

Zoom

Video calling



AUDLEY
VILLAGES

How to make a video call – Zoom



On your laptop

1. To use Zoom on your laptop visit, www.zoom.us/signin, you will need to login or create an account if this is the first time you are using Zoom. If you want to access Zoom via your app on your mobile phone or tablet, please see point 6.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES JOIN A MEETING

Sign In

Email address

Password

Sign In

[Forgot password?](#) Stay signed in

or

Sign in with Google

Sign in with Facebook

[New to Zoom? Sign Up Free](#)

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*If you are setting up an account for the first time, you will receive an email to confirm your email address, ensure you click the link to confirm your email address before proceeding. It will prompt you to run a “Test meeting” or proceed to “My Account”.

Invite Your Colleagues


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot 

[Invite](#) [Skip this step](#)

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:

<https://zoom.us/j/8711595201>

[Start Meeting Now](#) [Go to My Account](#)

Welcome to Zoom

Hi, laura.mills@audleygroup.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).



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2. Once signed into Zoom you will be taken to your profile. Click “Host a meeting with video on” to start your video call.

The screenshot shows the Zoom web interface. At the top right, there are links for 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 3 7314', 'RESOURCES', and 'SUPPORT'. Below these are navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A red arrow points to the 'HOST A MEETING' dropdown menu, which is open and shows three options: 'With Video Off', 'With Video On' (highlighted in blue), and 'Screen Share Only'. A green banner below the navigation contains an 'Important Notice' about dial-in capabilities. On the left, there is a sidebar with 'PERSONAL' and 'ADMIN' sections. The main content area shows the user profile for 'Laura Mills' with a 'Change' button under the profile picture. Below the profile, there are two rows of information: 'Personal Meeting ID' (871-159-5201) and 'Sign-In Email' (laura.mills@audleygroup.com). Each row has an 'Edit' button. At the bottom right, there is a 'Help' button.

<https://zoom.us/start/videomeeting>

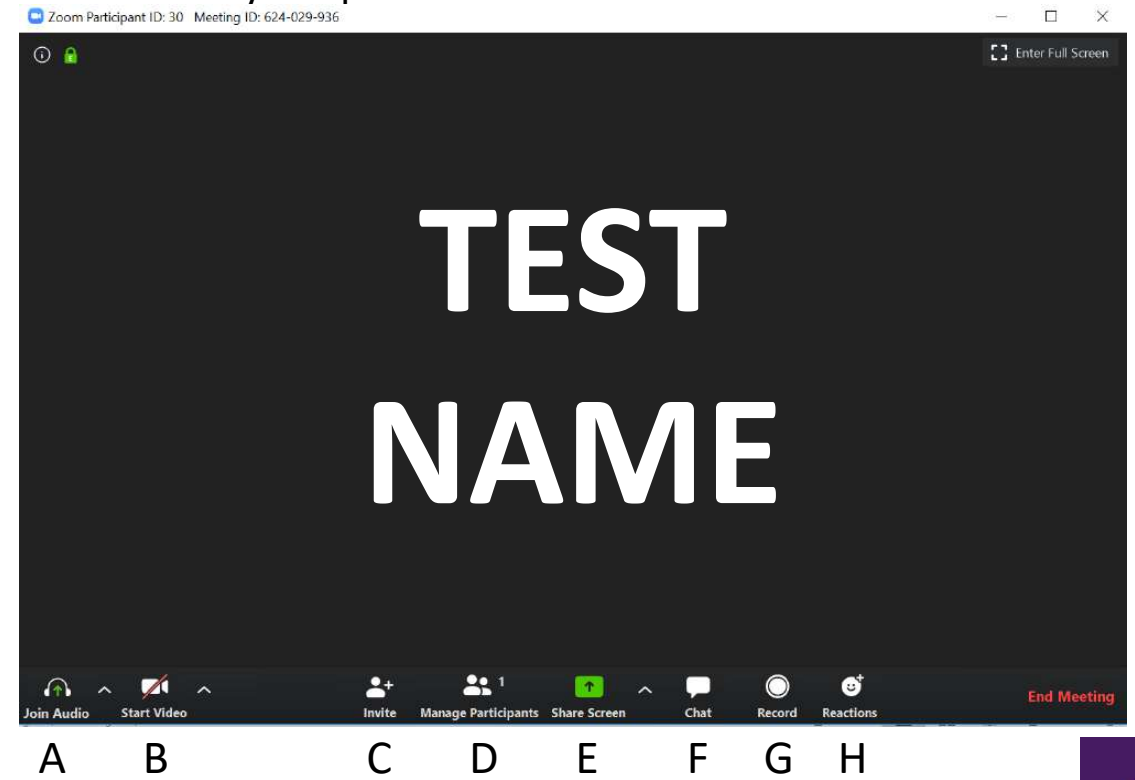
How to make a video call – Zoom



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3. You will now be on a video call called a “meeting” and will have a variety of options at the bottom of the screen.

- Join Audio/Microphone (A) – audio settings
- Start Video (B) – you will need to turn your camera on so people can see you
- Invite (C) – click to invite others to join your call
- Manage Participants (D) – see who else is on the call
- Share screen (E) – share what’s on your screen with other people in the call
- Chat (F) – Write a message to the people in the call
- Record (G) – record video call
- Reactions (H) – share a clapping or thumbs up emoji

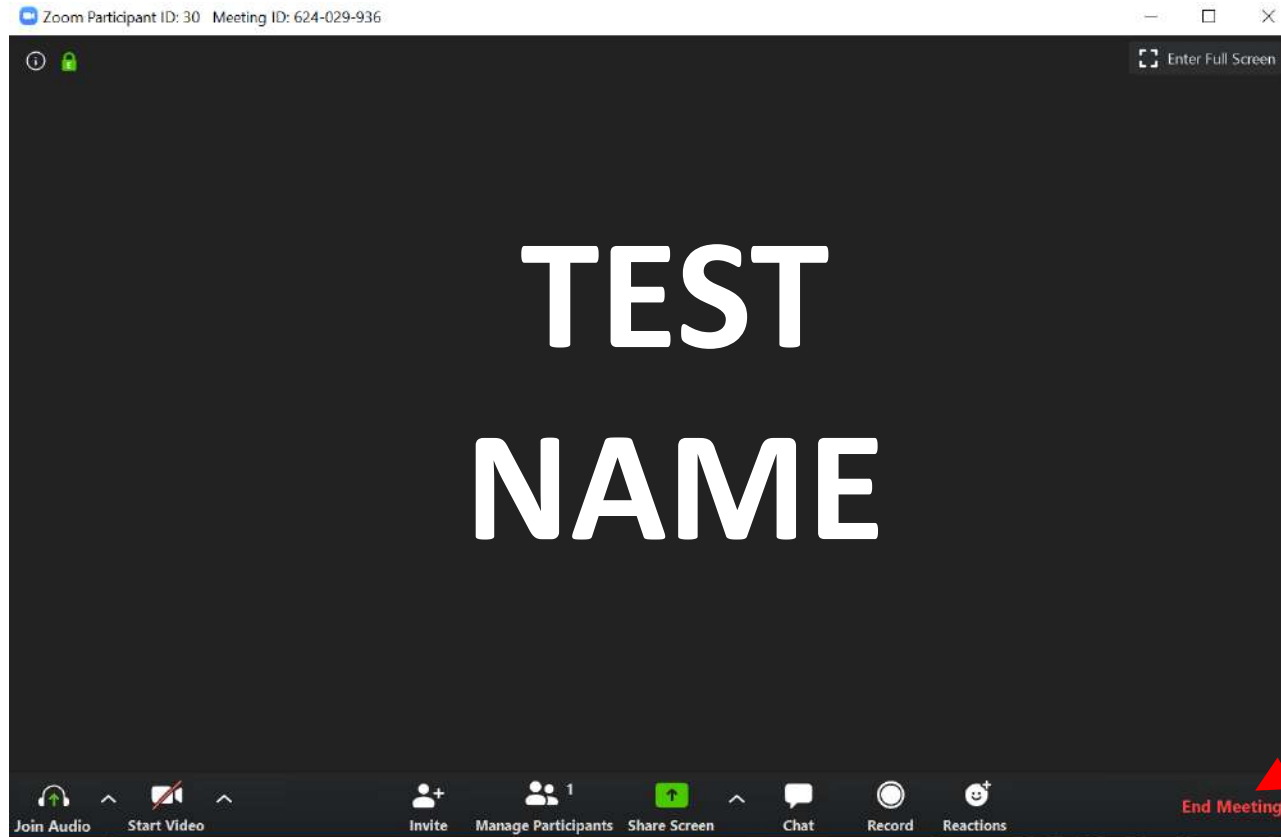


How to make a video call – Zoom



On your laptop

4. To end your video call, select “End Meeting” at the bottom right hand side of the screen.



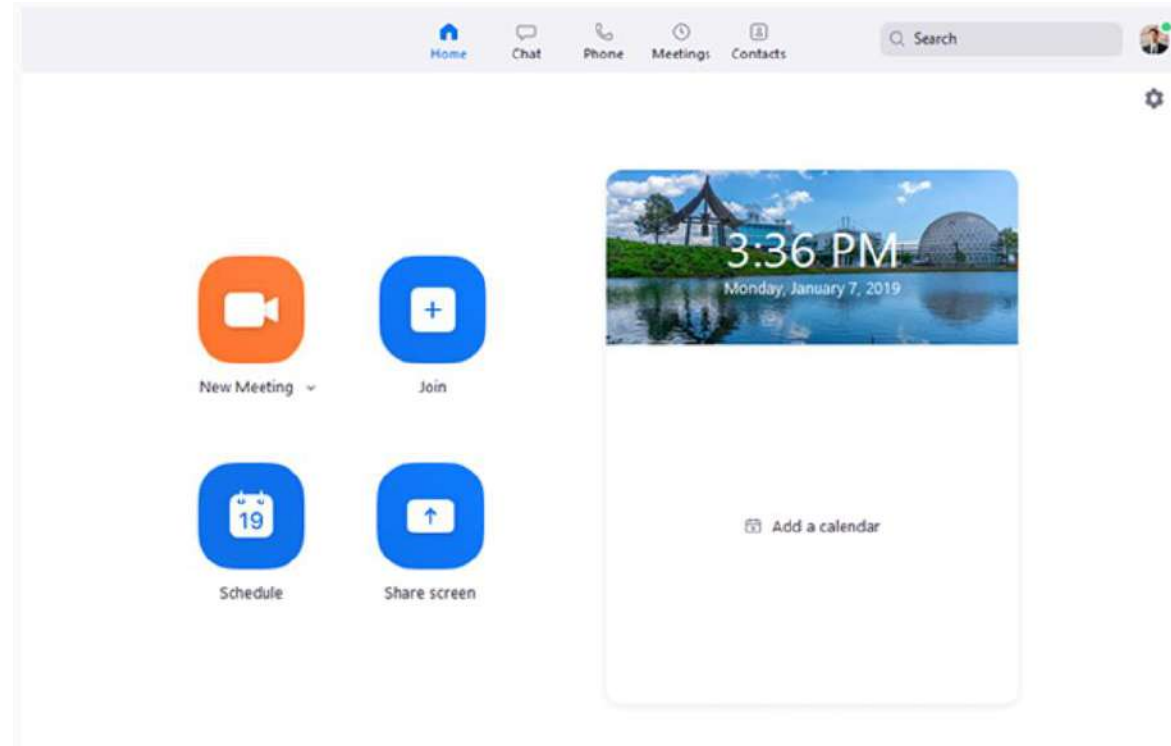
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On your laptop

5. After ending your meeting in, you will see the **Home** tab, where you can click these options:

- **New Meeting:** Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID for instant meetings.
- **Join:** Join a meeting that has already started
- **Schedule:** Set up a future meeting.
- **Share Screen:** Share your screen with others by entering in the sharing key or meeting ID.



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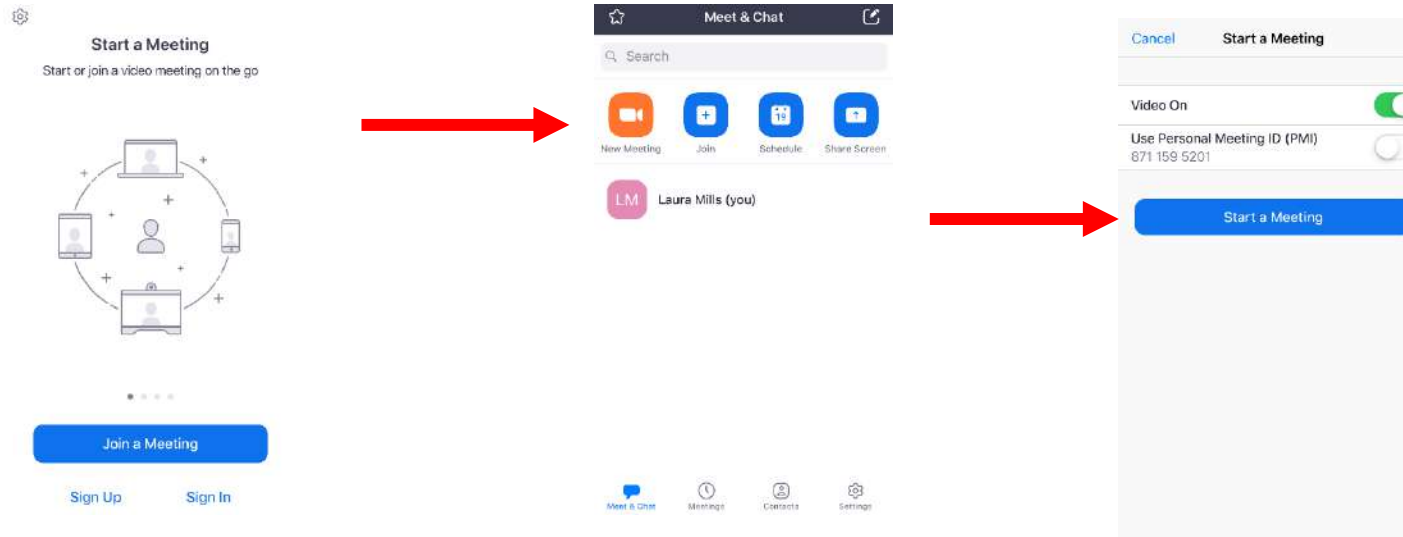


On your smart phone or tablet

6. Zoom is also available on your smart phone and tablet. Open the app store and download “Zoom”.



You will be asked to Sign up or Sign in. Once logged in, start a video call by click on “New Meeting” and “Start a Meeting”.

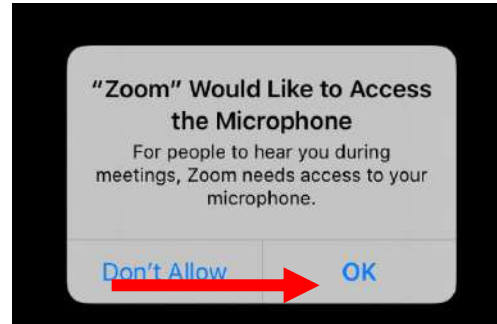
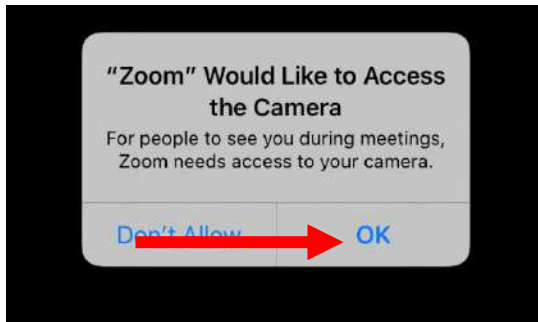


How to make a video call – Zoom



On your smart phone or tablet

7. A pop up message will appear. Press “OK” to allow Zoom access to your camera and microphone. This will ensure other people on the call can see and hear you.



8. Options on the call will be displayed at the bottom of the screen.

- Join Audio/Microphone (A) – audio settings
- Start Video (B) – you will need to turn your camera on so people can see you
- Share Content (C) – share your screen
- Participants (D) – see who else is in the call – invite people to the call here
- More (E) – Meeting settings, Chat (type messages to people on the call)



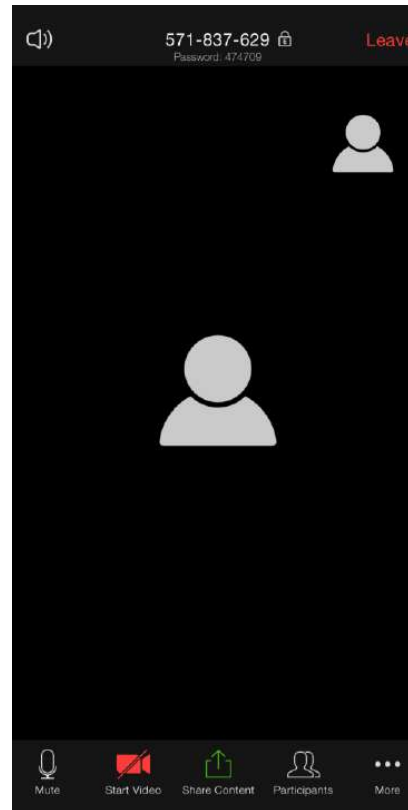
A B C D E

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On your smart phone or tablet

9. To end the call, press “End” at the top right-hand side of the screen. You can choose to “Leave Meeting” so the others on the call stay connected, or “End the Meeting” so the video call ends for everyone.

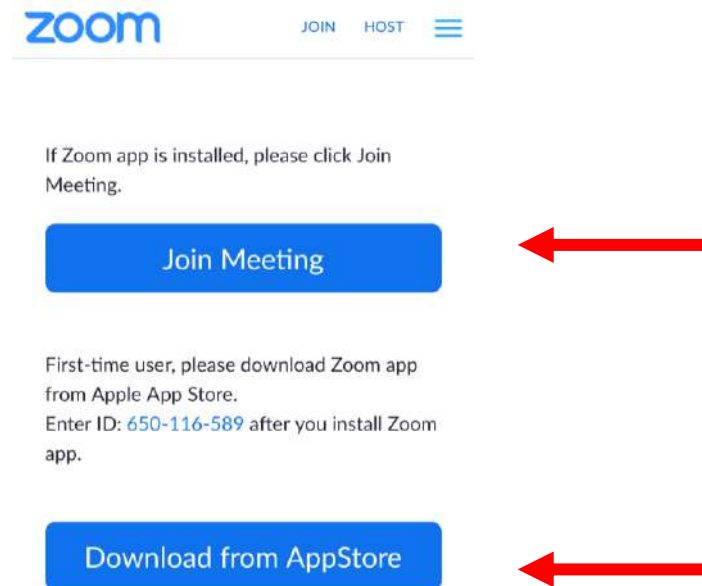


How to join a video call – Zoom



Joining a video call on your smart phone or tablet

10. For you to join a video call which has already been set up by your family/friend then you will need to ask them to send you the video call (or “Meeting”) URL. This can be sent via email or text message. Once you receive the URL click the link and either “Join Meeting” or Download the Zoom App from the app Store (see point 6).

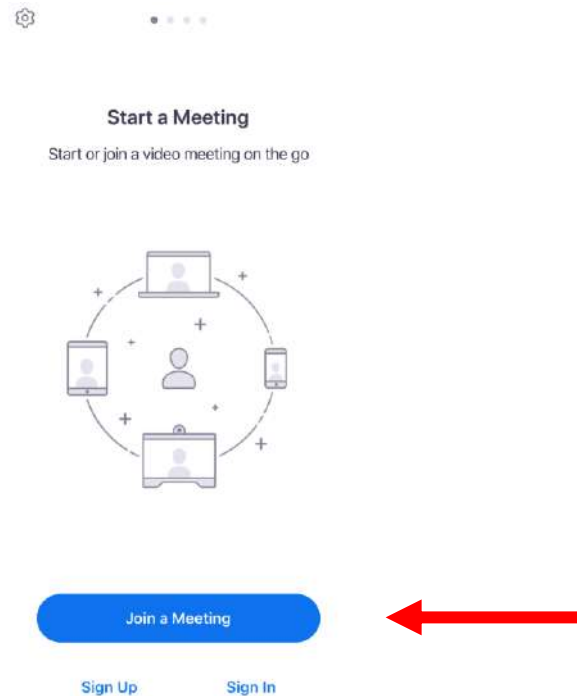


How to join a video call – Zoom



Joining a video call on your smart phone or tablet

11. Once the App is downloaded you will be taken to this screen, you can either Sign Up, Sign in or you can access the video call as a guest by pressing the “Join a Meeting” button.

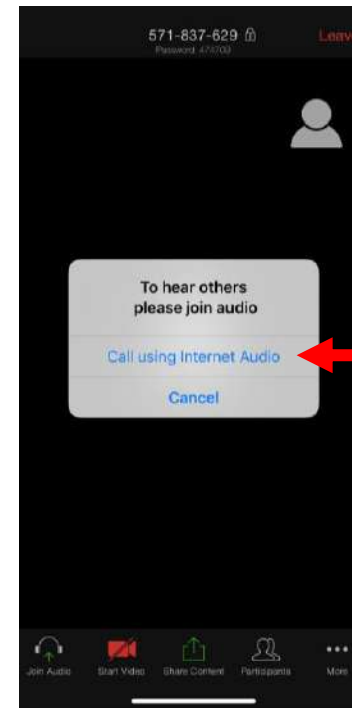
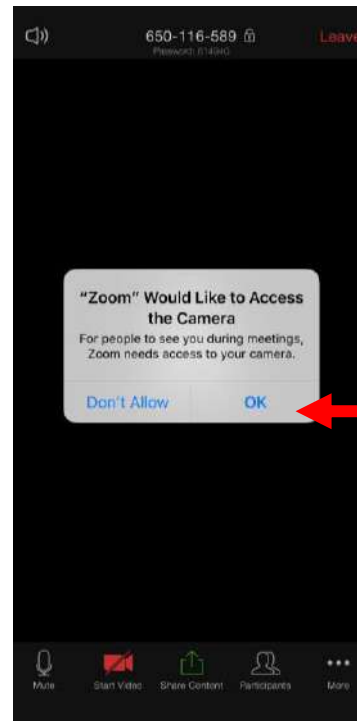


How to join a video call – Zoom



Joining a video call on your smart phone or tablet

12. Before you can join the video call, a series of messages will appear asking for permission to access your camera and microphone – press “OK” to continue. You will also be asked to “join audio”, select “Call using Internet Audio” to join the video call.



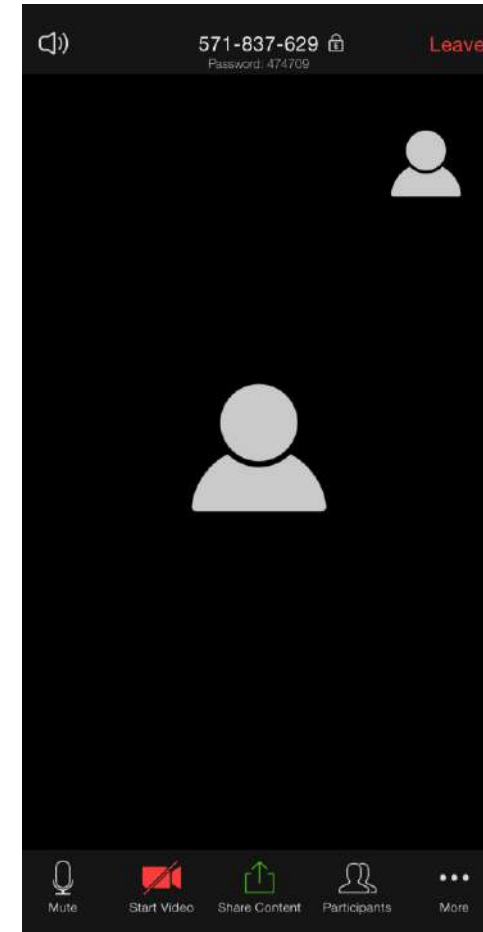
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Joining a video call on your smart phone or tablet

13. Options on the call will be displayed at the bottom of the screen.

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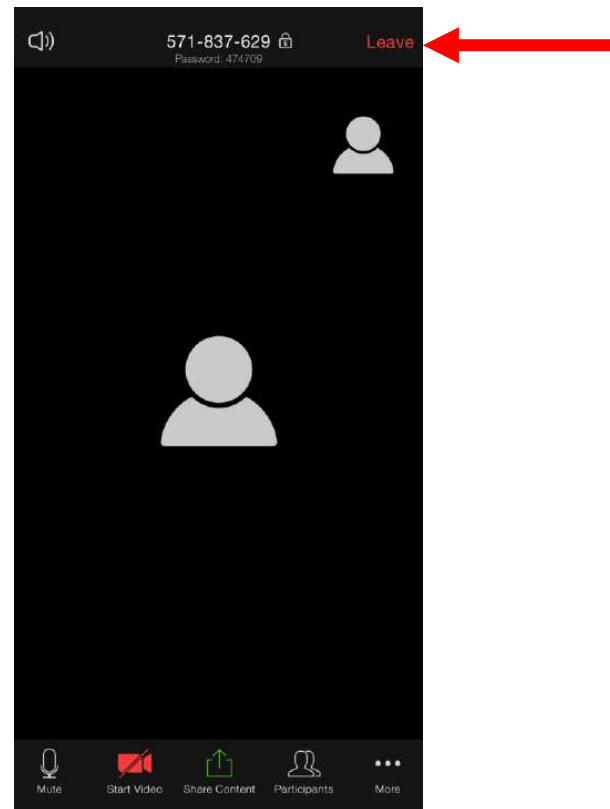
A B C D E

How to join a video call – Zoom



Joining a video call on your smart phone or tablet

12. To leave the video call, press “Leave” at the top right-hand side of the screen.



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PLEASE NOTE

Once a video call is set up a unique meeting link is created which can be shared with anyone. This is great if you want to invite multiple friends or family to join however if this is shared publicly i.e. across social media it can result in unwanted guests joining your conversation.

Please see below some helpful tips to avoid any unwanted guests in your video calls:

- If screensharing change to “Host Only”.
- Disable “Join Before Host” in settings.
- Disable “File Transfer” so there’s no digital virus sharing.
- Disable “Allow Removed Participants to Rejoin” so removed attendees can’t slip back in.
- Do not share your meeting link on social media or anywhere on a public forum.