USING ZOOM MADE EASY

Zoom is an easy to use online meeting platform, that can help you stay connected with each other. You can hold your Board Meetings with Zoom, meet in small groups or as a whole Club.

For many this will be a step out of the comfort zone into the world of online meeting, but it need not be too challenging. There is so much information available, and below are a few links to help you on that journey.

Best practice would say that it best not to advertise your meeting links on social media but rather email or message them to those you want to join in. This is just to protect your members privacy.

Some important steps to follow before your try to connect online with others

- Check your computer settings to make sure that you have your microphone, and audio activated
- Check whether you have a web cam on your computer or desktop. You will still be able to join in a meeting without one but you will not be visible to others in the group.
- Once you have downloaded the Zoom app, login with your email and create a password. If you don't do that, you will have to enter the meeting ID and password before being able to join in a meeting.
- At the commencement of joining a meeting, ensure that you have ticked the boxes that indicate you want to use your device's audio system and video.

There is so much online assistance available to help you get started, plus many webinars and online demonstrations being offered by Rotary Groups already using it, or others who are happy to help you get started.

You can use Zoom on your phone, tablet, laptop or desktop computer. You may want to download and activate Zoom on a number of your devices so that can easily connect wherever you are.

The following are answers to some of the most common questions or problems users come across. If you would like additional help getting started with Zoom, you can join Zooms Weekly Zoom Trainings.

Read common questions about:

- Getting Started with Zoom
- Scheduling a Meeting
- Joining a Meeting
- Zoom Webinars
- Meeting and Webinar Features
- My Zoom Account
- Troubleshooting

Getting Started with Zoom

Where do I download the latest version of Zoom?
You can download the latest version of Zoom from our Download Center. Learn more about downloading Zoom.

How to I use Zoom on my PC or Mac?
After downloading Zoom, learn how to use the Zoom Desktop Client.

How do I signup for Zoom?
You can sign up for a free Zoom account at zoom.us/signup.

How much does Zoom cost?
A basic Zoom license is free. Learn more about available Zoom plans and pricing.

Scheduling a Meeting

How do I schedule a meeting?
You can schedule a meeting on the web, through the Zoom Desktop client or mobile app, or through one of our many integrations. Learn more about scheduling a Zoom meeting.

How do I invite others to join my meeting?
You can invite others to join your meeting by copying the join URL or meeting invitation and sending it out via email. There are many other ways to invite others to join your meeting - learn more.

Joining a Meeting

How do I join a Zoom meeting?
You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. Learn more about joining a meeting.

How do I join computer/device audio?
On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. Learn more about connecting your audio.

Can I Use Bluetooth Headset?
Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?
While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.