A simple guide to using 'Zoom'

Zoom is a computer program used to hold online virtual meetings. You can use Zoom on a smartphone, a tablet, a laptop, or a desktop computer (as long as you have a camera, speakers, and a microphone). It uses your computer's or phone's camera to show live video of all attendees (if you don't want to be on camera, that's fine, too. You can just display your name). Zoom uses your computer's or phone's microphone to let you talk to other meeting participants. If you do not have access to a computer, tablet, or smartphone, you can sometimes use a phone to dial into a meeting.

1. Download the Zoom program

Zoom is a program that runs on your computer, phone, or tablet. You must download this program from the Zoom website. When you receive an email invitation to a Zoom meeting, click the link that says, "Join Zoom Meeting."

If this is the first time you've used Zoom, this link will take you to a website where you can download the Zoom program or app, depending on what device you're using.

2. Join the meeting

After you install Zoom, there are a few different ways to join a Zoom meeting. You can click the link in your invitation email (or on the NSA website), go to the Zoom website and enter the meeting ID, or dial into the meeting on a phone.

When you are on the Zoom website, if you are asked if you want to open Zoom, click "Open zoom.us." Zoom opens, showing you a preview of your camera image. Then click either "Join with Video" or "Join without Video." If you use video, other people in the meeting will see you. If not, they will just see your name.

Next, Zoom asks about audio. Click "Join with Computer Audio" so you can hear and be heard in the meeting.

If you don't have access to a computer, tablet, or smartphone, you can use a phone to dial into the meeting. The phone number to use will be in your invitation email or contact NSA for this information on 01684 892661 or email enquiries@nationalsheep.org.uk

3. Participate in the meeting

Once you've joined the meeting, you can see and hear other participants. Each participant is represented by a square that displays their face (if they've chosen to join with video) or just their name.

If you're in a large meeting, make sure your microphone is muted. Your computer microphone is pretty sensitive, and if you're unmuted, it can pick up a lot of background noise. The mute

button, which looks like a microphone, is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you're muted, and no one in the meeting can hear you. Click the button again to unmute yourself if you want to talk in the meeting. If the microphone has no red line through it, you can be heard in the meeting.

Only one person in the meeting can talk at a time. Zoom indicates who is speaking by highlighting their image with a yellow square. There is also a chat feature in Zoom, where you can type messages to other participants. Participants can send messages to everyone in the meeting, or just certain participants.

4. Leave the meeting

 Click "Leave Meeting" on the bottom right corner to leave the meeting.

For more detailed information on using the Zoom program please visit
https://support.zoom.us/hc/en-us