

AWGB **Zoom** Beginner User Guide



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Remember, To join an AWGB meeting:

You **must** sign up for an account with Zoom.

The basic Zoom subscription is **FREE**.

You **should** download the software.

If you prefer to watch a video tutorial, you will find one here:

shorturl.at/egpG5

You do not **need** a camera or microphone. As long as you have speakers on your computer, you will see and hear the broadcast.

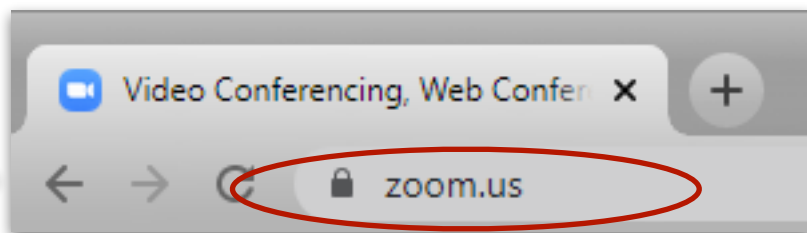
Using headphones will give you better sound quality and prevent 'feedback'.

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Sign up and install Zoom

Type zoom.us in your browser.



Click the 'Sign Up' button.



Enter your Date of Birth.

For verification, please confirm your date of birth.

Month Day Year

This data will not be stored

Enter your email.
(**Note:** this can be your personal email).

Click 'Sign Up'

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

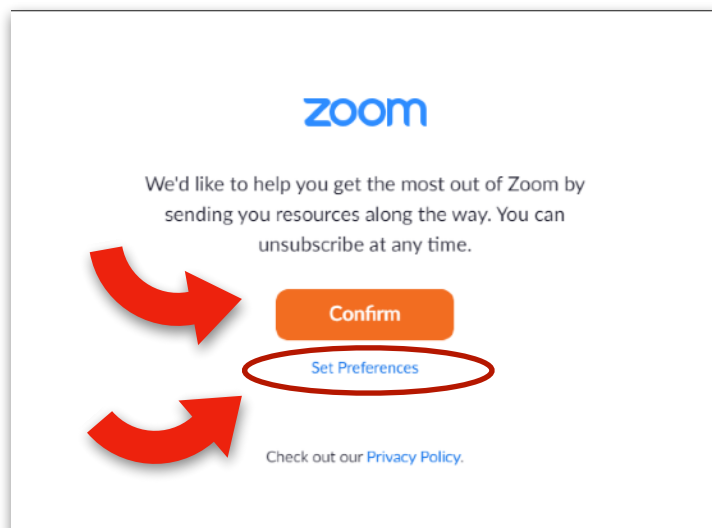
Sign up and install Zoom (Cont.)

You will be asked if you wish to receive Zoom resources.

You can **click** 'Confirm'.

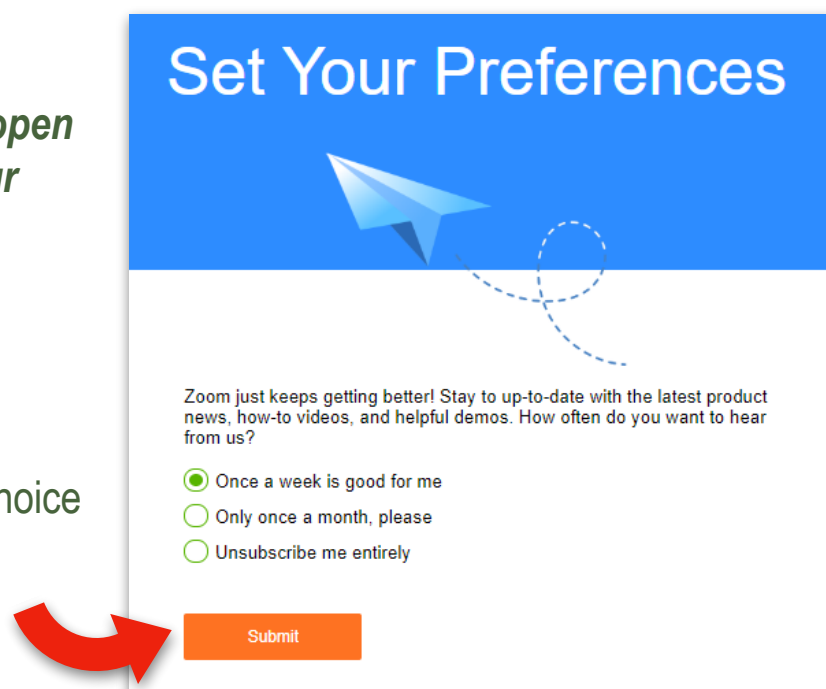
or

'Set Preferences'



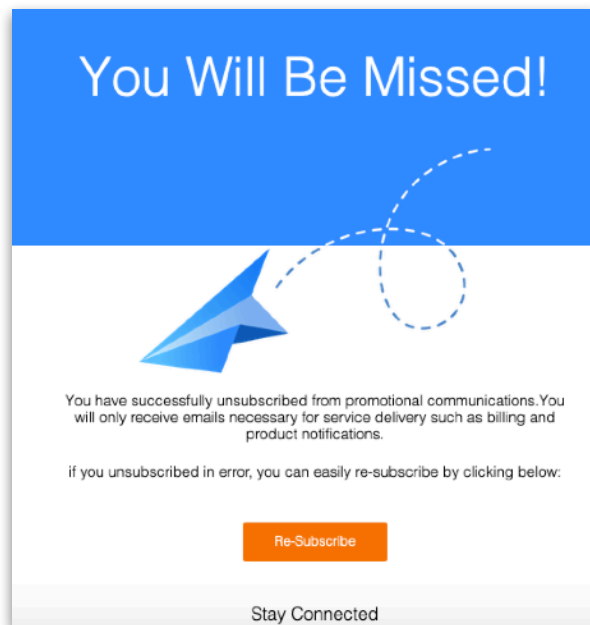
'Set Preferences' will **open another page on your browser**.

Click your button of choice then **click** 'Submit'.



Sign up and install Zoom (Cont.)

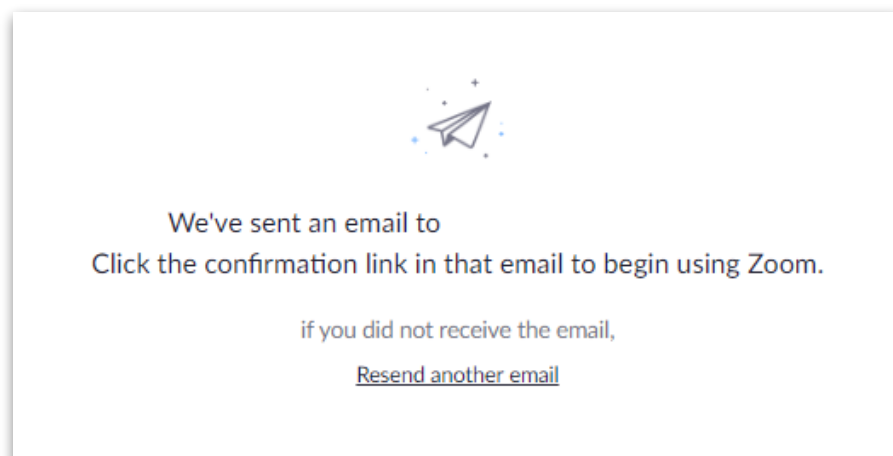
You will see this notice.



You must now return to the **original** Zoom page by **clicking** its tab in the browser.



You will see a **notification** that an email has been sent to you.



Sign up and install Zoom (Cont.)

Open the email from Zoom and **click** the 'Activate Account' button.

To activate your account please click the button below to verify your email address:

Activate Account

You will see this window. **Click** 'No', then '**Continue**'.

Are you signing up on behalf of a school?

☐ Yes ☒ No

Continue

In the next window, **type** your name and choose a password.

Click 'Continue'.

First Name

Last Name

Password

Confirm Password

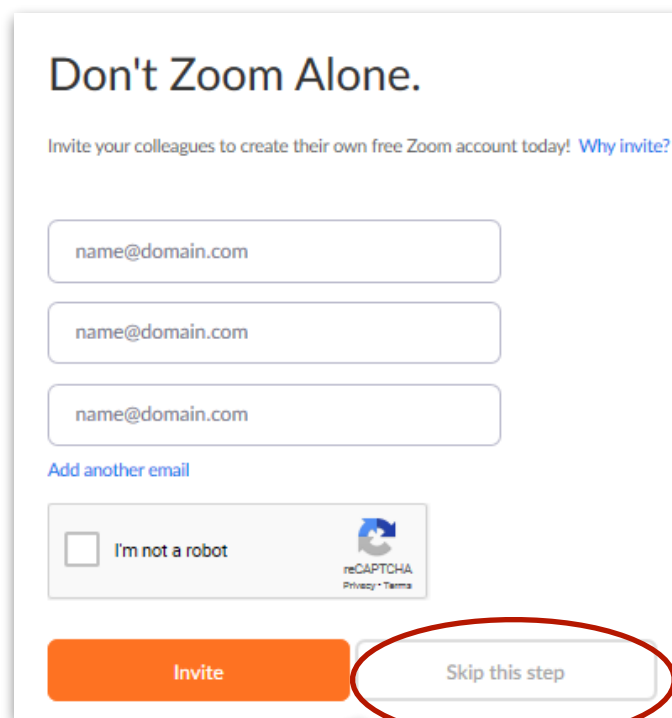
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Sign up and install Zoom (Cont.)

You will now see this window.

Click 'Skip this step'.



Don't Zoom Alone.


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](#)

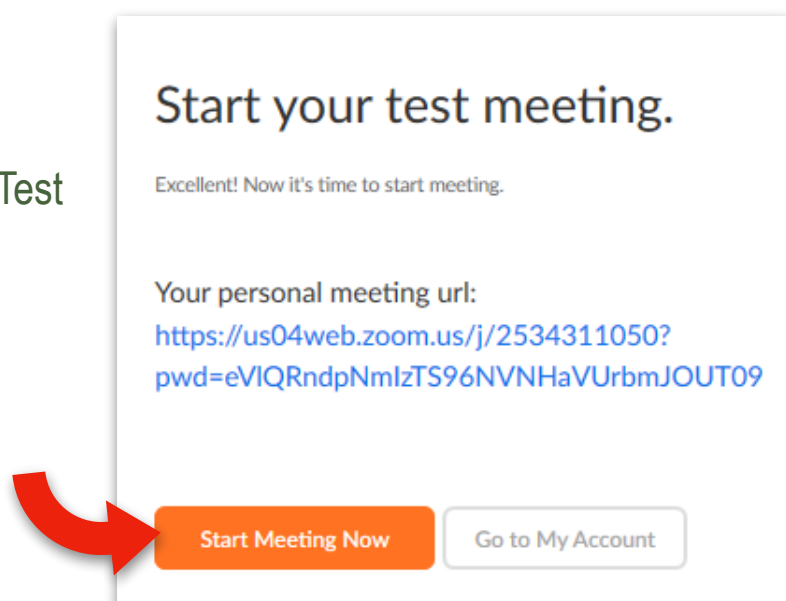
☐ I'm not a robot 

[Privacy](#) [Terms](#)

Invite **Skip this step**

Now you will be asked to 'Test this Meeting'.

Click 'Start Meeting Now'



Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://us04web.zoom.us/j/2534311050?pwd=eVIQRndpNmIzTS96NVNHbVUrbmJOUT09>

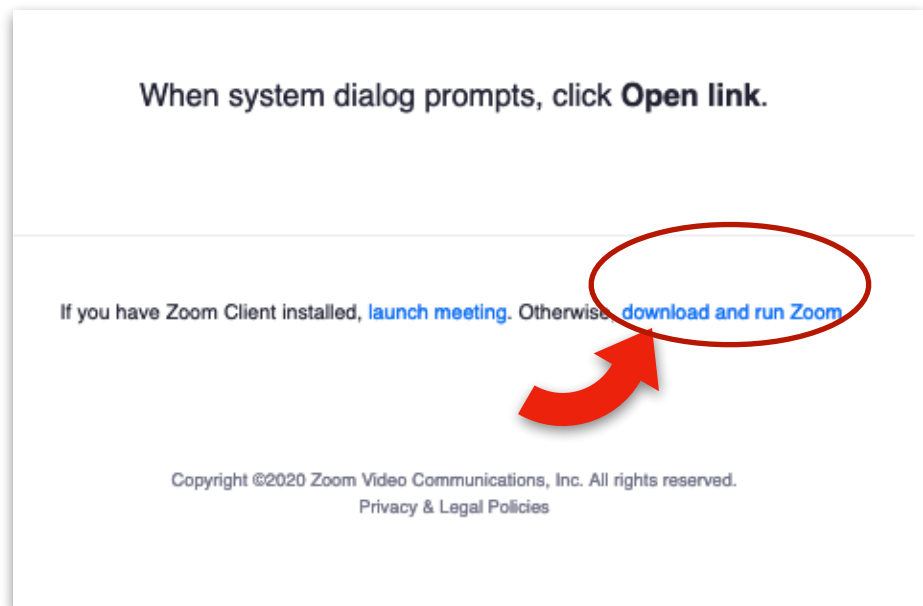
Start Meeting Now **Go to My Account**

Sign up and install Zoom (Cont.)

PC Users

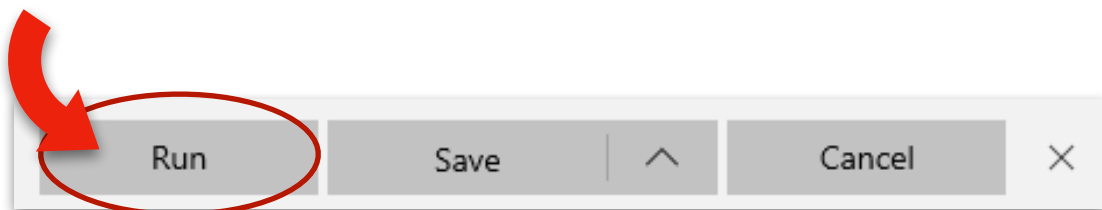
You will see this message.

Click 'download and run Zoom'.



This will download the Zoom app on your computer.

Click 'Run'. (At the bottom of the browser window).



A Zoom Meeting will open.

Close all windows by **clicking** the cross in the top right corner.

You have now completed the sign up and installation of Zoom.

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Mac Users

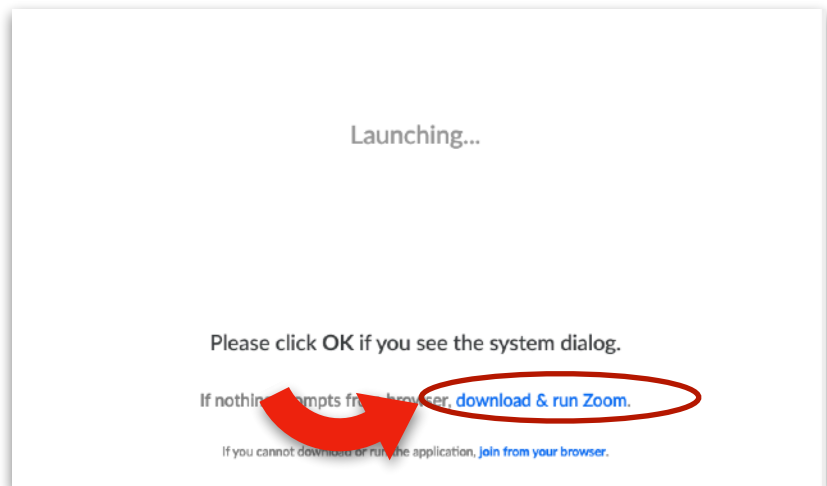


Sign up and install Zoom (Cont.)

Mac Users

You will see this message.

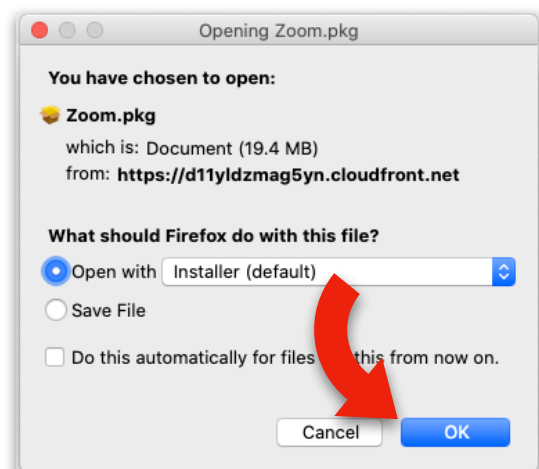
Click 'download and run Zoom'.



This will download the Zoom app on your computer.

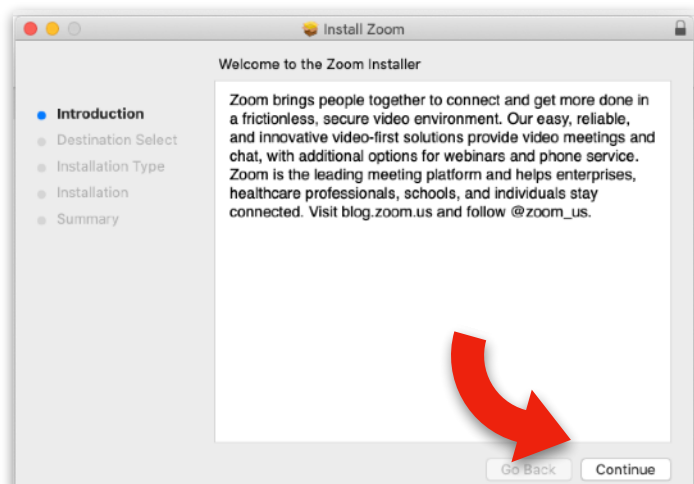
You will see this window.

Click 'OK'



The Installer window will open.

Click 'Continue'



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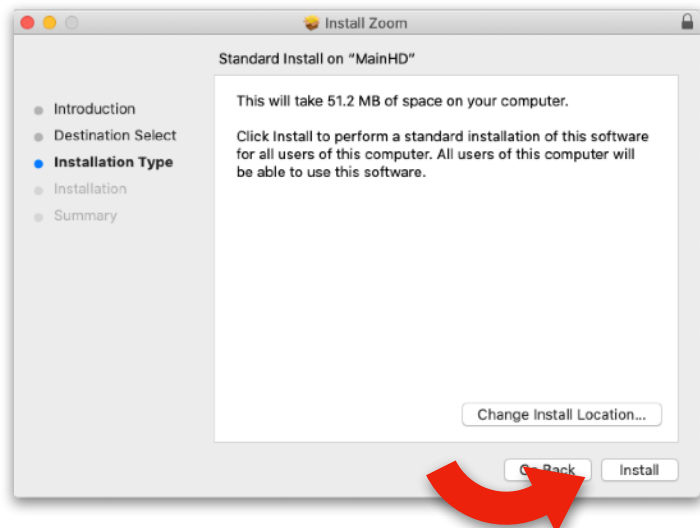
Mac Users



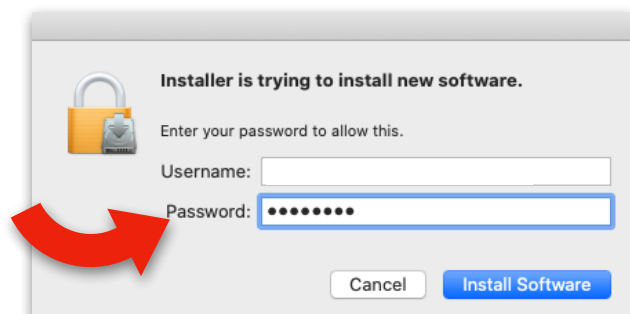
Sign up and install Zoom (Cont.)

Mac Users

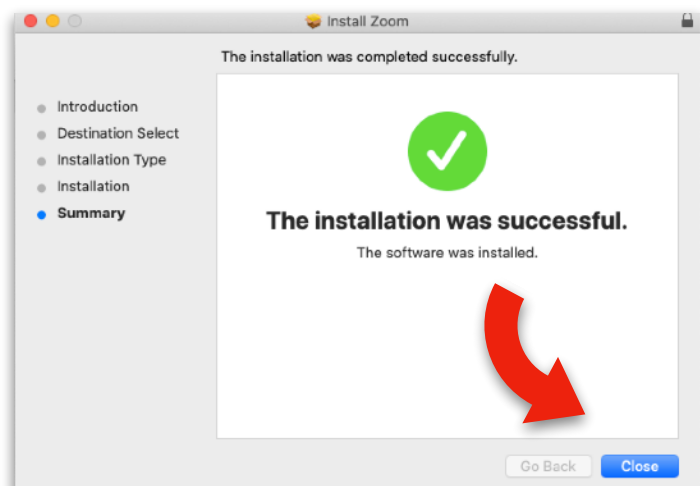
Click 'Install'



Enter your **Computer** Username and Password.



Click 'Close'



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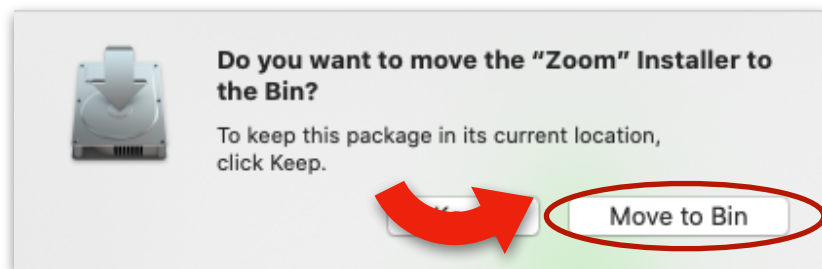
Mac Users



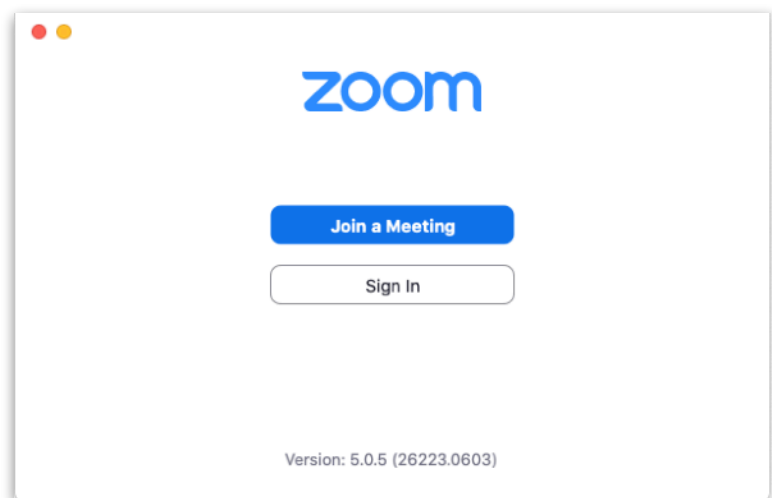
Sign up and install Zoom (Cont.)

Mac Users

When you see this window, **click** 'Move to Bin'.



You should now be able to join a meeting.



Zoom is now successfully installed on your Mac.

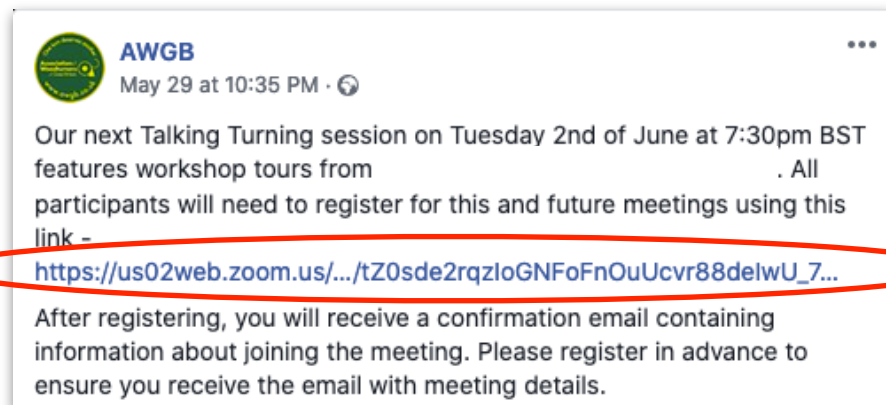


Joining a Zoom Meeting

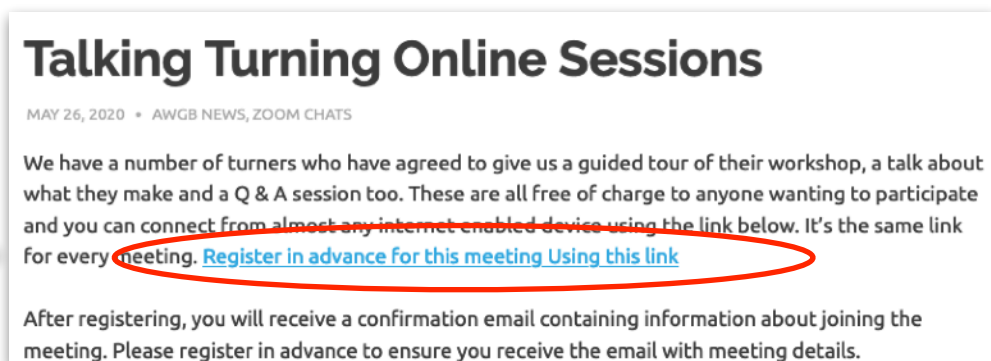
You must register for AWGB Zoom Meetings.

You will find the registration link on the AWGB Facebook page and on the AWGB website.

Click the link to register.



**or here
(website
link).**



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Joining a Zoom Meeting

You will be taken to the registration page.

A screenshot of a Zoom registration page. At the top, there are social media icons for Facebook, Twitter, LinkedIn, and Email. Below this is a green banner that says 'This meeting is for users with a Zoom account. New to Zoom? [Sign up free.](#)'. The main content area has a table with the following information: Topic: AWGB Talking Turning; Description: Woodturning chat and workshop tours; Time: Jun 2, 2020 07:30 PM, Jun 5, 2020 07:30 PM, Jun 9, 2020 07:30 PM, Jun 12, 2020 07:30 PM, Jun 16, 2020 07:30 PM, Jun 19, 2020 07:30 PM; Time shows in: London. Below the table are four input fields: First Name*, Last Name*, Email Address*, and Confirm Email Address*. A red asterisk indicates required information. At the bottom is a blue 'Register' button.

If you haven't already done so, you can sign up and download Zoom using this link.

New to Zoom? [Sign up free](#)

Enter your details and click 'Register'.

A screenshot of the Zoom registration form, identical to the one above. A red arrow points from the 'Sign up free' link in the previous block to the 'New to Zoom? Sign up free' text. Another red arrow points from the 'Register' button to the text 'Enter your details and click 'Register''. The form includes fields for First Name, Last Name, Email Address, and Confirm Email Address, with a 'Register' button at the bottom.

Joining a Zoom Meeting

You will be sent an email confirming your registration. (*This contains dates and details, should you wish to add to your digital calendar.*)

However, this is not essential.

Click on the link **here..**



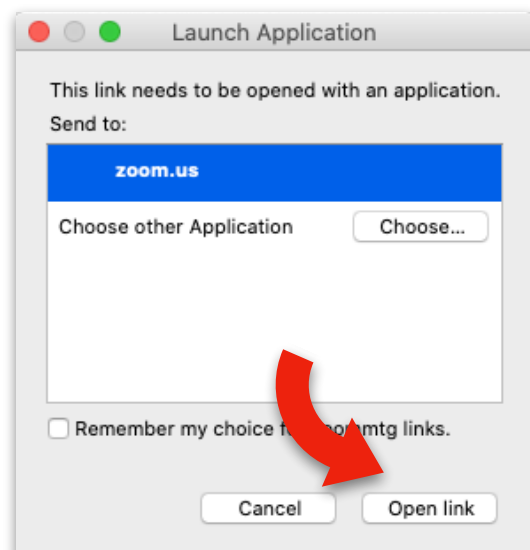
Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Password: **25WILKIN**

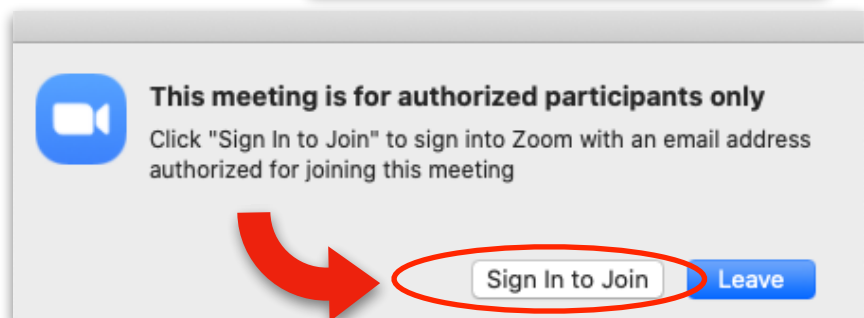
Note: This link should not be shared with others; it is unique to you.

Mac Users will see this window.

Click 'Open link'.

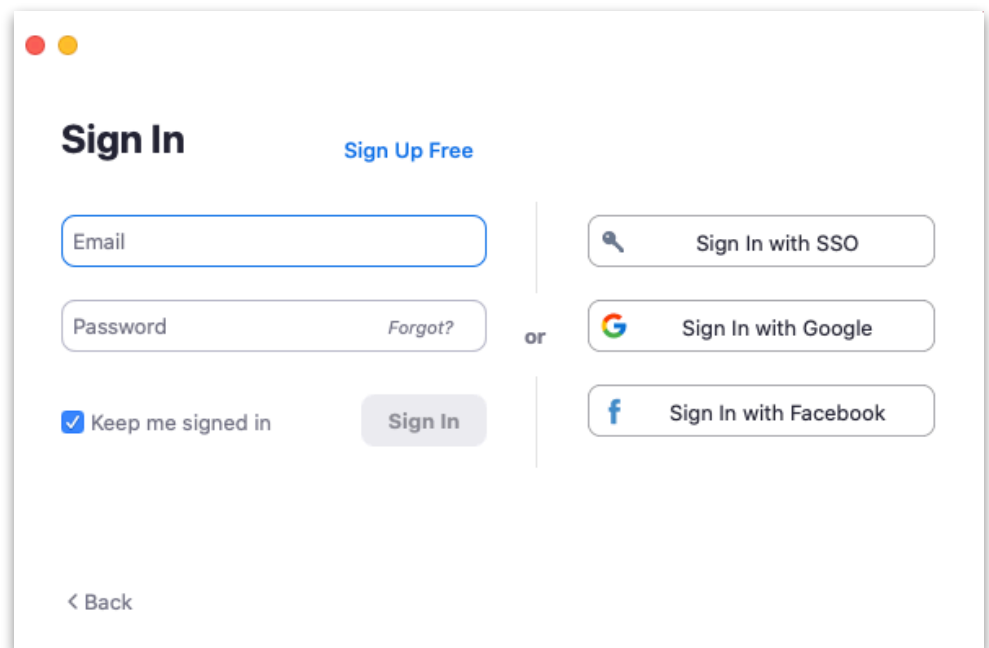


You will be asked to 'Sign in to Join'.



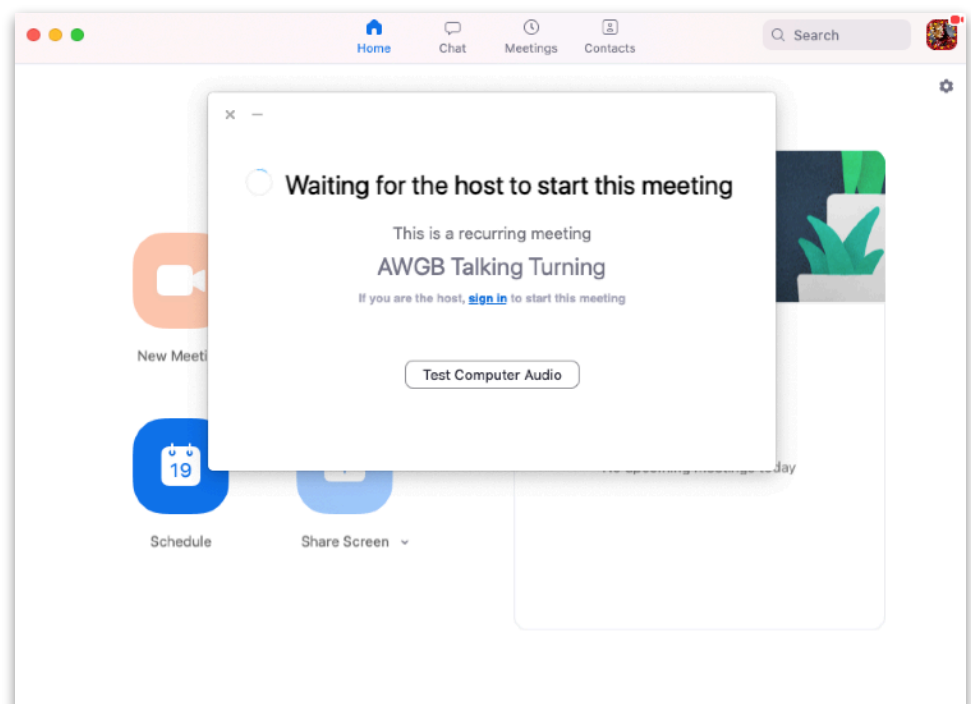
Joining a Zoom Meeting

Sign in with your user name and password.



The image shows the Zoom 'Sign In' interface. At the top left are three colored window control buttons (red, yellow, green). The main heading is 'Sign In' in bold black text, with a blue link 'Sign Up Free' to its right. Below the heading are two input fields: 'Email' and 'Password'. The 'Password' field has a 'Forgot?' link to its right. Below the 'Password' field is a checkbox labeled 'Keep me signed in' which is checked. To the right of the input fields is a vertical line with the word 'or' below it. To the right of the line are three buttons: 'Sign In with SSO' (with a key icon), 'Sign In with Google' (with the Google logo), and 'Sign In with Facebook' (with the Facebook logo). At the bottom left is a '< Back' link. At the bottom right is a grey 'Sign In' button.

You will see a window similar to this.

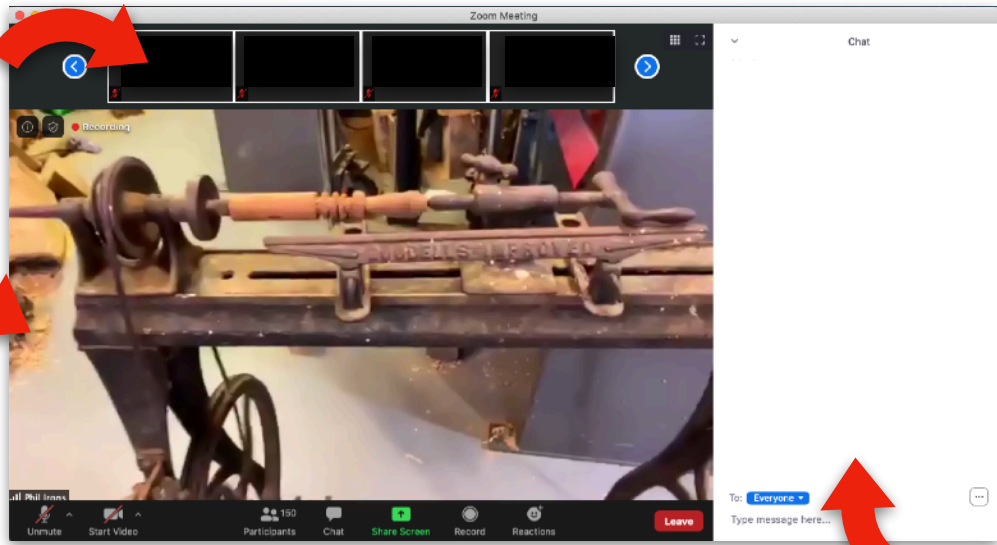


The host will then allow you into the meeting.

The Zoom Window and Controls

Meeting
participants

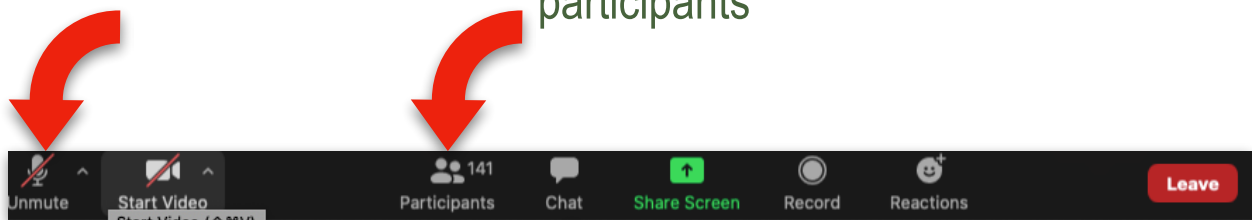
Main
window



Chat window

Mute/unmute audio

View a list of all
participants



Start/stop Video

Show/ hide chat
window

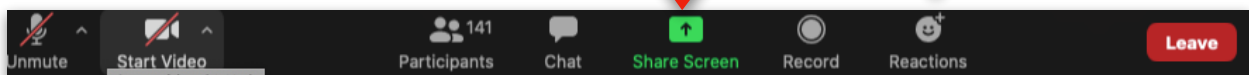
Note: The host may have muted all audio at the start of the meeting. Once enabled, use the spacebar to **speak**. Press again to **mute**.

The Zoom Window and Controls (cont.)

Share screen is only enabled by the Host.

This control allows you to share what is on your screen with the meeting participants.

Thumbs up!



Record the meeting

This is controlled by the meeting host.

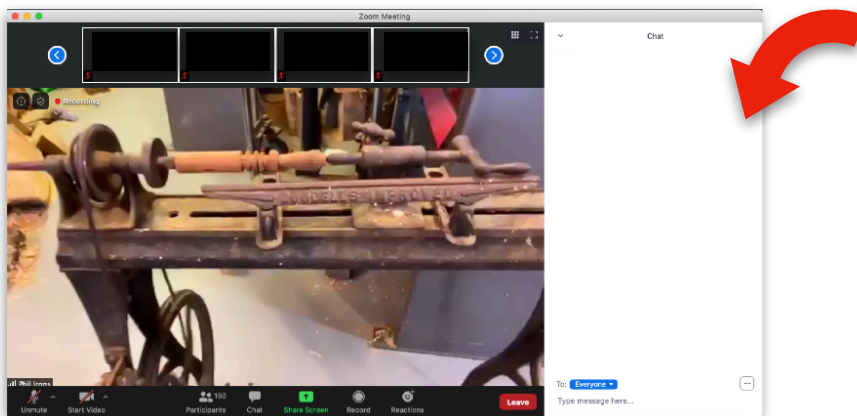
Leave the Meeting

If the meeting is being recorded, you will see a red indicator in the left corner of the main window.

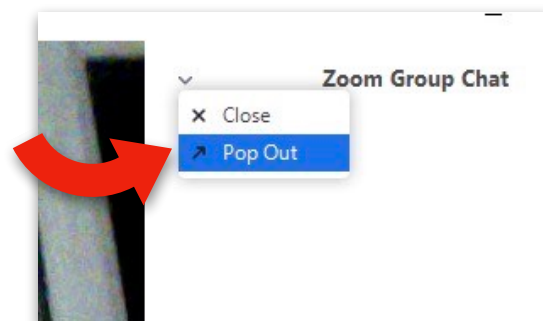


Docking and Undocking the Chat Window

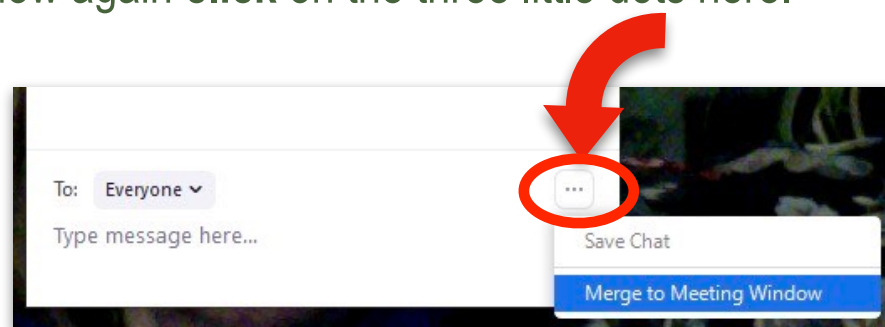
The Chat window is usually 'docked' on the right side of the window.



To 'undock' and have a floating window **click** the little dropdown arrow and choose 'pop out'.



To 'dock' the window again **click** on the three little dots here.



Select 'Merge to Meeting Window'

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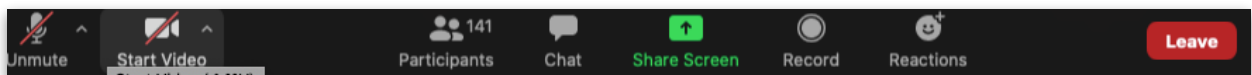


Using Chat

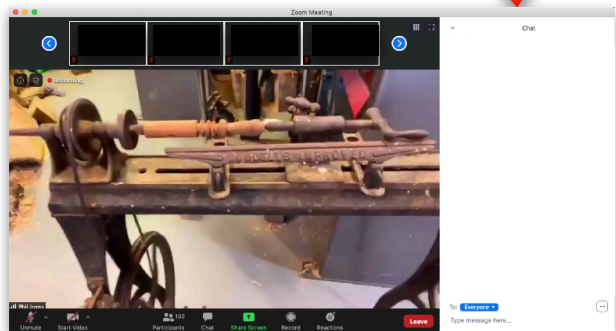
Go to the bottom of the Zoom window.

You will see the Meeting Controls.

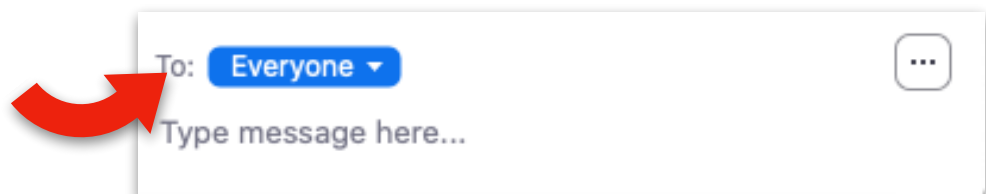
(If this is hidden move your mouse over the bottom of the window until the Controls appear.)



Click on the **Chat** icon to show or hide the Chat viewer.

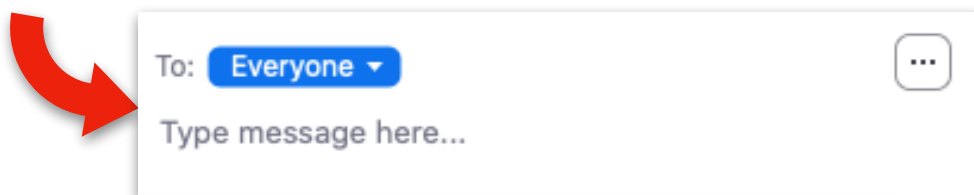


Type your message in the box at the bottom of the viewer.



Using Chat (Cont.)

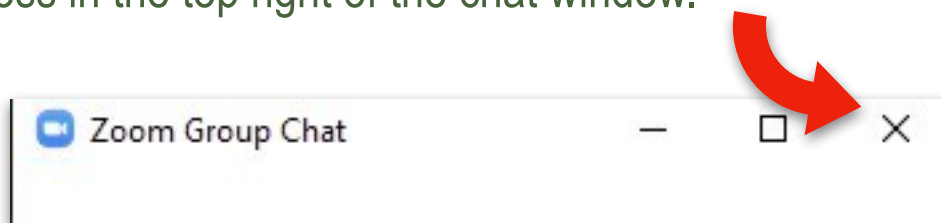
Use the little drop-down menu to send to *everyone* or choose to send a private message to someone on the list.



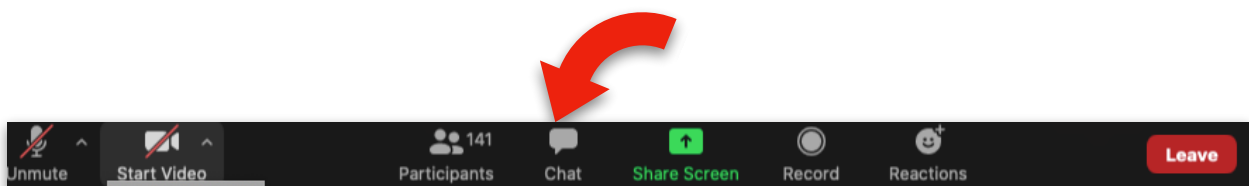
Type your message and press **Enter** on your keyboard to **send**.

Note:

If **Chat** has opened in a separate window, it can be hidden by clicking the cross in the top right of the chat window.

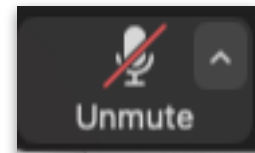


Click 'Chat' in the Meeting Controls to open again.



Participating in a Meeting

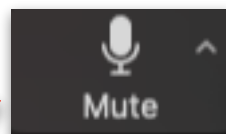
If you are participating in a demo, you may have been asked to mute your microphone.



To ask a question, type in the chat box and the question will be passed to the demonstrator by a moderator who is managing the demo.

If you are participating in a meeting you can unmute your microphone and speak normally.

Click to Unmute.



Tip:

Tapping the spacebar on your computer will mute and unmute the Microphone.

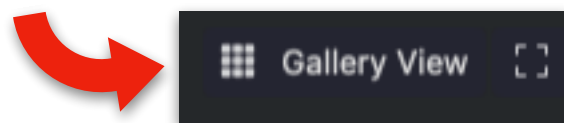
If your camera is enabled, your video will be shown on the screen when you speak. The meeting attendees will know who is speaking.

You can switch your video on and off by using the Meeting Controls.



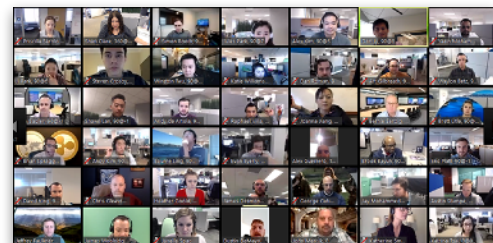
Views

Views can be controlled using the icon in the top right corner of the screen.



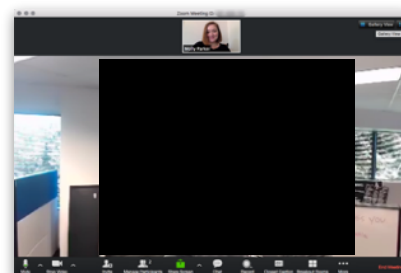
Gallery View shows thumbnails of all the participants in the meeting.

(If there are more than 49 participants, they will be shown on several pages)



Active Speaker View

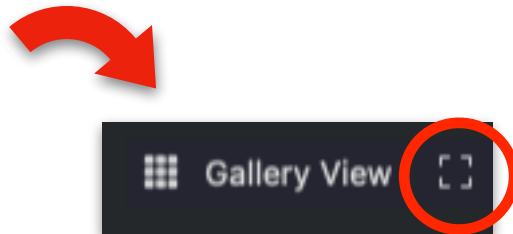
Click here to show who is speaking.



Views (Cont.)

Full Screen

To **Enter** Full Screen, Click the icon with four arrows at the top right corner of your Zoom window.

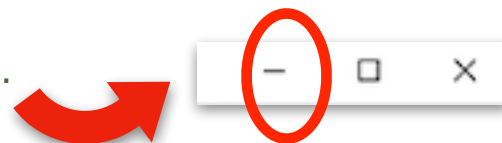


To **Exit** Full Screen, Click the icon again or use '**esc**' on your keyboard.

Mini Window

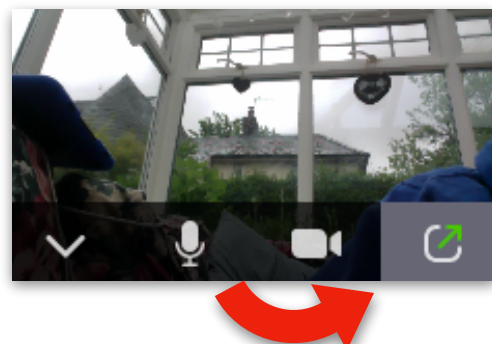
Mini Window allows you to **minimise** the Zoom video, but keep it on top of any other applications you have open on your computer.

Click the 'minimise' button on your PC.



(You can move the window around your screen as needed.)

To **maximise** the window, **click** here.

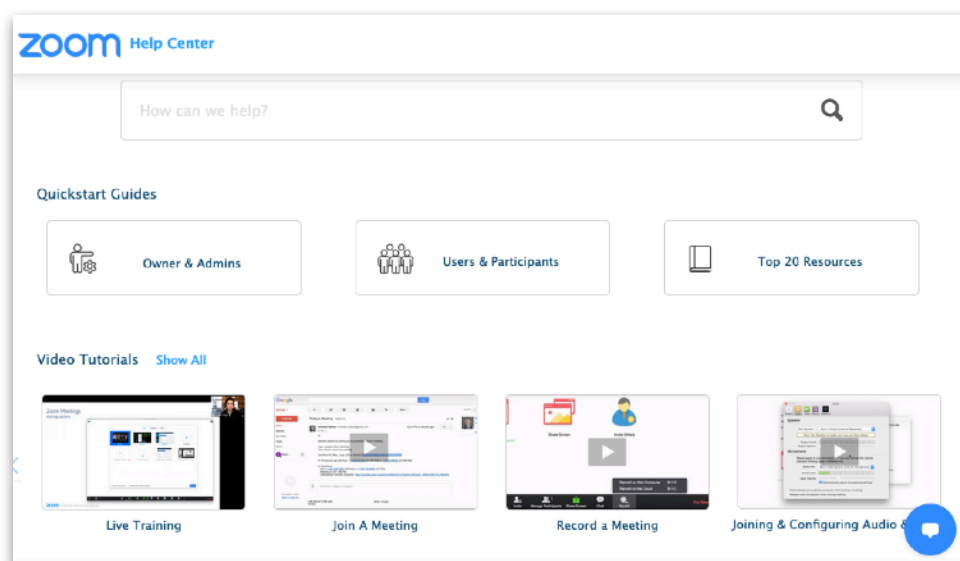


More Features and Settings

To see the full range of options for using Zoom visit the **Zoom Help Centre**.

shorturl.at/hpAV6

There you will find video tutorials and help guides covering all aspects of Zoom.



Please Note: Unfortunately, the AWGB Team are unable to provide technical assistance for Zoom Meetings.

Should you have technical issues, please contact Zoom Support.

shorturl.at/hpvL5