zoom
Group Messaging & Mobile Meetings

STUDENT HANDBOOK
ALL DEVICES

Version 1.0 created April 2020.

This handbook was created by Rachael Perrott for the Learn Local Providers for use by our Tutors and Students to assist with online learning.

We are more than happy for anyone in the wider community to download and use this handbook as a resource to assist them with online learning or even just to assist with people keeping in touch.

Please bear in mind that this is not an official handbook, and is for general information only. We cannot guarantee that the information continues to remain accurate in this rapidly changing on-line environment.

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Notes for the Student

- You will need an internet connection to access a Zoom Meeting.
- It is recommended that you download and install Zoom on your Desktop/Laptop computer or you may end up downloading it every time you Join a Zoom online.
- Students will need the Zoom App on their computer or device to Join a Meeting.
- Students do not need a Zoom Account to join a meeting.
- The FREE Zoom Basic Plan has a 40-minute time limit on meetings with 3 or more participants. You may need to re-join a meeting after this time.

> Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
> Upgrade now to enjoy unlimited group meetings. Upgrade Now
>
> ☐ Do not show this message again

- If you are using a Desktop Computer you may need to add a Webcam and/or microphone if not already installed.
- If using Zoom Online (Google Chrome 🌐 is best for Zoom)
- Please note: this is NOT a COMPLETE manual for all elements in Zoom e.g. Chat is not covered.
- For further information you can go to the Zoom Help Centre: https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started

Student Notes:

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Downloading and Installing the Zoom App on your Desktop or Laptop

1. Open your Internet Browser. Copy this link: https://zoom.us/download (Highlight with the mouse then copy (CTRL and C Keys at the same time) Then CLICK HERE (See photo below) and paste (CTRL and V Keys at the same time) or …
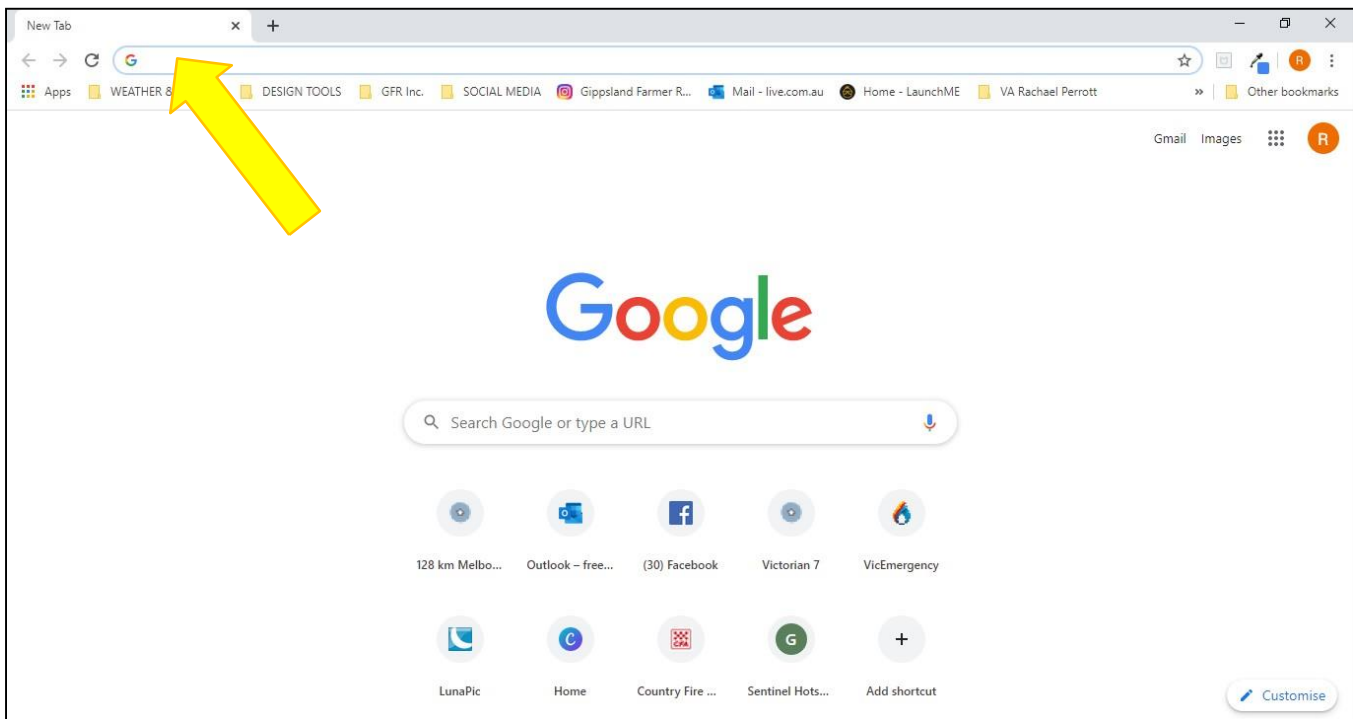

2. or right click of mouse here and then CLICK Paste:
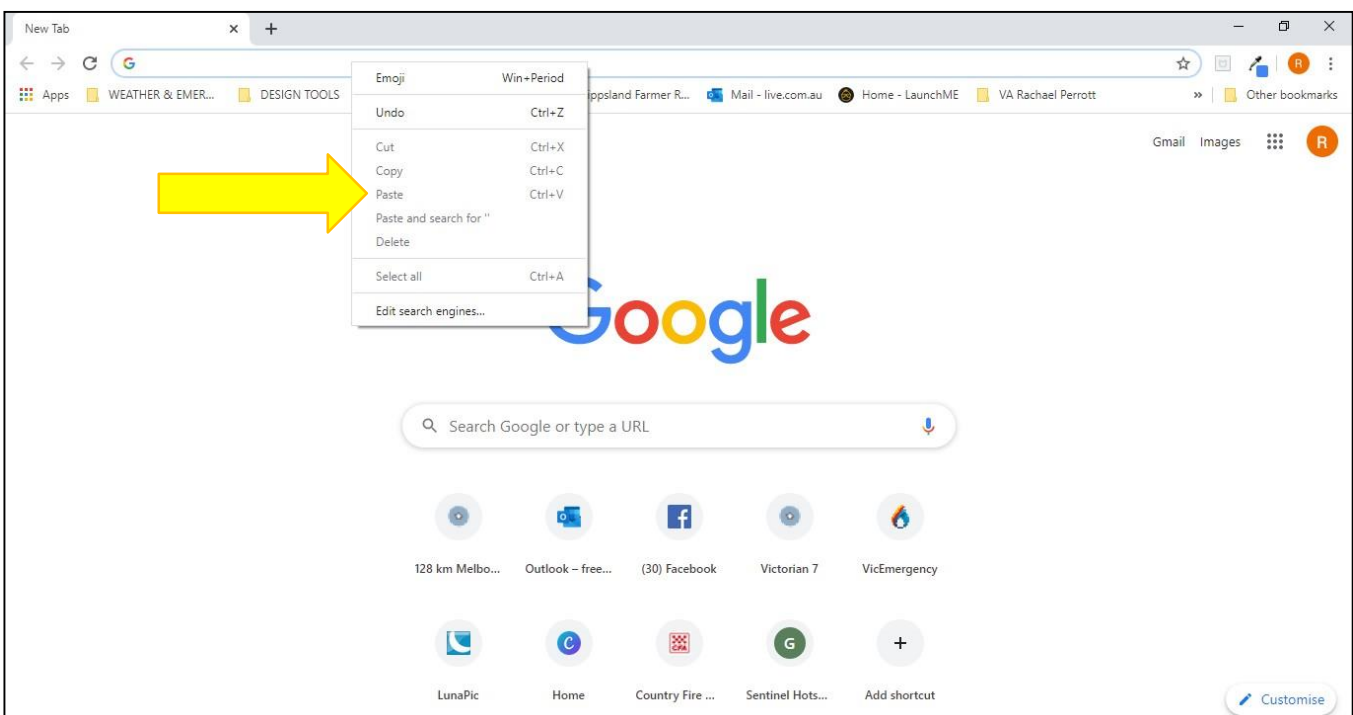
3. Then Press ENTER. Under 'Zoom Client for Meetings' CLICK 'Download':
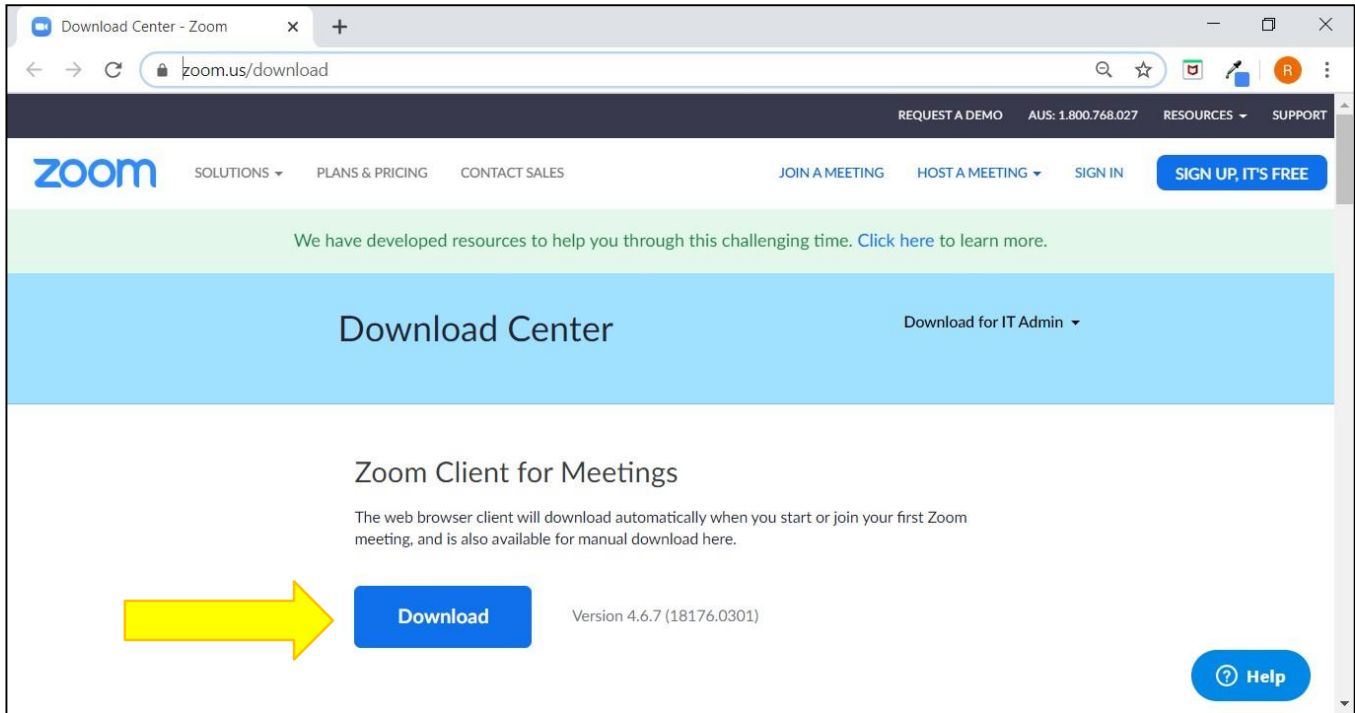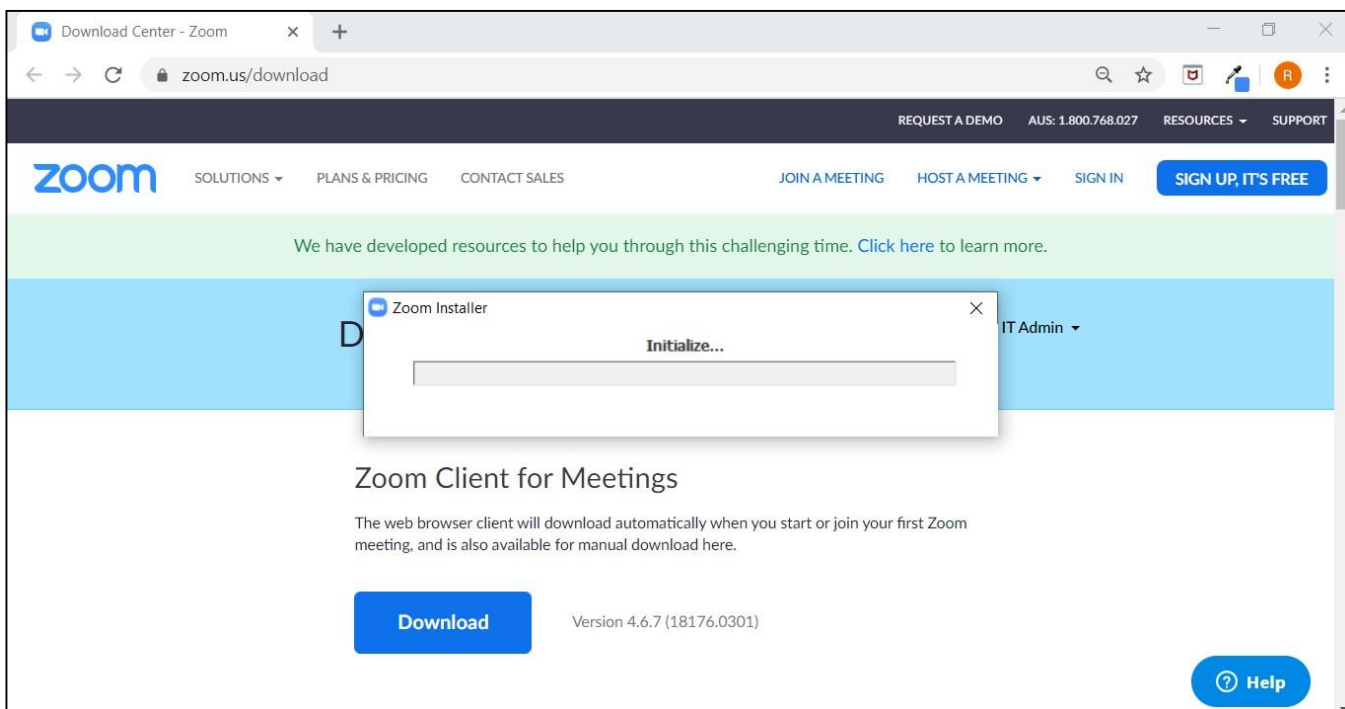

4. Once downloaded, CLICK 'Zoominstaller.exe':
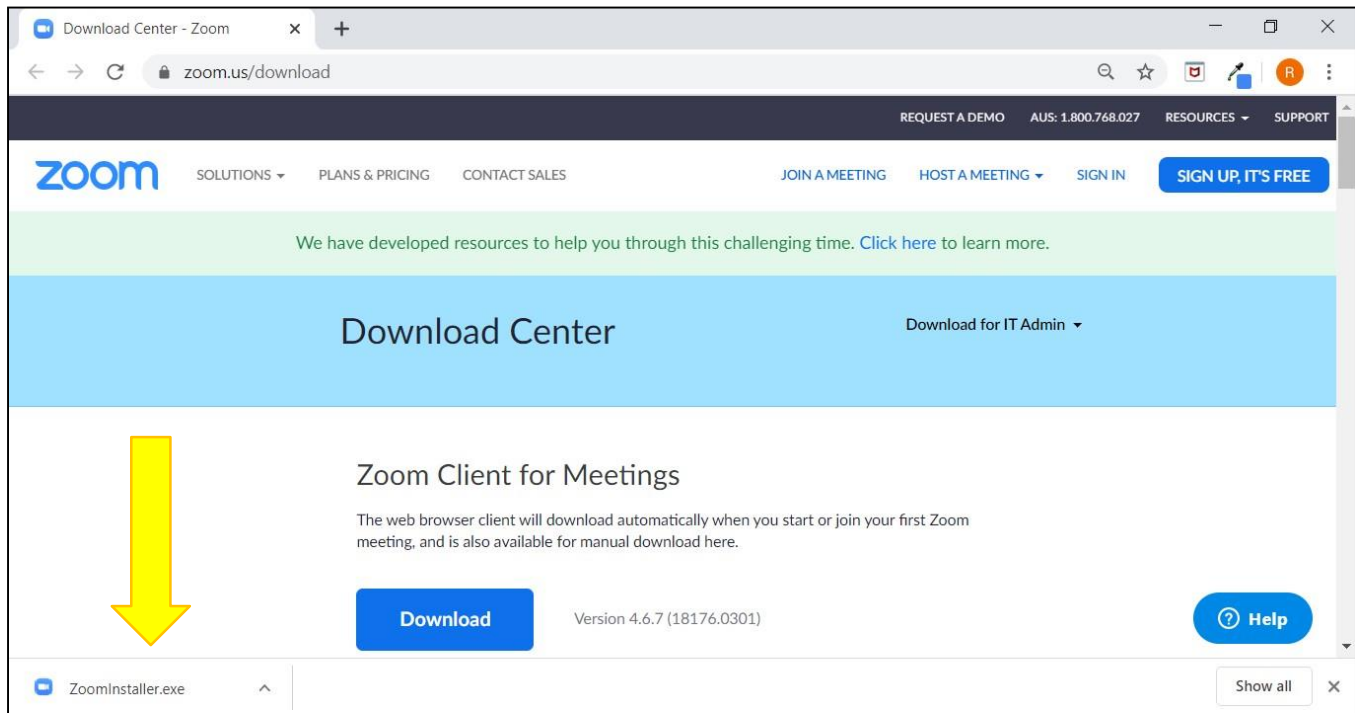
5. The App should download automatically however on some computers you may be prompted to run this file, if so CLICK 'Run' (for an example see the photo below) and if asked whether you wish to allow this program to make changes to your computer, also CLICK 'Yes'. e.g.
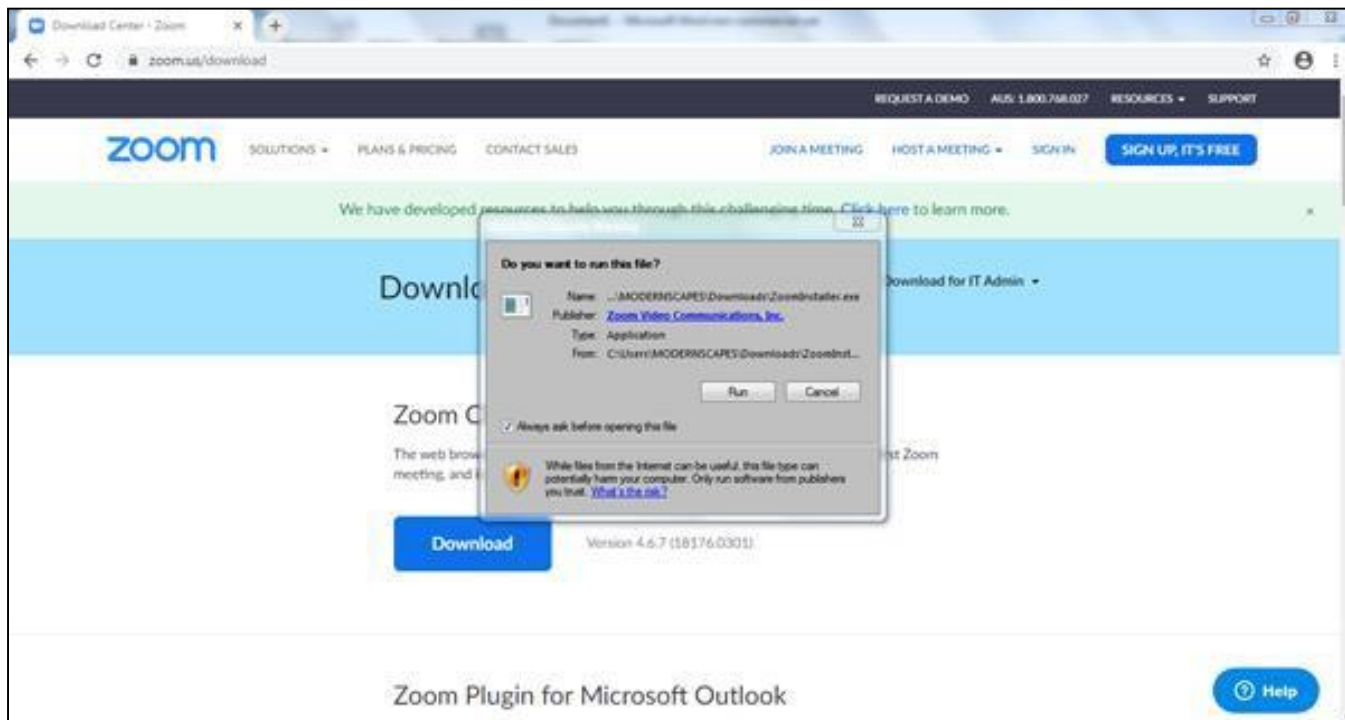
6. Your screen should then look like this:

7. Then the Zoom App is now downloaded and installed. The Zoom App should open and/or the Zoom Icon will be available on your Start Menu or Desktop.
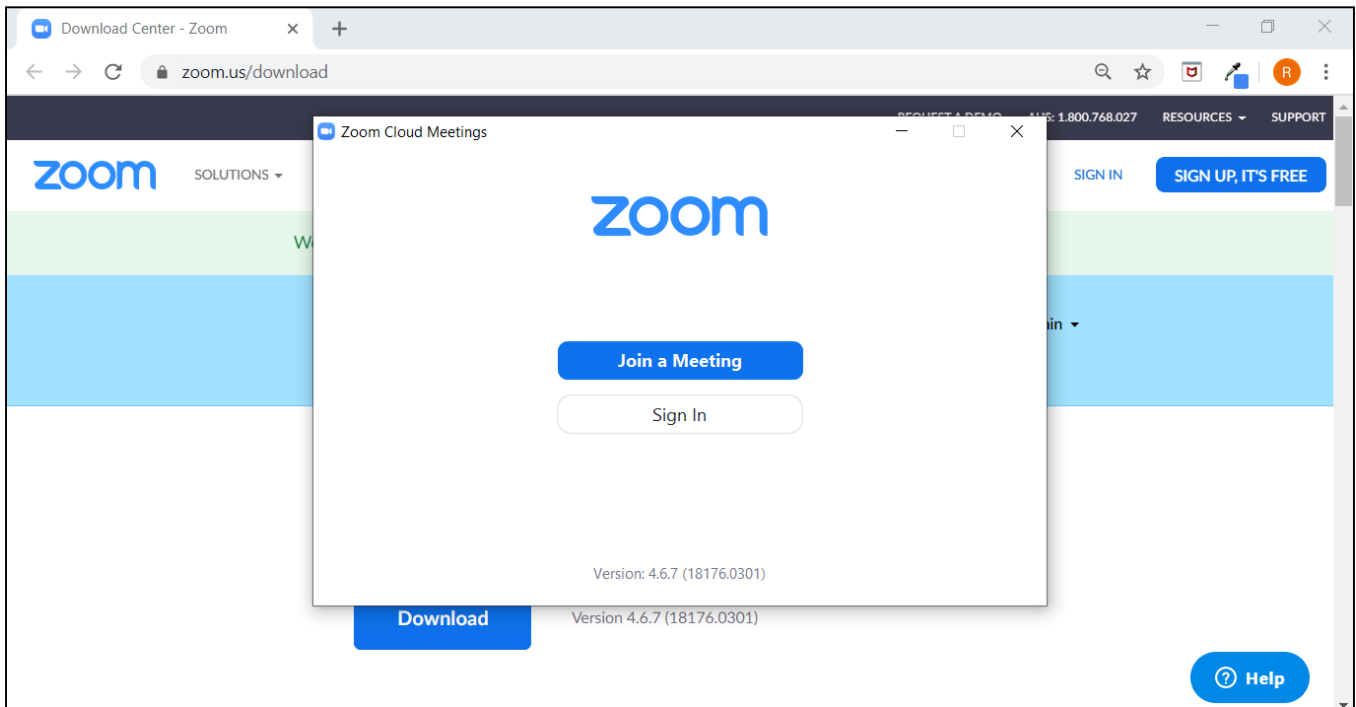
Downloading and Installing the Zoom App On your iPhone or iPad

(Please note: This example was completed using an iPhone)

1. Go to the App Store on your iPhone or iPad.

2. Tap 'Search':
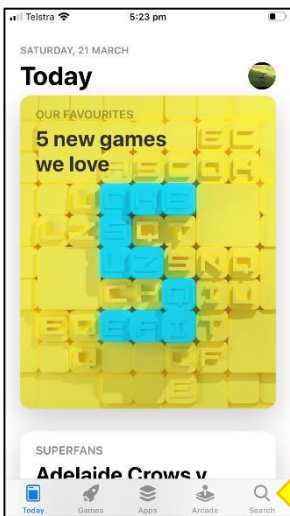
3. Then type 'Zoom':
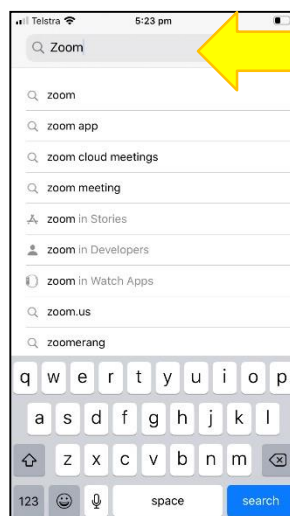
4. Tap 'search':
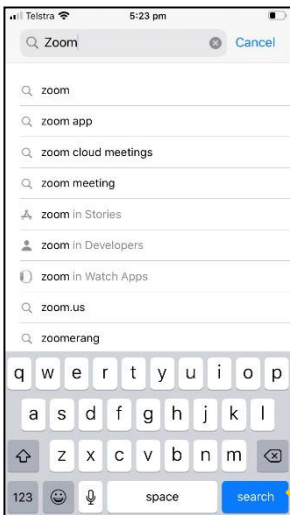
5. Then Tap 'GET':
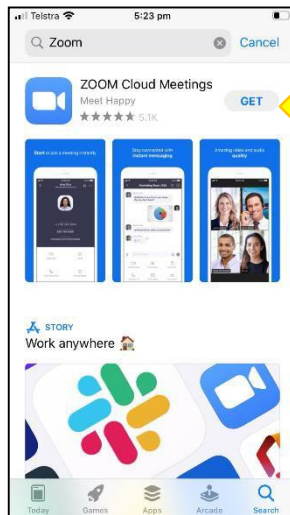
6. Tap 'Install':
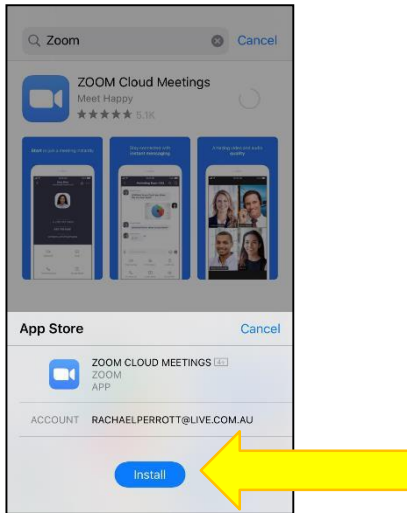
7. Enter the Password for your Apple ID:
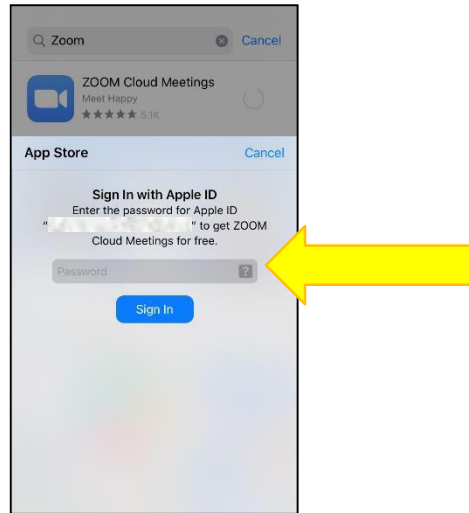
8. Then Tap 'Sign in':
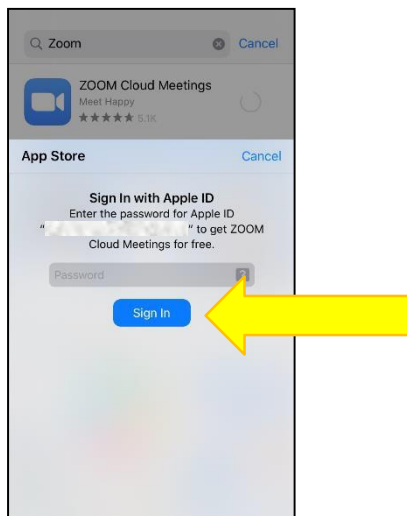
9. Zoom will then start installing:
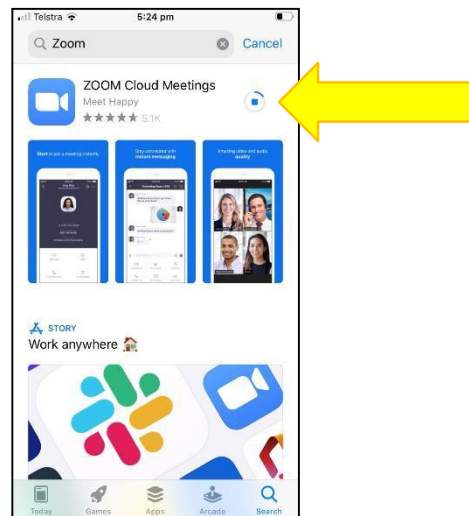
10. Once installed you can then Tap 'OPEN' to open the Zoom App:
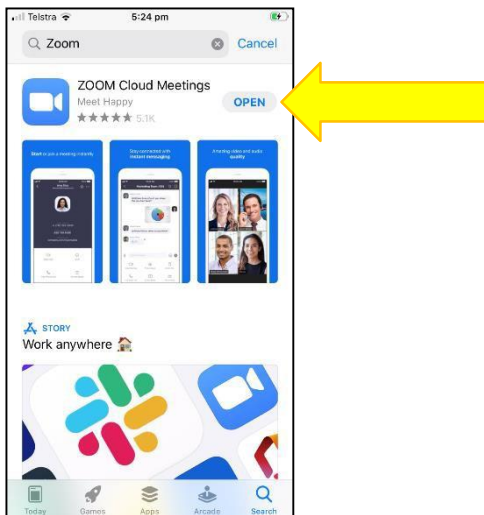
Downloading and Installing the Zoom App on your Android Phone or Tablet

1. Go to the Google Play Store on your Android Phone or Tablet.
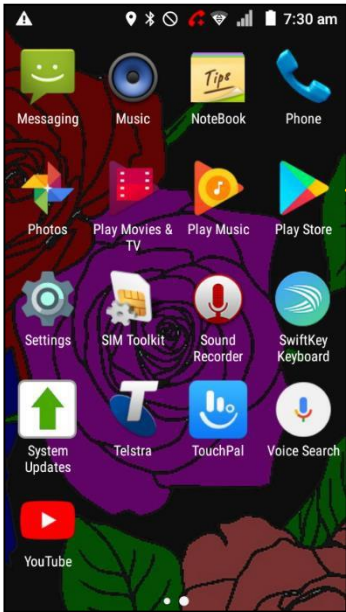
2. Tap in 'Search for apps …':
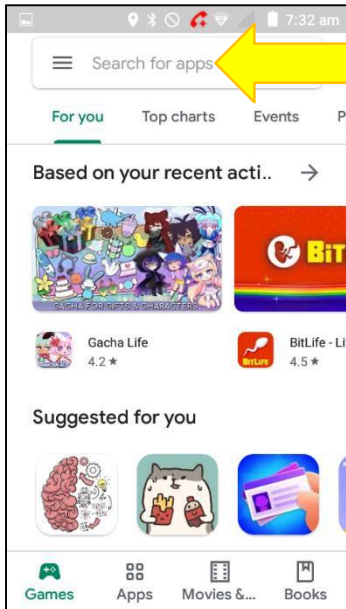
3. Type 'Zoom':
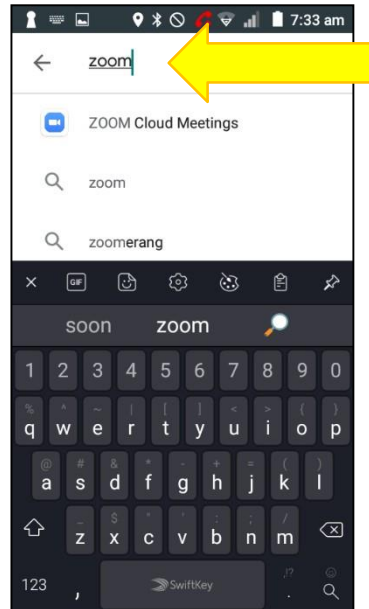
4. Tap on 'ZOOM Cloud Meetings':
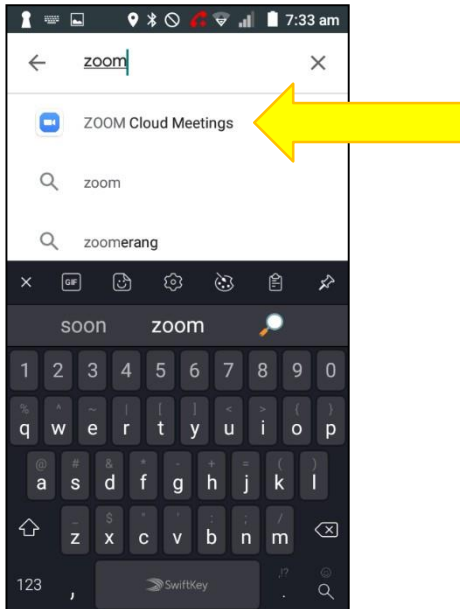
5. Tap on 'Install':
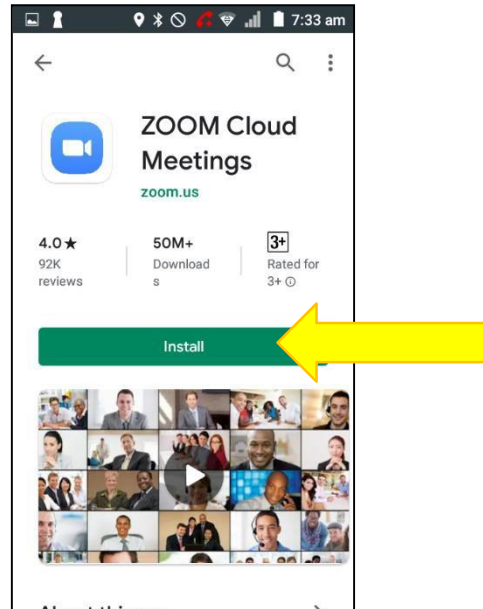
6. Tap on 'ACCEPT':
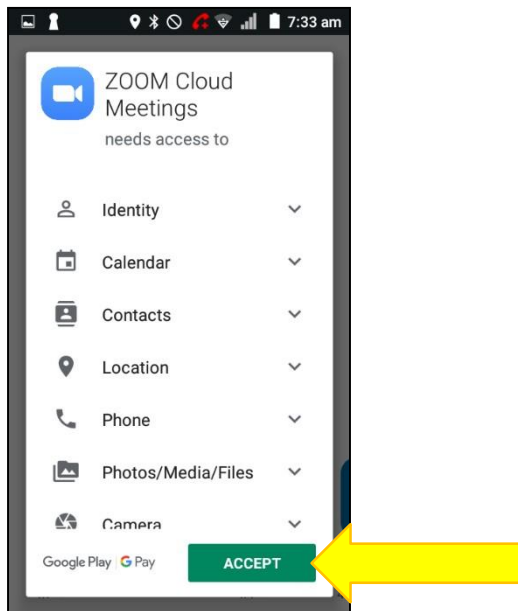
7. Wait for download:
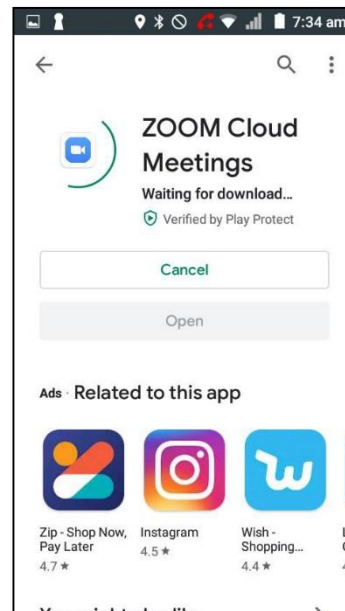
8. Zoom is now Downloading:
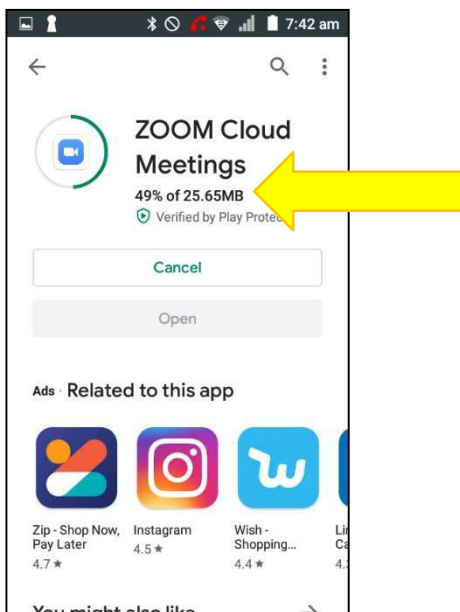
9. Zoom is now Installing:
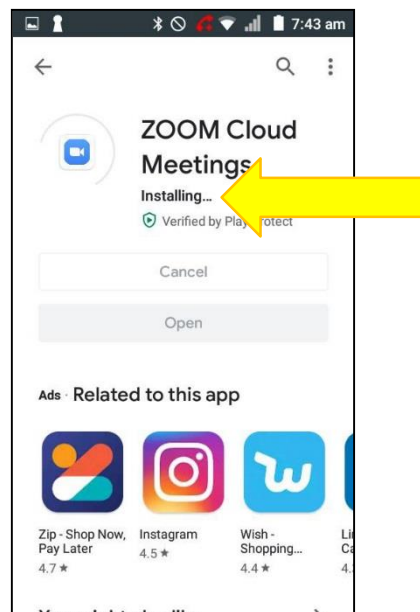
10. Zoom is now Installed, To open Tap 'Open':
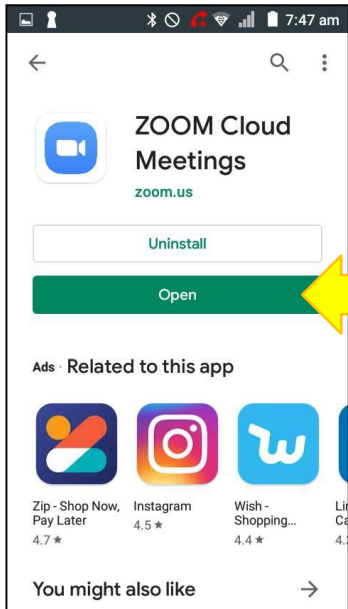
11. You are now in your Zoom App:
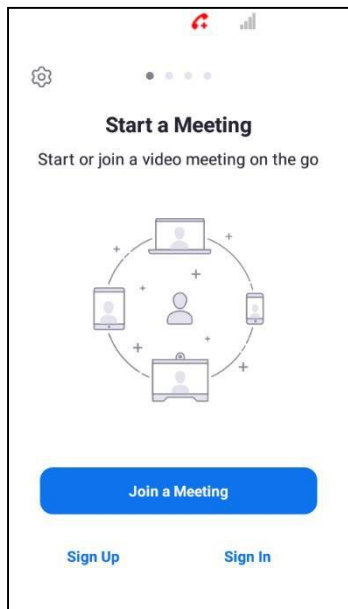
Downloading and Installing the Zoom App on your Older Android Phone or Tablet

1. Go to the Google Play Store on your Older Android Phone or Tablet.

THE PLAY STORE APP MAY LOOK LIKE

OR

ZOOM Cloud Meetings
zoom.us
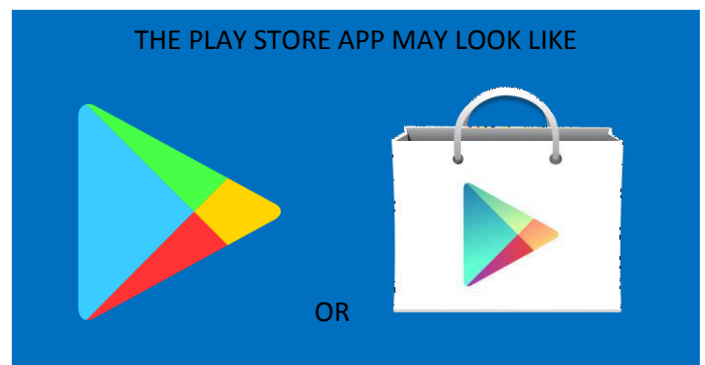
2. Search for 'Zoom Cloud Meetings':
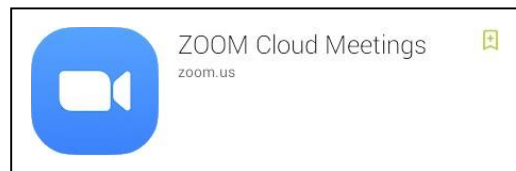
3. If you are unable to find 'Zoom Cloud Meetings', go to Google Chrome on your device:

4. Search for 'Zoom App':
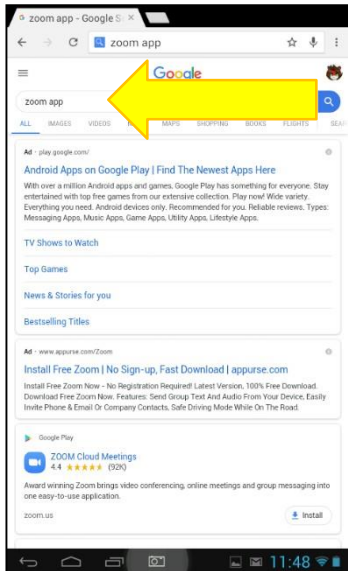
5. Then try Tapping 'Install':
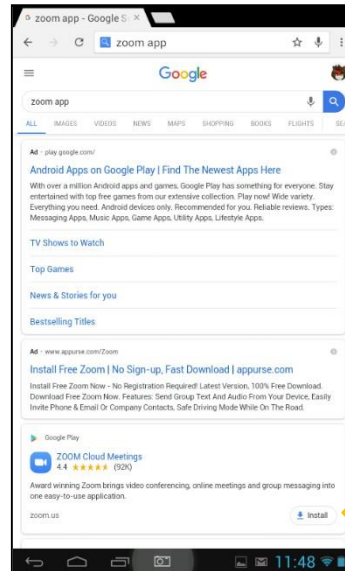
6. You may be asked which
App you would like to Complete
The action using, Tap 'Play store':
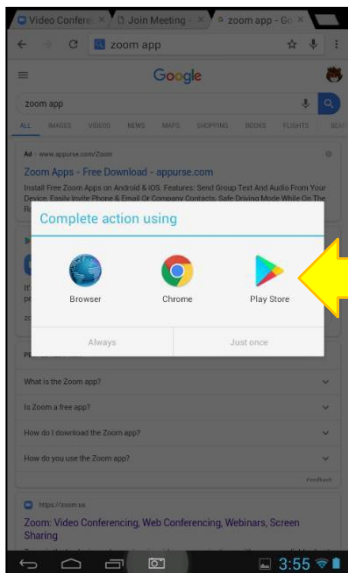
7. Then Tap 'Just once':
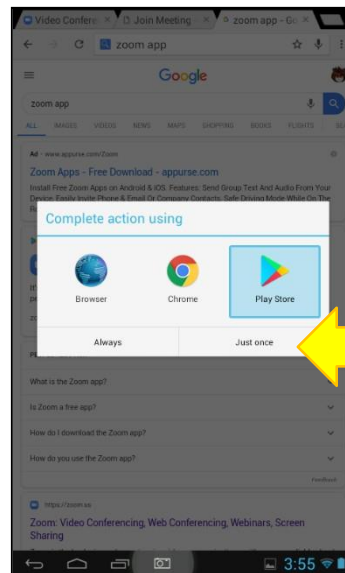
8. You will be sent to the Google Play Store:

9. In some cases, your Device may not be compatible with this version.

Your device isn't compatible with this version.

10. If this is the case, type 'zoom.us' in the search bar of Google Chrome, Then Tap 'Go':
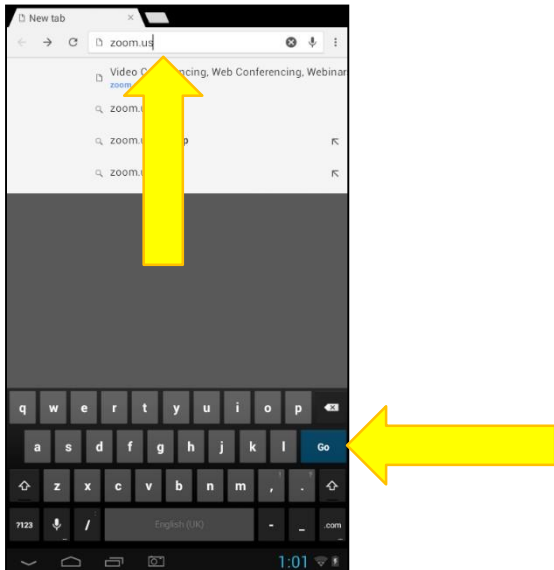
11. Once at website Tap 'Join':
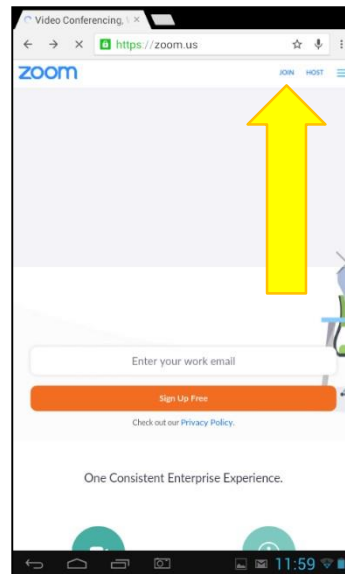
12. Then Tap 'Download from Zoom':
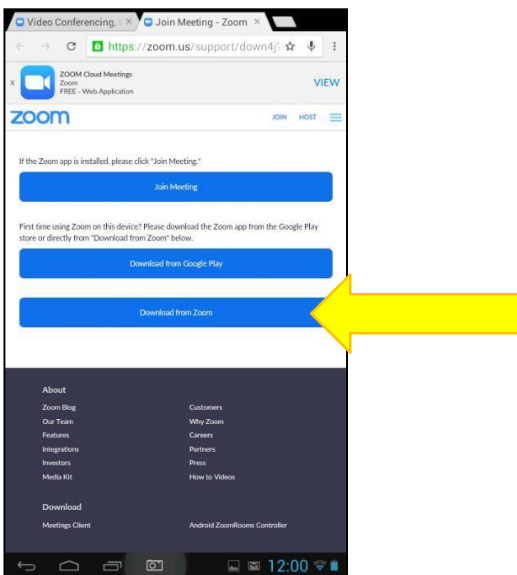
13. Then Tap 'OK':
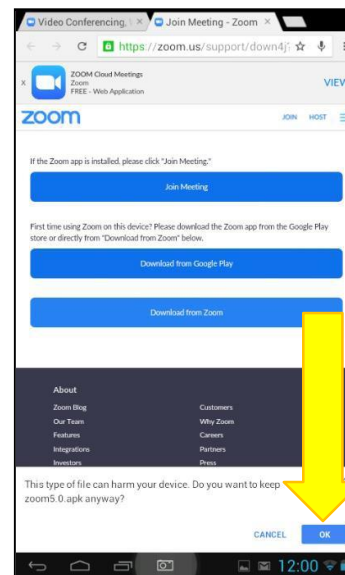
14. You may then see a little Arrow with a line on the bottom to show that the file is downloading:
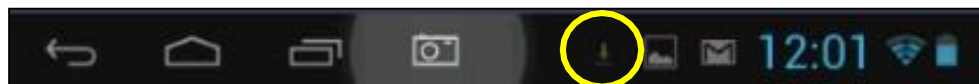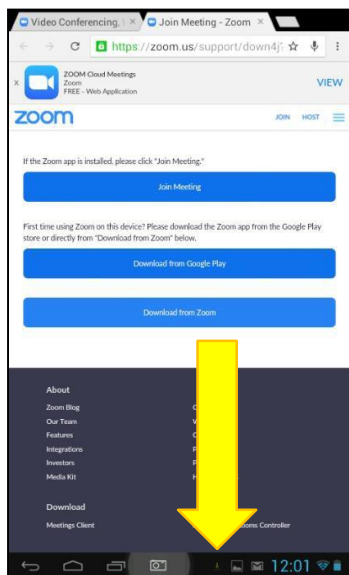
15. The download may take some time
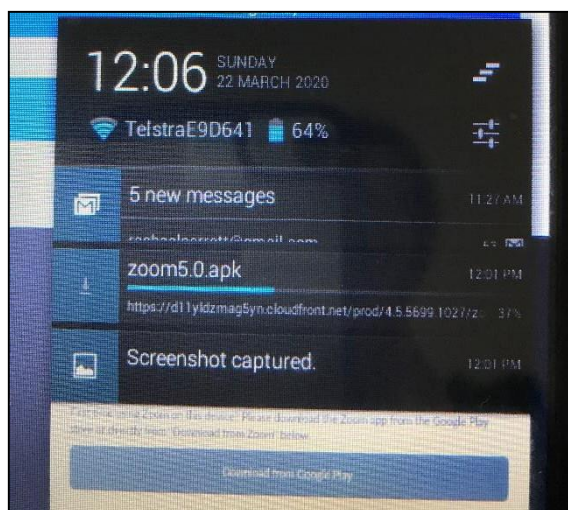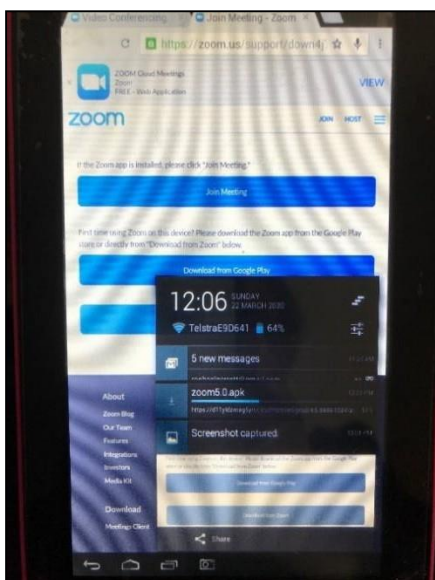
16. Once download is complete, Tap the 'Home' button on your Phone or Tablet :
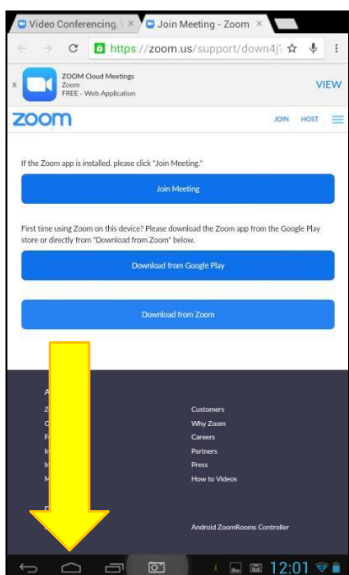
17. Then to Install Zoom, Tap on your Apps Button:

18. Tap on 'ApkInstaller':
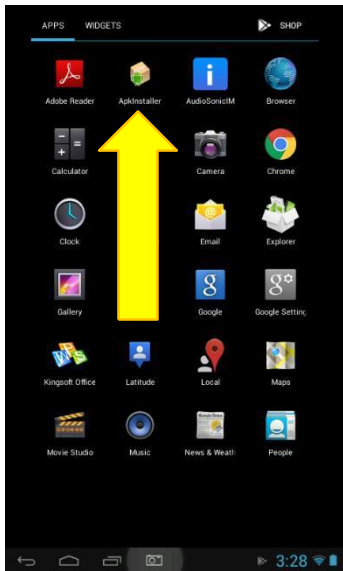
19. Tap on 'Install':
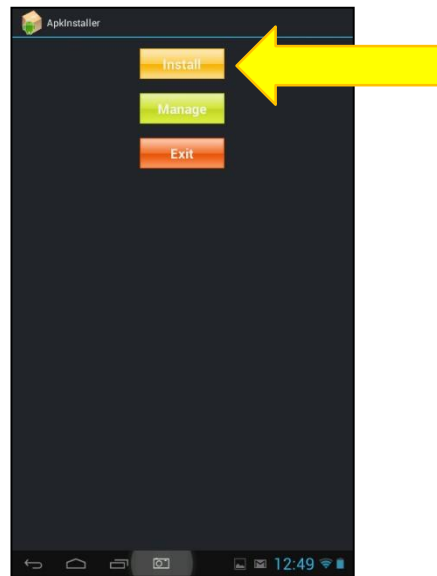
20. Tap on 'Internal Storage':
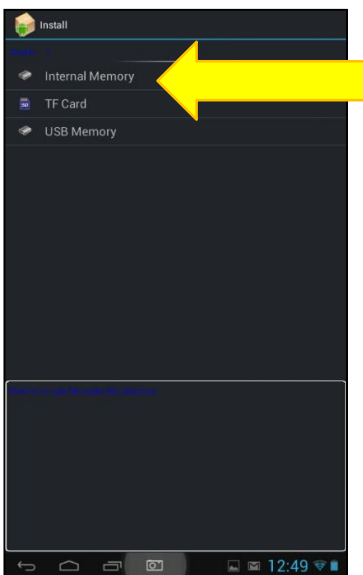
21. Tap on 'Download':
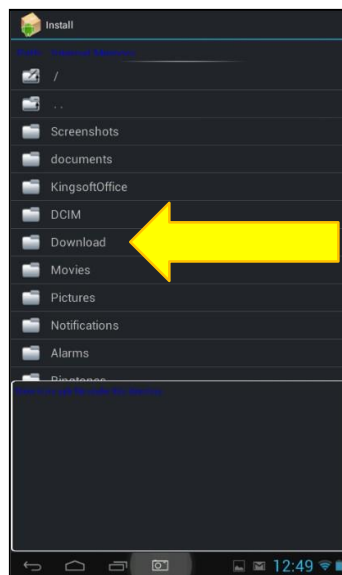
22. Tap on 'zoom5.0.apk':
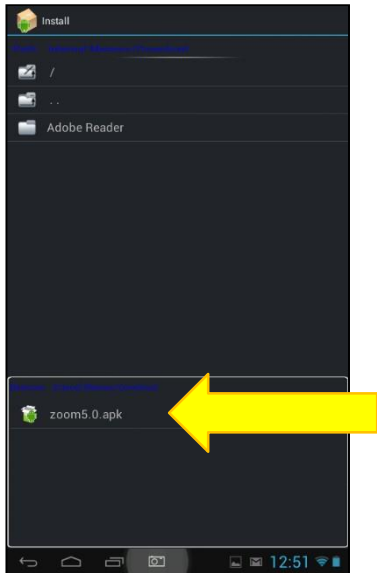
23. Tap on 'Package installer':
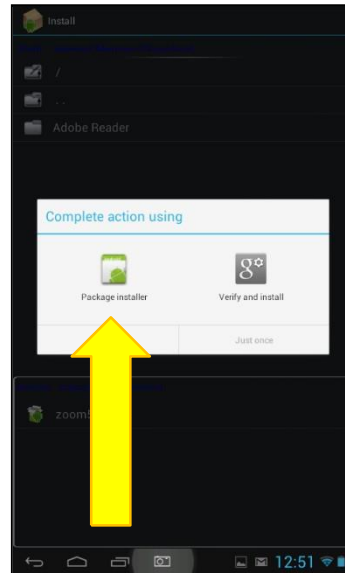
24. Tap on 'Just Once':
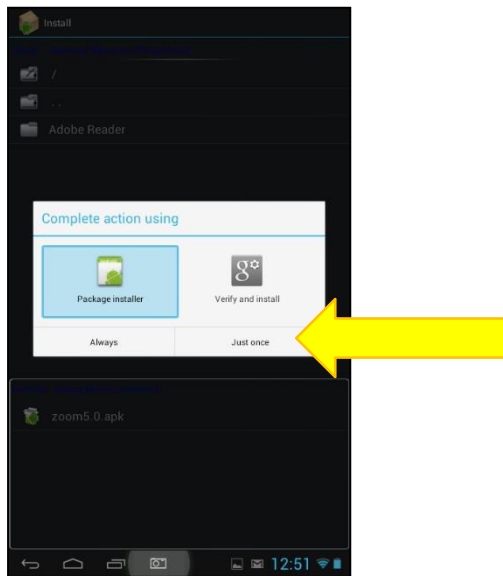
25. Tap on 'Install':
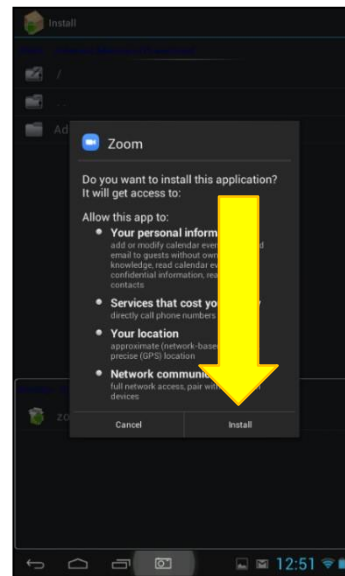
26. Zoom is now Installing:
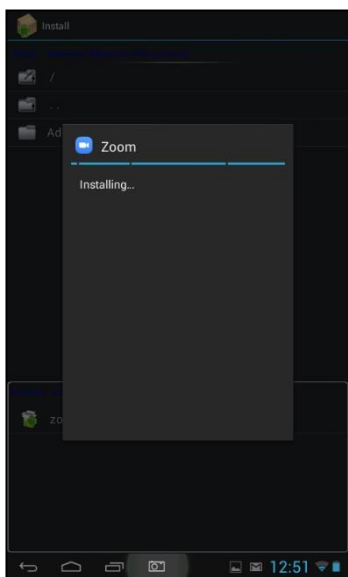
27. Once installed, Tap 'Open':
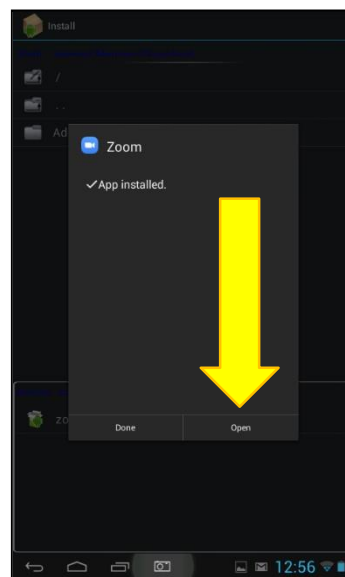
28. If you receive this Security Warning, Tap 'Continue to Use':
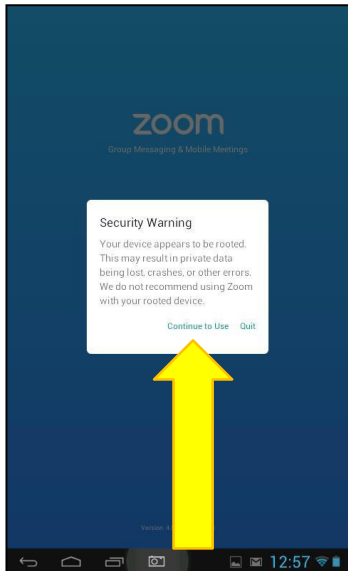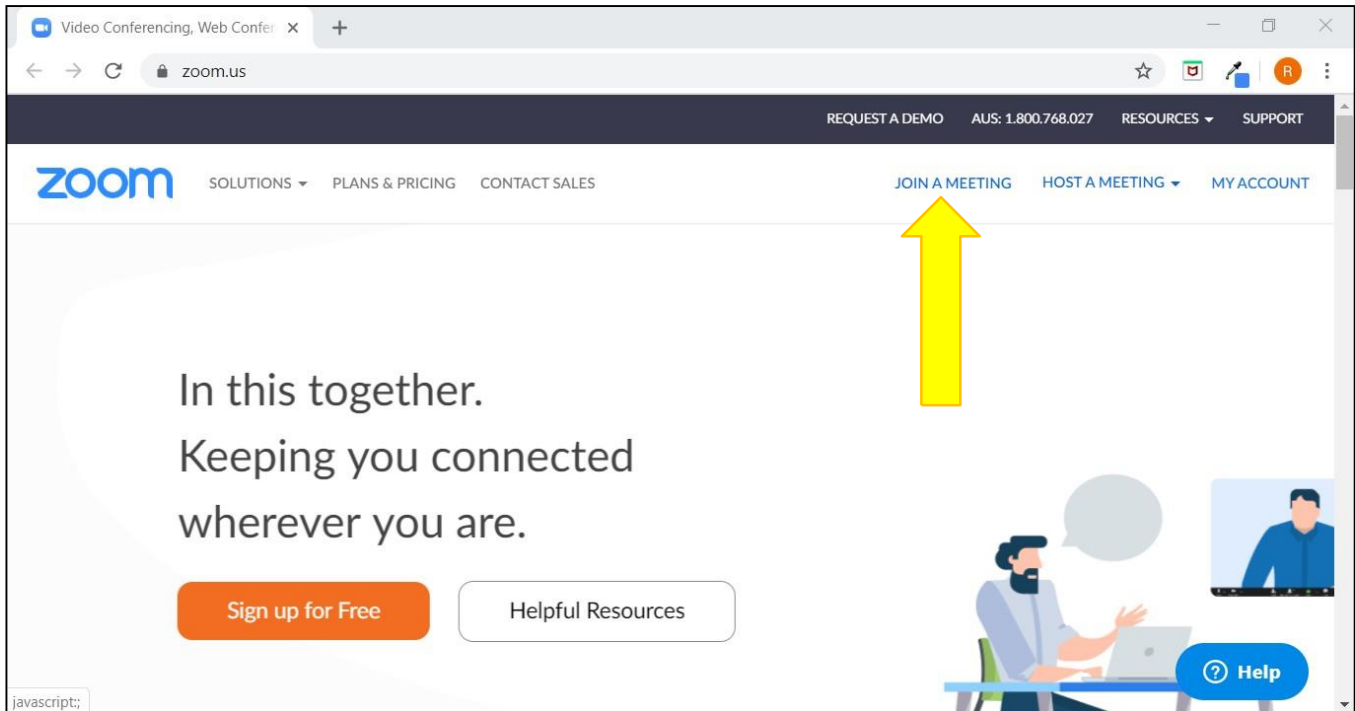

29. Zoom will then begin to open:

30. Zoom App is now installed, open and ready to use:
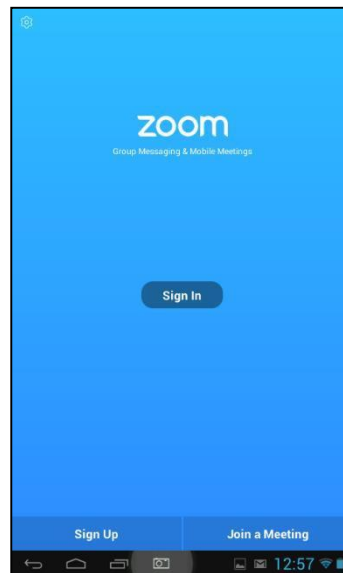
# *Joining and Leaving a Zoom Meeting Online on your Desktop or Laptop*

1. Go to Zoom Online (www.zoom.us) on your Desktop or Laptop Computer.

2. You do not need to be signed in, CLICK 'Join a Meeting':

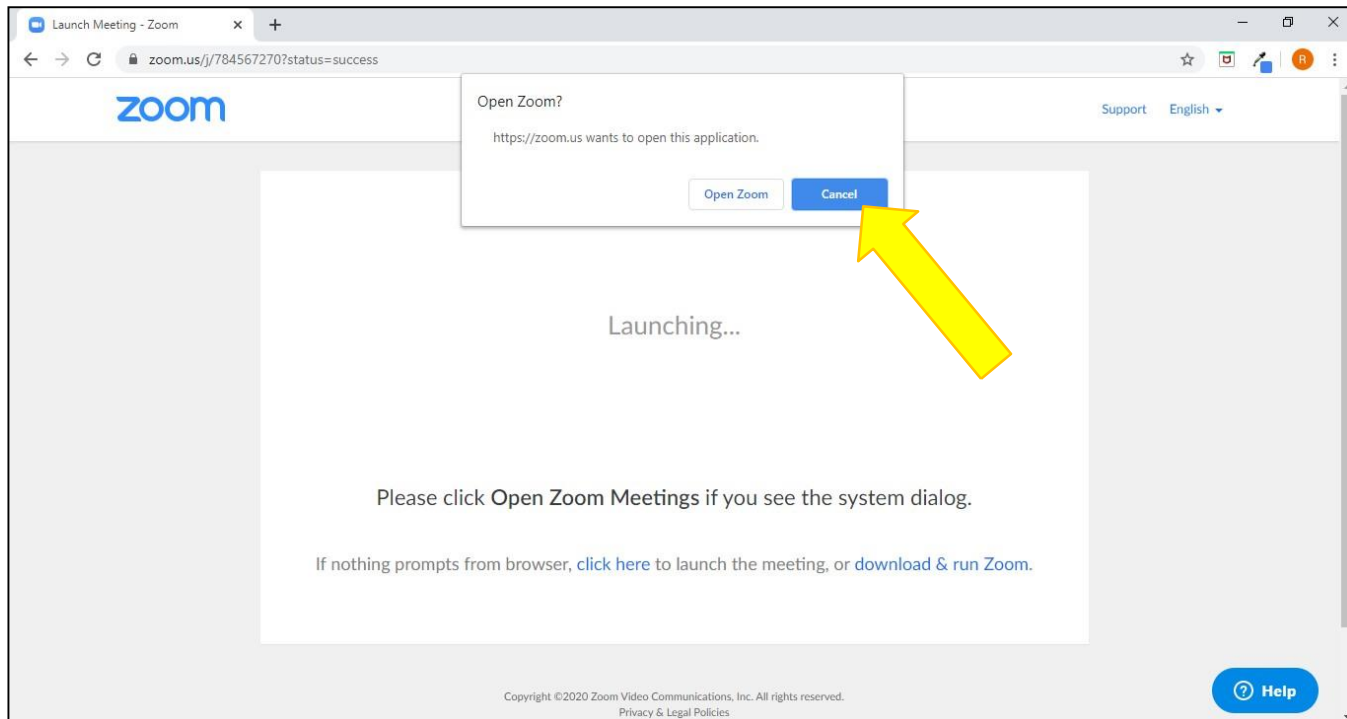3. Enter a nine-digit MEETING ID number as provided by Tutor.
E.g. XXX-XXX-XXX (X = number from 0-9) Meeting ID: 784-567-270.
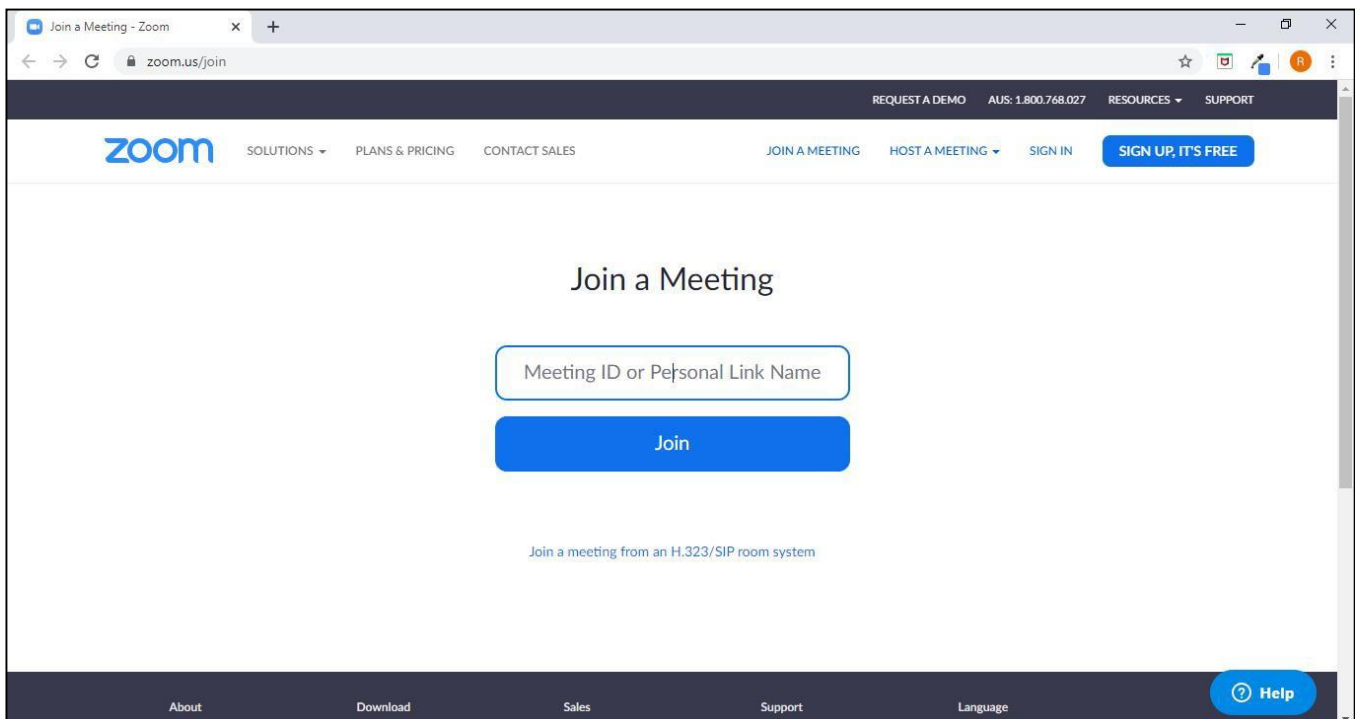
4. Enter ID NUMBER by CLICKING here and entering MEETING ID provided by your Tutor. Using the example of:
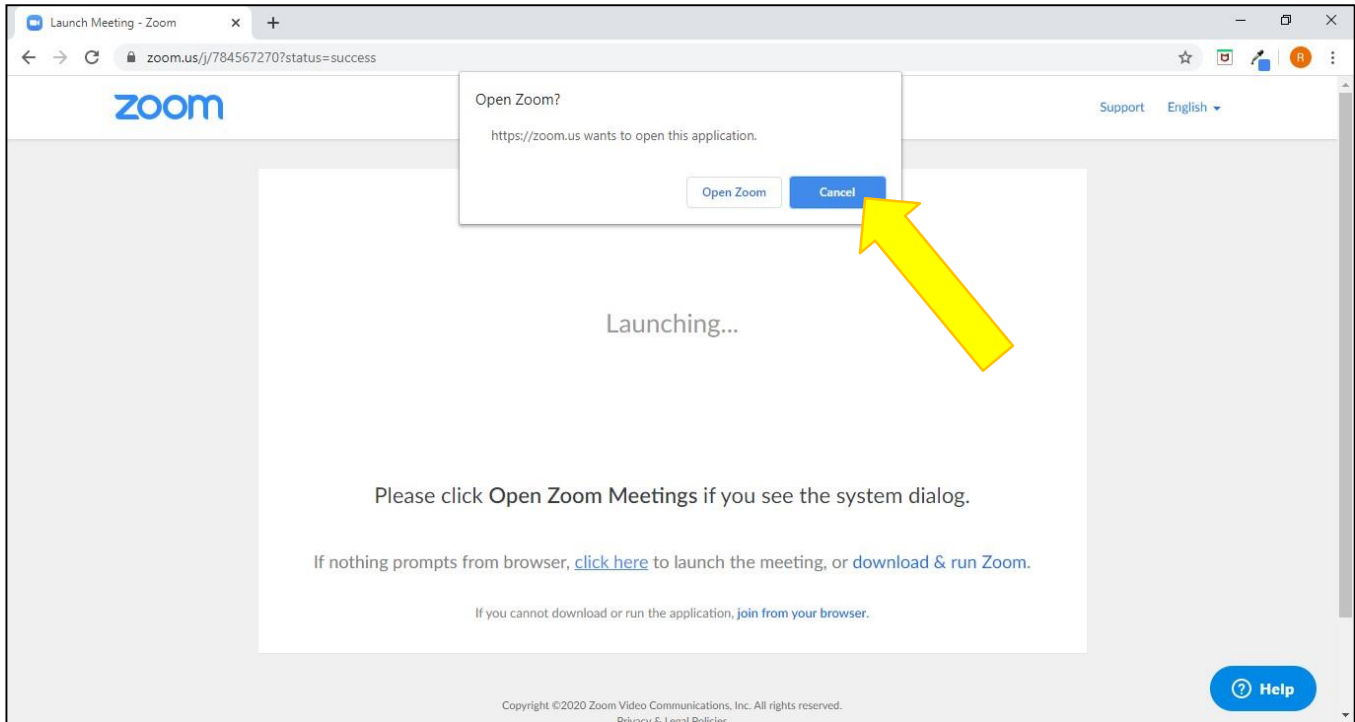
Meeting ID Number: 784-567-270.
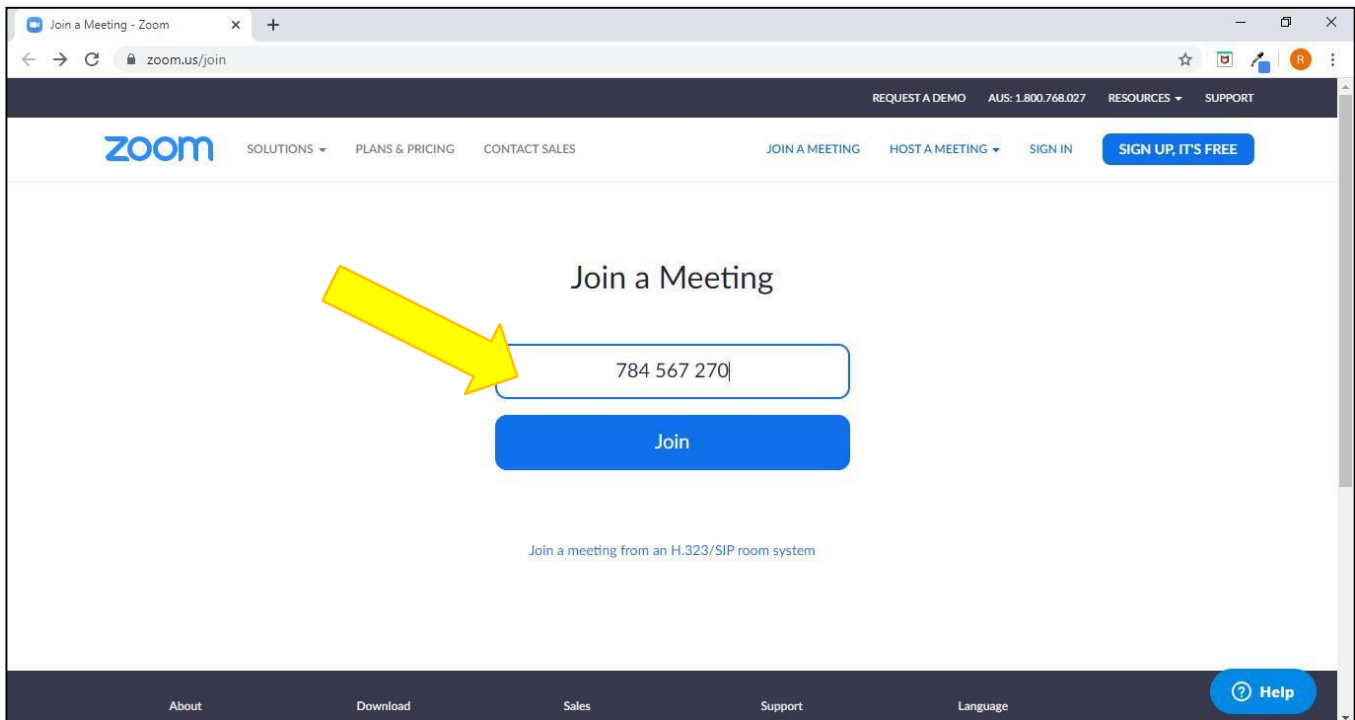
5. Then CLICK 'Join':
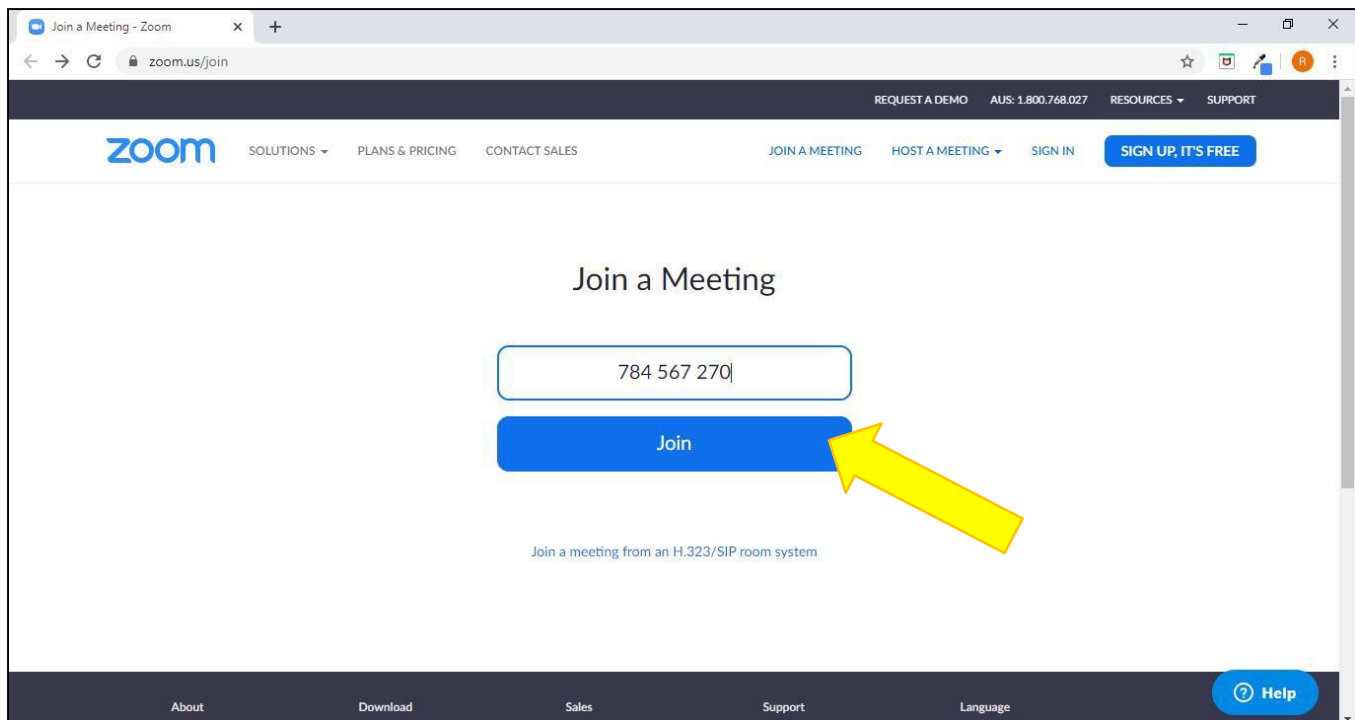
6. CLICK 'Cancel'.
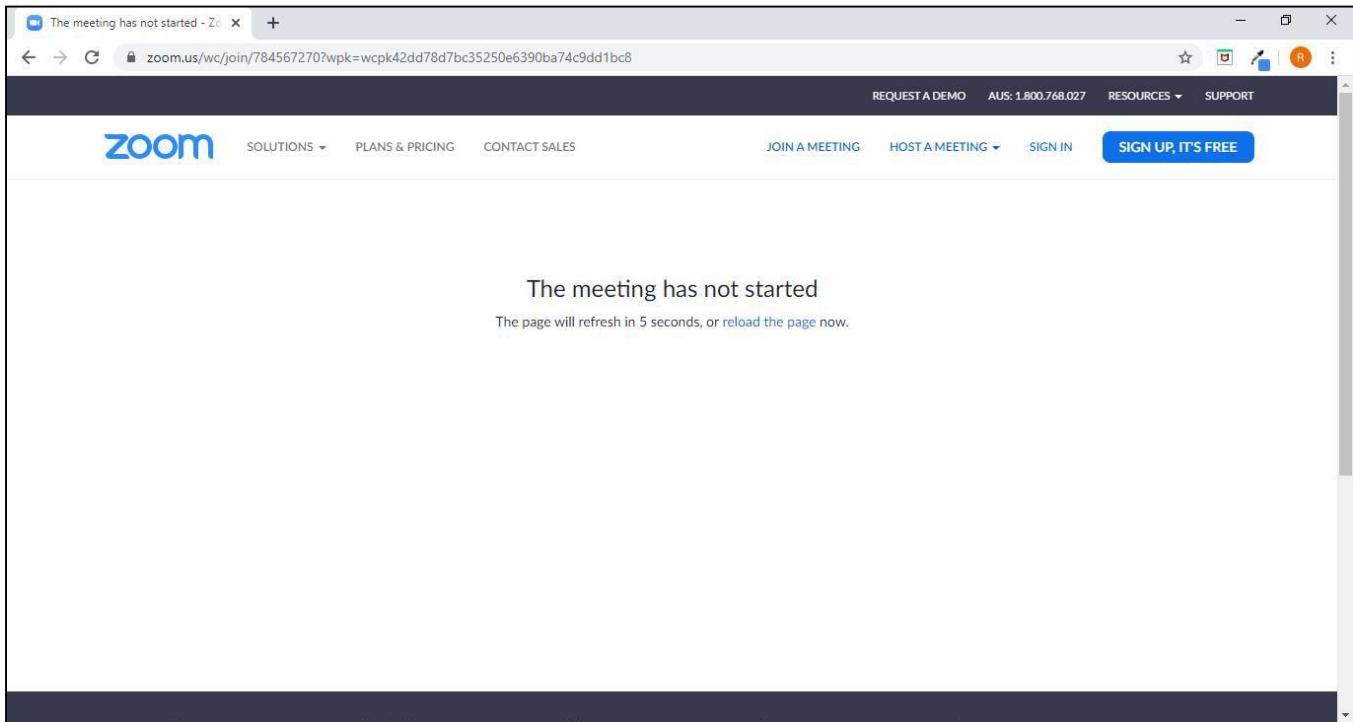

7. Then CLICK where it says CLICK HERE:
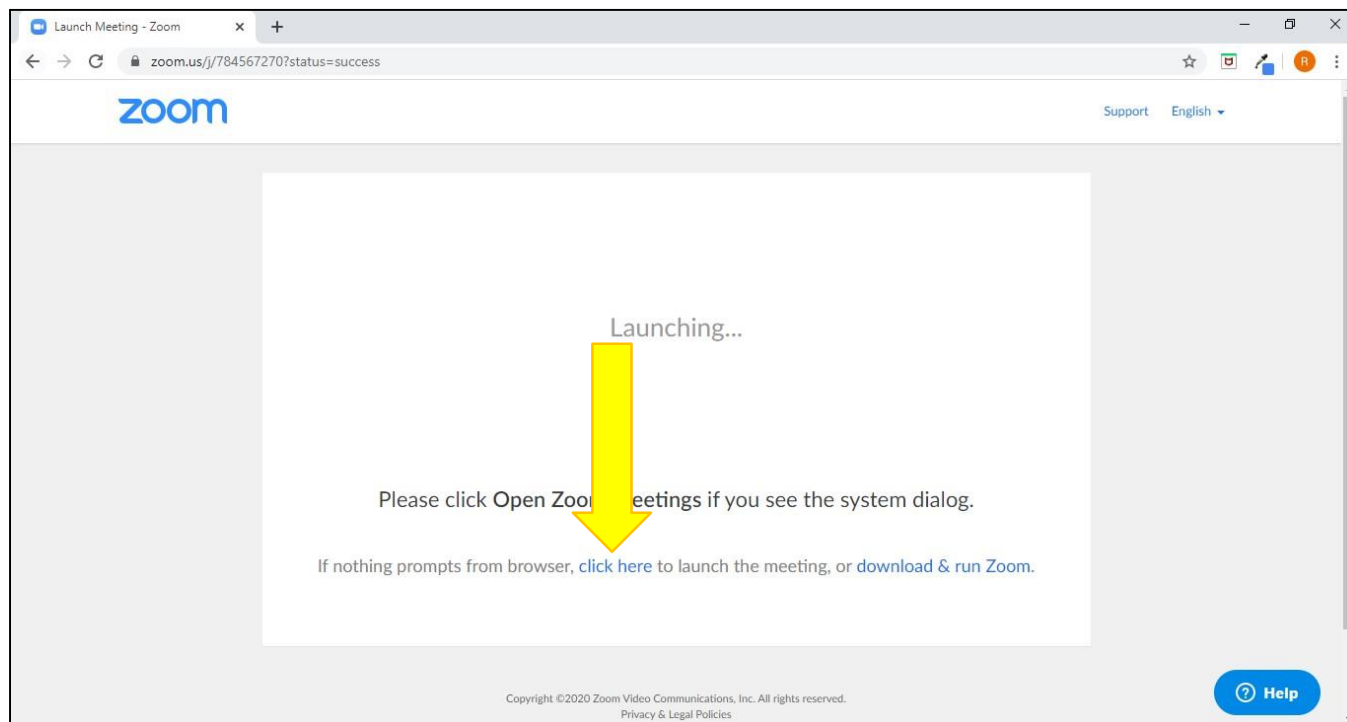
8. Then CLICK CANCEL again:
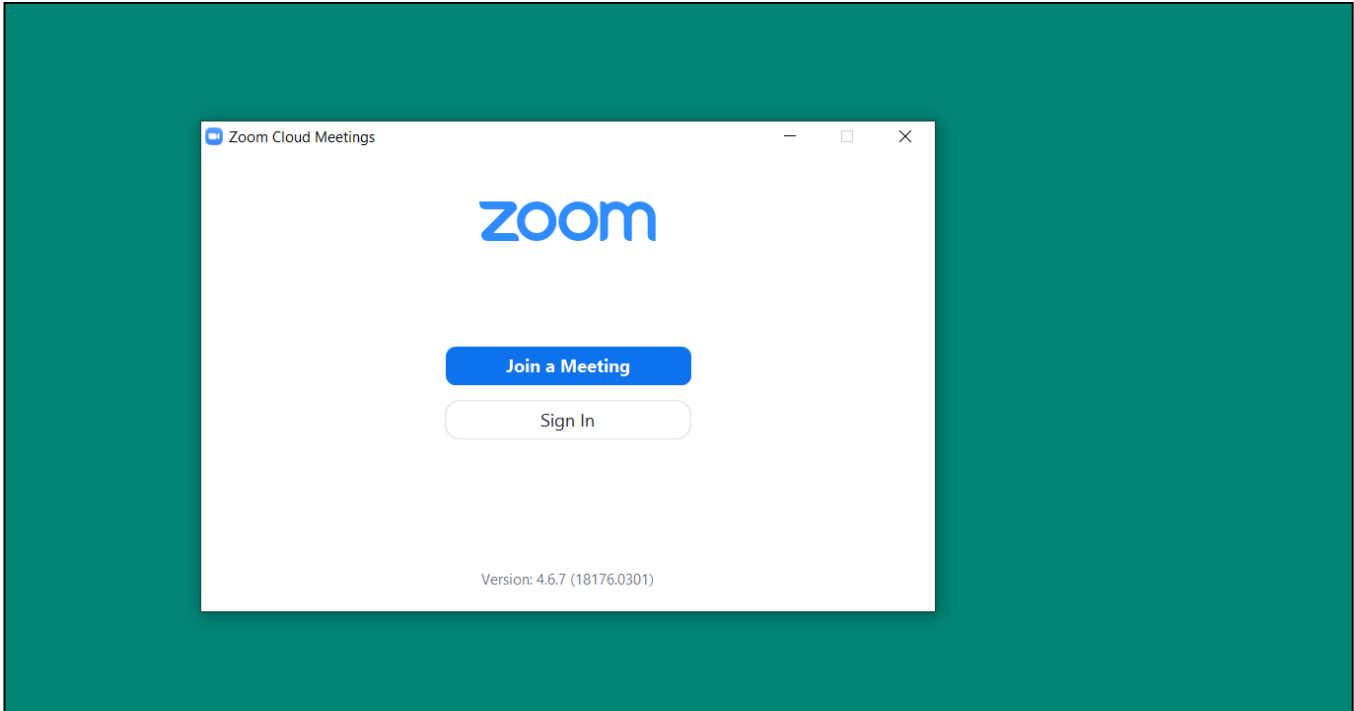

9. Then CLICK 'join from your browser':
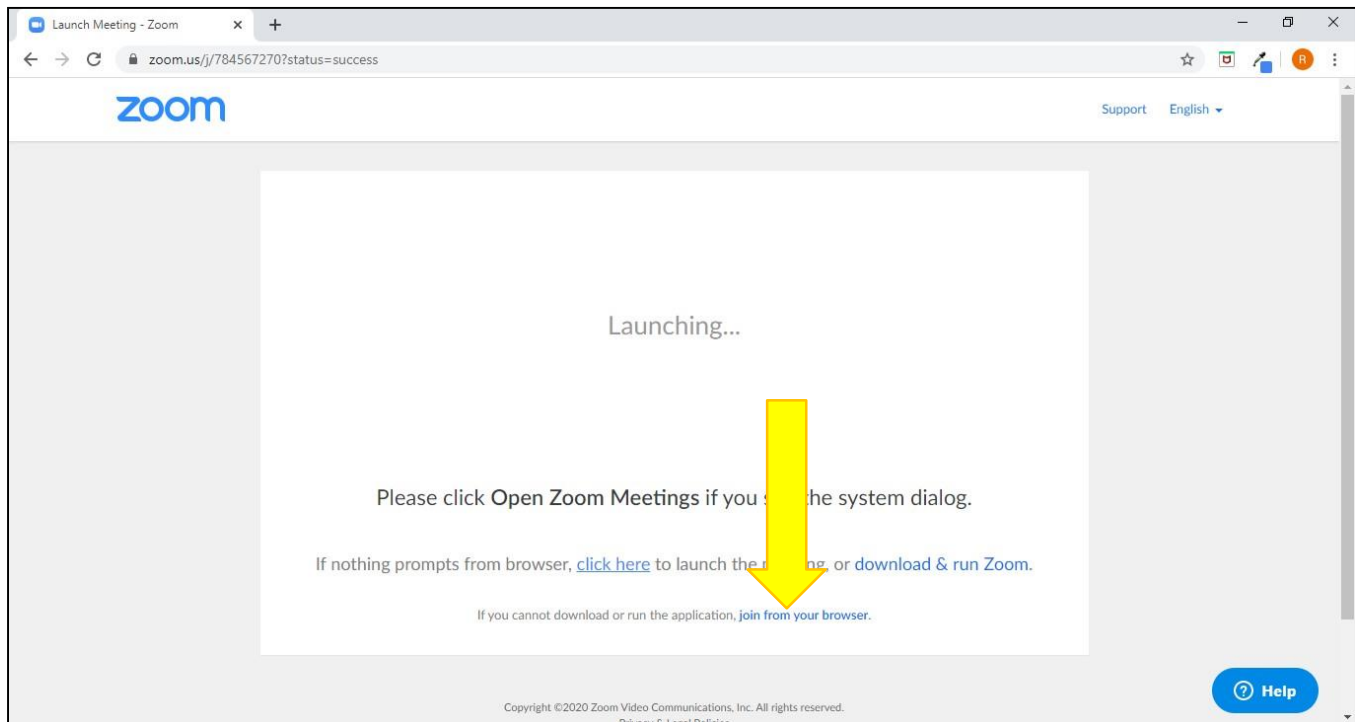
10. If session has not started as yet or Host (Tutor) has not Logged in and started the session as yet you will see this:
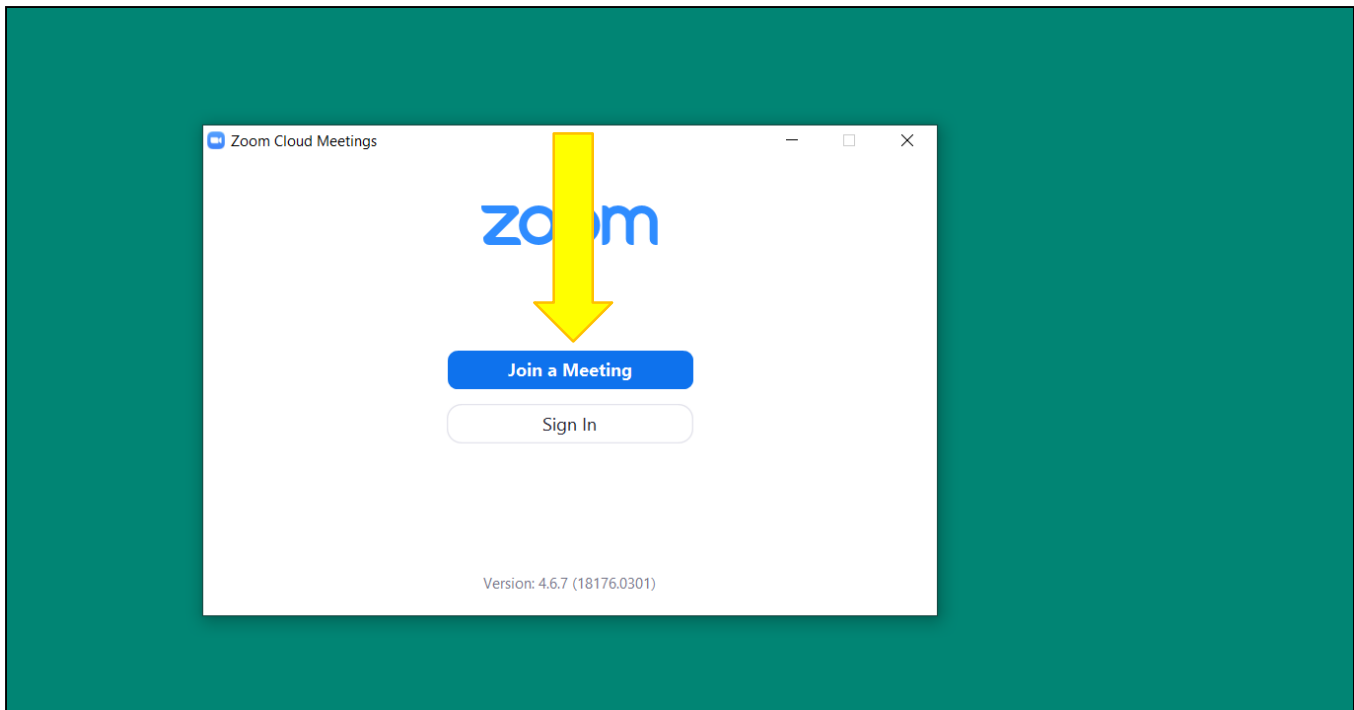

Your internet page will REFRESH (or Reload automatically) every 5 seconds until session begins.

Joining and Leaving a Zoom Meeting in the App on your Desktop or Laptop
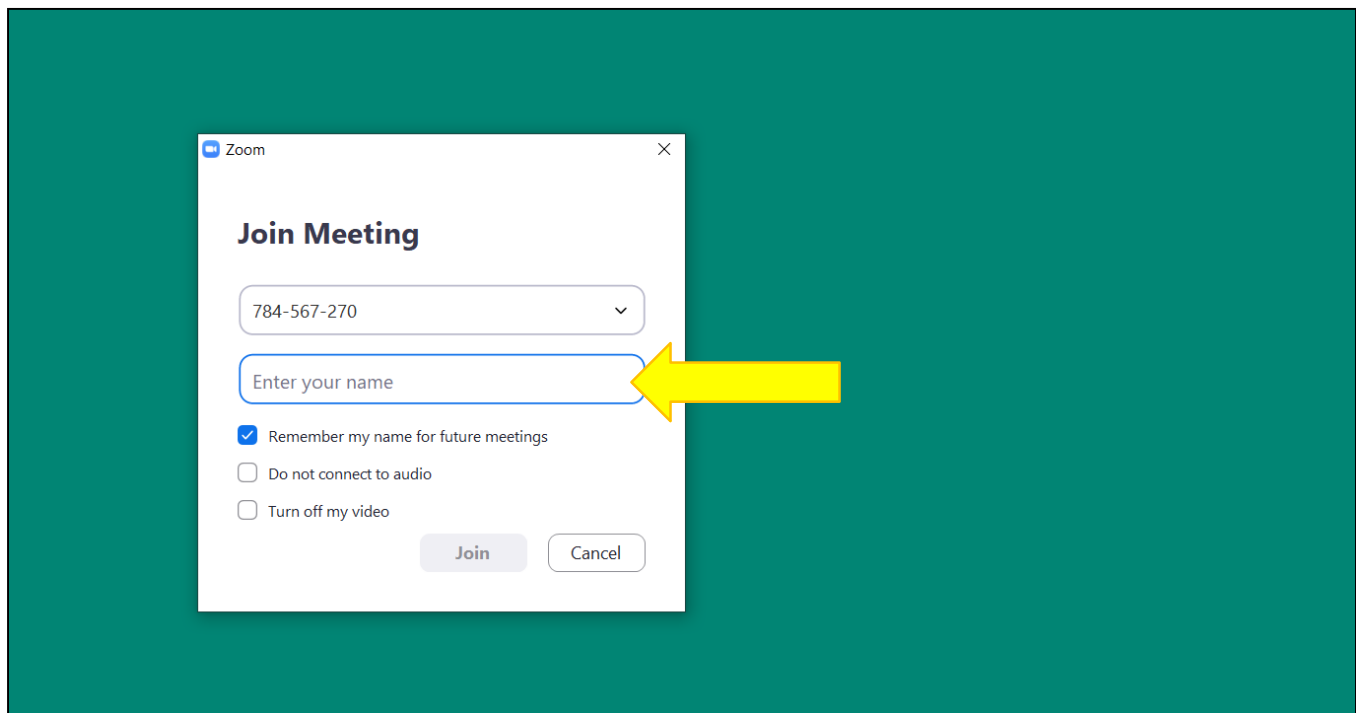
1. Open the Zoom App on your Desktop or Laptop:

2. CLICK on 'Join a Meeting':

3. Enter the Meeting ID e.g. 784-567-270:
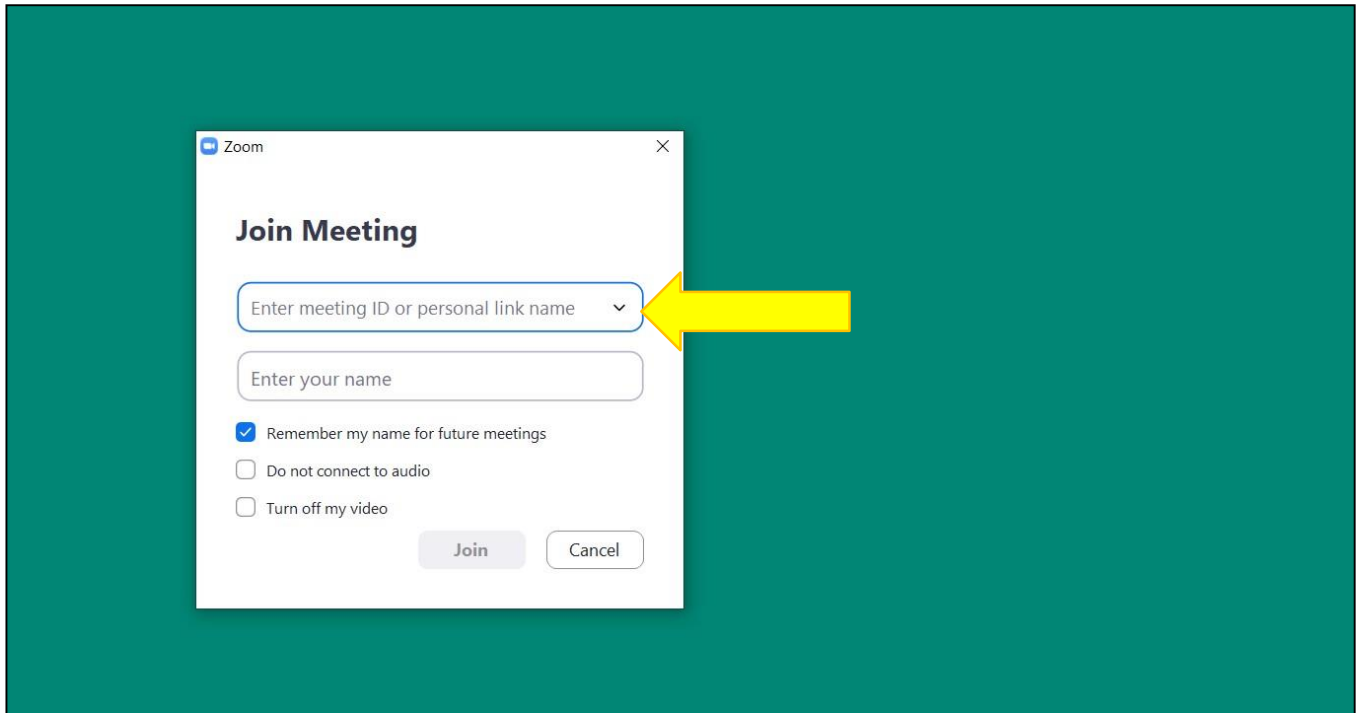
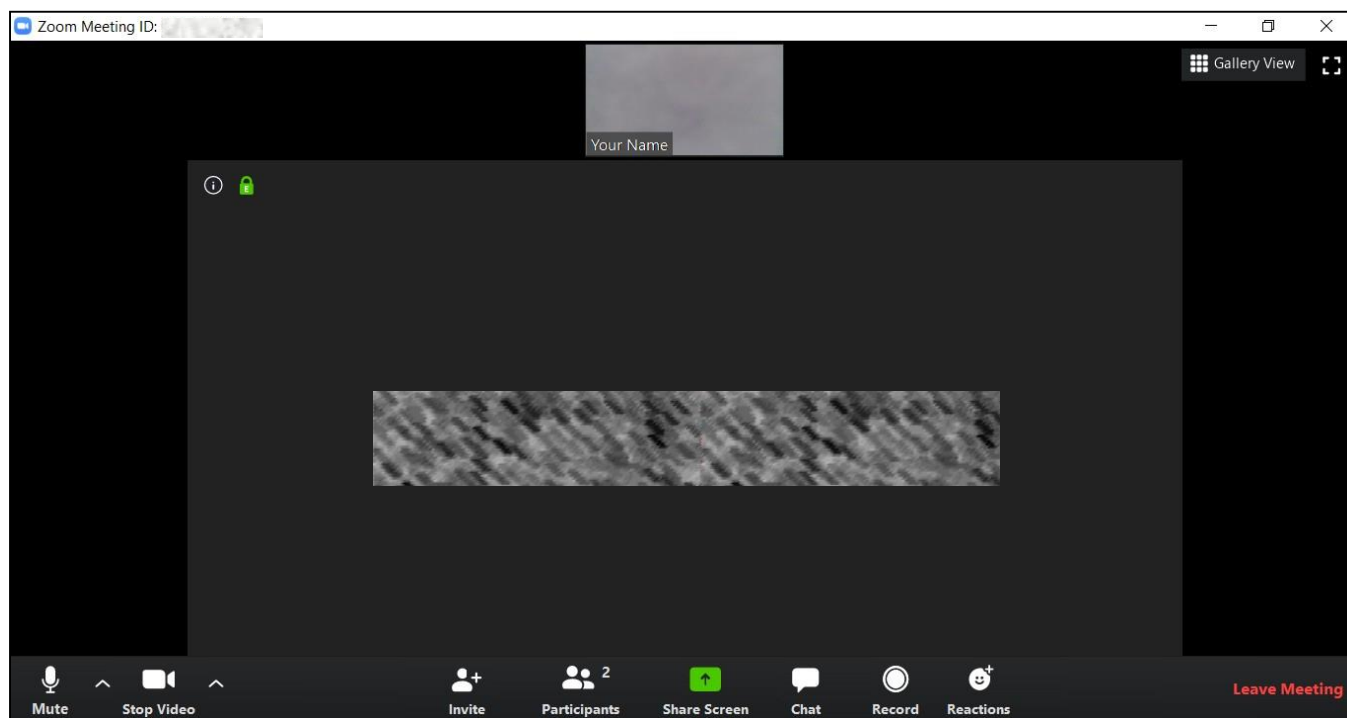# 4. Enter your name:

5. CLICK 'Join':
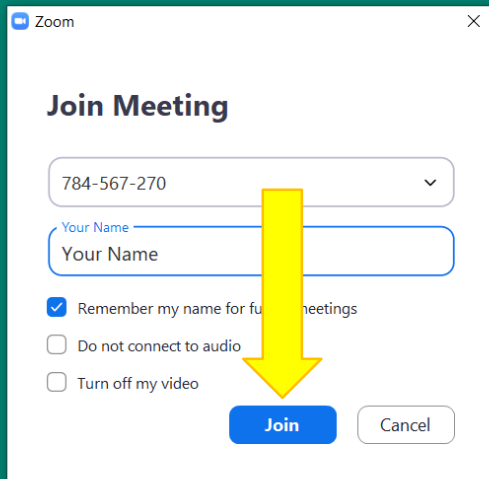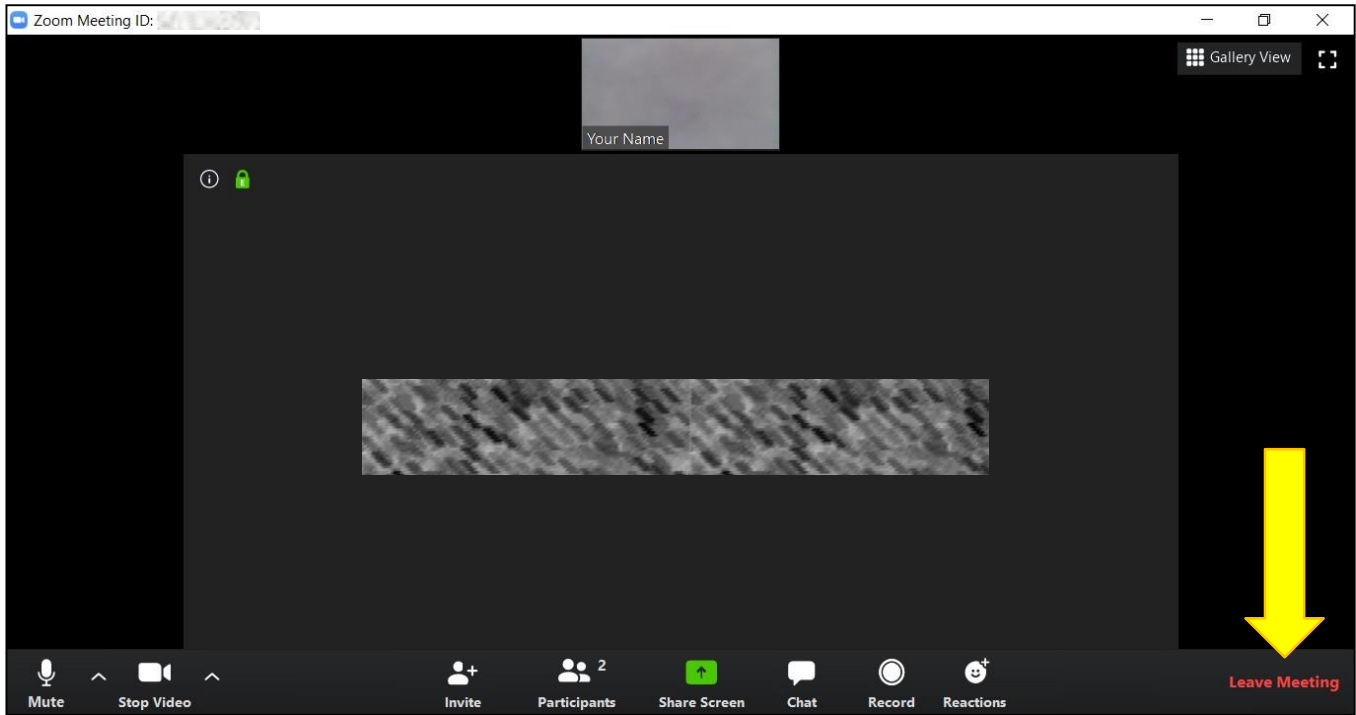

6. CLICK 'Join with Video':
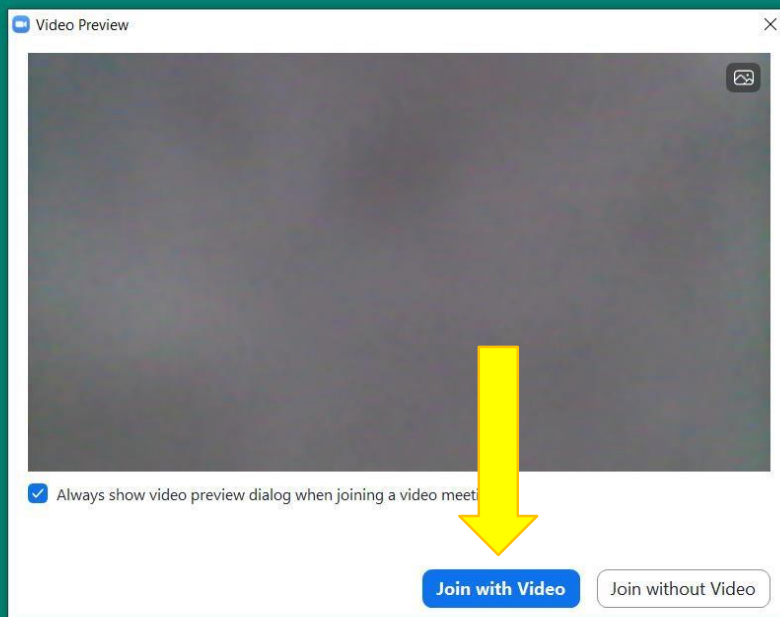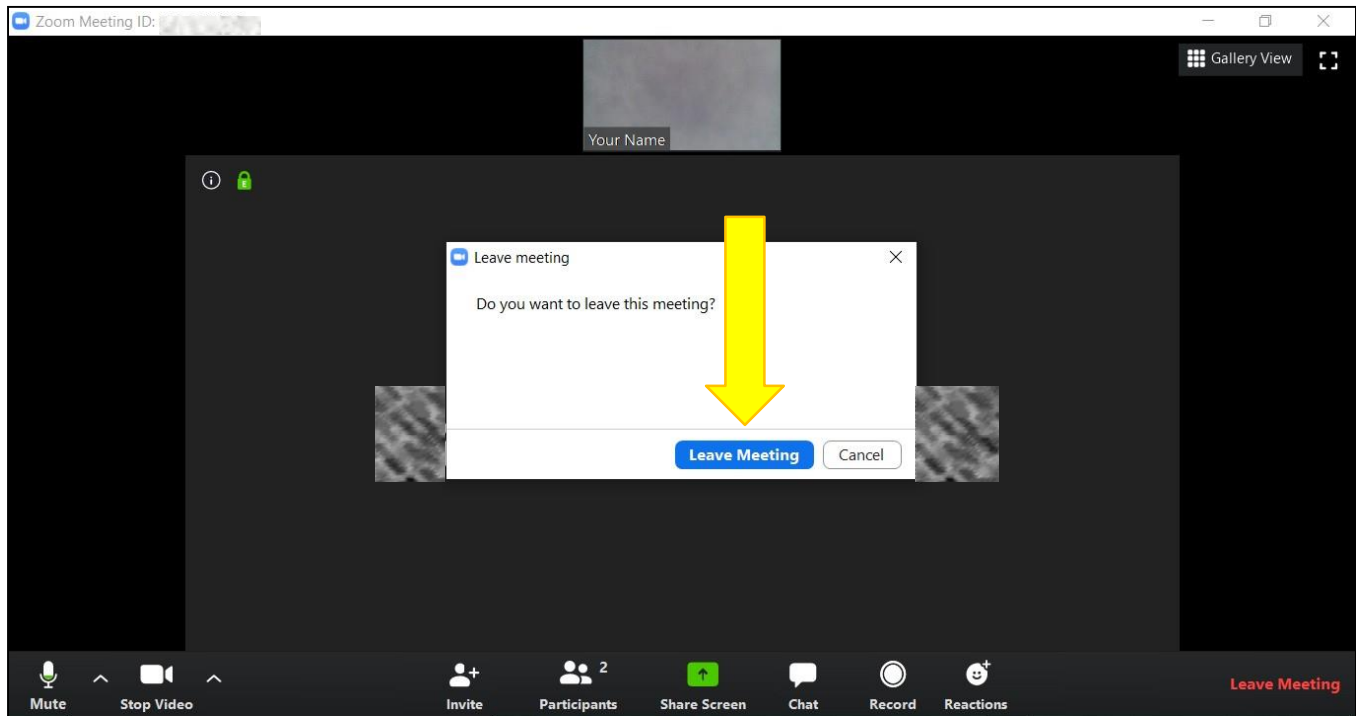
7. CLICK 'Join with Computer Audio':
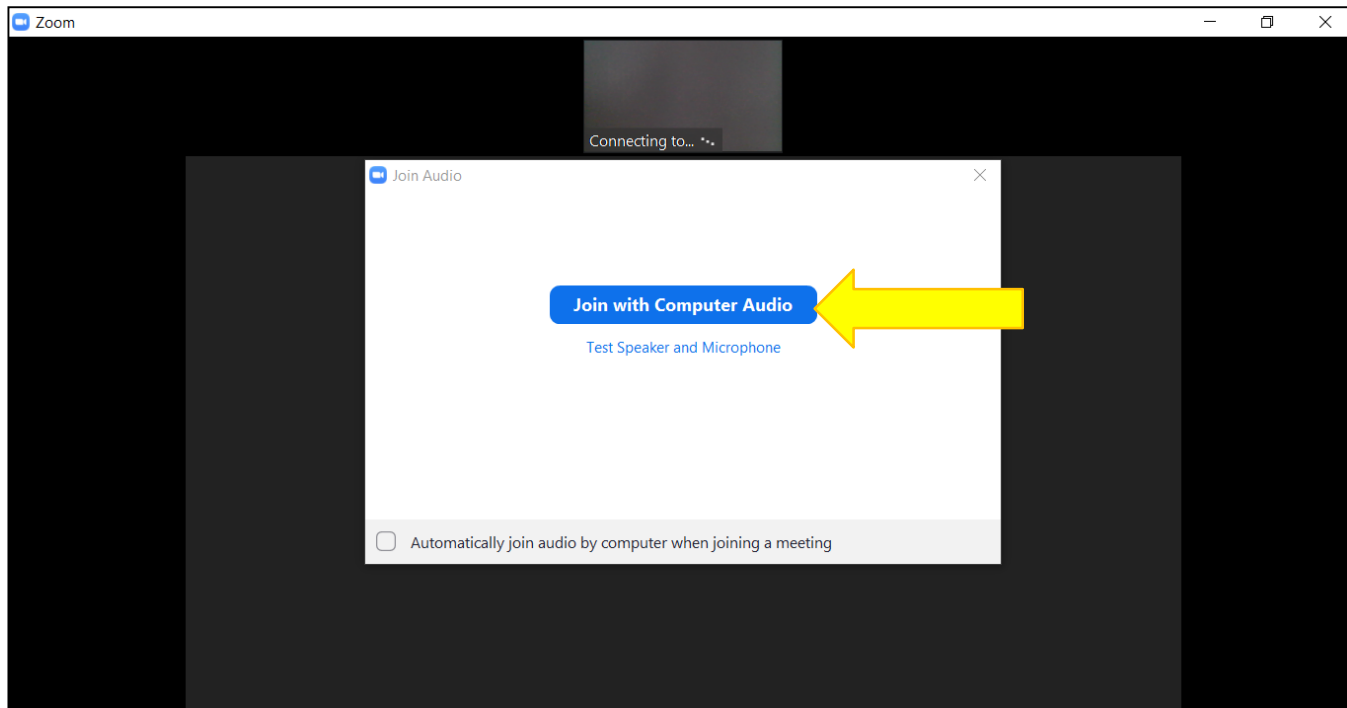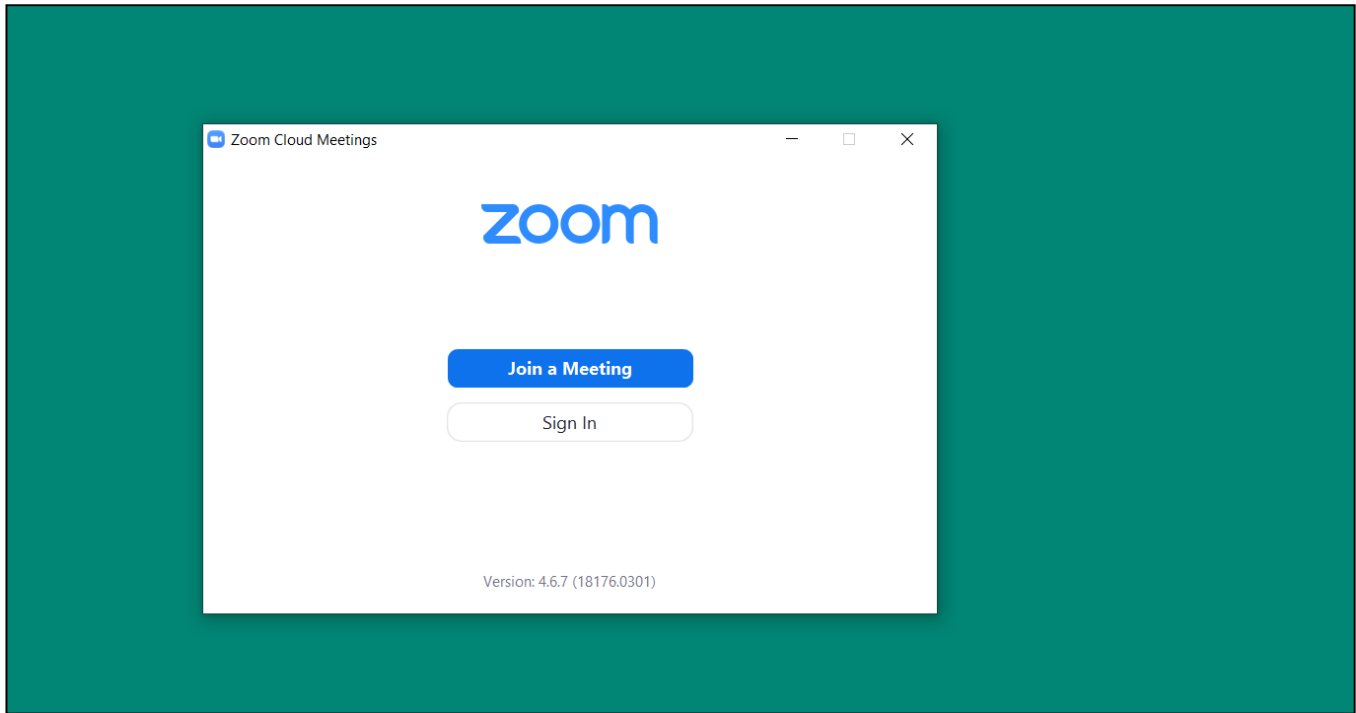

8. You have now joined the meeting:

9. To leave the meeting CLICK 'Leave meeting':
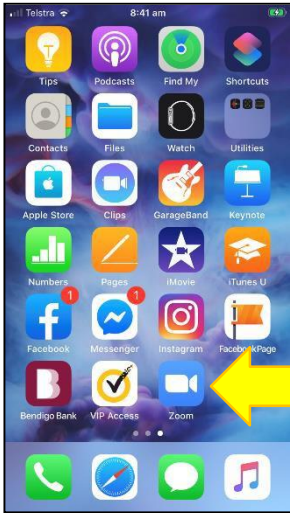

10. CLICK on 'Leave Meeting':

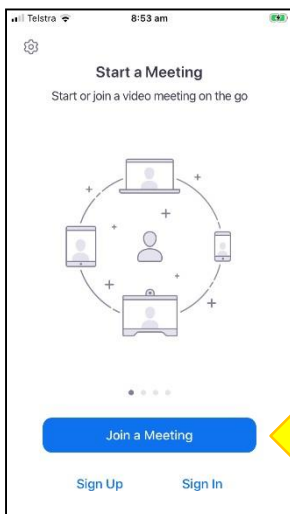# 11. You have now left the meeting:

Joining and Leaving a Zoom Meeting
On your iPhone or iPad
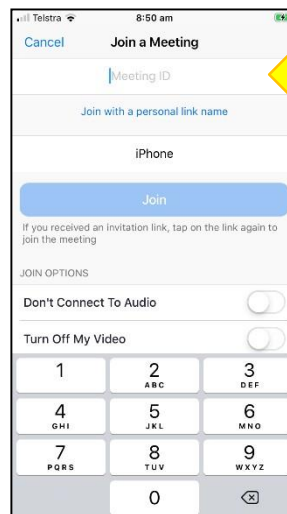
(Please note: This example was completed using an iPhone)
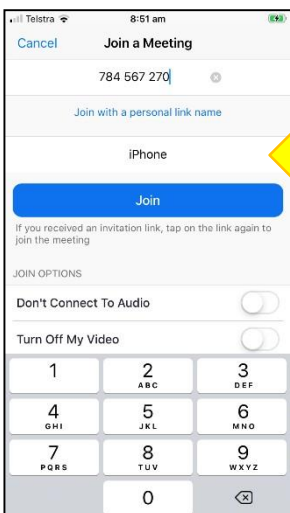
1. Open your Zoom App 📹 on your iPhone or iPad:
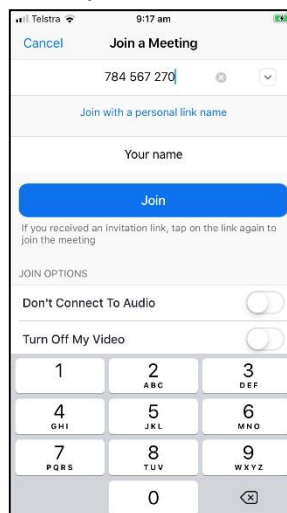

2. Tap 'Join a Meeting':
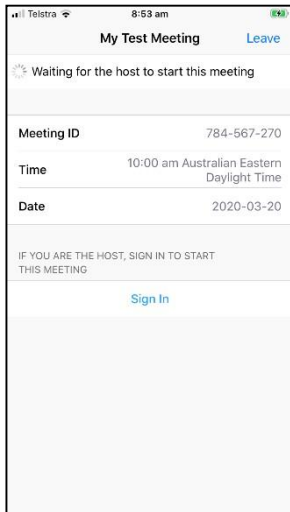

3. Enter the Meeting ID number:
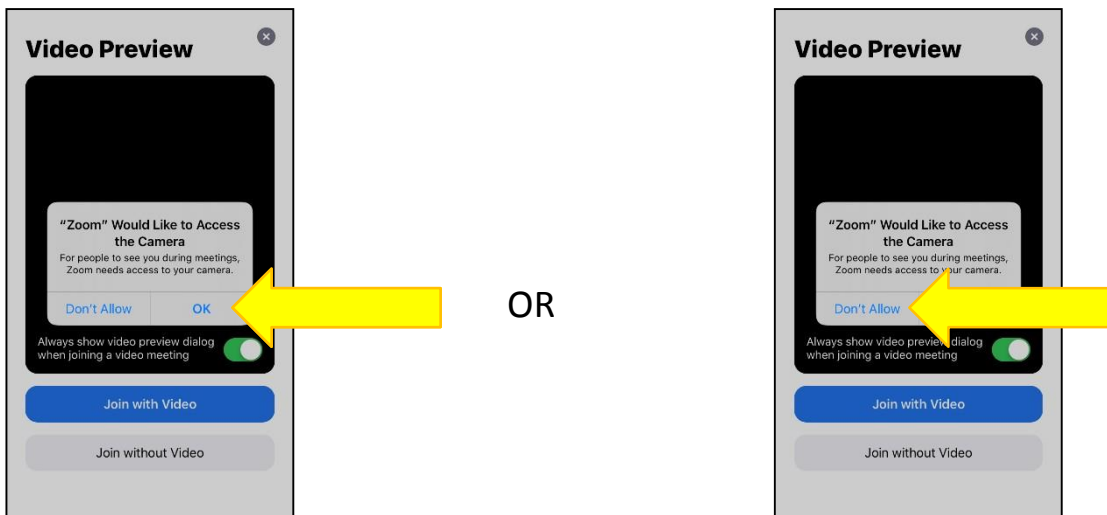

4. Enter Your Name:

5. Tap 'Join':

6. If meeting has not yet been started by the Host (Tutor), you will see this:

7. Once meeting has start by the Host (Tutor), you may be asked to give "Zoom" Access to your Camera, if you wish to be seen during meeting, Zoom needs access to your camera. To Allow Access Tap 'OK', to not Allow Access Tap 'Don't Allow':

   OR

(Please note: This may only happen the FIRST time you Join a Meeting)

If you do not see this, Tap on 'Join with Video' or 'Join without Video'.

8. You will then be asked to give "Zoom" Access to your Microphone, if you wish to be heard during meeting, Zoom needs access to your microphone.

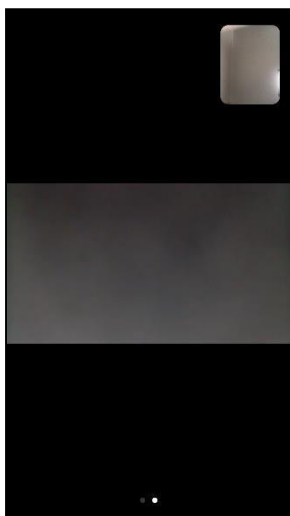To Allow Access Tap 'OK', to not Allow Access Tap 'Don't Allow':

   OR
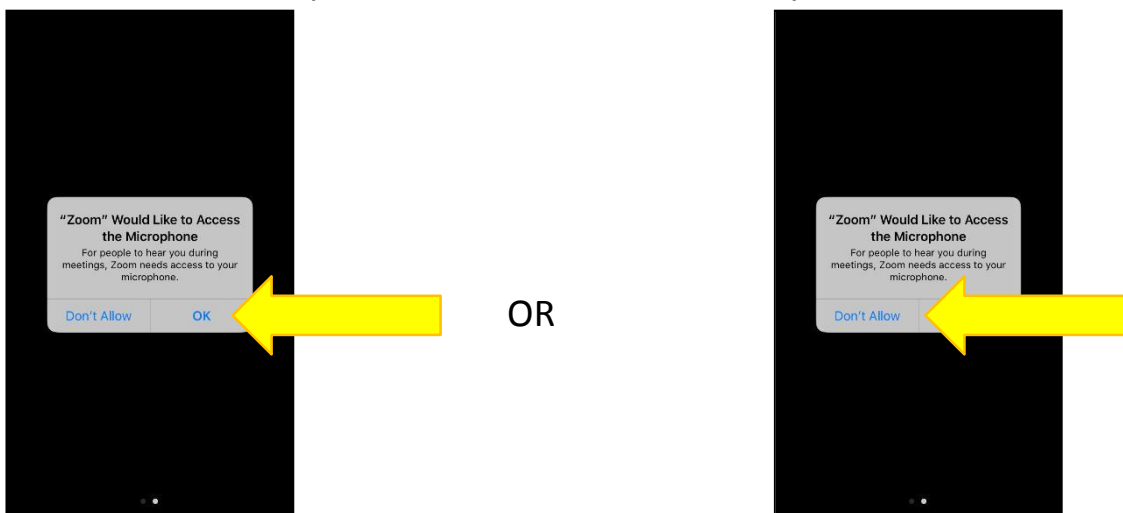
(Please note: Again, this may only happen the FIRST time you Join a Meeting)
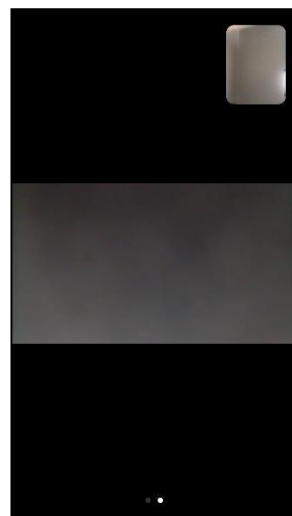
9. You will then be asked to join audio so that you will be able to hear others in the meeting. To hear others in the meeting Tap 'Call using Internet Audio':
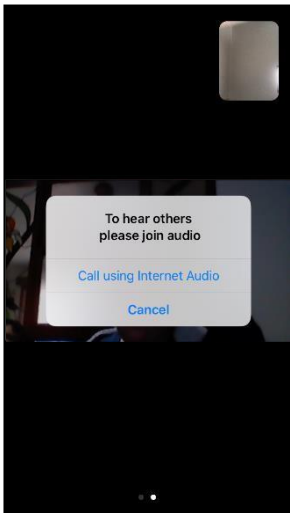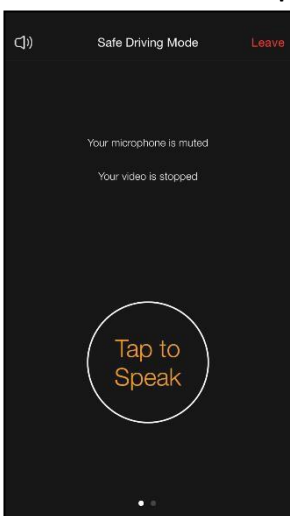

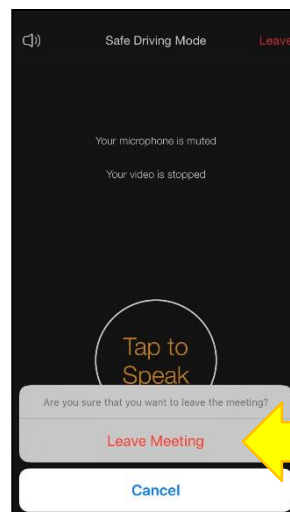10. This is your Tutors Camera:

11. This is your Camera:

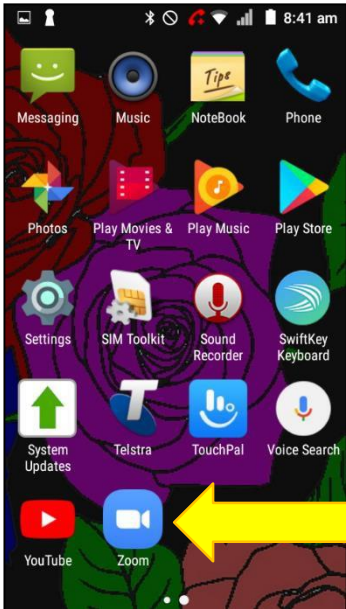12. To Leave the meeting, swipe your screen RIGHT, Tap 'Leave':
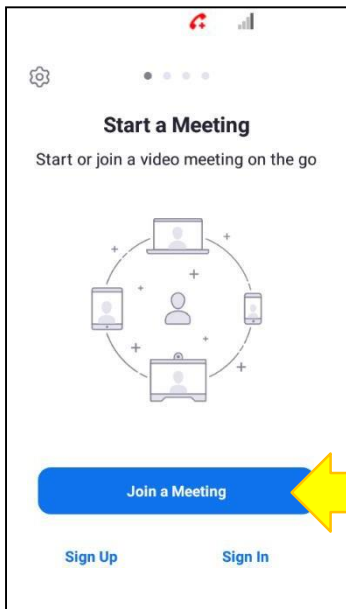

13. Then Tap 'Leave Meeting':

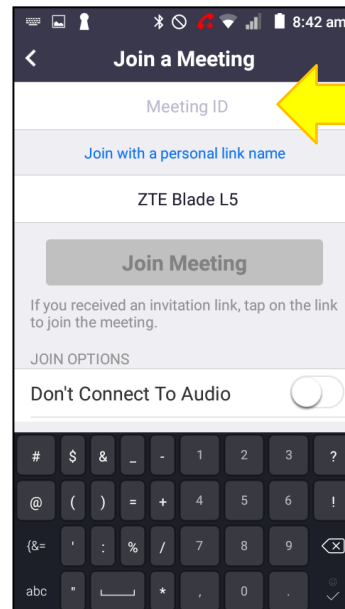# *Joining and Leaving a Zoom Meeting On your Android Phone or Tablet*

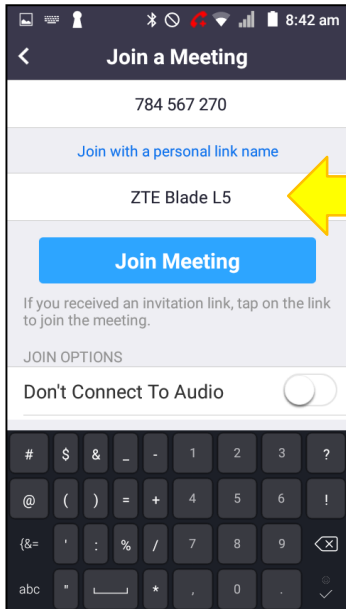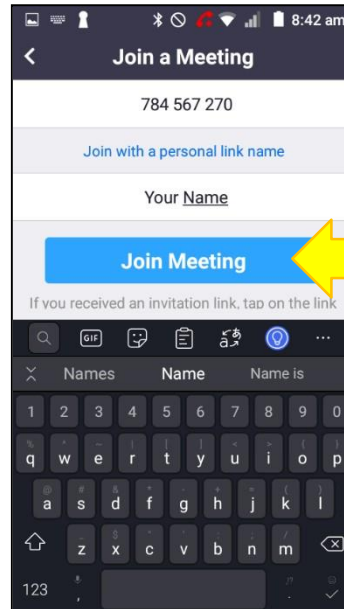1. Open your Zoom App on your Android Phone or Tablet:

2. Tap 'Join a Meeting':
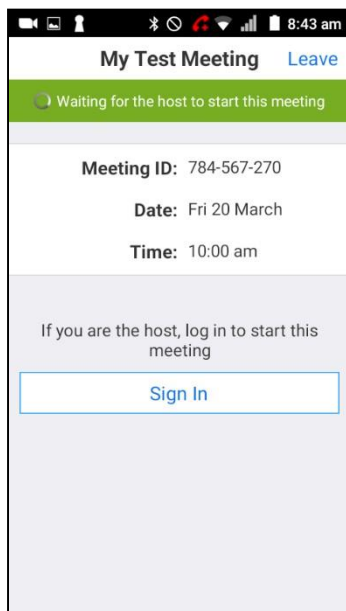

3. Tap and Enter the Meeting ID:
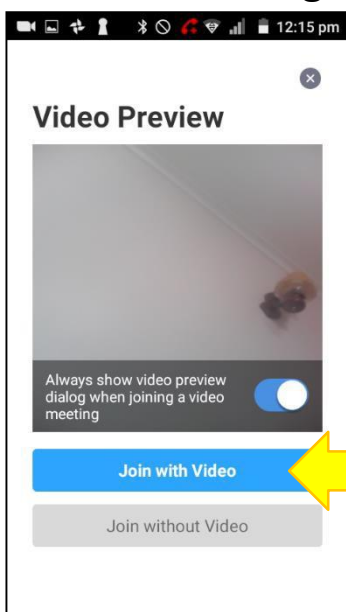
4. Tap and Enter your name:

5. Tap 'Join Meeting':

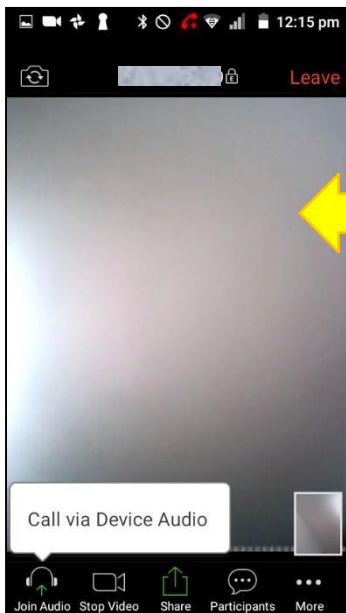## 6. If meeting has not yet been started by the Host (Tutor), you will see this:

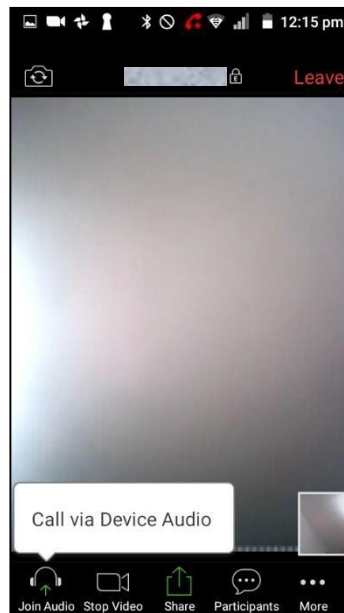## 7. Once meeting starts Tap 'Join with Video':

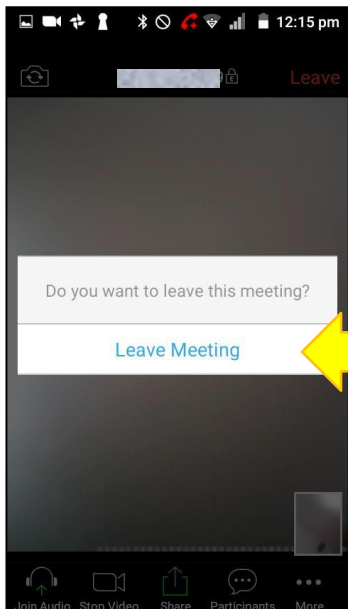## 8. You now joined the meeting:

9. This is your Tutors Camera:
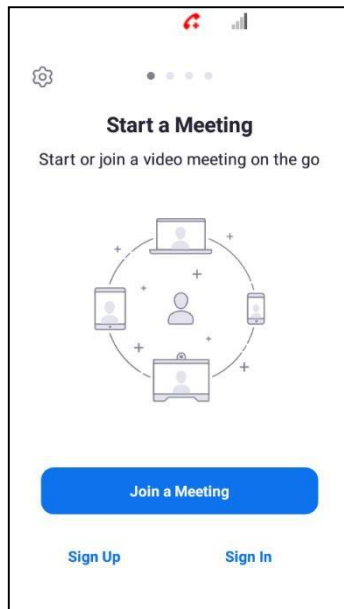

10. This is your Camera:

11. To leave the meeting, Tap 'Leave':
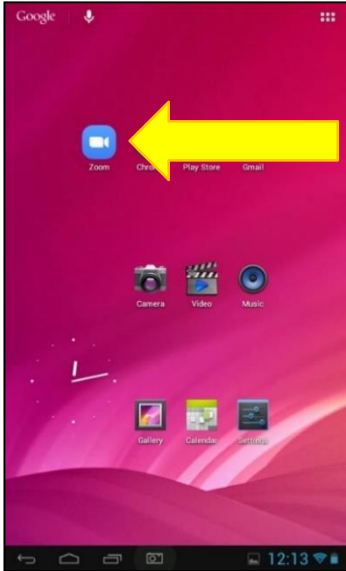
12. Then Tap 'Leave Meeting':
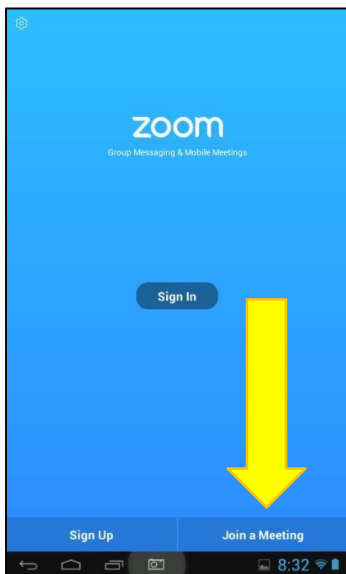

13. You have left the meeting:

Joining and Leaving a Zoom Meeting
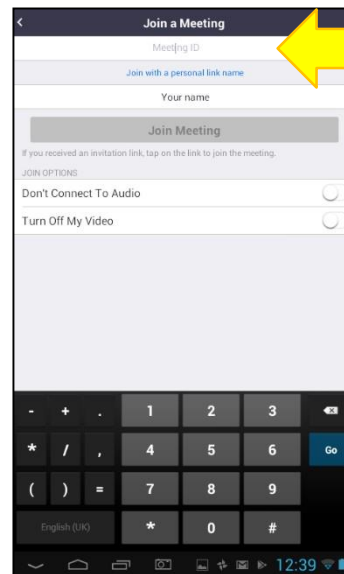# *On your Older Android Phone or Tablet*

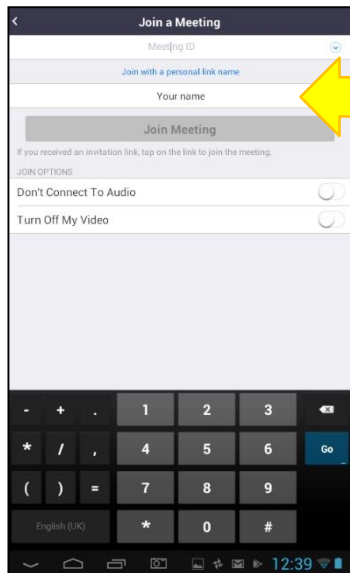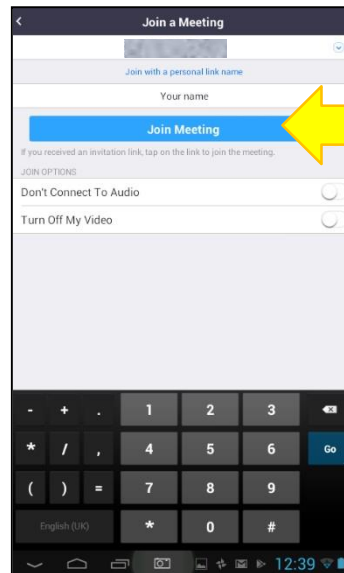1. Open your Zoom App on your Older Android Phone or Tablet:

2. Tap on 'Join a Meeting':
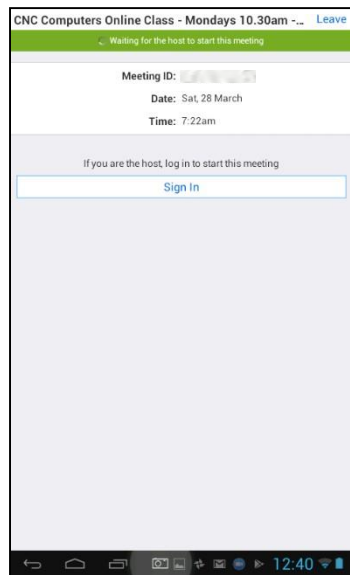

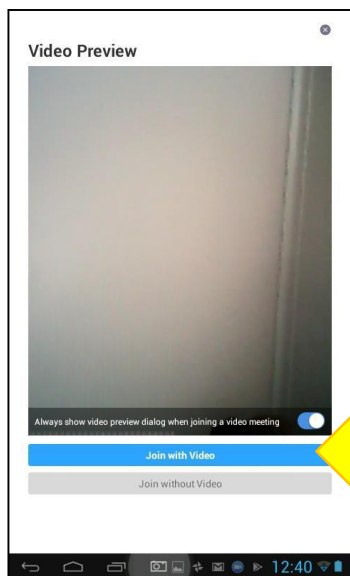3. Enter the Meeting ID:

4. Enter your name:

5. Tap 'Join Meeting':

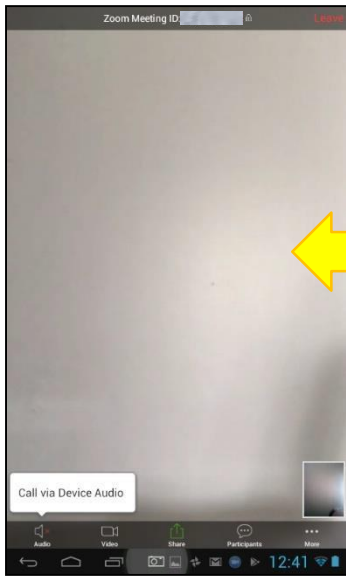## 6. If meeting has not been started by host as yet, this is what you will see:

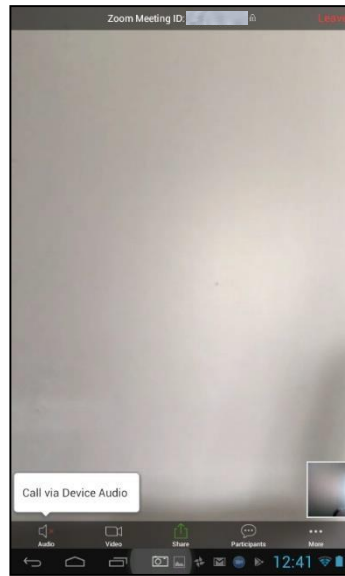## 7. Once meeting is started, Tap 'Join with Video':

8. You have now joined the meeting:
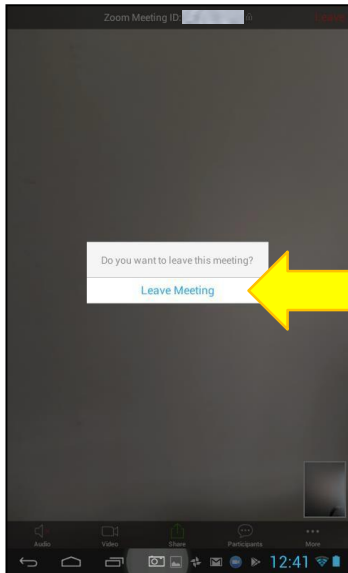

9. This is your Tutors Camera:

10. This is your Camera:

11. To leave meeting Tap 'Leave':

12. Then Tap 'Leave Meeting':

13. You have now left the meeting: