Using Zoom: Basic Instructions

Getting the Zoom software Before you can use Zoom, you need to download some software (a web client) onto your computer. This can be done when first trying to join a "meeting", but it's probably best to do it before-hand to avoid last minute complications...
Go to: https://zoom.us/download, click on the download button, and follow the instructions.
You do not need to sign up for an account to join a meeting, but you do to set one up yourself.

Testing your set-up   Then click on the option to join a test meeting that will test that you can hear audio through Zoom and be heard when you speak.... Go to: https://zoom.us/test
This can be the tricky bit for people who have older computers, especially for the speaking and being heard part. For more information see the online article at: https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-test-meeting

Joining a meeting: There are two ways to do this
   a) By clicking on a link (URL): You will most likely receive a Zoom URL in an invitation (usually by email) to join a meeting. Simply click the link, and if you've already downloaded Zoom, it will take you to the meeting. A box may appear asking if you want to open a link to zoom.us. If it does, click that button.
   b) By entering a Meeting ID (and probably a password): If you are given a Zoom meeting number instead of a URL, open Zoom, then click "Join a Meeting" and enter the Meeting ID number (and password if requested): these are also in the meeting invitation message.
Click on the options to use the computer audio and video, if offered, and to use internet audio.

Basic Controls during a meeting:
The two basic controls in Zoom are **muting your Audio** and **stopping your Video**. When you have a Zoom meeting open on a computer, bring your cursor down and hover over the bottom left-hand corner of the Zoom window. You will see a Microphone and a Video Camera icon appear. To mute, click on the microphone, it will now have a line through it. To unmute, click it again. The video is the same. To turn off your camera, click the video camera icon and the icon will appear with a line through it. Click it again to turn your camera on. This may help if you have a poor internet connection. On a phone or tablet, you may need to tap on the screen to get these icons to appear, and they may be at either the top or the bottom of the screen.

Visual Display: Depending on the type of meeting, you may want to see what is being presented or you may wish to see the faces of everyone on the meeting at the same time. The default version is to see the speaker or what is being presented. If you want to switch to seeing everyone on the meeting, take your cursor to the upper right hand corner (on a computer), or near the top left after you tap the screen (on a tablet) and click on the icon that looks like a grid of several small boxes next to each other. You can switch back and forth between these "active speaker" and "gallery" views.

Leaving a meeting: To leave a meeting, take your cursor to the bottom right corner of the screen (on a computer) or top left (on a tablet) and click on "Leave Meeting".

Setting up an account: If you want to host your own meetings you need to create an account, which you can do by visiting the website at www.zoom.us A basic account is free but has a time limit of 40 minutes (after which you need to start another meeting). A paid Pro account allows all-day meetings.

For more information   Visit the Zoom website: a good primer can be found at
https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac