NeuroMuscular Centre

Zoom User Guide

If you haven't used Zoom before, don't worry it's easy and we are here to help you. You don't need an account to join a meeting.

You only need

- An internet connection
- PC or laptop with camera, speaker and microphone (You can join if you don't have a camera and still be able to see us but we won't be able to see you), OR,
- iPhone or iPad, OR,
- Android phone or tablet

Below are instructions on how to join and some of the features of Zoom.

Zoom.us also has several video tutorials https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

Joining a Zoom Call

1. If you are attending the Zoom meeting for the first time on an iPhone / iPad / mobile / tablet, go to your App store and download the Zoom Cloud Meetings app. If you will be using your computer, then you'll download Zoom in step #3b.

2. We will send you an email with the zoom invitation which will look similar to the following:

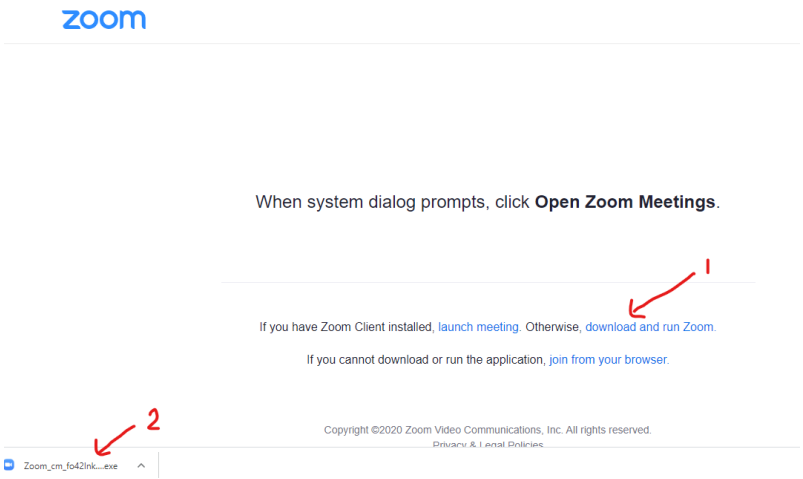
   Topic: Bingo
   Time: Jun 10, 2020 7:00 PM London

   Join Zoom Meeting
   https://us04web.zoom.us/j/75161991234?pwd=L3hkM01nNpl3cNJTkNhMGIxT1poQT11

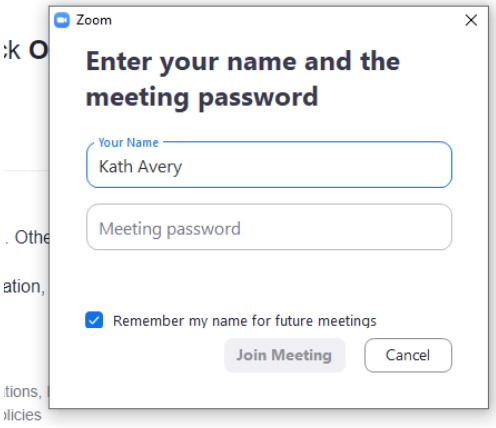
   Meeting ID: 751 6199 1234
   Password: 111111

   Click on the blue 'Join Zoom Meeting' link or copy and paste it into your web browser.

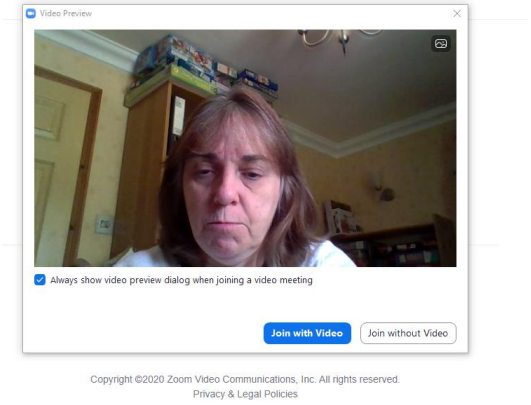
3. Joining:
   a. If you are using an iPhone / iPad / mobile / tablet click 'Join Meeting'.
   b. If you are using your laptop / computer and have not used Zoom before, you'll be prompted to download and run Zoom. Click on the "download & run Zoom" link (1). An .exe file will appear in the bottom left-hand corner of the screen. Click to install Zoom (2).



4. After your program is downloaded, you'll be prompted to enter your name, meeting password and then click on "Join Meeting". (If you already have zoom downloaded click on Open Zoom Meetings)



5. On the next screen click "Join with Video."

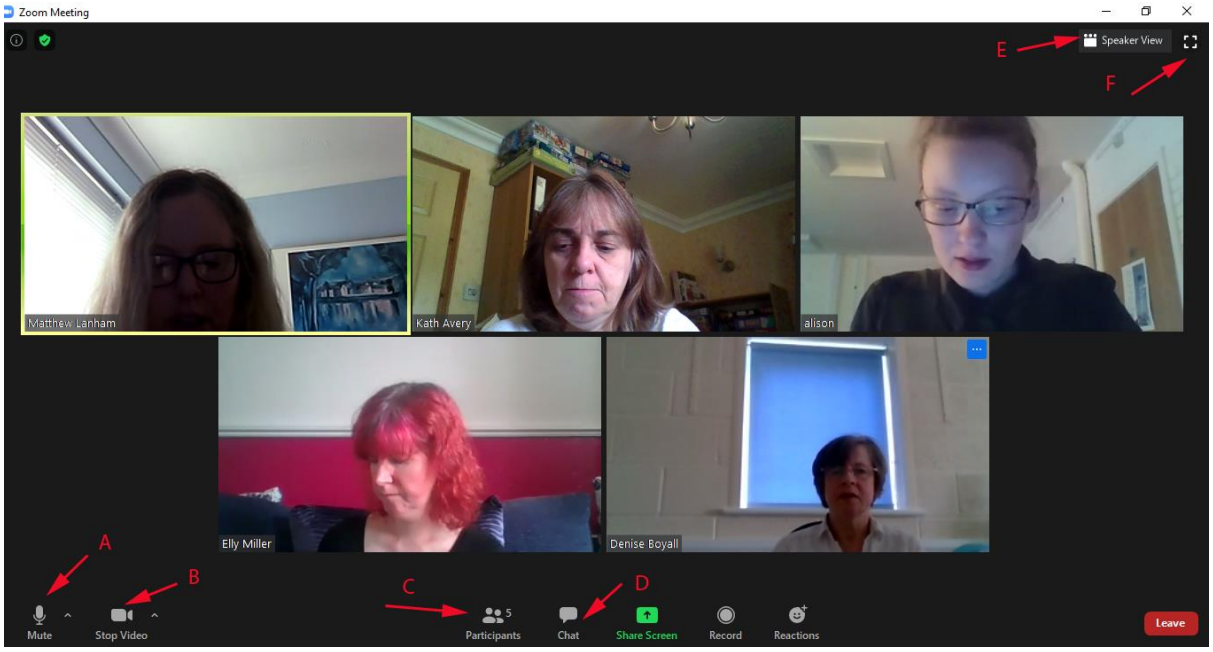


6. Then click on "Join with Computer Audio" (audio/ video settings can also be changed in the meeting)

7. Sometimes you will then need to wait for the host to let you into the meeting.

Meeting Controls

Once in the meeting your screen will look similar to this (this is the view for a laptop / PC. Mobiles and tablets will vary)

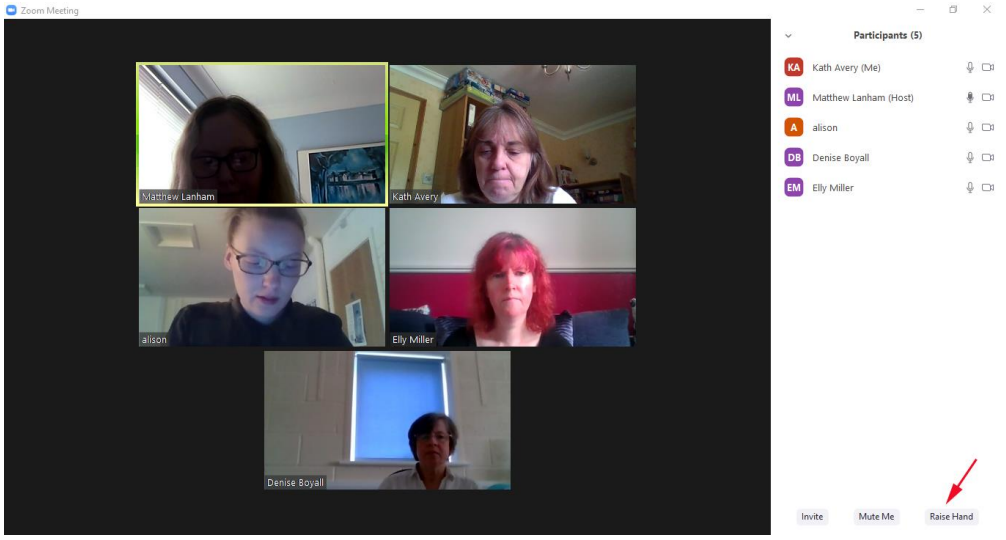


Useful controls: (the above screen shows useful controls we can run through them at the start of the meeting)

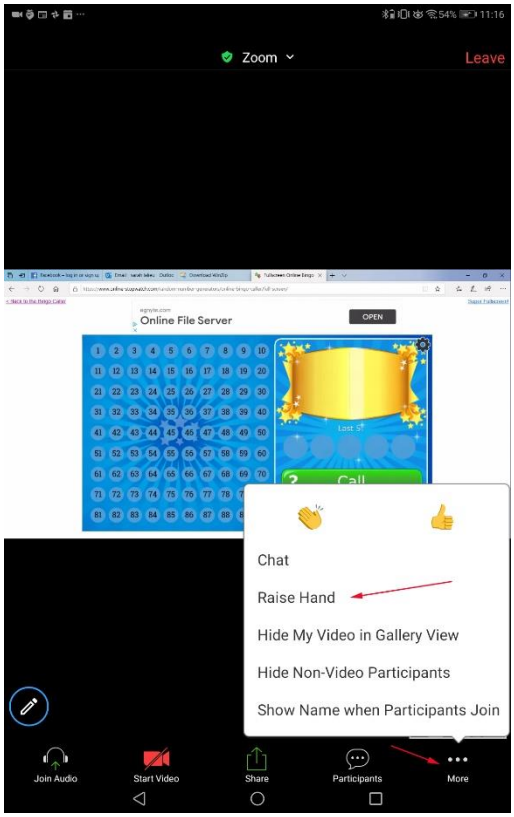
A. Mute / Unmute - mutes and unmutes your microphone

B. Stop / Start Video – allows you turn the video of yourself on and off

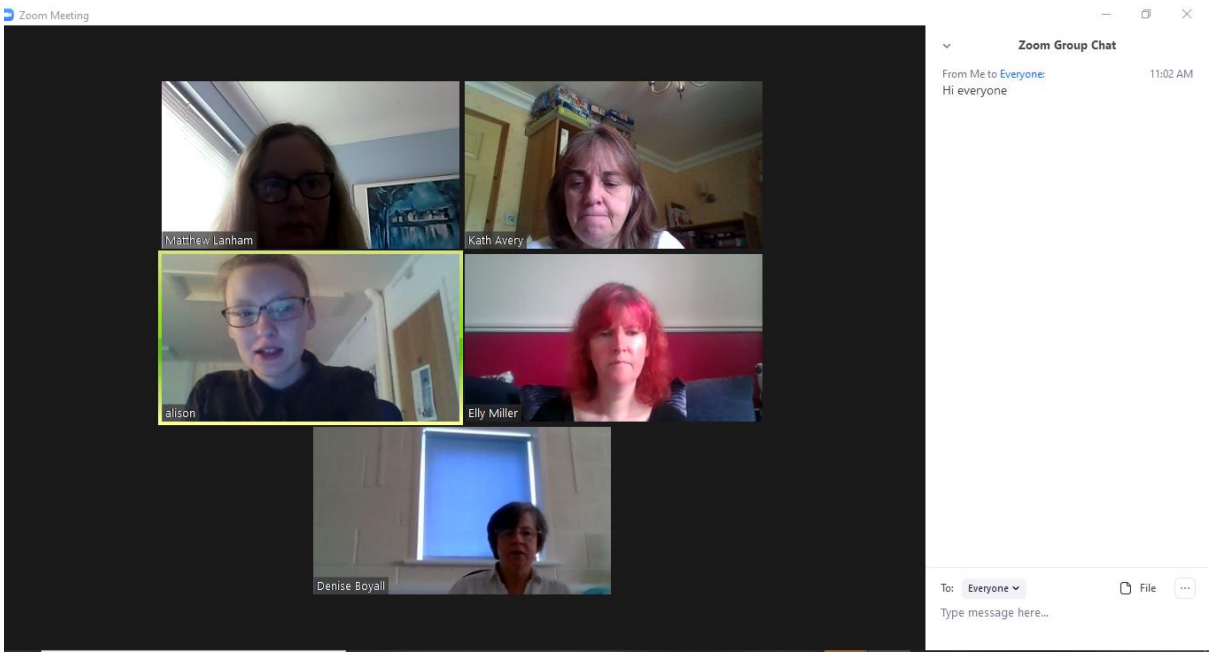
C. Participants - shows you a list of participants. From this list you can 'Raise Your Hand' if you have a question or would like to speak. The Raise Hand button is on the bottom right. You can lower it from here too. This is useful for meetings with many participants where you may be asked to mute your microphone. The host is alerted when you raise your hand.



On a mobile / tablet, there are 3 dots at the bottom right. Click on this and you can raise your hand.



D. Chat feature – you can type a message to the group



E. Gallery or speaker view (top right of the screen)
This changes the screen view. When it is set to Gallery View, you can see everyone (up to 25 people per page on a laptop screen and you can scroll between pages). When it is set to Speaker View, the person who is speaking is visible.

F. Allows you to change to full screen (it is better NOT to set to full screen as you cannot always see A to D above).

Lastly don't worry if you accidentally close the window/ lose your connection, you can simply click on the link again to rejoin.