How to use Zoom for an Action for Carers video meeting

We're looking forward to seeing you at our Action for Carers Zoom meeting. It's not difficult to do, but there are a few steps to get started.

Once you have booked on to a group or event, we'll email you a link to the website, using your email address from the ACS database, so you can register with Zoom before the actual meeting.
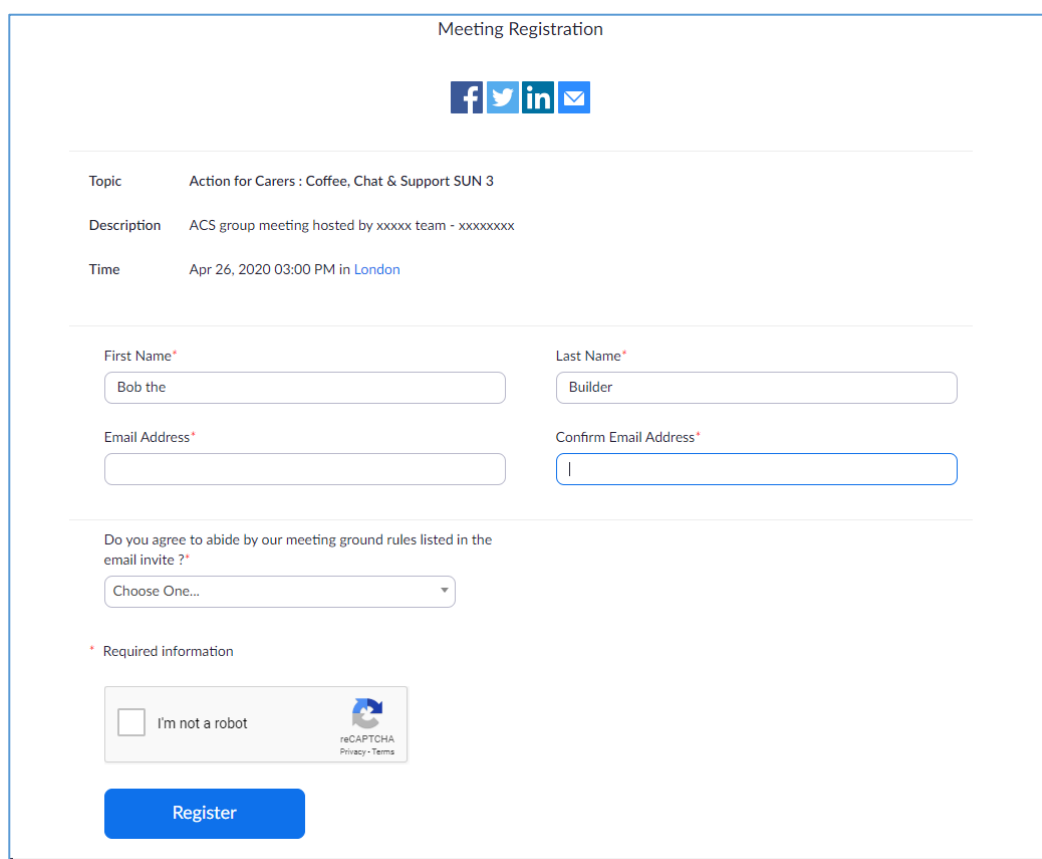
You can use Zoom on a Windows PC or a laptop or Apple Mac, as well as any smart phone (iPhone or Android). Please be aware that there could be an extra charge, if your internet service has a low usage limit or you are using data on your mobile phone.

If you do not have a computer or smart phone, you can also dial in on a normal phone and just talk to the meeting. Please contact the ACS admin team if you'd like to do it that way.

First, you will need to register on the Zoom network. You do not need to create an account but registering is part of our safety process.

How to start on a Windows PC/Laptop or Apple MAC

1. Click on the registration link in the email sent to you to get the following website

- Enter your first and last name
- Enter your email address (twice) – this is the email address used by ACS
- Agree to abide by the ground rules. As with all our meetings, you can only join in, if you agree to the ground rules
- Confirm the "I'm not a robot" check – sometimes there's a secondary check where you have to select the pictures that have a certain object in them e.g. traffic lights
- Click on the blue "Register" button

2. The screen will then look something like this

Meeting Registration Pending Approval	
Topic	Action for Carers : Coffee, Chat & Support SUN 3
Description	ACS group meeting hosted by xxxxx team - xxxxxxxx
Time	Apr 26, 2020 03:00 PM in London
Meeting ID:	985-6384-9509

Your registration request for this meeting has been submitted to the host for approval. You will receive an email regarding your registration status.

To Cancel This Registration

You can cancel your registration at any time.

This will now be with the ACS team to approve your registration

3. Once the ACS team have approved your registration, you will receive an email with your unique link to join the meeting, like this :

Hi Bob the Builder,

Thank you for registering for "Action for Carers : Coffee, Chat & Support SUN 3".

Please submit any questions to: csadmin@actionforcarers.org.uk

Date Time: Apr 26, 2020 03:00 PM London

Join from PC, Mac, Linux, iOS or Android: Click Here to Join

Password: 427227

Note: This link should not be shared with others; it is unique to you.

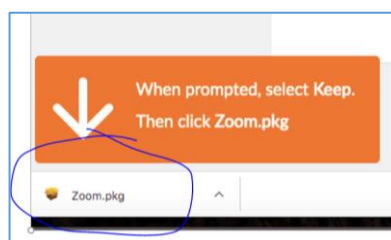Add to Calendar Add to Google Calendar   Add to Yahoo Calendar

At the scheduled time of the meeting, click on the blue "Click here to join" text.

4. If you have not previously installed the Zoom application on your device, you will now be prompted to do so. At the bottom right hand corner of the window, you will see an orange box, click under the arrow to install :
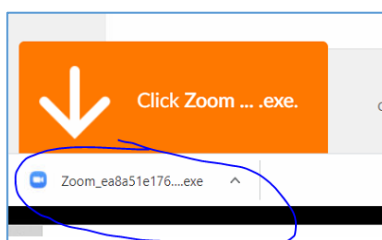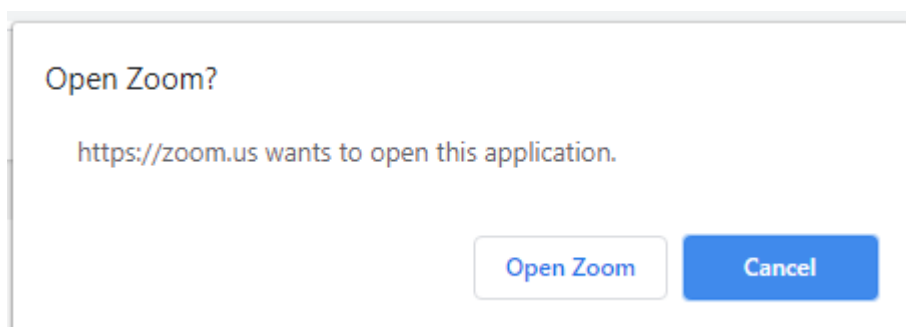

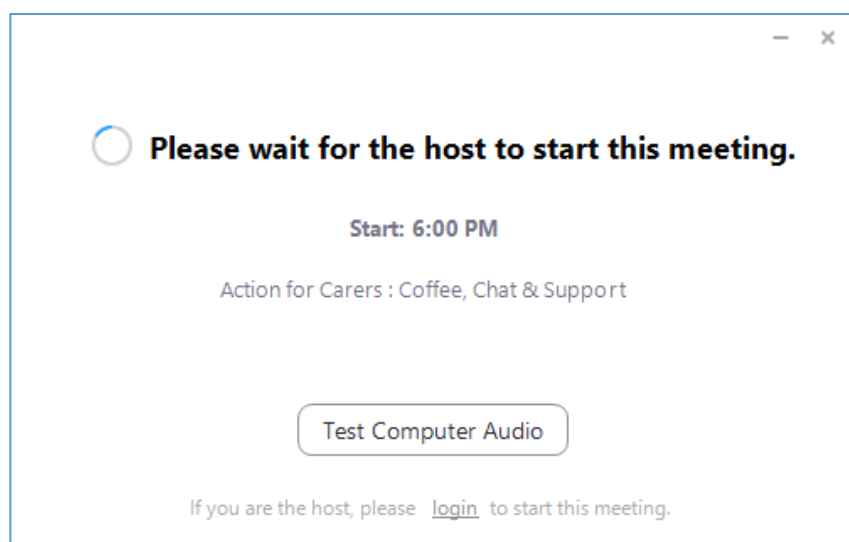On a Windows PC   On an Apple MAC

Note depending upon the setting on your computer, you may be asked to enter an administrator password to install the application.

If Zoom is already installed, you will be asked to open the application.

Click on "Open Zoom" and wait for the application to start

5. If you are early, you may get the following message

This screen will stay here until the host starts the meeting. When they do, you will be moved automatically to the next step

6. Once the meeting has started, Zoom will then open a video preview window, where you should see yourself
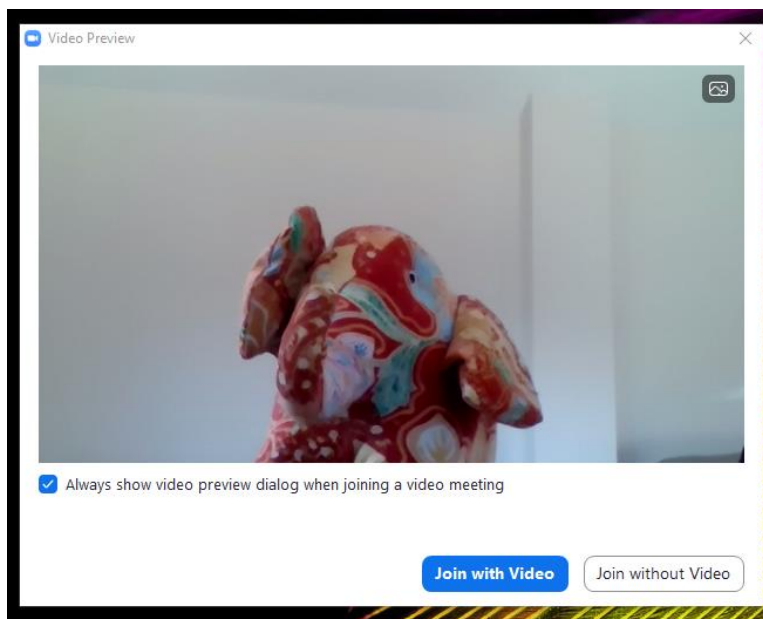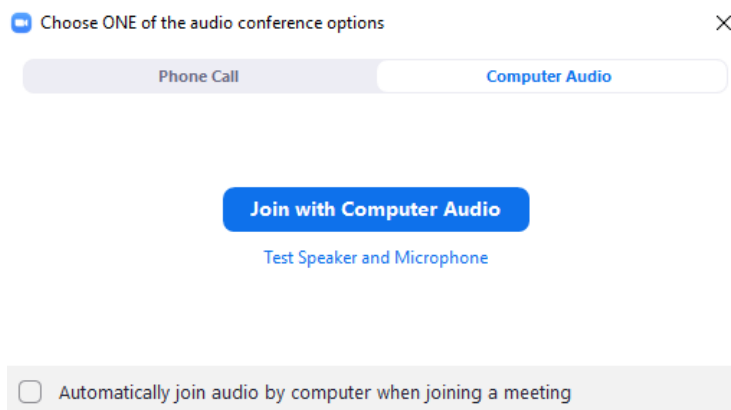

If you want to join the group but don't want to be seen, just click on 'join without video'.

7. You will then be held temporarily in a waiting room while the host checks your identity. You will see a screen like this:
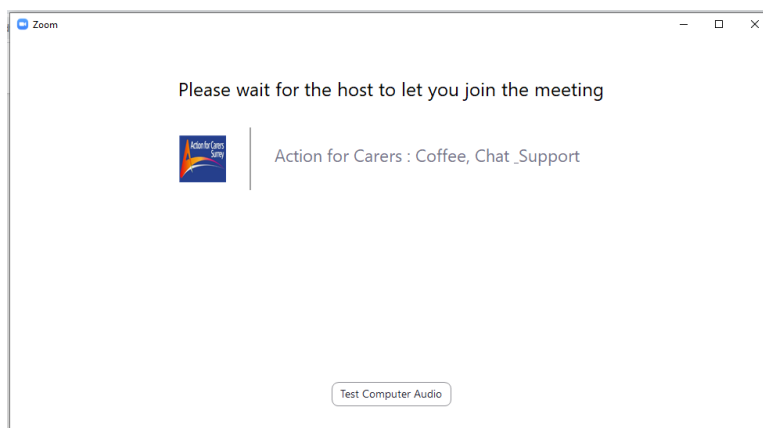
8. Once you have been verified by the host, Zoom will ask you for your audio preference:

Please choose "Join with Computer Audio" – this gives the best experience. If you cannot use the computer audio, you can dial the number in your invite email. *Please note that this is a standard rate number.*

9. Then you are in the meeting.

Tips & tools

The following tools can be used in the meeting (You may have to move your mouse over the window to see these options):

- At the top left corner of your window you have a full screen option (the broken square) and a toggle between Speaker view and Gallery view.
    - o Gallery view will allow you to see all participants on the screen at one time (note this may go over more than one page if there are a lot of participants)
    - o Speaker view will have one large image of whoever is speaking at the time, with smaller windows of a selection of other participants.

 or
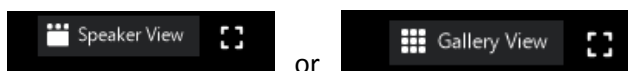
- At the bottom left of the screen you can blank out the image of you, or mute the sound of your voice at any time (for example, if you need to talk to someone at home with you)
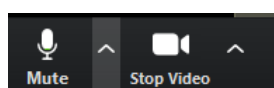
- If your audio is on mute, you can temporarily unmute yourself without clicking on the "Unmute" button. To do this, press and hold the spacebar – you can then be heard while you have the spacebar held down.
- To leave the meeting, click on "Leave meeting" at the bottom right of the screen or just close the screen.
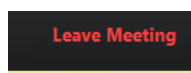
- Don't forget that the others at the meeting can see you and everything behind you, so be aware of what's there – photos, members of your family, passing pets, any private or identifying information. Just make sure there's nothing you'd rather we didn't see.