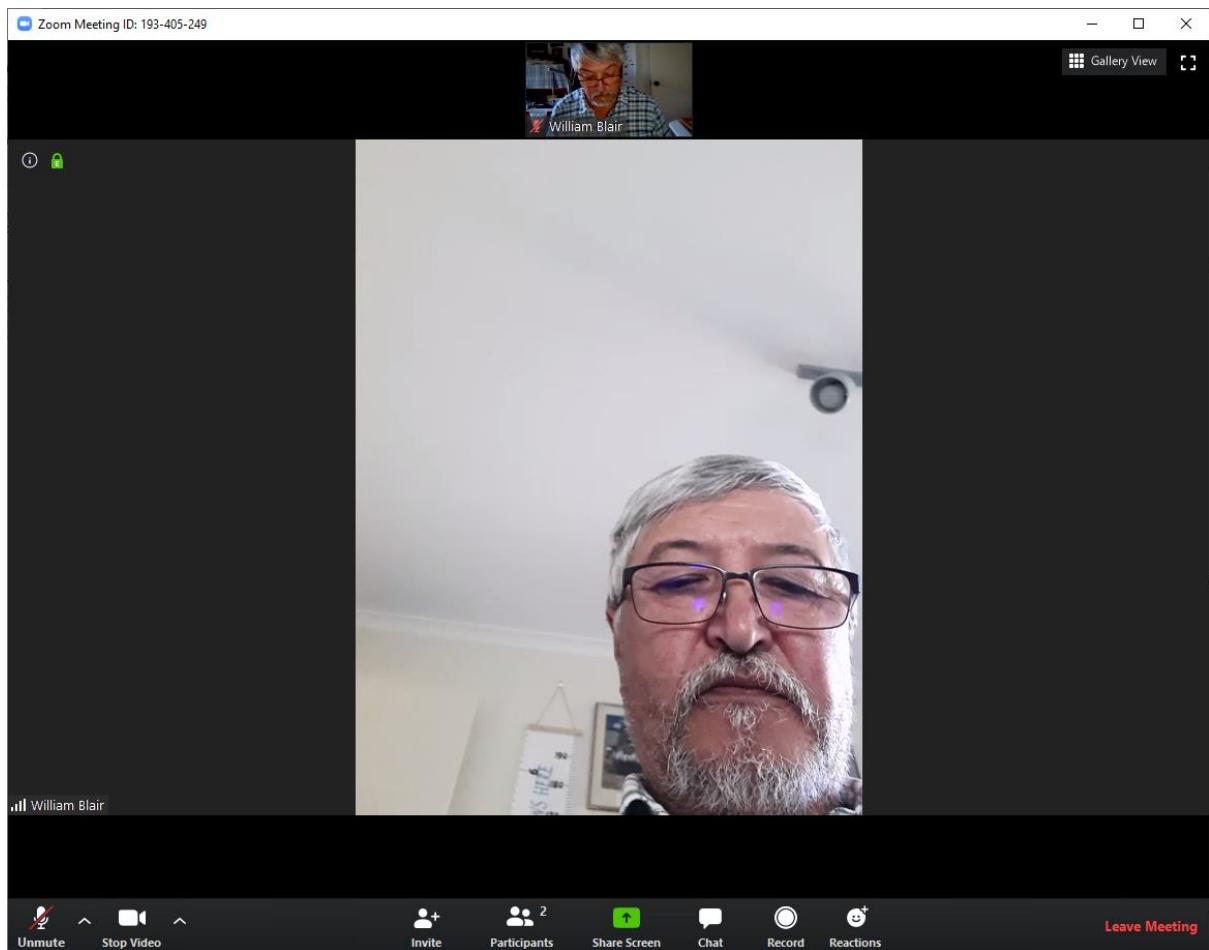Meeting ID: 777 848 002
Password: 069171
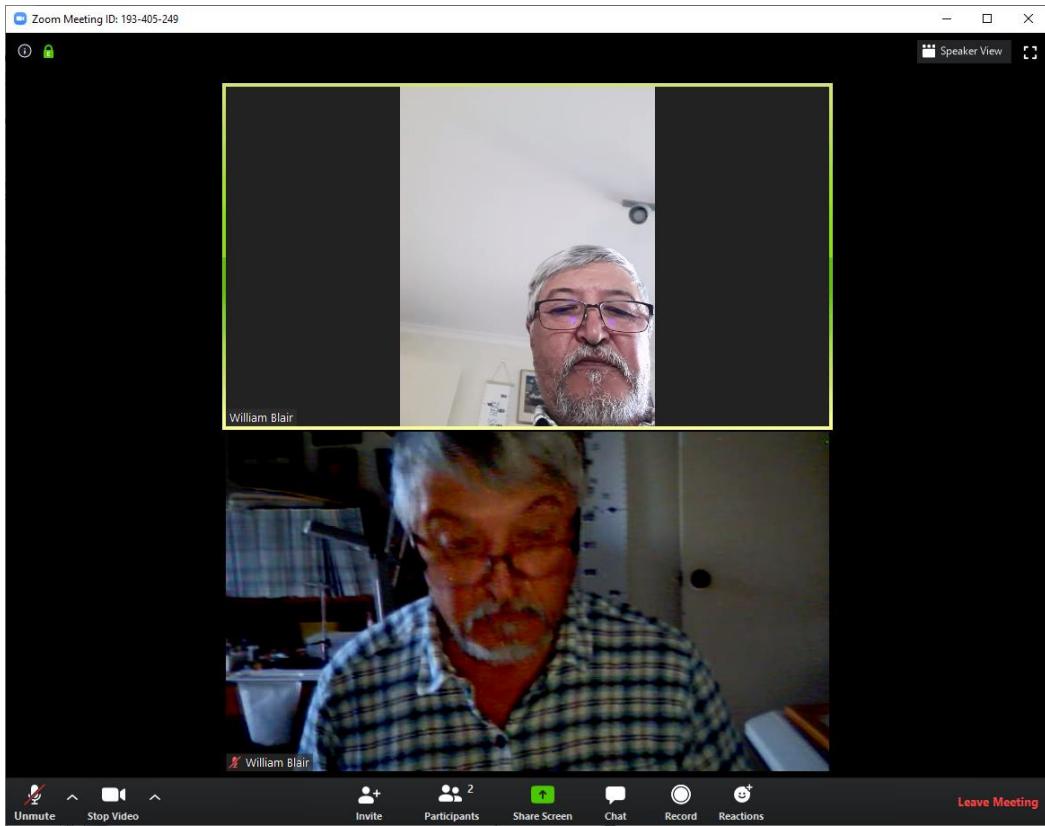

Running on PC

Chrome heads to the link

In due course it will launch the Zoom application and you'll be asked to join with audio. Here's your chance to check your microphone and speakers.
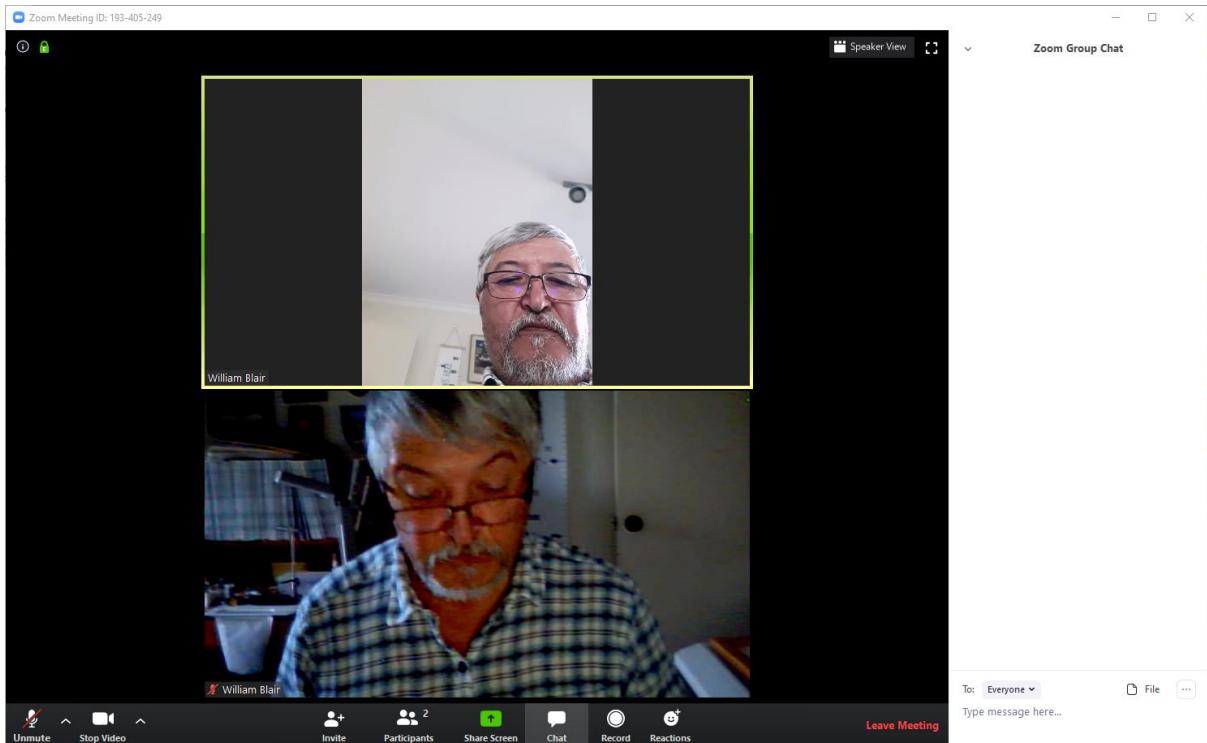
You then enter the meeting. Here you see 'Speaker View' where the main picture will flick to whoever spoke last – good reason for participants to mute their mike – see the button down at bottom left. To get this system bar waggle your mouse pointer inside the main screen. We've found that if you are muted, you can temporarily unmute by holding down the space bar on your keyboard.
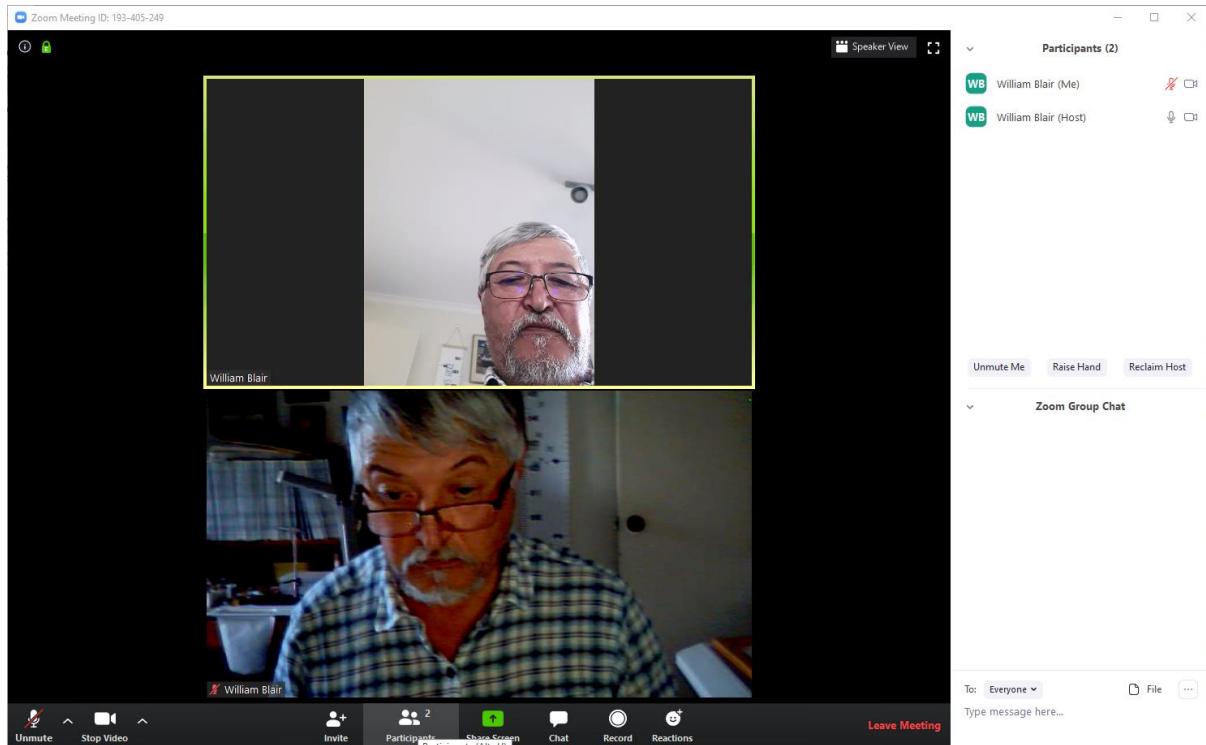
If you click on the button marked 'Gallery View' – you get all the participants on the screen simultaneously.

If you clock on the button 'Chat' the Chat window opens. You can send text messages to particular participants or to everyone.
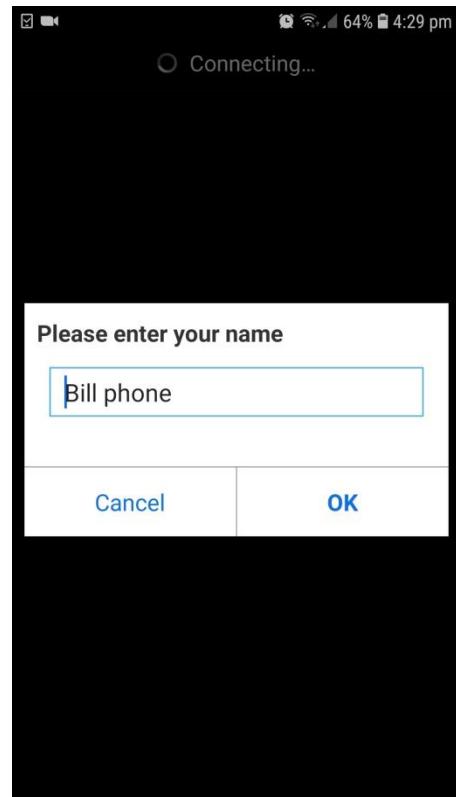
If you click on the 'Participants' button, the list of participants appears. This panel also allows you to raise or lower your hand – an indication is sent to the host

Running on Android

The Android app has limited screen real estate so the user interface is different. Launching the Zoom app is best done by clicking on the link in the invitation email.

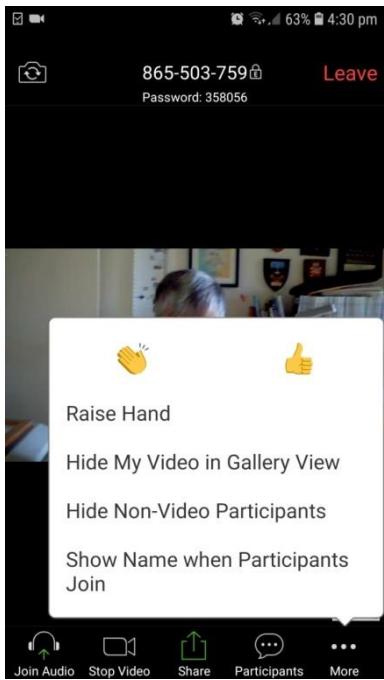If this is the first time, you will be asked to label your name to display to all participants

Pressing this button turns on your phone microphone.

Press the 'Start Video' button to send your video to the meeting. Note the 'system bar' has disappeared for the moment
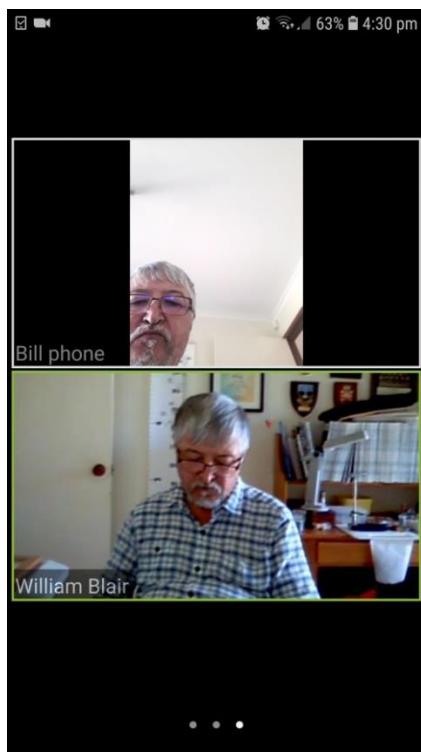
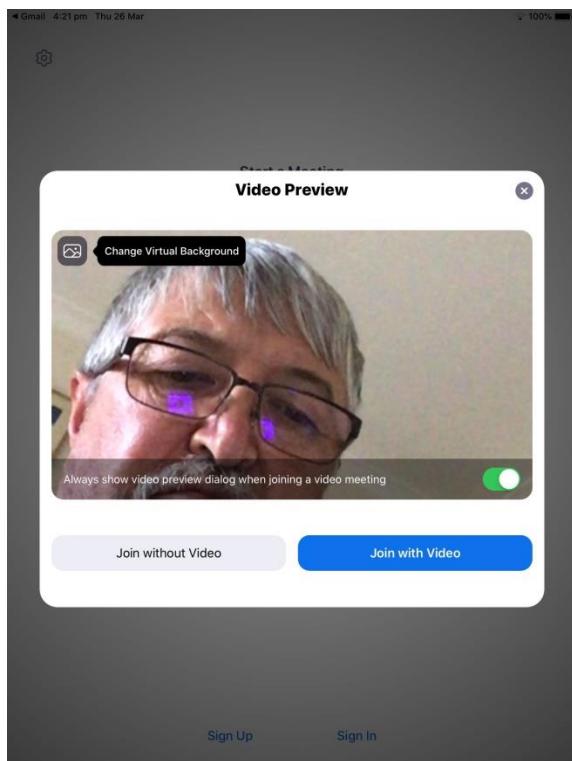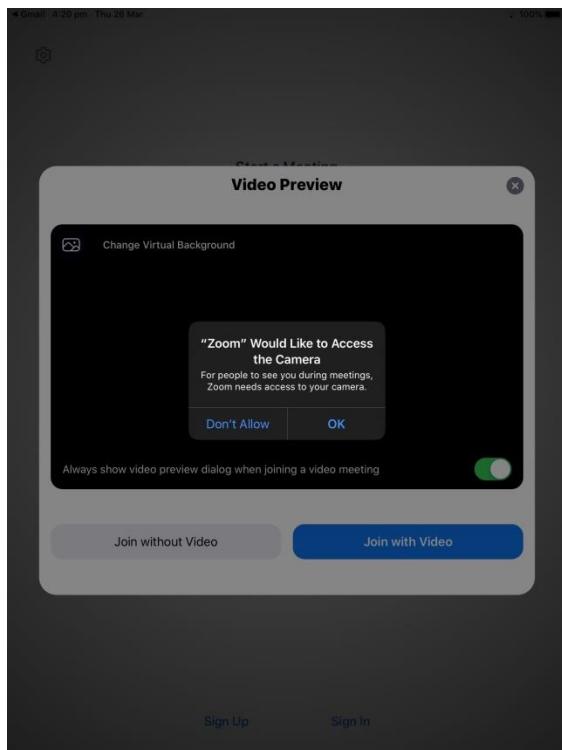Touching inside the main screen brings back the system bar.

The '… More' button gives you the ability to send some momentary signals of clapping or thumbs up but also raising your hand to attract the Host's attention.

Swiping the screen shifts from speaker mode (above) and gallery mode (below). I've not had experience with a large meeting using the Android phone. So I'm not sure how it copes with lots of people in the gallery – a topic for further investigation. I understand the iPad will show only a limited number of thumbnail screens and they swipe the screen left-right to see the other participants. This may be the case with Android also.
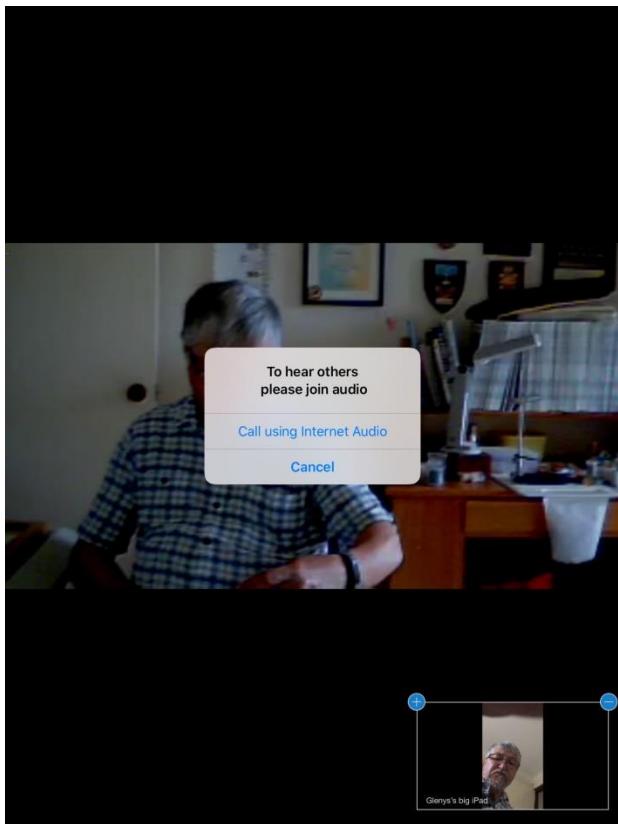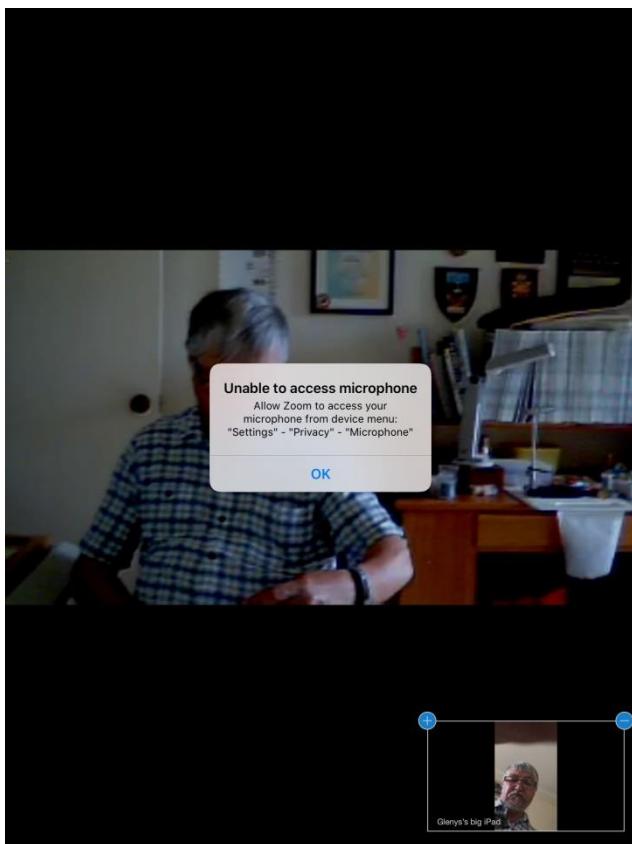
Running on iPad

The first time I joined a meeting on my iPad, I was asked some setup questions – firstly permission to use the iPad camera
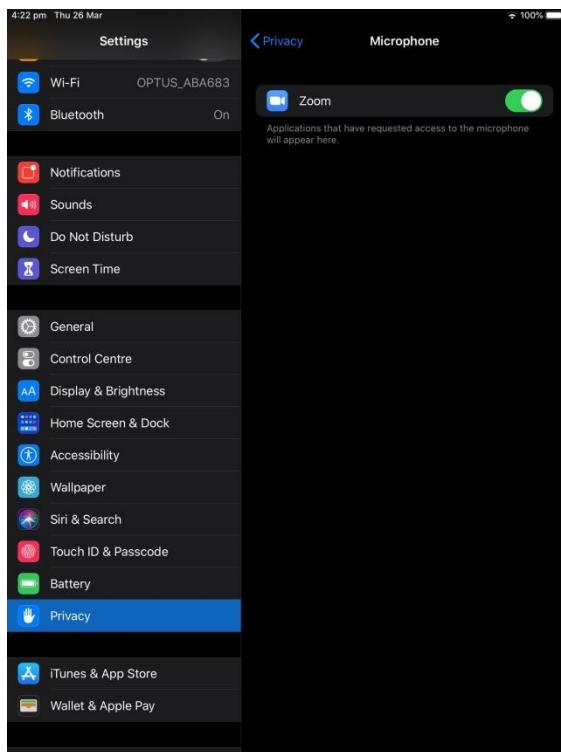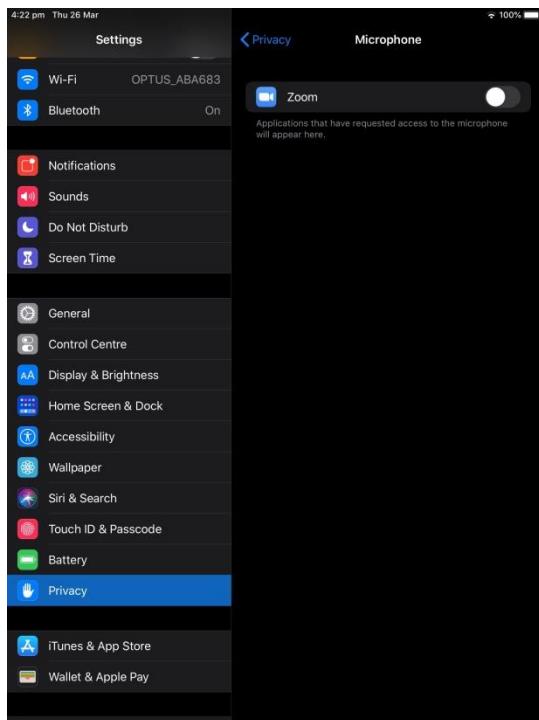

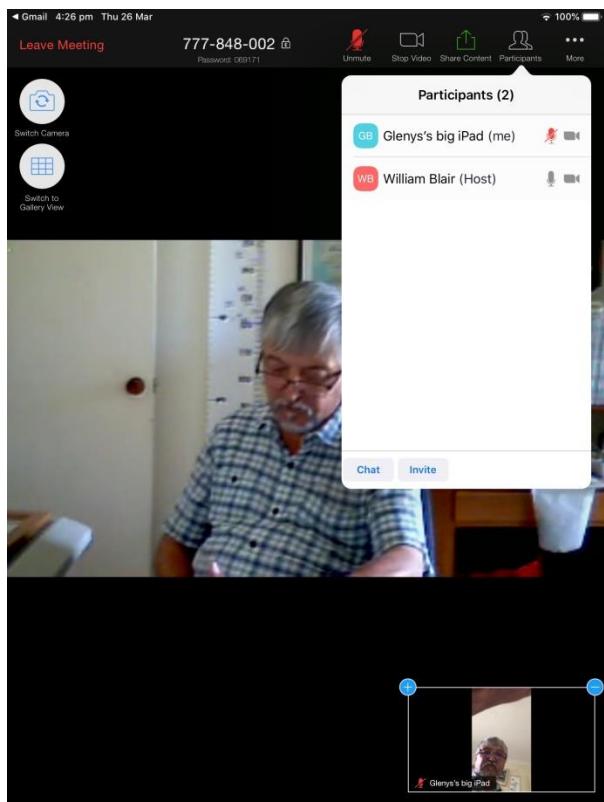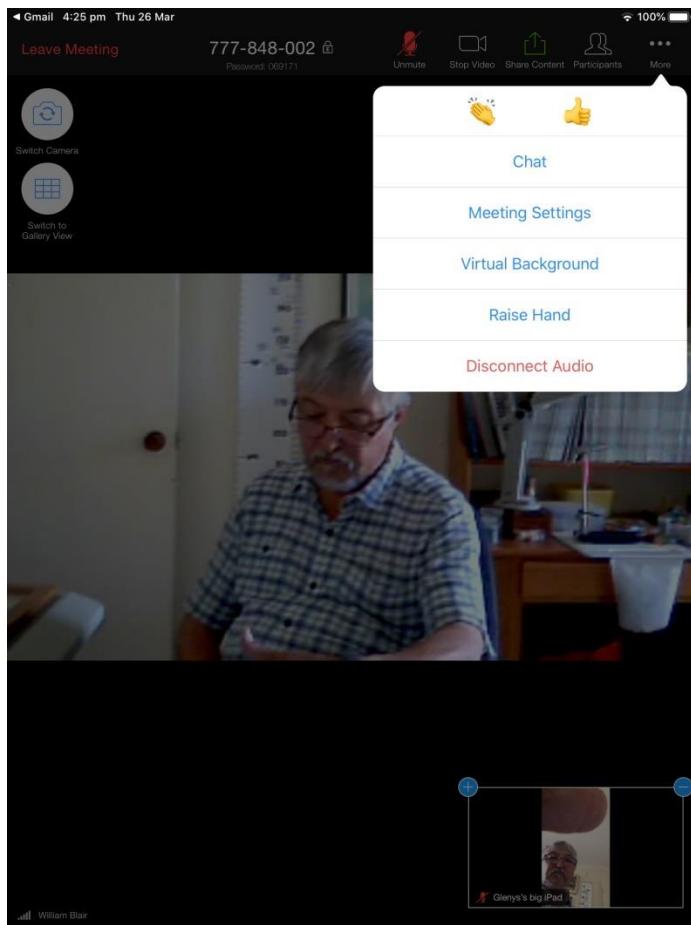Joining then asks whether to use the Internet connection for the audio.

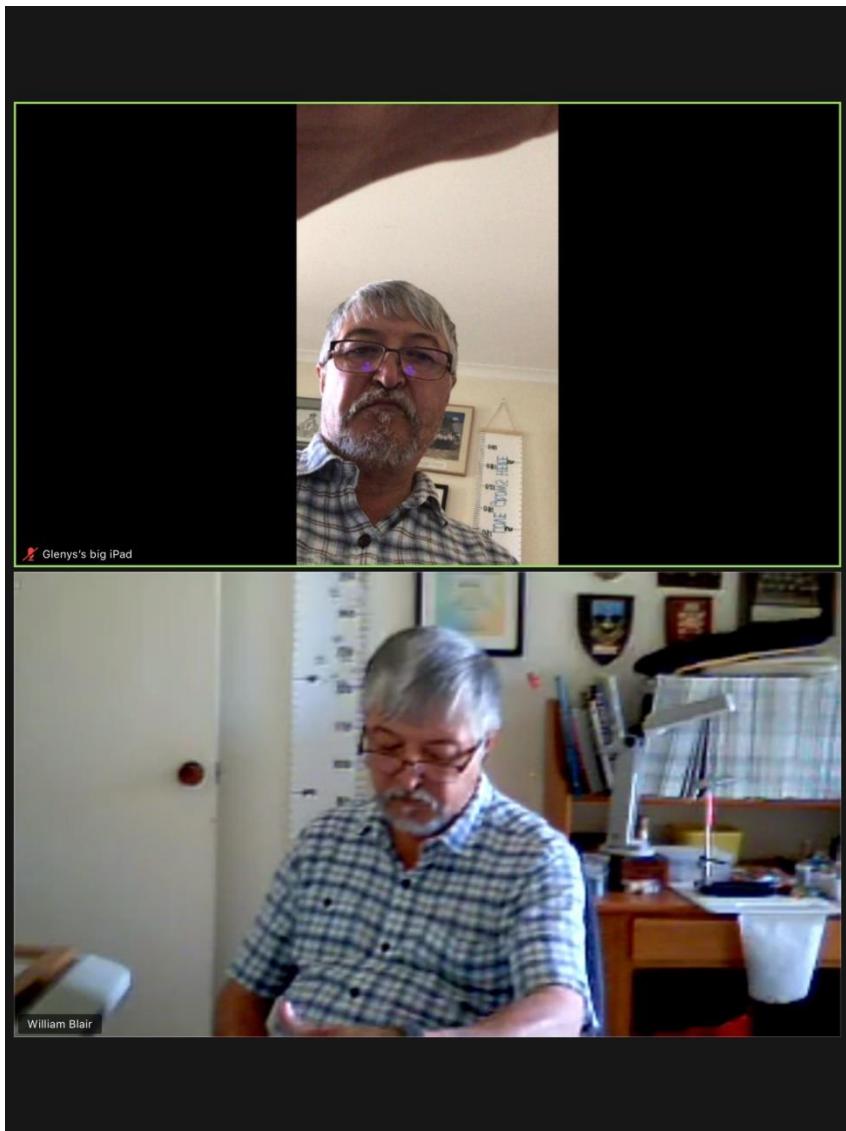But my Ipad had privacy settings that prevent Zoom from accessing my microphone

Go to Settings/Privacy and give Zoom permissions

iPad has the system bar at the top – but very similar functionality

But as you can see above, it conveniently has a button to switch between speaker and gallery mode.

When the number of participants gets large, I understand the iPad will show only a limited number of thumbnail screens. Swipe the screen left-right to see the other participants.