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HOW TO USE ZOOM

1. Go onto your internet browser and search 'Zoom' or alternatively click on this link: <https://zoom.us/2>.
2. In the top right corner click the orange 'Sign up, it's free' button.
3. It will ask you for your date of birth as verification, fill it in and click 'Continue'.
4. When asked, fill in your email address and click 'Continue'.
5. You will then be sent a confirmation email to the account you used.
6. Go onto your email inbox and click on to the email from Zoom- It will ask you to 'Activate your account', click on the link and it will take you back to Zoom on your browser.
7. You will then be asked to create a name for your account as well as an email. When finished click 'Continue'
8. If asked to add anyone to Zoom click 'Skip this step.'
9. You now have a zoom account. If you wanted to start a meeting there and then you could follow that link.
10. If you want to schedule a meeting, click 'Go to my Account.'
11. In the top right there are 3 options. Only the first 2 are relevant.

[SCHEDULE A MEETING](#)

[JOIN A MEETING](#)

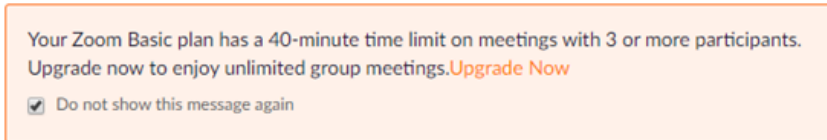
[HOST A MEETING](#) ▾

Schedule a meeting

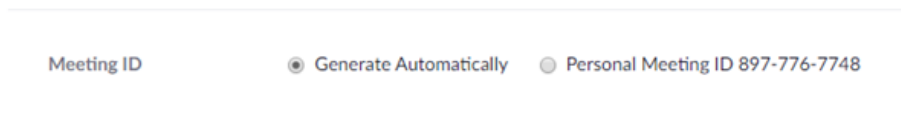
12. If you follow 'Schedule a meeting' you'll be taken to page where you can create a meeting. Fill out the name and details of your meeting.



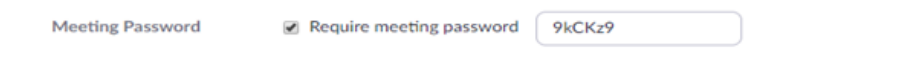
13. For your information- Do not upgrade (you will have to pay) sometimes it offers an extension on the meeting but you will have to wait and see.



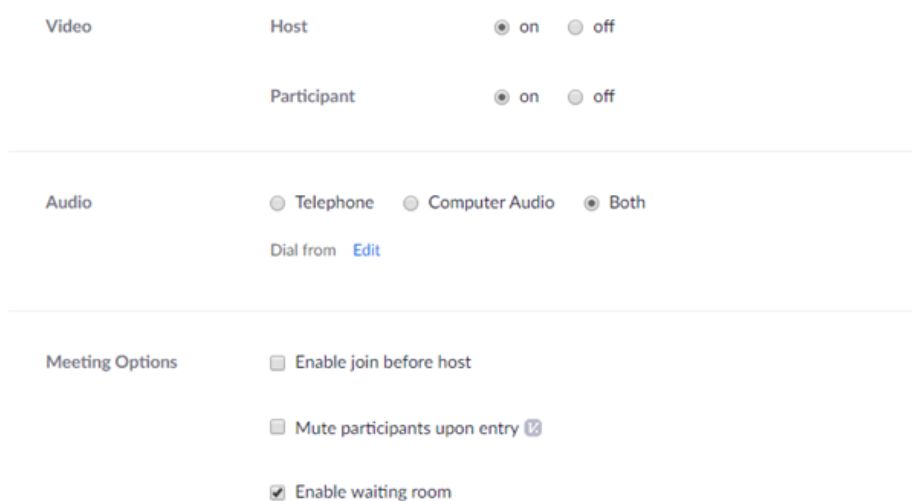
14. Leave generate automatically ticked



15. When it asks for a password - you can change it or leave it but make sure you let the people in the meeting know what the password is.



16. For the rest of the page, leave like this and click save. Then you'll have a meeting created.





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17. It will then take you to the meeting details and provide you with an invite code. Copy and paste this into an email or text to the people in the meeting, making sure you tell them the password you set as well.

18. When it's time for the meeting you will click start meeting and the meeting will begin.

Join a meeting

19. If you click on this you'll be taken here:

Join a Meeting

Join

20. When someone sends you an invite to a meeting, it will come with a number like this: 979-8684-6310/***/****/****

21. If it is password protected, you will be asked for this too.

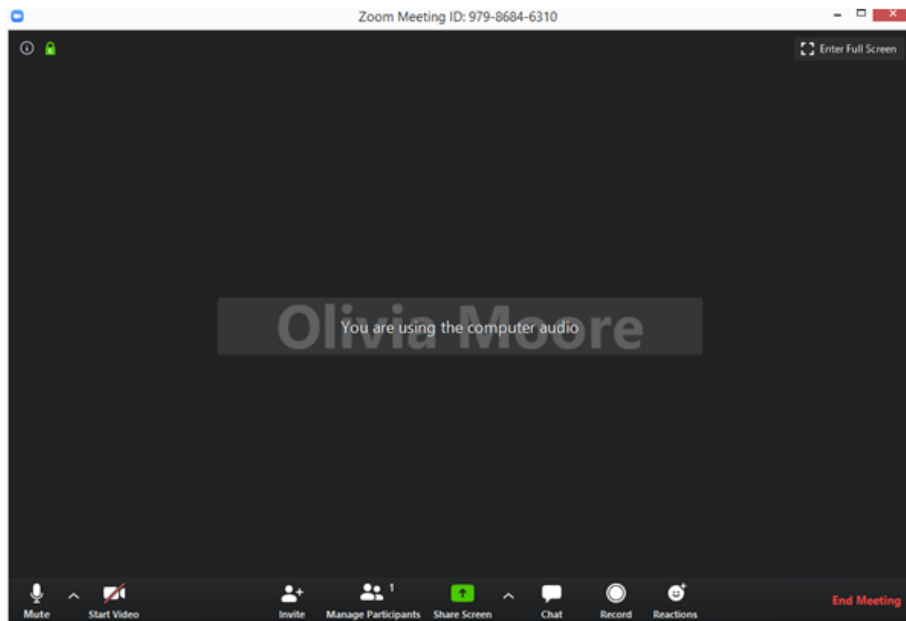
22. Put the code in here and click 'join'. You are now in the meeting.



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In a meeting

23. Once you are in a meeting this is what your screen will look like:



24. Here is what all of the icons on the ribbon mean:

Video- Same as Mic- the line through means camera off and no one can see you. No line means camera on.

You can see who is in the meeting to make sure all the participants are there.

Record allows you to take a video recording of the meeting- probably not very useful.
Reactions allows you to react to what's being said without typing it- again not hugely useful



Mute- If a line is through this image, your microphone is off and no one can hear you.
If there is no line through it, it is on and everyone can hear you.

Invite- you can invite new members to the team.

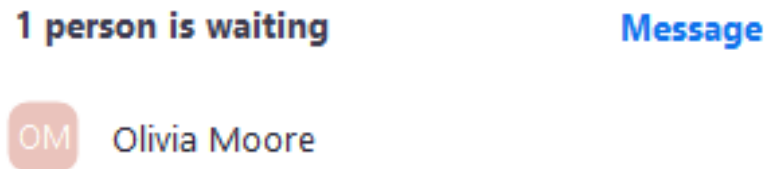
Allows you to send typed text to the meeting. If you want one person to speak, they can mute everyone else and if they have a question they can raise it in the 'Chat'

Screen share allows the members of the meeting to see what is on your screen.
Make sure you have the document, webpage, PowerPoint open on your device. Then click screen share and click which thing you would like to be shared.

End meeting, clicking this will mean the meeting ends.



25. If you are the host, you have to admit members into the meeting - this will show the top right of the Zoom call and look like this:



Just click admit when you hover your mouse over it.

26. When in a meeting that you aren't the host of, your zoom call screen will look very similar but rather than "end meeting" it will say "leave meeting" The ribbon above still applies.

27. In order to see the most amount of people click "gallery view" This way you can see the other members. If a meeting more than 20, you can swipe across to see more members once in gallery view. If you leave it in standard view you will just see whoever is talking at the time.

28. As a host you are also able to mute everyone- this is handy if you want to "chair" the meeting. You can unmute them when you want open discussion.