Quick guide to hosting Zoom meetings

A basic (free) Zoom account allows virtual meetings to be held with up to 100 participants (up to 40mins but when the time is up, you can simply restart a meeting if you wish) or one-to-one meetings without time limit. Anyone can be invited to join a meeting from a link (usually sent by email or WhatsApp, without needing to set up an account.

To host a meeting you'll need a desktop computer or laptop with camera, speakers and microphone, or a tablet or smartphone. Zoom is compatible with Windows, Mac, Linux, iOS, and Android but the layout will vary slightly depending on your device.

First of all, head over to Zoom.us in your preferred browser and sign up.

You will be prompted to type in your work email -- but any will do -- or sign in through either Google or Facebook.

At the next prompt, Zoom will ask for permission to send resources including product videos and how-to guides your way. Either click "confirm" or "Set Preferences;" the latter option being to receive emails once a week, once a month, or never. Make your selection.

By now, a confirmation email should have landed in your inbox. Open the message, click "Activate Account" or paste the included confirmation link into your browser, and then at the next prompt, you will need to complete account creation with your name and a strong password.

If you wish, on the next screen, you can invite your colleagues to also create an account. If not, click "Skip this step."

Now you can choose to create a test meeting where you can test your settings and explore the software: do have a click around, try screen sharing, recording, annotating, chat, in-meeting settings, etc. There are lots of things to try and, as you are on your own here, you really can't go wrong!

Join Meeting Test

Test your internet connection by joining a test meeting.

Join

Once you've installed and set up your Zoom account, and had a little play, you can End the Meeting and return to the main screen where you will see options to start a New Meeting, Join an existing meeting, schedule a meeting and share your screen. There are some other options in the top bar as well:
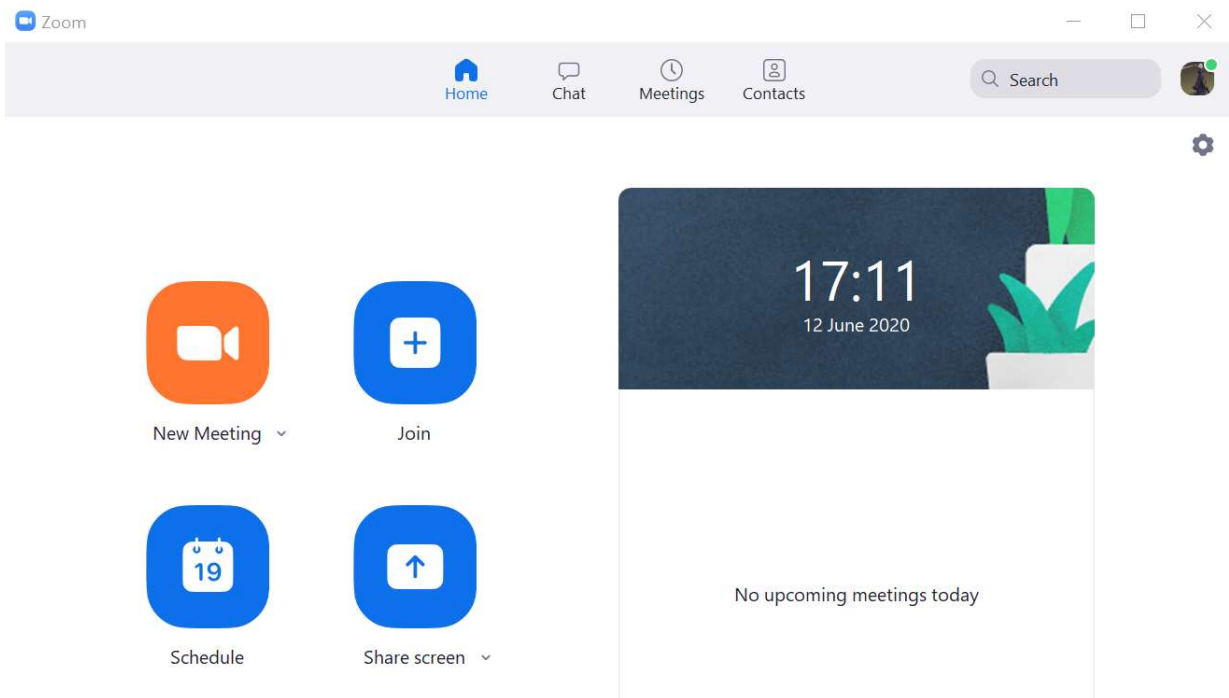
New Meeting starts a new meeting right away.

If you select Join a meeting, you will need the meeting ID which should have been sent to you and you can select on the screen if you want to connect to audio and/or video:
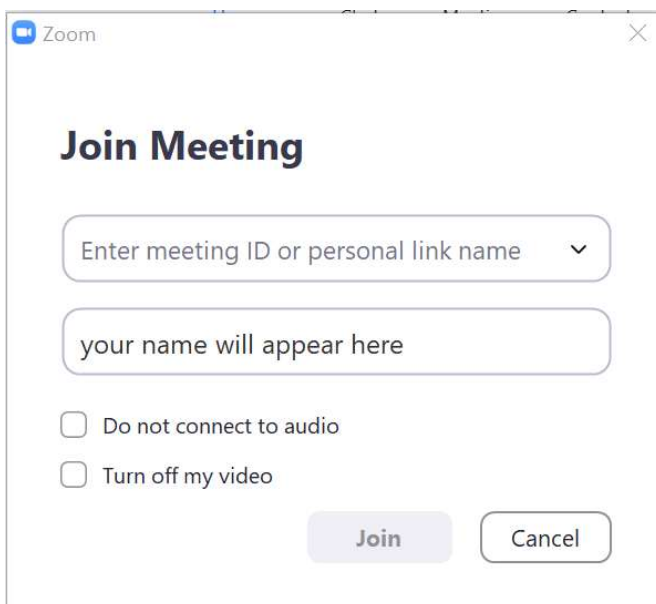
Schedule a meeting to arrange something in the future. It is important make sure that your meeting requires a password and you can decide if you want to have your video on and/or your participants. If you click Advance Options, there are some extra options to choose from – enable waiting room means the host has to allow participants to join a meeting so is best left ticked to avoid the possibility of gatecrashers finding their way in.

Schedule Meeting

Topic

enter the name of your Zoom Meeting

Start: Fri June 19, 2020   18:00

Duration: 0 hour   30 minutes

☐ Recurring meeting   Time Zone: London ⌄

Meeting ID

🔵 Generate Automatically   ⚪ Personal Meeting ID 698 212 0815

Password

☑ Require meeting password   7sJKNe   ?

Video

Host: 🔵 On ⚪ Off   Participants: 🔵 On ⚪ Off

Calendar

⚪ Outlook   ⚪ Google Calendar   🔵 Other Calendars

Advanced Options ^

☑ Enable Waiting Room

☐ Enable join before host

☐ Mute participants upon entry

☐ Automatically record meeting on the local computer

[Schedule]   [Cancel]

When you click Schedule a new screen will open where you can copy the Zoom meeting details to your clipboard to invite participants by email, WhatsApp or another method. You can also add the meeting to your own calendar.

Zoom - Schedule Meeting   ✕

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

Natalie Mayhew is inviting you to a scheduled Zoom meeting.

Topic: enter the name of your Zoom Meeting
Time: Jun 19, 2020 06:00 PM London

Join Zoom Meeting
https://us04web.zoom.us/j/76049837332?
pwd=bFpHcVRTQitVZ0xZK2EyMHpaT2RFUT09

Meeting ID: 760 4983 7332
Password: 7sJKNe

[Open with default calendar (.ics)]   [**Copy to Clipboard**]

Any problems getting set up, or if you'd like share a run-through meeting, do please drop me a line or give me a call.

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