



How to Access and Use Zoom to join the Hermitage Team Online Services & Events

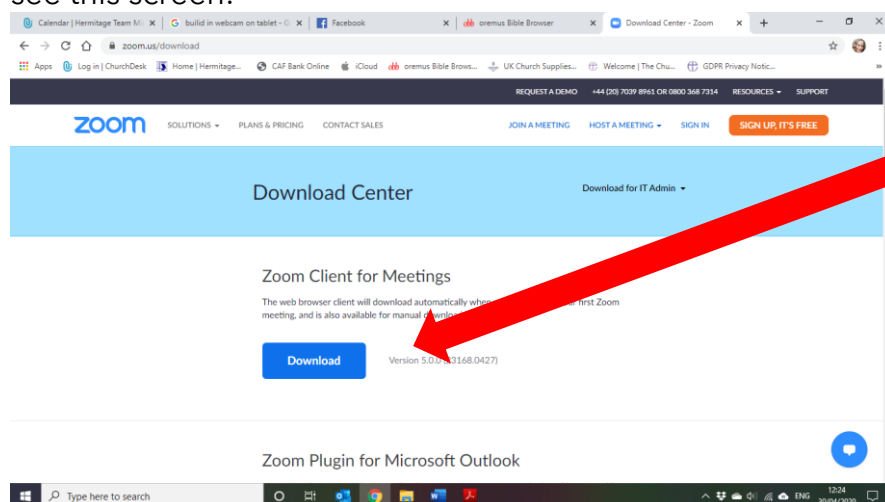
Welcome to the 'How to' Guide for Zoom. Here we will show you how to access this online video meeting program and we hope that it will give you the confidence to join us for the range of services and events we are hosting whilst our buildings are closed.

1. The first thing you need to do is make sure you have a device with a camera and microphone as Zoom uses both for you to interact with the program. You can use your laptop, tablet (Android or iPad), Phone and even a Kindle Fire. If you are unsure if you have a camera built in, you should see a black circle above your screen like this:



2. Next, you will need to be connected to the internet as you will need to create a free account on Zoom. To do this, open your web browser (such as Google) and search for 'Zoom' or visit the web page: <https://zoom.us/>
3. Click on the orange button at the top right hand side of the screen that says, 'SIGN UP, ITS FREE' and enter your date of birth and your email address. Zoom will send an 'activation email which you will need to click on, so head over to your email account and action when it comes in.
4. Once activated you will be asked to create a password and then you are all done and now have your free account. Make sure you remember your password as you will need this later on.
5. Your next job is to download and install the Zoom Client, this is so you can access Zoom easily from your device each time you want to join a service from the team. There are various different ways to do this, depending on which device you are using so we will explain these in turn:

Laptop - open a new page in your web browser and type 'Zoom Download' and click on the 'Download Center' (it is American) link, or type <https://zoom.us/download> and you should see this screen:



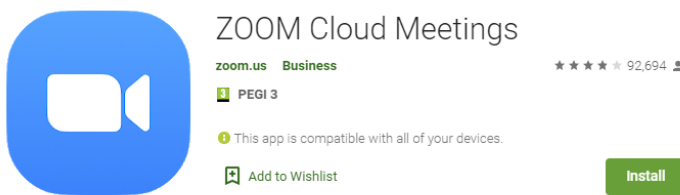
Click on the blue 'Download' box and the Installer will download. 'Run' the program by clicking on the installer at the bottom once it has downloaded. You will see it at the bottom left of your screen. This will open the 'Zoom Client' and you can log on using your email and password.

Apple iPad / Phone: Visit the 'App Store' on your Device and search for 'Zoom Cloud Meetings', Click on install and follow the instructions to download to your device. You may need to enter your password and the app is free. You should see a screen like this:



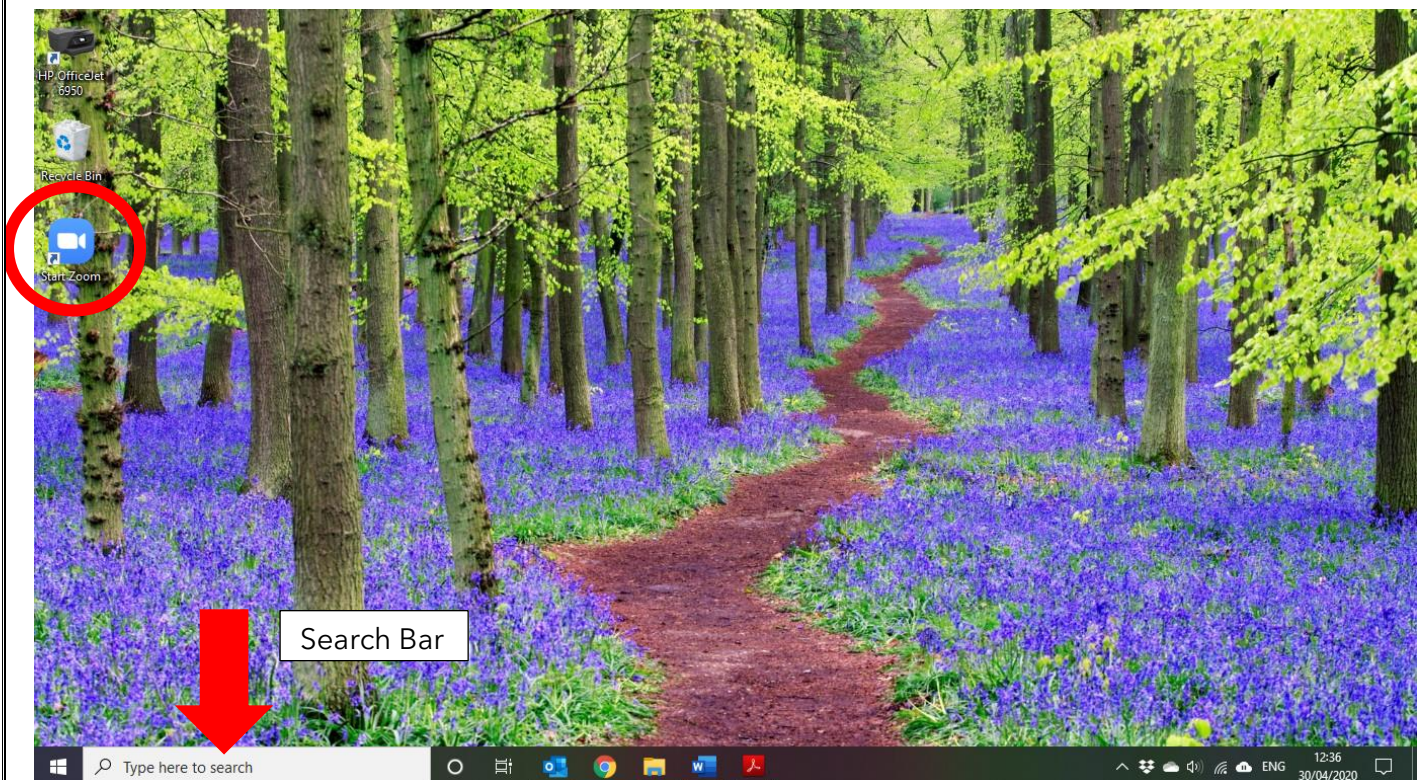
Once installed, you should now have the Zoom App installed on your device. Click to open and enter your email and password to log in.

Android Tablet / Phone: Visit the 'Google Play Store' on your Device and search for 'Zoom Cloud Meetings'. Click on install and follow the instructions to download to your device. You may need to enter your password and the add is free. You should see a screen like this:



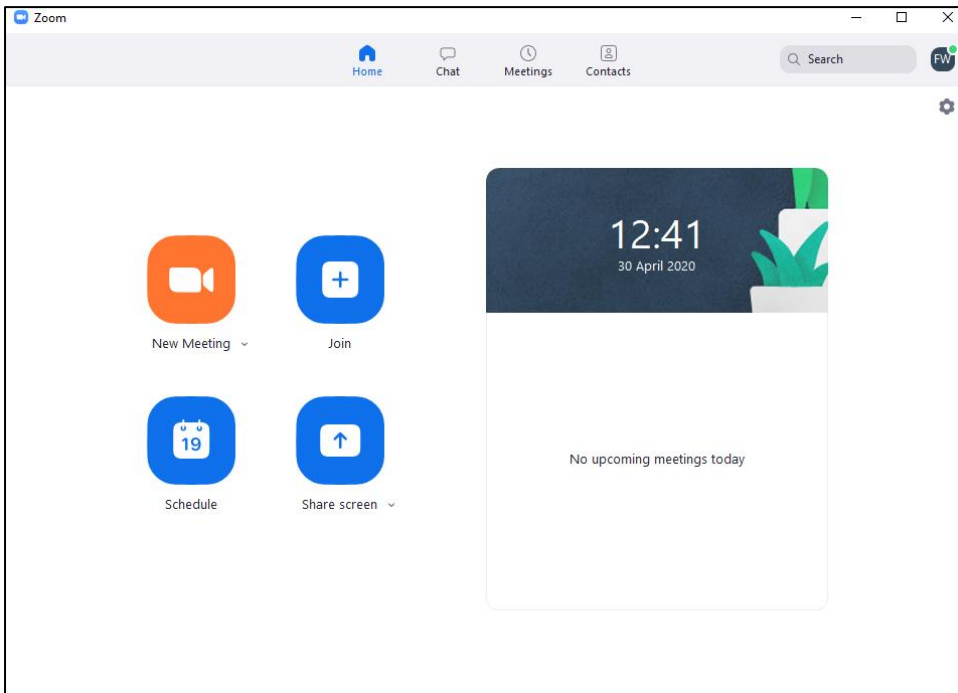
Once installed, you should now have the Zoom App installed on your device. Click to open and enter your email and password to log in.

6. Now you should have the Zoom client installed on your device and you are ready to access services and events via this app. If you are using a laptop you should see a Zoom shortcut on your Desktop like this:

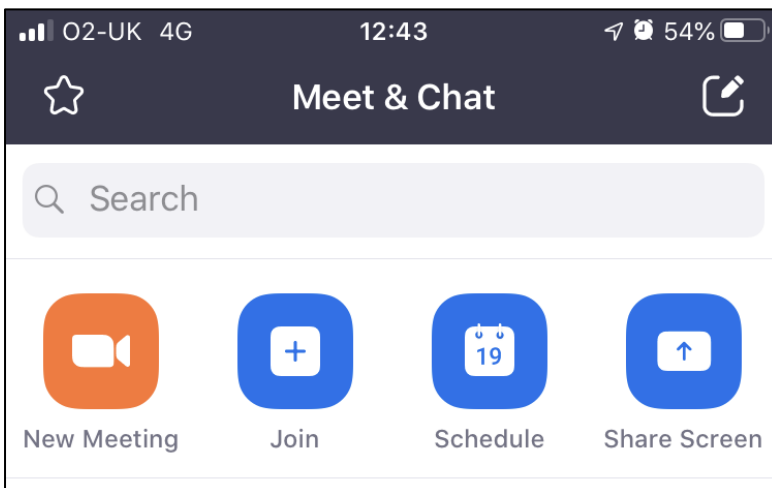


If you cannot see it, do not worry, just type Zoom in your search bar and it will bring it up. If you have the icon, double click to open, if you found it by searching, click on 'Start Zoom'. If you are on a tablet or a phone, click on the App to open it.

7. If you are on a laptop you will see the main Zoom screen (make sure you are logged on - see point 5 above) and it should look like this:



On a mobile it will look something like this:



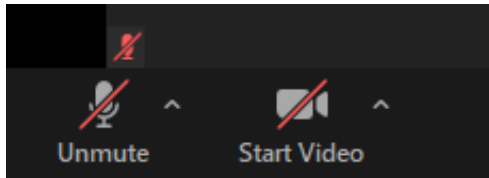
8. To join a meeting, on any device, click on the 'Join' button. This will open a new window where you can enter the Meeting ID (this is 9 or 10 numbers that would have been shared with you by the Team e.g. Meeting ID: 898 8189 7864). Make sure your name is in the box below and click 'Join'.

A screenshot of the 'Join Meeting' dialog box. It has a title 'Join Meeting' and a close button. The first field is a dropdown menu labeled 'Enter meeting ID or personal link name'. The second field is a text input containing 'Fen Woods'. There are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are unchecked. At the bottom are 'Join' and 'Cancel' buttons.A screenshot of the 'Enter meeting password' dialog box. It has a title 'Enter meeting password' and a close button. There is a single text input field labeled 'Meeting password'. At the bottom are 'Join Meeting' and 'Cancel' buttons.

It will then ask for the Password, this is a combination of letters and numbers, in upper and lower case, that the host shared with the Meeting ID. Enter these here and click 'Join Meeting'

9. You are now in the meeting! However, there are a few things you need to check before we start and they are listed below:

- Has the 'Host arrived yet - if you are early, you might be sat in a 'waiting room' until the host arrives and let you in. Do not worry, as soon as the host joins, you will be connected.
- Is your Microphone and Camera working? You need to make sure these are operational, the icons should not have a red line through them, if they do, click on them to start them working:

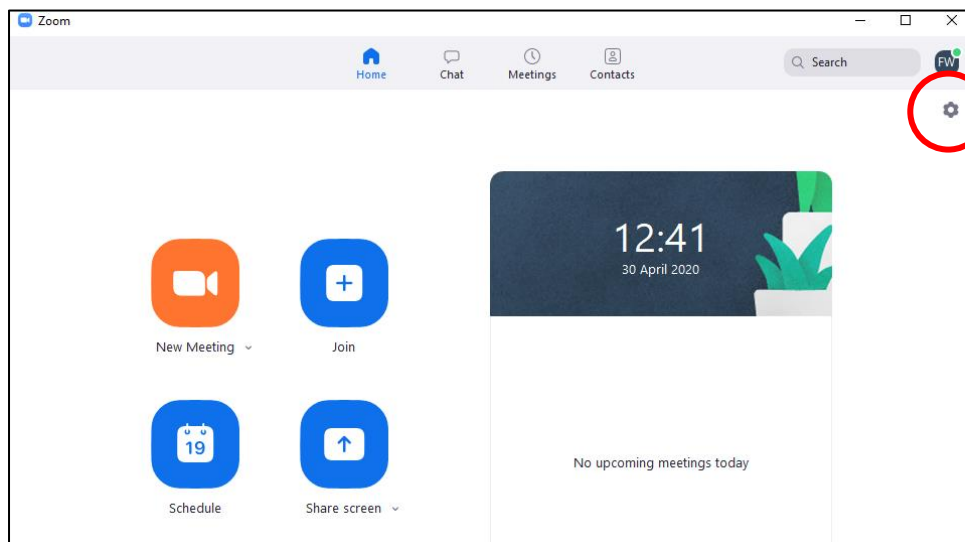


This is what you will see if your microphone and camera are not working. Simply click on each to start them and this will remove the red lines. On different devices these can be at the top or the bottom of your screen

- The view setting on your screen is important when taking part in Zoom meetings, it works best if you have 'Gallery View' set, instead of 'Speaker View'. Speaker view will show you the video of the person talking, but Gallery view lets you see everyone on the meeting at the same time. You will find this on your screen (it can be in different places depending on your device). Click to alternate between different views until you find 'Gallery View'
10. You are all set up now for your first Zoom meeting, congratulations and we hope you enjoy using it. Don't forget that now you have Zoom installed you can keep in touch with family and friends as well!

Advanced Users:

You can amend your settings so that the video and audio are enabled immediately when you sign into a meeting. To do this, from the main Zoom screen click on the cog wheel at the top right hand side - this is the settings:



Scroll through the Video and Audio settings and tick the boxes to customise your experience, such as:

- Enter Full Screen
- Automatically Join Audio
- And my personal favourite 'Touch up my appearance' 😊