

How to use Zoom on your smartphone and laptop



About Getting Started

The Age Action Getting Started Keep In Touch (KIT) is a national learning initiative to help older people to improve their digital literacy skills so that they are connected, informed and supported.

The Getting Started KIT is made up of How To guides and a video tutorial, presented by Mary Kennedy, in order to support older people to learn, use, and be confident using smartphones and applications.

You can find all the How To Guides and the video on www.ageaction.ie

About these instructions

This document gives you step-by-step instructions to help you use Zoom on your smartphone and laptop.

It has three main parts:

1. Key terms and phrases you need to know
2. What you need to do before you start to use Zoom
3. Your step-by-step instructions to using Zoom

1. Key terms to know

Zoom is a programme that you can download to your smartphone or laptop to enable you to make free video calls with a group of family or friends for up to 40 minutes. From three to a hundred people can be on the same call at the same time, and you get to see everyone on screen. It's like having a chat around the table!

To **download** means to take information from the internet on to your device which allows you to use that information.

We talk about '**joining a meeting**' below. Anytime two or more people communicate by Zoom it is called a meeting. It sounds very formal that you might be joining a meeting with your grandchildren, but that's just the jargon that is used!

2. What you need to do before you start using Zoom

- Make sure you know how to download an app, you can teach yourself using the Age Action **How To... Download and App** guide.
- Make sure your loved one has created a Zoom meeting that you can join and that you have the meeting ID number and password to hand.
- Have a notebook on hand to write down your new names you need to create like your password and username.
- Give yourself time to do this.

You are ready!

3. Your step-by-step instructions to using Zoom

We cover instructions for two types of devices:

1. Smartphone (points 1 to 6 inclusive)
2. Laptop (points 7 to 12 inclusive)

Go to the relevant points for your type of device and follow the instructions.

Please note that some of the steps for setting up both devices. In the instructions, we illustrate some points with images. Some of these images are called 'applications' or 'apps' and other images show you different parts of using Zoom, so you can see where to fill in information and so on.

How to use Zoom on your smartphone

1. Please refer to our **How to Download an App** guide and follow the instructions and download the Zoom mobile app onto your phone.



Figure 1: 'Zoom app' icon

2. You don't have to create a Zoom account to use it to talk to and see your loved ones.

3. Your loved ones will have created a meeting and invited you to join. They will send you a meeting ID number. This number is the name of the meeting. If they have put a password on the meeting they will also send you that.

4. Tap on your Zoom app to open it. The screen to the right will be the first thing you see. Tap 'Join a Meeting' if you want to join without signing in.

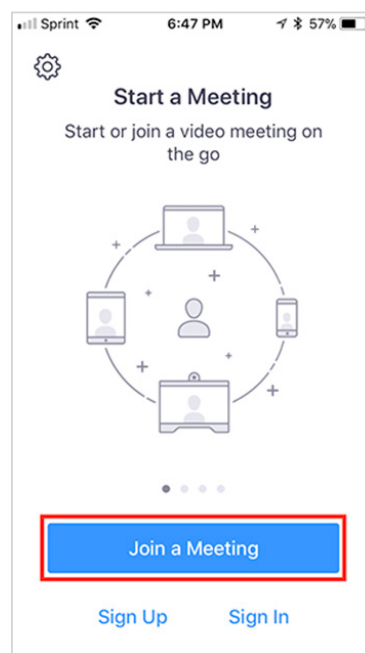


Figure 2: First screen when you open the Zoom app

5. Enter the meeting ID number. You can click on 'Join with a personal link name' to add your name to be included in the meeting. If there is a password you will be asked to enter it here. Your audio and video will automatically work with your smartphone.

If you don't want to use your audio or camera, tap on the white circles beside the option or options you don't want to use.

When you're ready tap 'Join'.

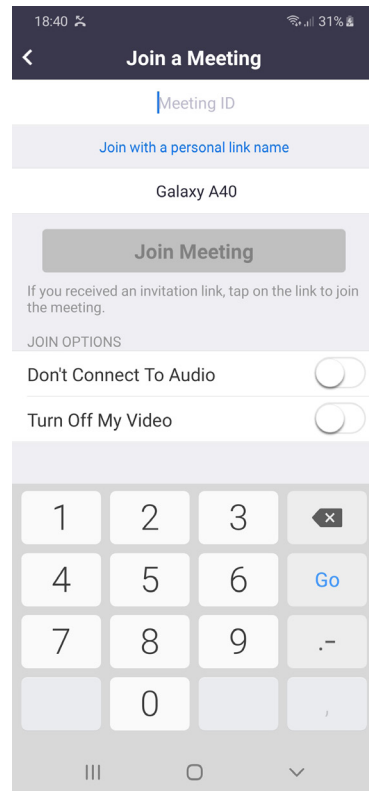


Figure 3: 'Join a meeting' screen

6. You are now in your meeting!

How to use Zoom on your laptop

7. To use Zoom on your laptop, you will need to have a camera and microphone on your device.

You can plug in earphones to the laptop. Any earphones that you have received in the box with a smartphone will have a microphone on them. You will be able to see if you have a camera because there will be a small circle above your screen.

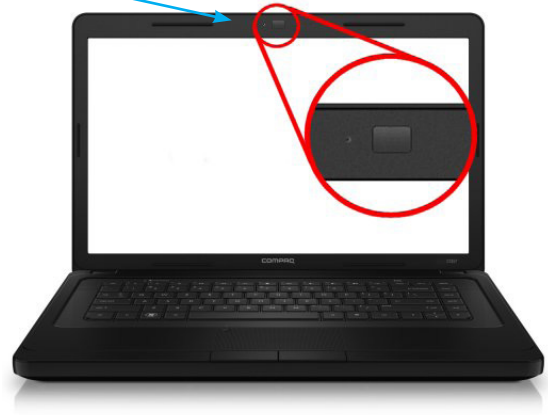


Figure 4: Image of a laptop

8. Turn on your laptop and open the internet browser.



Figure 5: Examples of internet browser icons

9. Go to the following website: www.zoom.us

10. On the top right hand side of the webpage, you will see 'Join a Meeting'.

Enter the meeting ID number (provided by the person creating the zoom meeting) and your name. If there is a password you will be asked to enter it here.

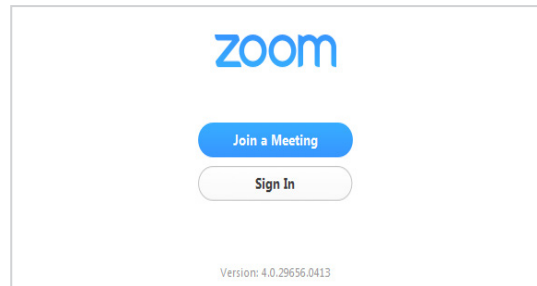


Figure 6: 'Join a Meeting' button

11. You do not need to sign up. You can use this app without signing up if you just want to chat for free and join meetings created by others.

Follow the instructions on screen to select if you would like to connect audio and/or video and then select 'Join'.

12. You are now in your meeting!