

# GUY'S GUIDE TO ZOOM

Part of the Web of the Week's tutorials series – [www.weboftheweek.com](http://www.weboftheweek.com)

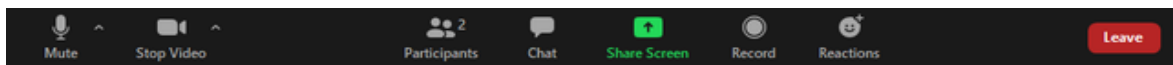
## To Sign up to Zoom

Zoom offers an excellent FREE version for personal use which allows up to 40 minutes for group meetings and unlimited one-to-one meetings. **No credit card is required.**

To sign up for free visit <https://zoom.us/signup>

## To Join a Zoom Meeting

1. Check the email that you receive which will tell you the date and time of the meeting (Note: always only open emails from people you know).
2. About 5 minutes before the meeting is due to start (you might want to make it 10 for your first meeting) click on the link in the email
3. Sign in to Zoom and click "Launch Meeting" (sometimes you may be asked to enter the passcode which is in the email you have been sent)
4. Make sure your sound is turned on and enjoy the chat! You can mute, turn off your video etc by clicking the controls at the bottom of the screen



5. At the end of the meeting either the host will end the meeting or you can just close the window.

Want to watch me doing this? Click this link - <https://youtu.be/aEXEQiq0oD4>

## To Schedule a Zoom Meeting

1. Sign in to Zoom - <https://zoom.us/signin>
2. Click either Schedule a Meeting (to schedule one for a future date) or Host a meeting for now)

[SCHEDULE A MEETING](#)   [JOIN A MEETING](#)   [HOST A MEETING ▼](#)

3. Enter a title for the meeting, choose a date, time and length of the meeting (if you are using the free version the maximum is 40 mins if there are more than 2 people on the call), select time zone (eg enter London for UK), leave Zoom to generate the Meeting ID, enter a passcode (if you want), select waiting room if you want (we don't usually use this), choose whether video is on or off (normally all on) and tick "allow participants to join anytime" - and then SAVE.
4. Check the details that come up on the following page and then click [Copy Invitation](#)
5. Create an email to the people that you want to invite and paste the invitation and send.
6. About 10 minutes before the time of the meeting open and sign in to Zoom. On the right side click on "Meetings", find the relevant meeting and click Start, allowing computer audio when promoted.

Want to watch me doing this? Click this link - <https://youtu.be/W3OnAMdT55w>

Want to use Zoom on your mobile or tablet – watch my video at <https://youtu.be/MhK0eto8nHI>