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Remote Working 3 - Using Zoom

Our news

In these difficult times where face-to-face training is not viable, we are happy to offer training via videoconferencing solutions such as WebEx and Zoom which can be freely downloaded. Please get in contact if you want to discuss this option. As well as tailored online training, we are also offering short time-tabled interactive sessions - [see here](#) for further details. The list will change regularly.

We also realise that for those who are working from home for the first time, it is frustrating if you have no one to ask about any software you are unsure of. We are very happy to answer any of your **Microsoft Office, Microsoft Project, Crystal Reports** or other software related questions you may have by **phone or email**. Please let other colleagues know this too.

During the last week, we have been kept busy with several online WebEx sessions on **Office 365 and Microsoft Teams**. We have also given training in the use of **WebEx** and have used both WebEx and Join.me for training **Microsoft Excel**. We are giving **Microsoft Project training and consultancy** via WebEx.

In this newsletter, I am focusing on using **Zoom for meetings**. We have a session on this online on **6th April at 11am**. Do get in touch if you would like to sign up for this session.

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Reports or other software related questions you may have by **phone or email**. Please let other colleagues know this too.

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Installing and Using Zoom

Zoom offers a full-featured Basic Plan for **free** with unlimited meetings. Try **Zoom** for as long as you like - there is no trial period. Your Basic plan has a 40 minutes time limit on meetings with three or more total participants. Although there is a limit on a meeting time, you can always take a quick break and schedule another meeting.

A paid version costs £11.99 per month for the host and allows up to 100 participants with meeting length 24 hours(!).

A lot of schools are going to use Zoom for online teaching for the near future so many families may already have it downloaded.

Installing the free version of Zoom

To download and install the Zoom Application:

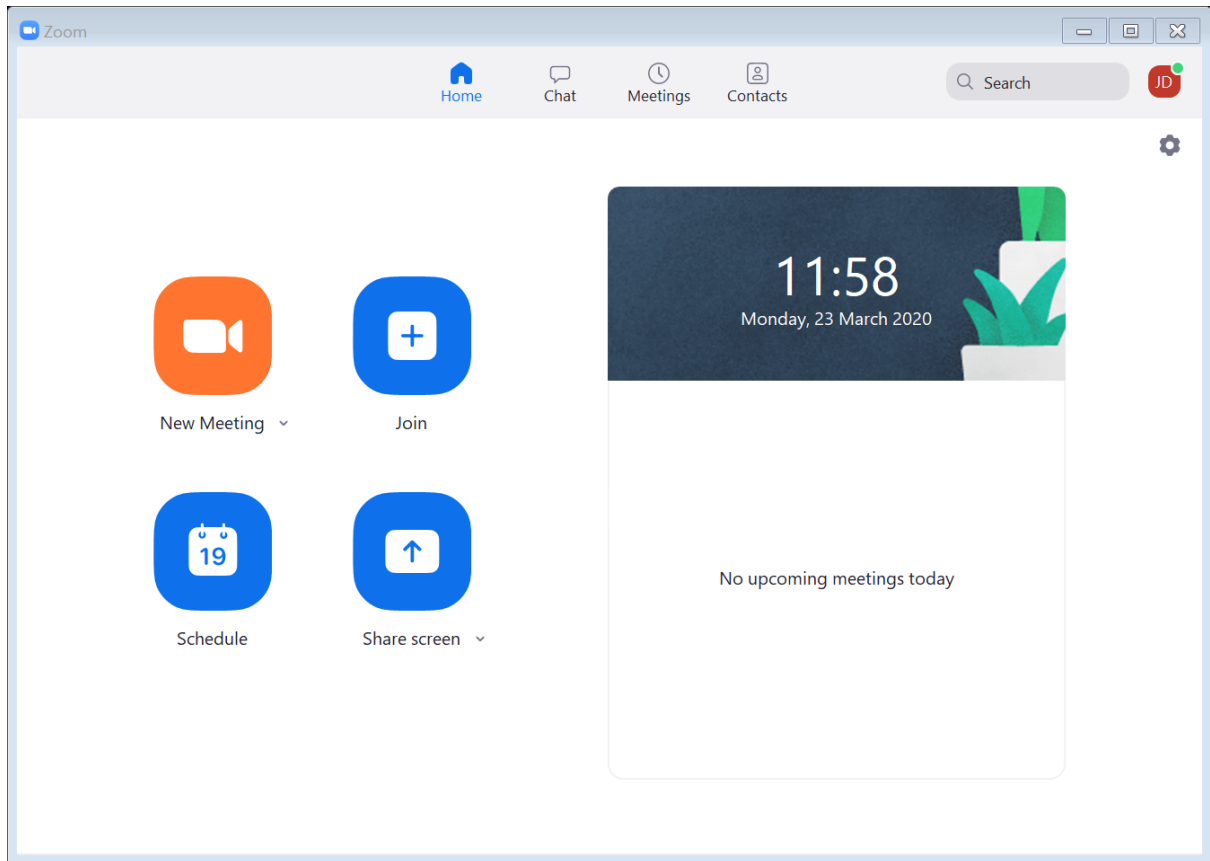
- Go to <https://zoom.us/download> and from the Download Center, click on the **Download** button under **Zoom Client For Meetings**. This application will automatically download when you start your first Zoom Meeting.
- Once the download is complete, proceed with **installing** the Zoom application onto your computer.

If you want to be able to schedule meetings using Outlook, then again from the Download Center, download the **Zoom Plugin for Microsoft Outlook**.

Remember to make a note of the email address and password, you used to create your account as you will need to use it when you sign in to Zoom.

Scheduling a meeting using Zoom

1. Open your Zoom client and sign in to Zoom.



2. Click on the **Schedule** Schedule icon. This will open the scheduler window.

3. Select your meeting settings:
4. **Topic:** Enter a topic or name for your meeting.
5. **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time.
6. **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
7. **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.
8. **Recurring meeting:** Choose if you would like a [recurring meeting](#) (the meeting ID will remain the same for each session). This could be a recurring team or project meeting, for example.
9. **Use Personal Meeting ID:** Check this if you want to use your **Personal Meeting ID**. If not selected, a random unique meeting ID will be generated.
10. **Require meeting password:** You can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

Note: The meeting password must meet these requirements:

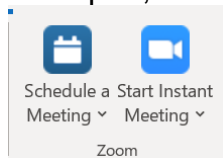
 - 10 characters maximum
 - Passwords are case sensitive
 - We recommend using alphanumeric characters and these special characters: @ * _ -
 - The Zoom desktop client allows alphanumeric characters and these special characters: @ * _ -
 - The Zoom web portal allows any characters, apart from: & < > \
11. **Video**

- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
 - **Participant:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.
12. **Audio:** Choose whether to allow users to call in via **Telephone** only, **Computer Audio** only or **Both**
 13. **Advanced Options:** Click on the arrow to view additional meeting options. These include
 - **Enable Waiting Room**
 - **Enable join before host** - Allow participants to join the meeting without you or before you join. The meeting will end after 40-minutes for Basic (free) users if 3 or more people join the meeting.
 - **Mute participants on entry** - If **join before host** is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
 - **Automatically record meeting on the local computer** - Check this if you want the meeting to be automatically recorded.
4. Click **Schedule**.

Scheduling a Zoom Meeting via Outlook

If you have download the Outlook Zoom plugin, you can schedule a Zoom meeting directly from Outlook which means invitees will get an email invite.

1. With Outlook open, on the **Home** tab, in the **Zoom** group, click **Schedule a**



Meeting.

2. Fill in the info as outlined in previous section for meeting options, then click **Continue**.

Meeting ID

Generate Automatically Personal Meeting ID 952-072-9753

Password

Require meeting password 384085

Video

Host On Off Participants On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Advanced Options ▾

Do not show me again

Continue **Cancel**

File Meeting Scheduling Assistant Insert Format Text Review Developer Help Tell me what you want to do

Delete Copy to My Calendar Forward Cancel Change Settings Add Webex Meeting Teams Meeting Meeting Notes Cancel Invitation Address Book Check Response Names Options Show As: Busy Reminder: 15 minutes Recurrence Private High Importance Low Importance Dictate

You haven't sent this meeting invitation yet.

From: janet@archwayct.co.uk

Title: Janet Donbavand's Zoom Meeting

Required

Optional

Start time: Mon 23/03/2020 14:00 All day Time zones

End time: Mon 23/03/2020 14:30 [Make Recurring](#)

Location: <https://us04web.zoom.us/j/543570008?pwd=VHh6TjJ1MVZRZ25TQ3JkZ2o0Y0owZz09> Room Finder

Janet Donbavand is inviting you to a scheduled Zoom meeting.

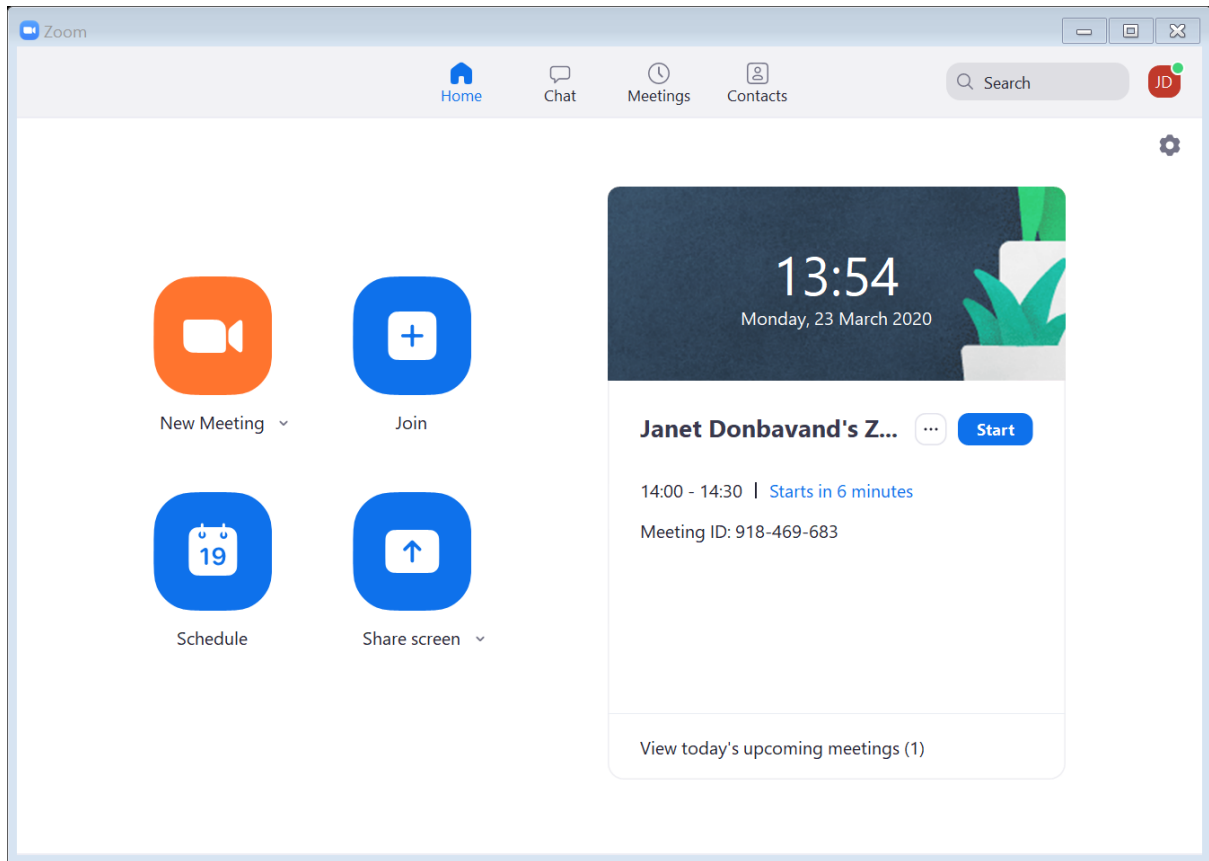
Join Zoom Meeting
<https://us04web.zoom.us/j/543570008?pwd=VHh6TjJ1MVZRZ25TQ3JkZ2o0Y0owZz09>

Meeting ID: 543 570 008
 Password: 384085

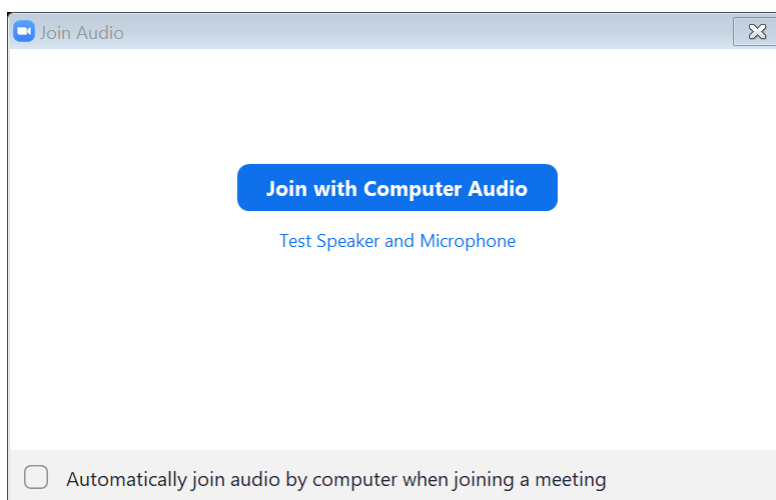
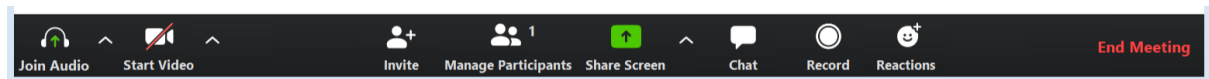
3. Set the meeting invitees, the subject, and the date and time fields for the meeting invite.
4. Click **Send**.

Creating a meeting at current time

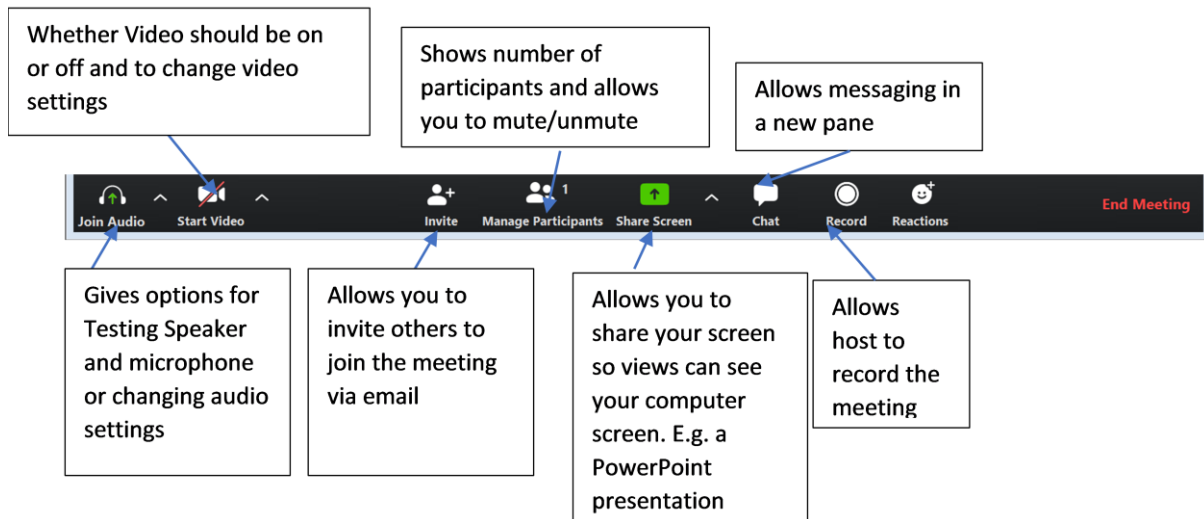
1. Open **Zoom**.



2. Click **New Meeting**. You will see two screens – if you have video on, you should see yourself – I have turned video off for the screenshot! It is the buttons at the bottom of the screen that you need to look at. The third button along allows you to invite others



Explanation of the buttons at the bottom of the screen.



Joining a Zoom meeting

Each meeting has a unique 9, 10, or 11-digit number called a **meeting ID** that will be needed to join a Zoom meeting.

1. Click on your **Zoom** icon.
2. Either click **Join a Meeting** if you want to join without signing in.

Or sign in the **Zoom** and click **Join**.

The screenshot shows the Zoom 'Join Meeting' dialog box. It features a blue Zoom icon with a white plus sign at the top left. Below the icon, the text 'Join' is visible. The dialog box has a title bar with the Zoom logo and a close button. The main content area is titled 'Join Meeting' and contains the following elements:

- A dropdown menu labeled 'Enter meeting ID or personal link name'.
- A text input field containing the name 'Janet Donbavand'.
- Two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are currently unchecked.
- Two buttons at the bottom: 'Join' and 'Cancel'.

3. Enter the **meeting ID** number and your display name.
 - o If you're signed in, change your name if you don't want your default name to appear.
 - o If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and click **Join**.

Maybe 2020 will be the year you decide to upgrade to **Microsoft Office 365**! If so, we provide upgrade training, workshops and floorwalking to enable your staff to quickly get up-to-speed and ensure no loss of productivity.

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If you would like a free guide on the major changes between Office 2010 and Office 365 and insight into the new features available in Microsoft Office 365, please contact us at info@archwayct.co.uk and we will be happy to send you a pdf version of this guide.

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