

# Training guide for video conferencing via Zoom

Jeff Knowles - Townsville Orchid Society Inc.

The following will guide you through some of the basics of using the program Zoom to a level where you can effectively participate in our on-line orchid chats.

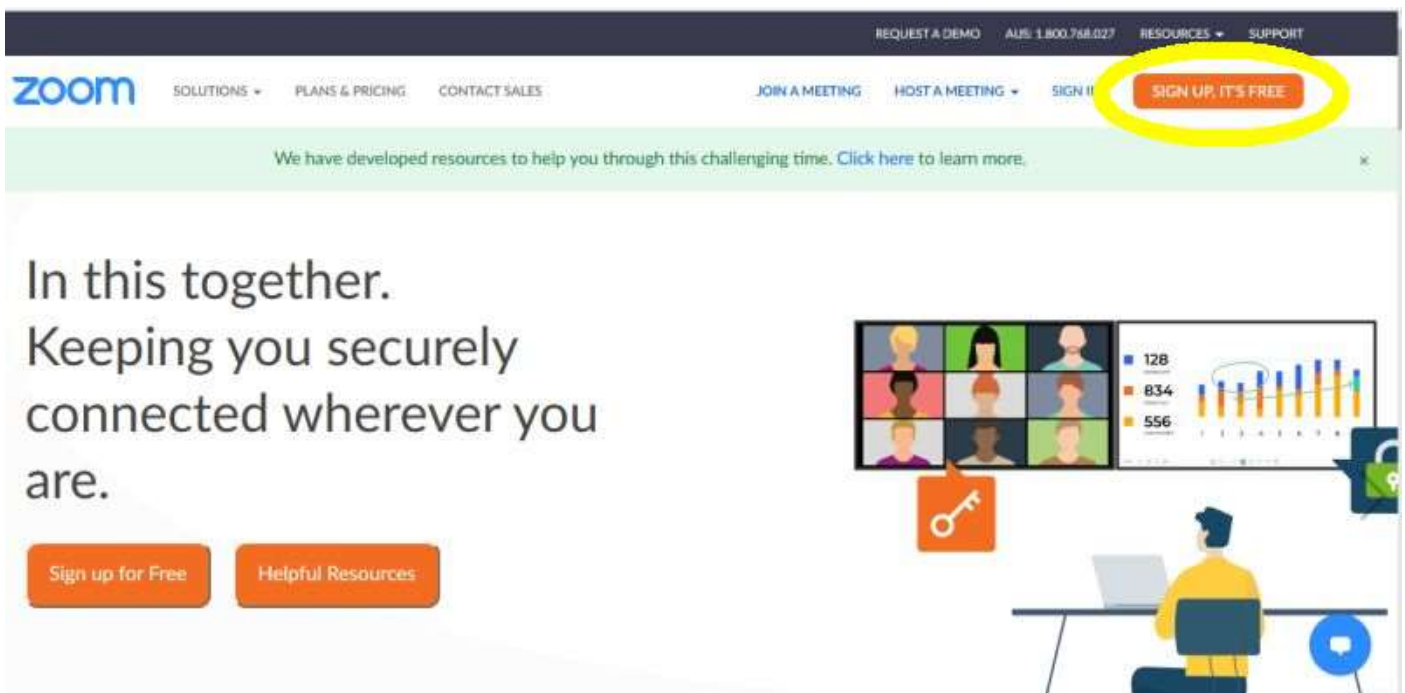
After studying this guide, you will be able to:

- ✓ Set up your Zoom account.
- ✓ Get into your Zoom account.
- ✓ Practice using your Zoom account, all by yourself.

**Let us get started.** (Hint: Look for the yellow eclipses.)

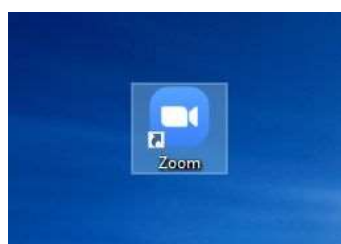
## A: Setting up your account.

1. Log in to the Zoom website at <https://zoom.us> . This should be the screen you get, or at least something like it.
2. Click on the "SIGN UP, ITS FREE" box. [I have highlighted it with a yellow eclipse.]
3. Follow the instructions to set up your account.
4. When you have done this - you now have your own Zoom account and you are all set to go.



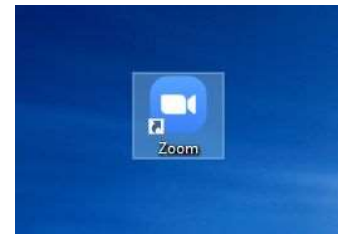
The screenshot shows the Zoom website homepage. At the top right, there are links for 'REQUEST A DEMO', 'AUS: 1.800.788.027', 'RESOURCES', and 'SUPPORT'. Below this is a navigation bar with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN UP, IT'S FREE'. The 'SIGN UP, IT'S FREE' button is highlighted with a yellow circle. Below the navigation bar is a green banner with the text 'We have developed resources to help you through this challenging time. Click here to learn more.' The main content area features the text 'In this together. Keeping you securely connected wherever you are.' and two buttons: 'Sign up for Free' and 'Helpful Resources'. To the right of the text is a graphic showing a video conference grid with 12 participants, a bar chart with data points (128, 834, 556), and a person sitting at a desk with a laptop.

5. Exit and you should now see the Zoom icon showing on your desktop.

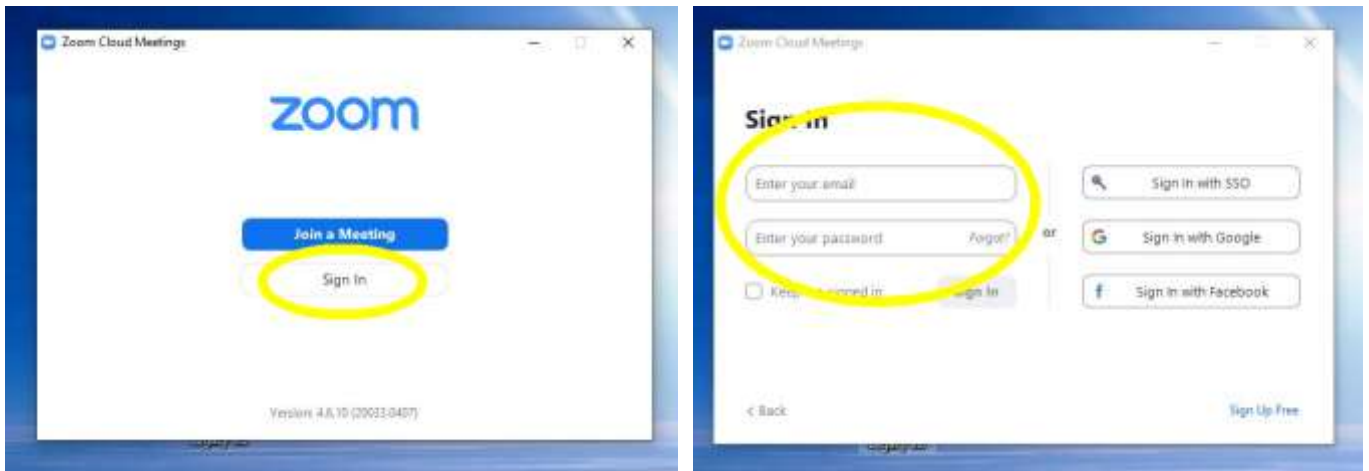


## B: Logging in to your account.

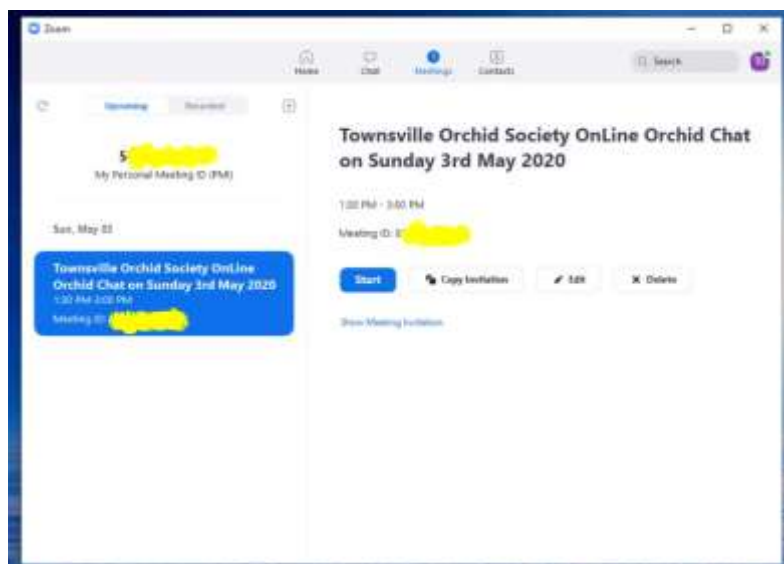
1. On your desktop you should now have this Zoom logo. Click on it.



2. Click on the "Sign In" box to access you Zoom account.
3. Enter your email and password that you used to set up your Zoom account.

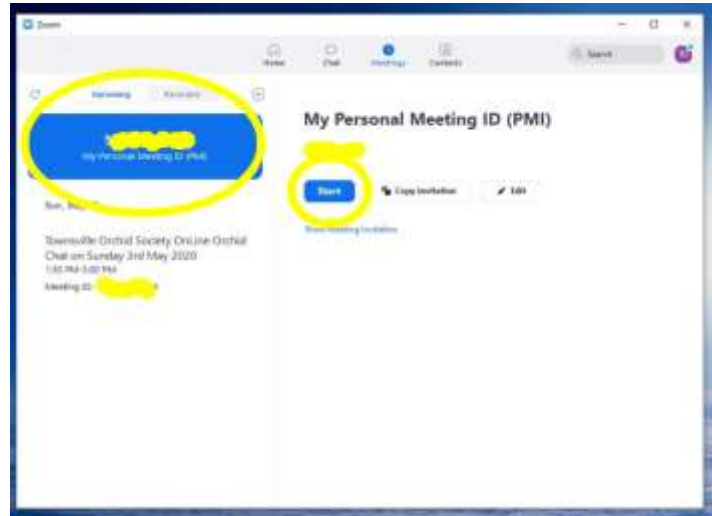


4. Presto - you are seeing your Zoom account. (In the example below because of security issues, I have painted out some information.)

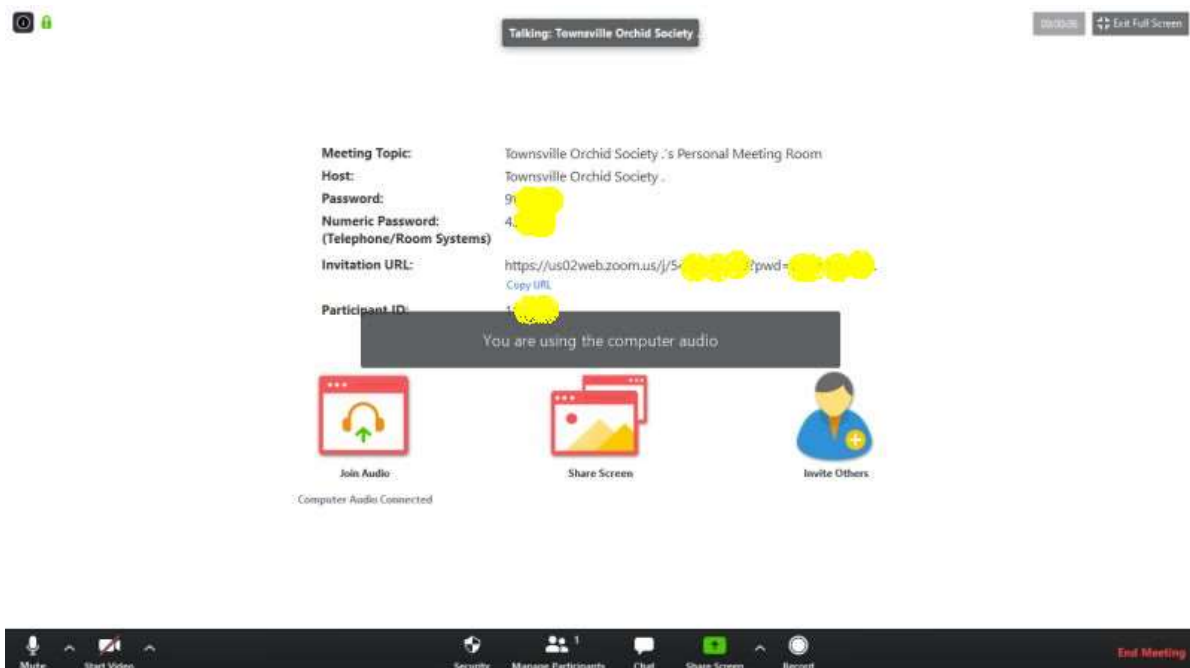


## C: Practicing using Zoom all by yourself.

1. Log into your Zoom account (see instructions B above)
2. If your "My Personal Meeting ID" box is not highlighted in blue, point to it and click.



3. Press the start button. This will start up a meeting with you as the only participant.



4. From here you can,

a. See if your microphone and camera are working. (yellow eclipse)



b. Press the "chat" button to see how chat works.



Well, now you should feel much more comfortable using Zoom. I would strongly recommend that you run your own personal meeting and have a play with all the buttons.