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Zoom Basics Training

Simone Sav - PPN Network Manager

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Summary

PART 1

- SIGN UP vs. SIGN IN
- Account opening: step-by-step demonstration
  - Validating the account
  - Protecting your password and online security
  - Setting up
  - Logging out
- Downloading the Zoom app

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Summary

PART 2

- How to set up a meeting and send invitations
- Zoom Meeting functions
  - Video
  - Microfone
  - Chat
  - Share
  - Choose background
- Conclusions

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Summary

- Please keep your microphone on mute

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What is Zoom?

- Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats - and it lets you record those sessions to view later.
- You can be a participant to a Zoom meeting - no account needed
- You can be a host - opening account needed
- Free version of Zoom (40 minutes meetings free)

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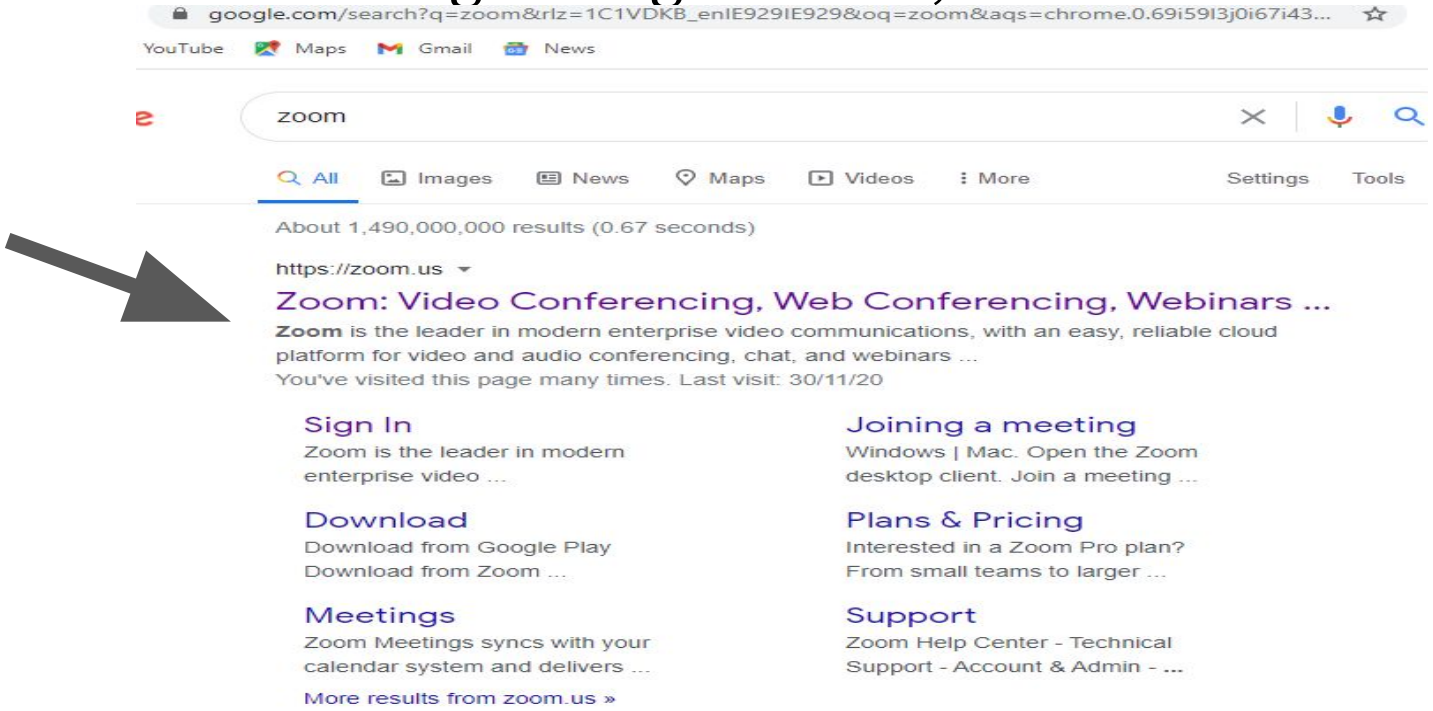
Zoom Website

Search ‘Zoom’ through Google search, click on main link



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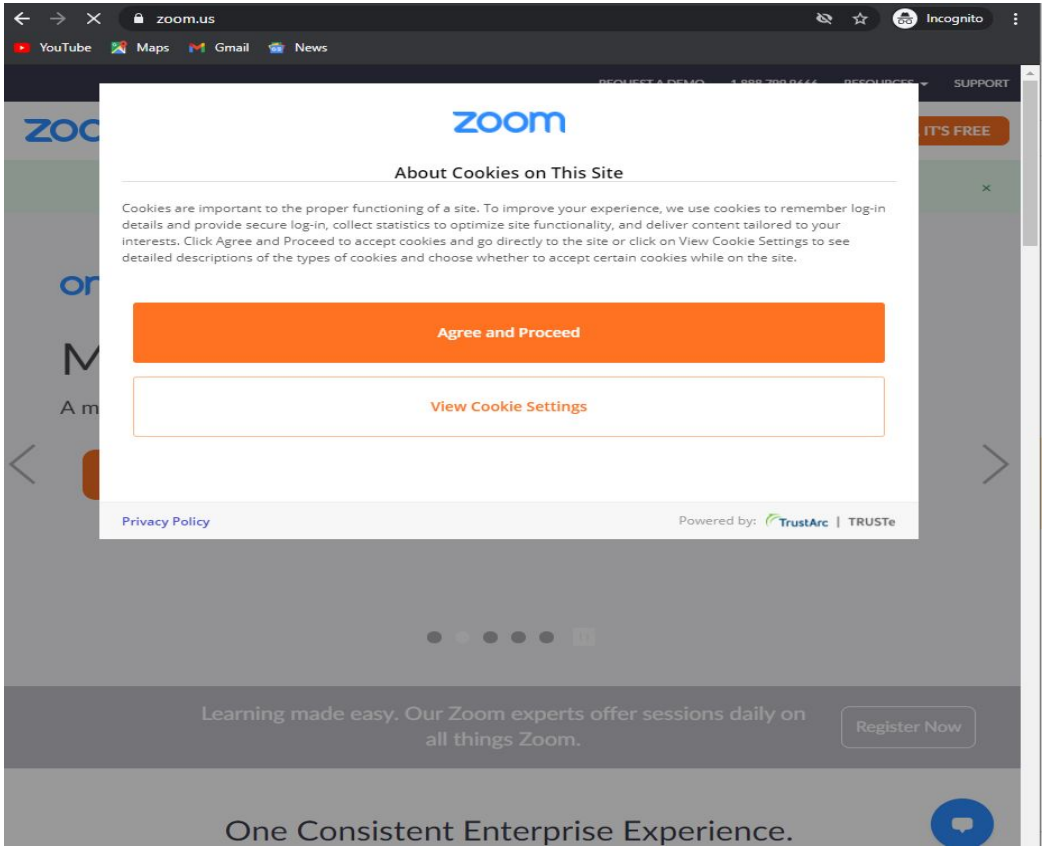
Zoom Website

Agree to cookies

- General approval
- Customised



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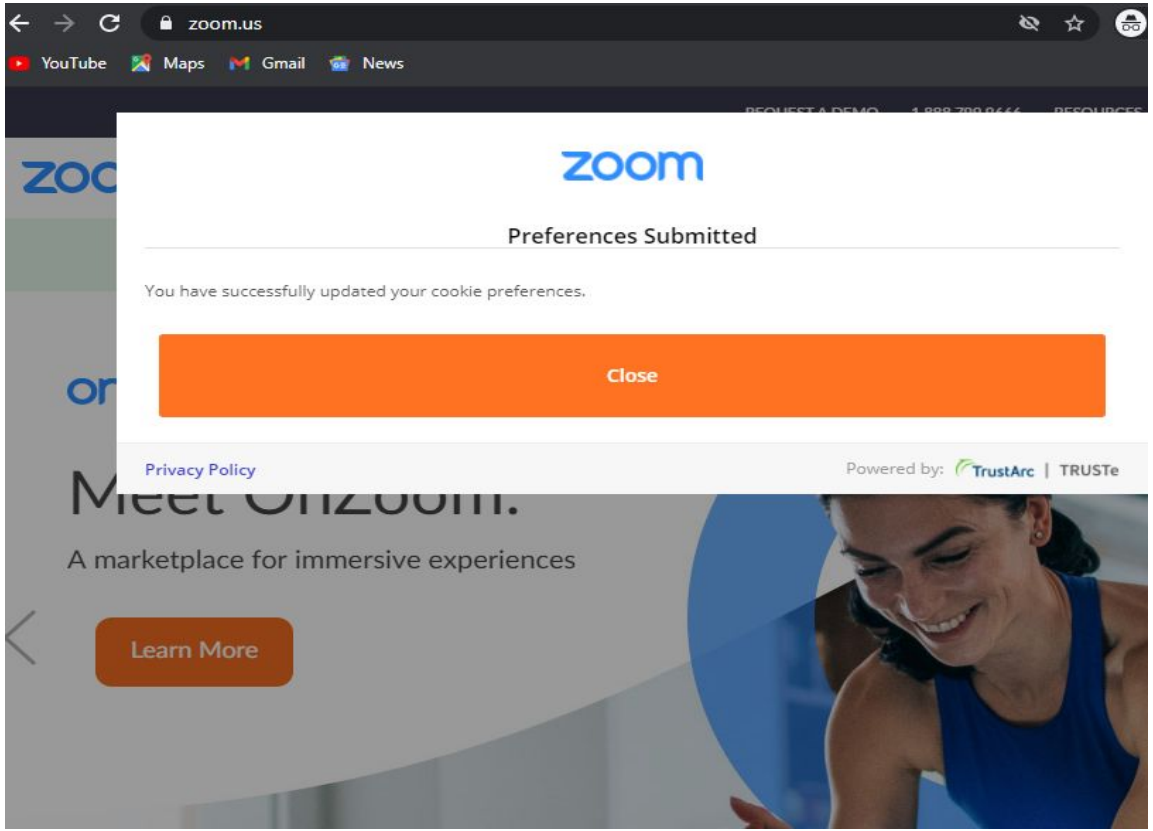
Zoom Website

Agree to cookies

- Closing preferences



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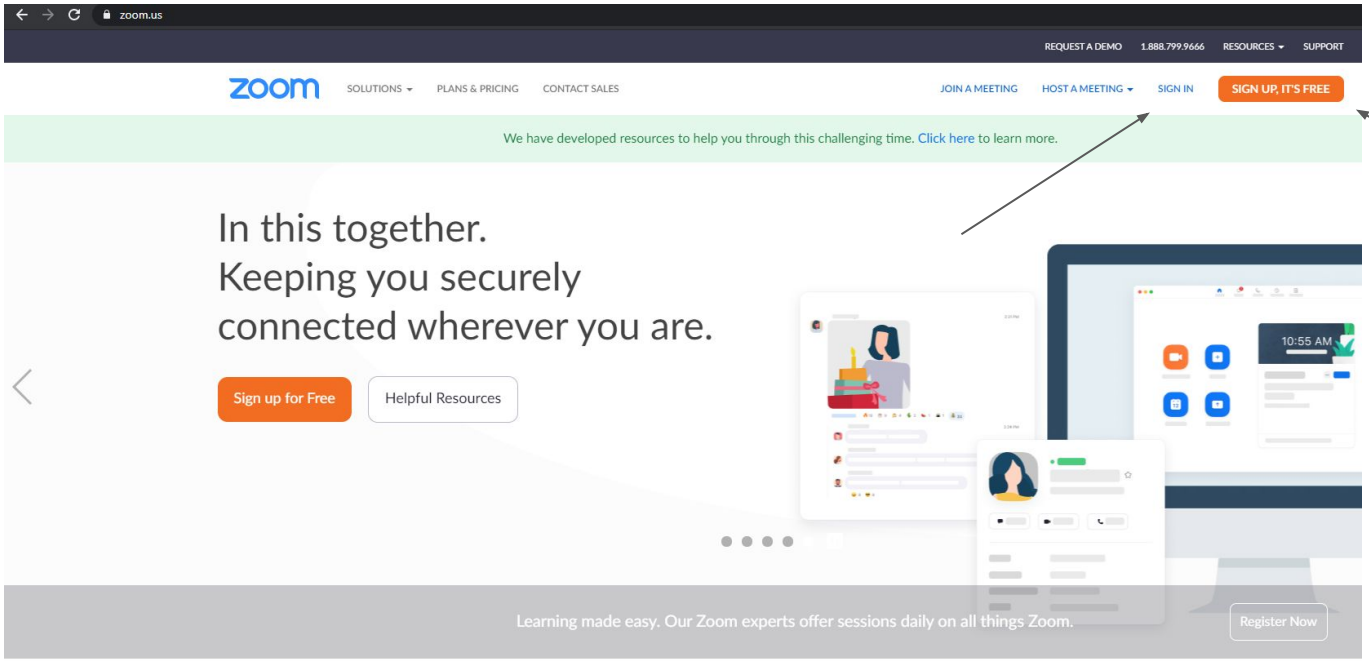
SIGN UP vs SIGN IN



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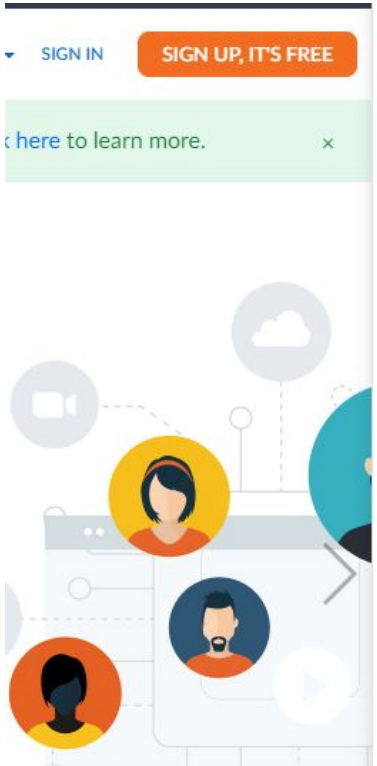
SIGN UP vs SIGN IN

SIGN IN

- Repeated action
- Needed to set up meetings



SIGN UP

- One time only
- Decide on password
- Open account
- Validate account

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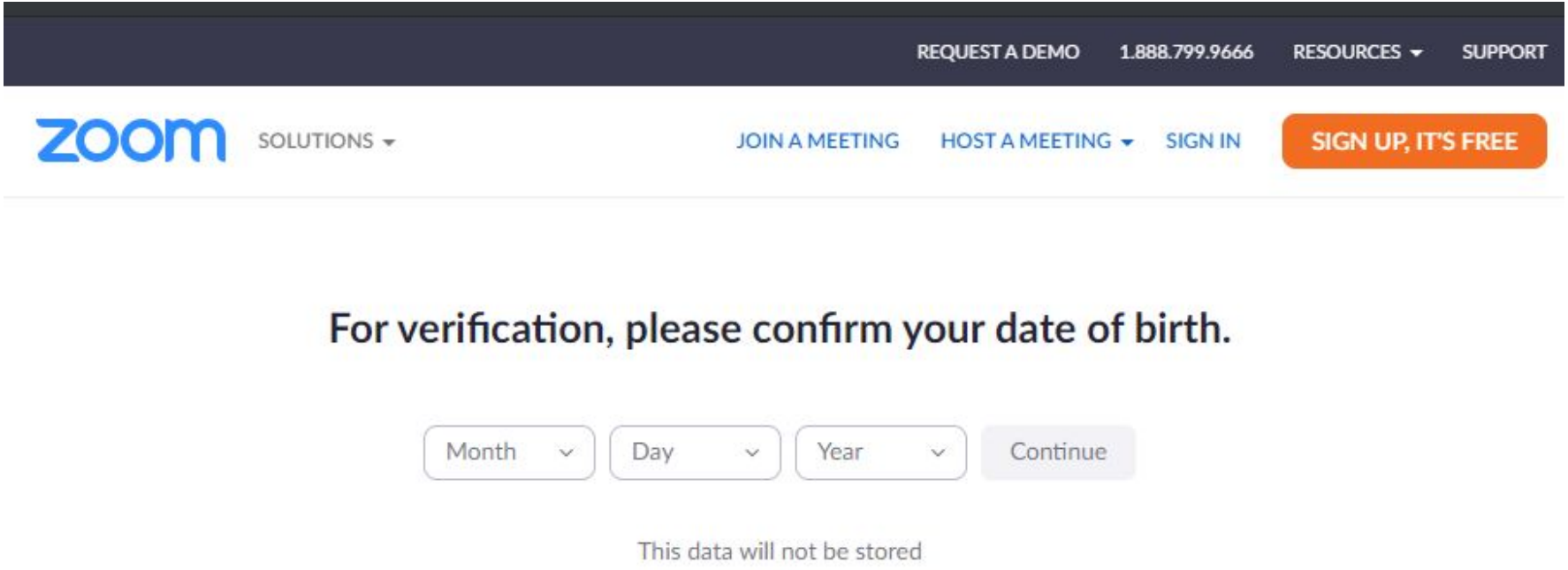
Opening Account

- After clicking on Sign up, fill in DOB details



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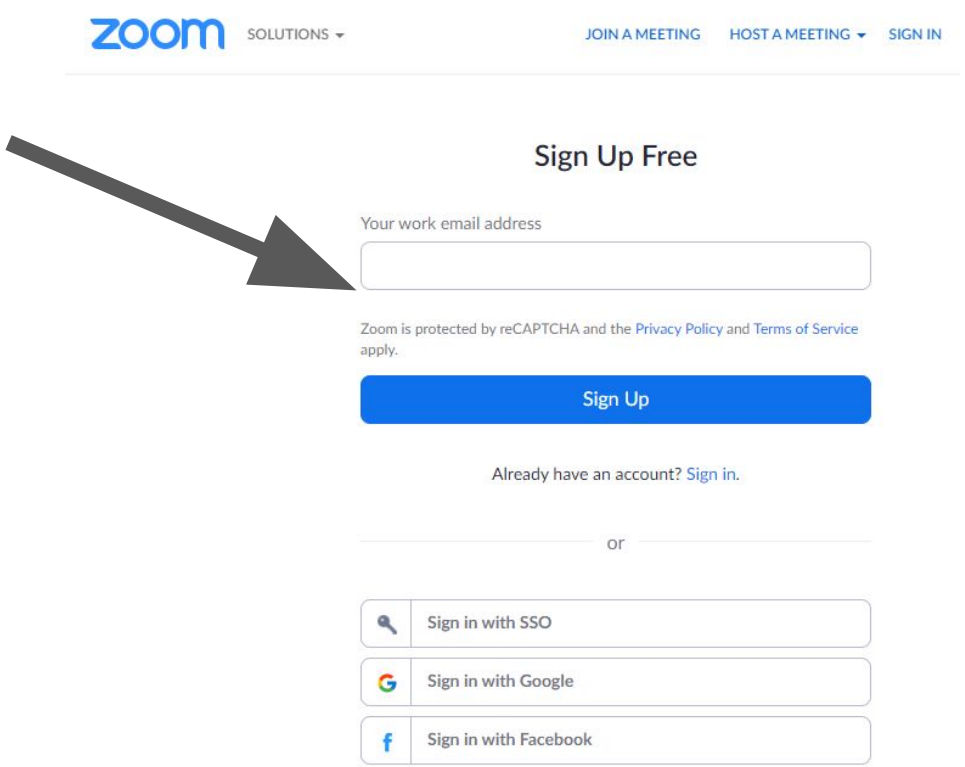
Opening Account

- Fill in your email



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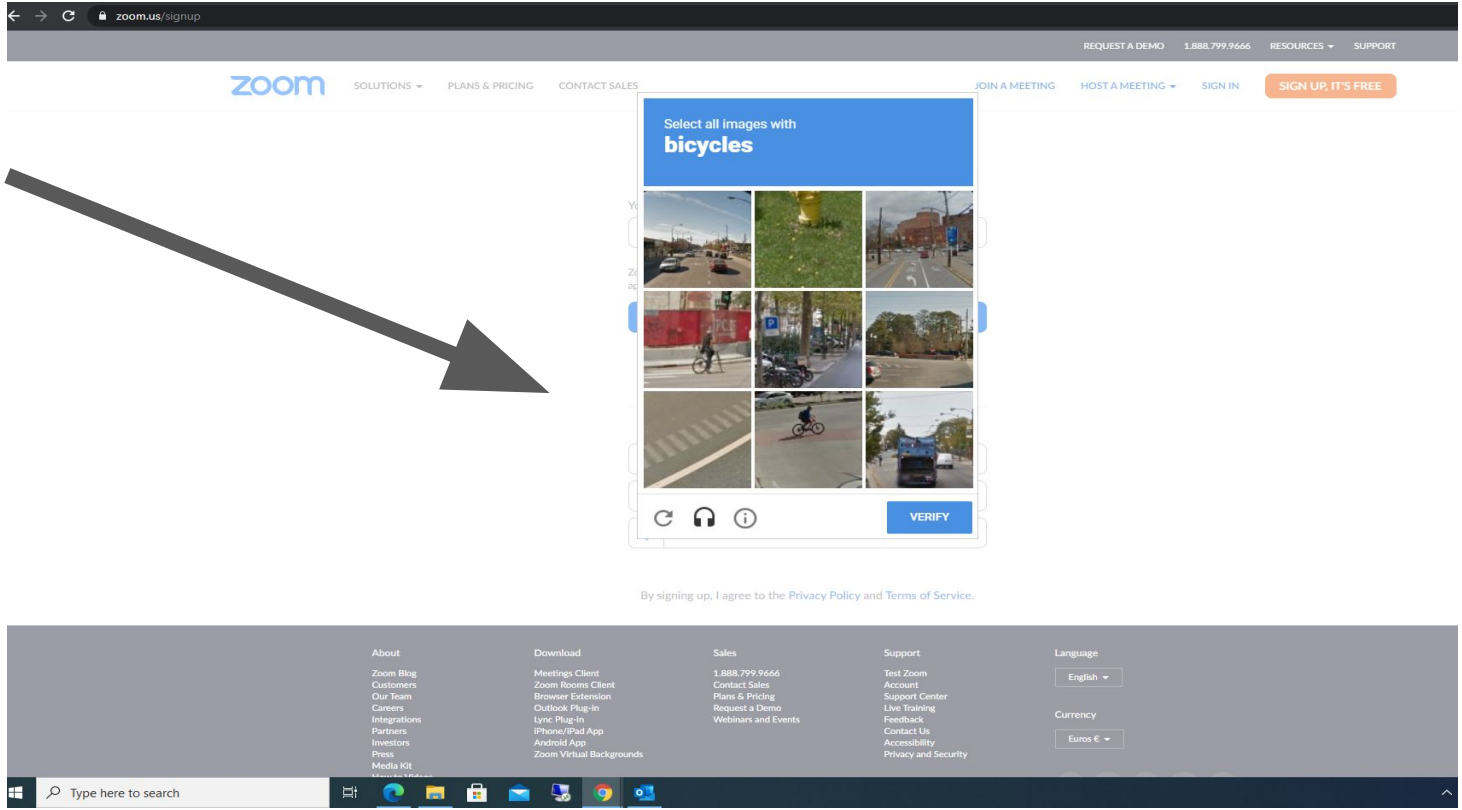
Opening Account

- Security test



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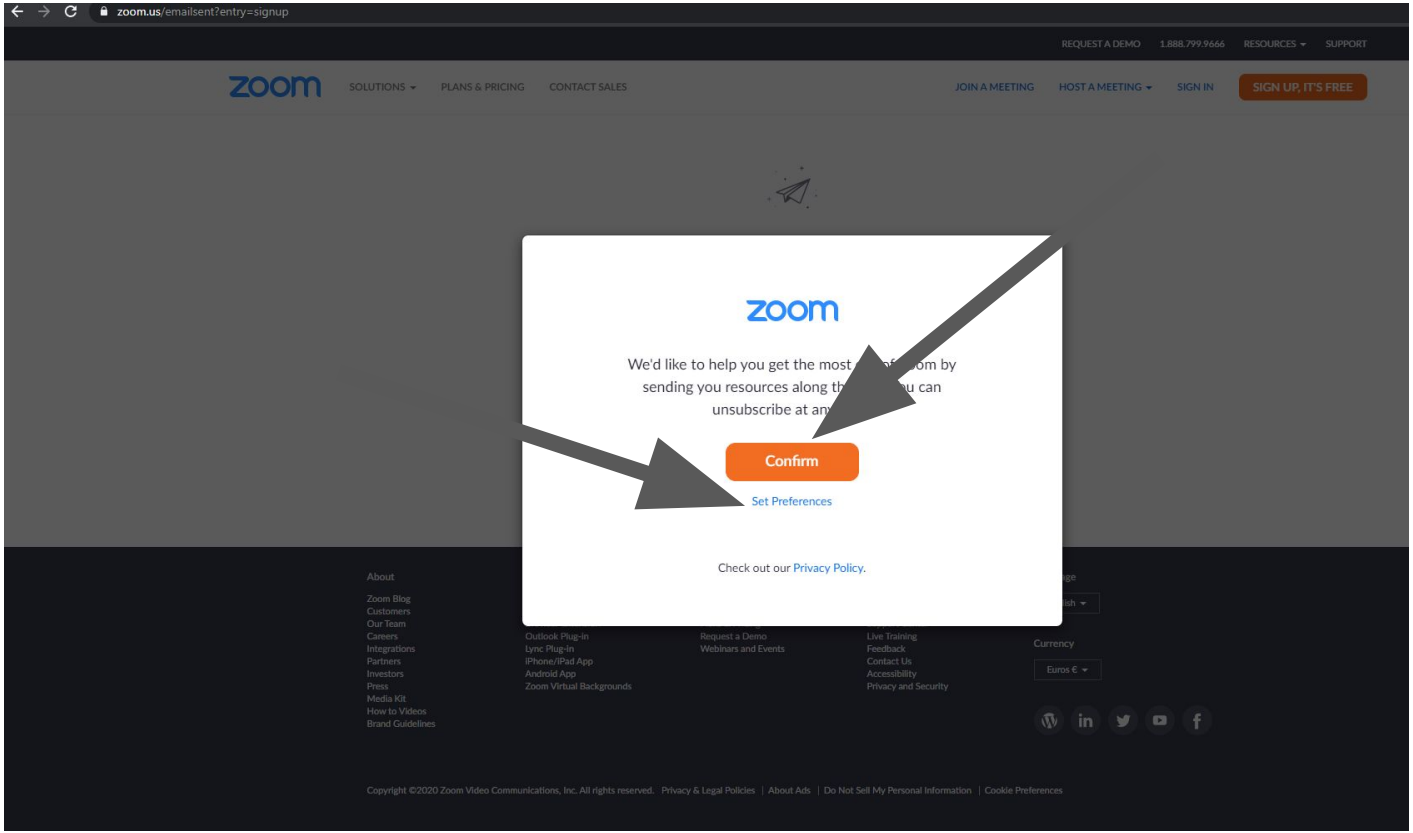
Opening Account

Setting preferences

2 options



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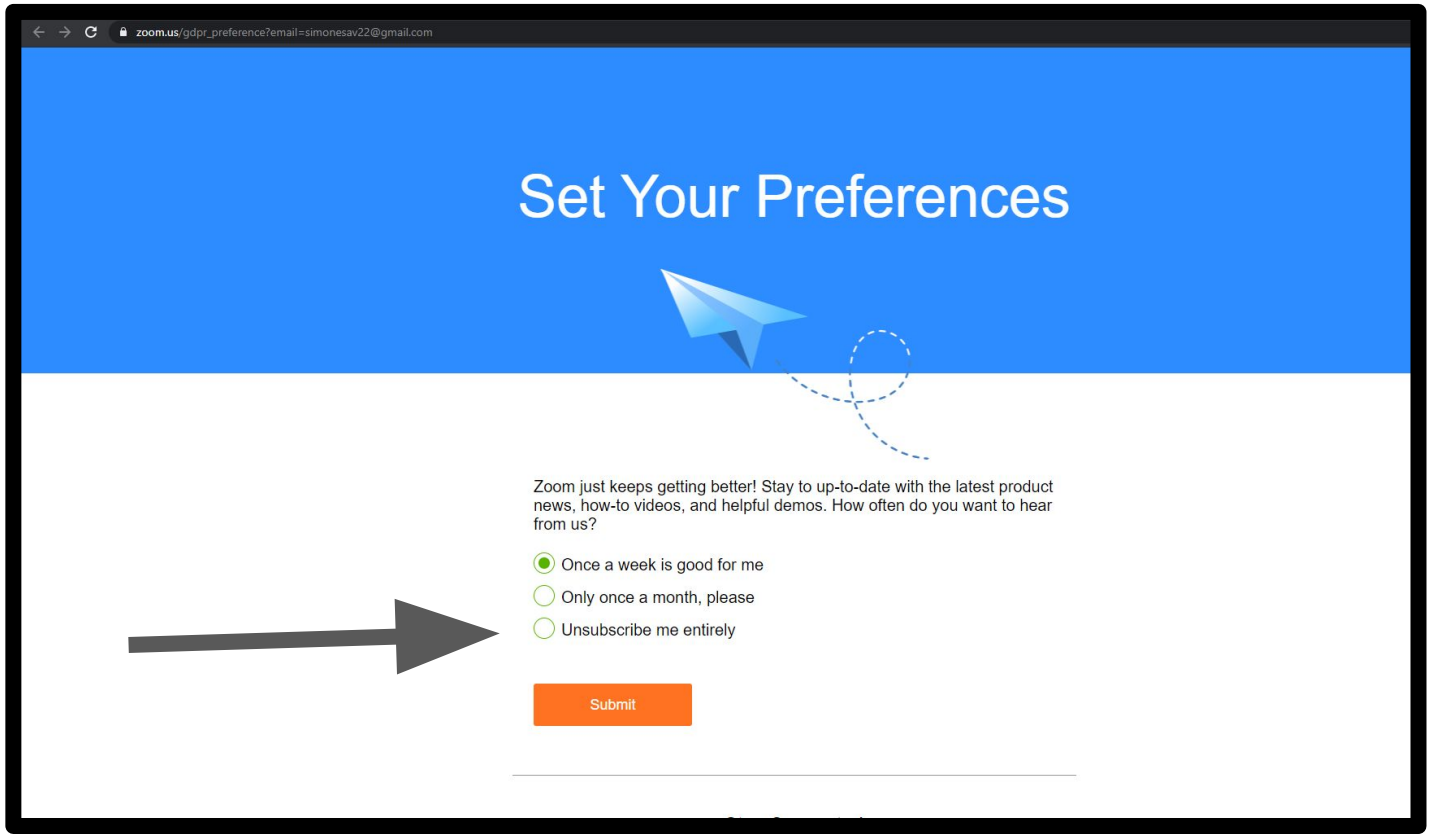
Opening Account

Customised preferences



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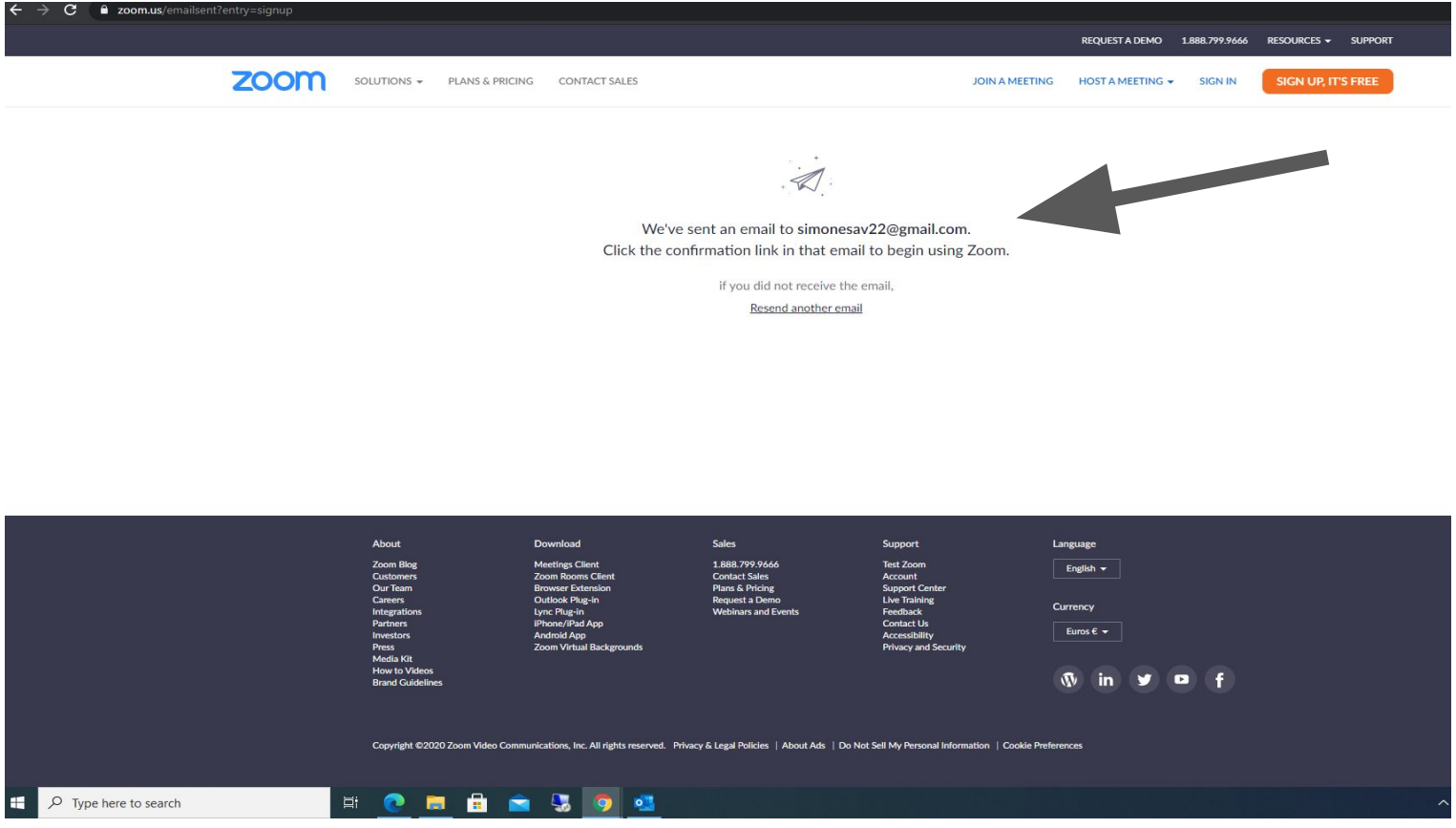
Validating Account

Email validation needed



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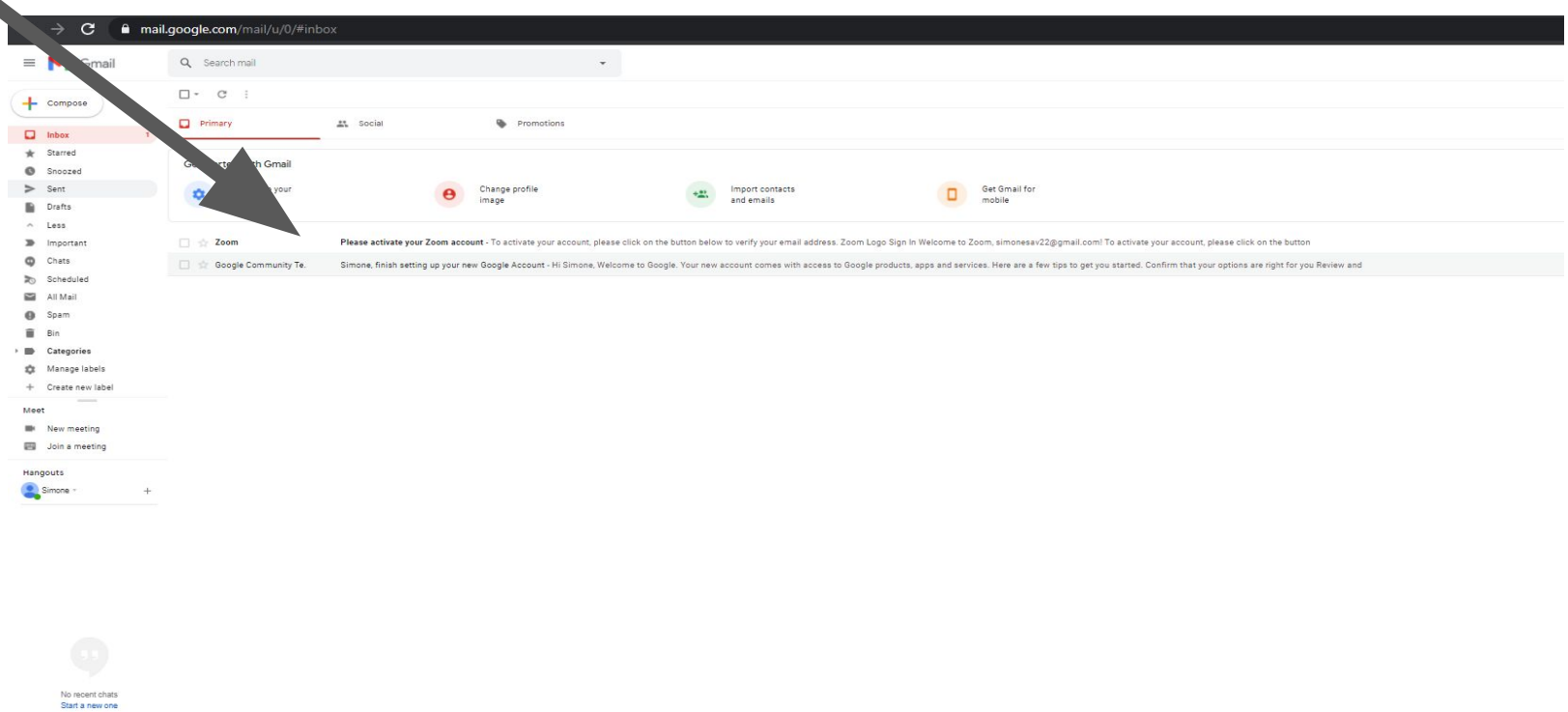
Validating Account



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Validating Account

If you do not receive the email:

- Check the SPAM folder
- Check the PROMOTIONs folder (eg Gmail)

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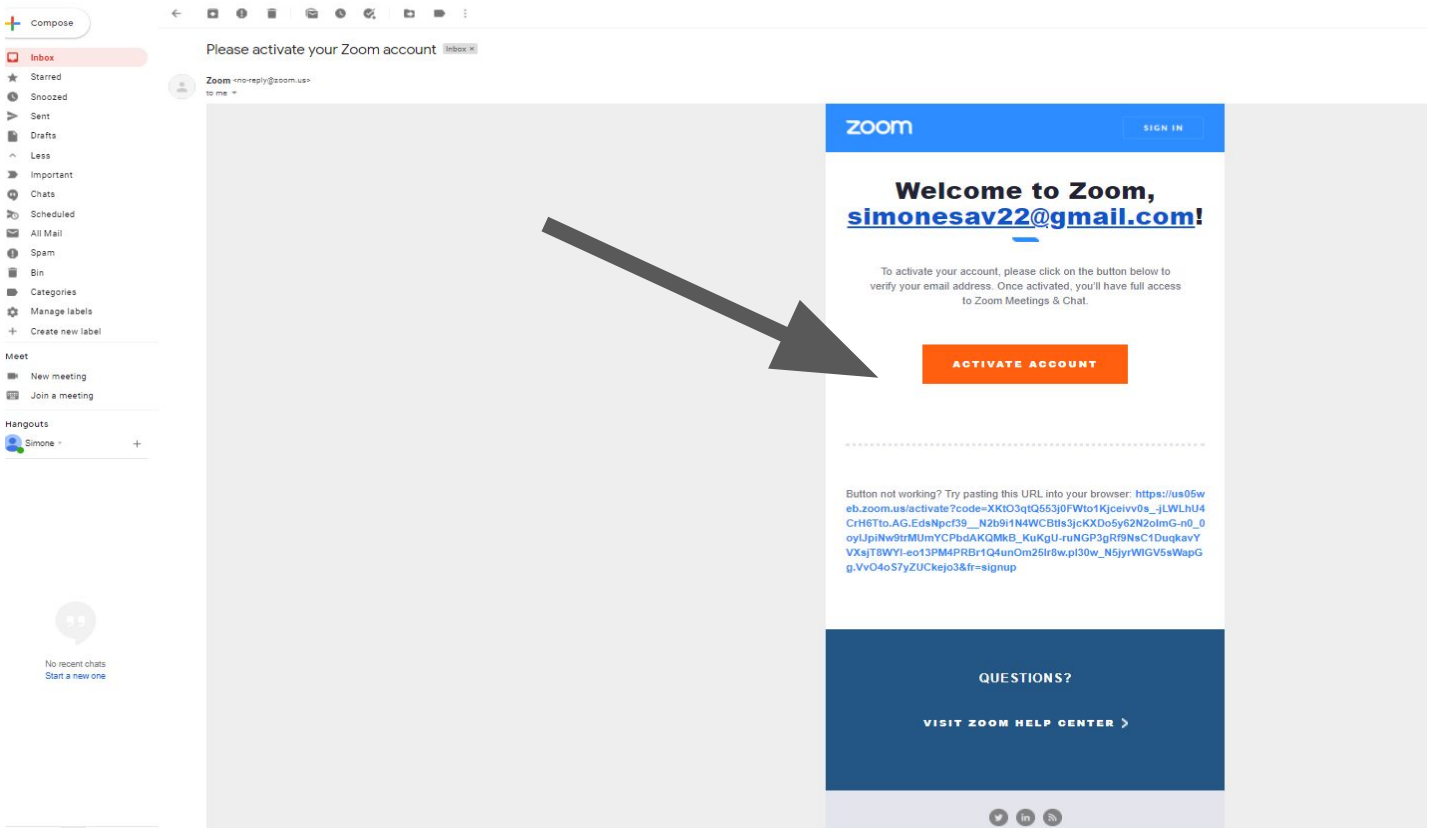
Validating Account



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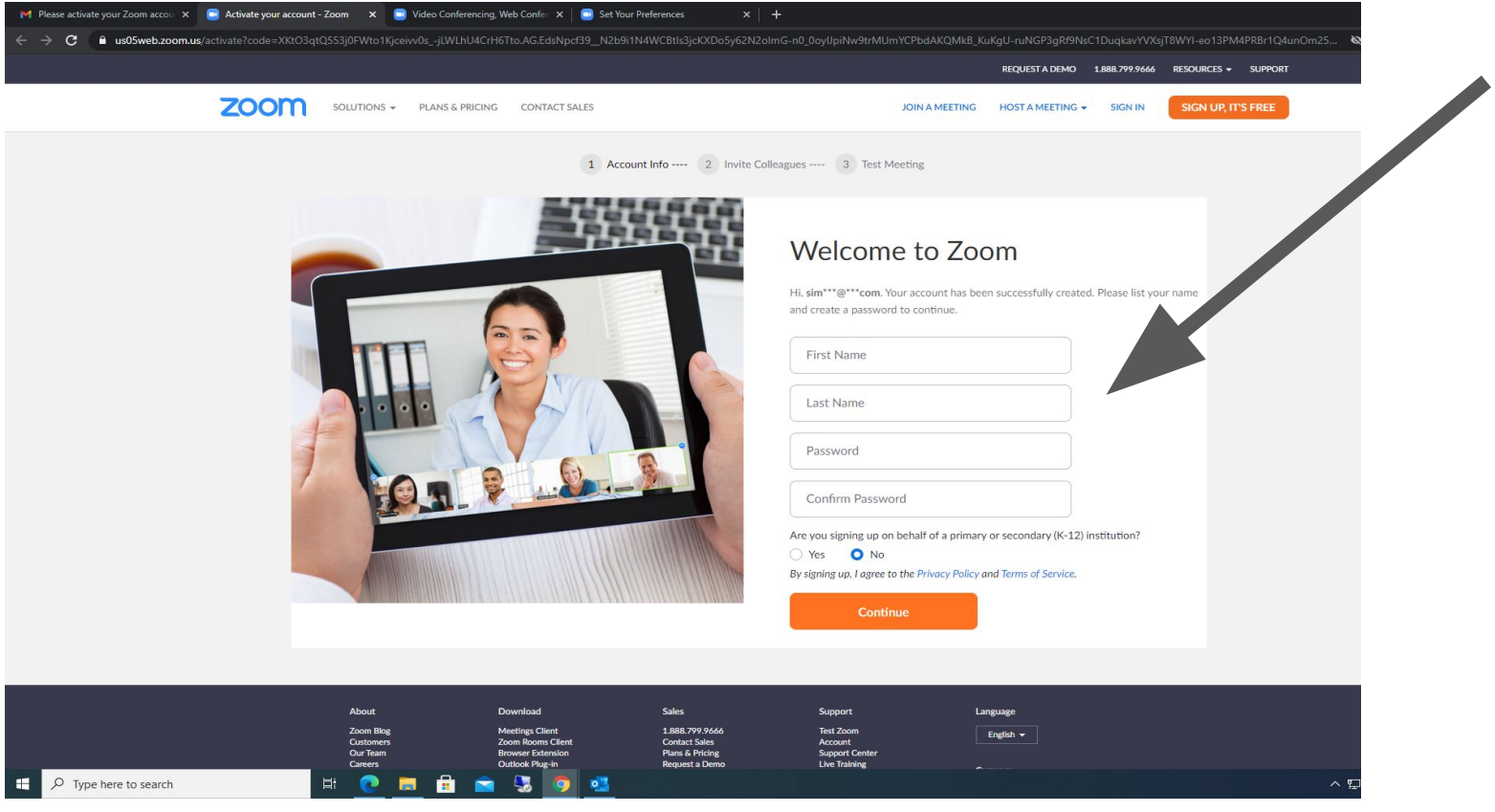
Validating Account



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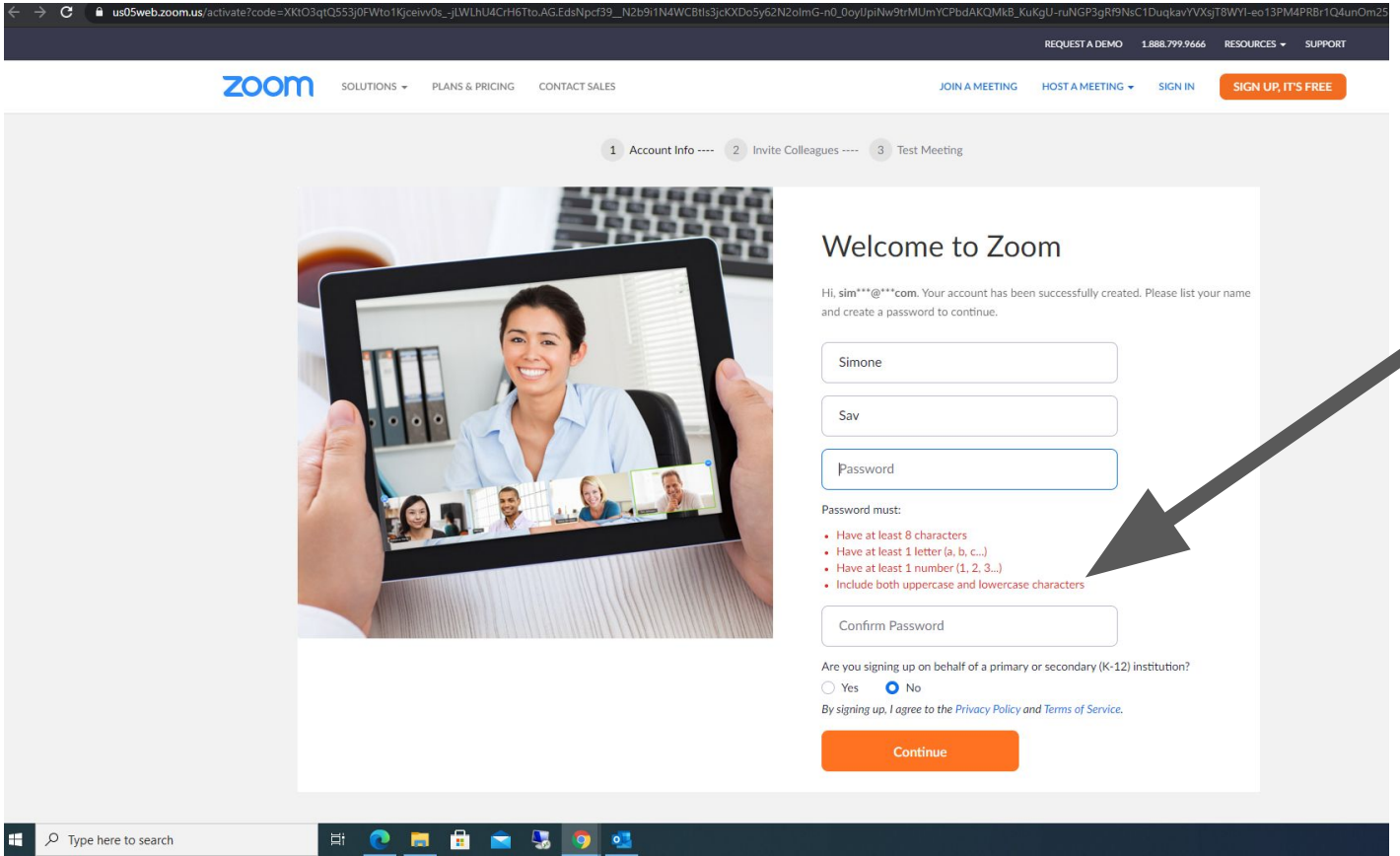
Protecting the password



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Protecting the password

1. Have a different password than that of your email.

2. The free version of Zoom (described here) does not ask for bank details to open an account.

3. If you receive emails that seem to come from Zoom about the need to pay for this free account, please do not give your personal details (phishing).

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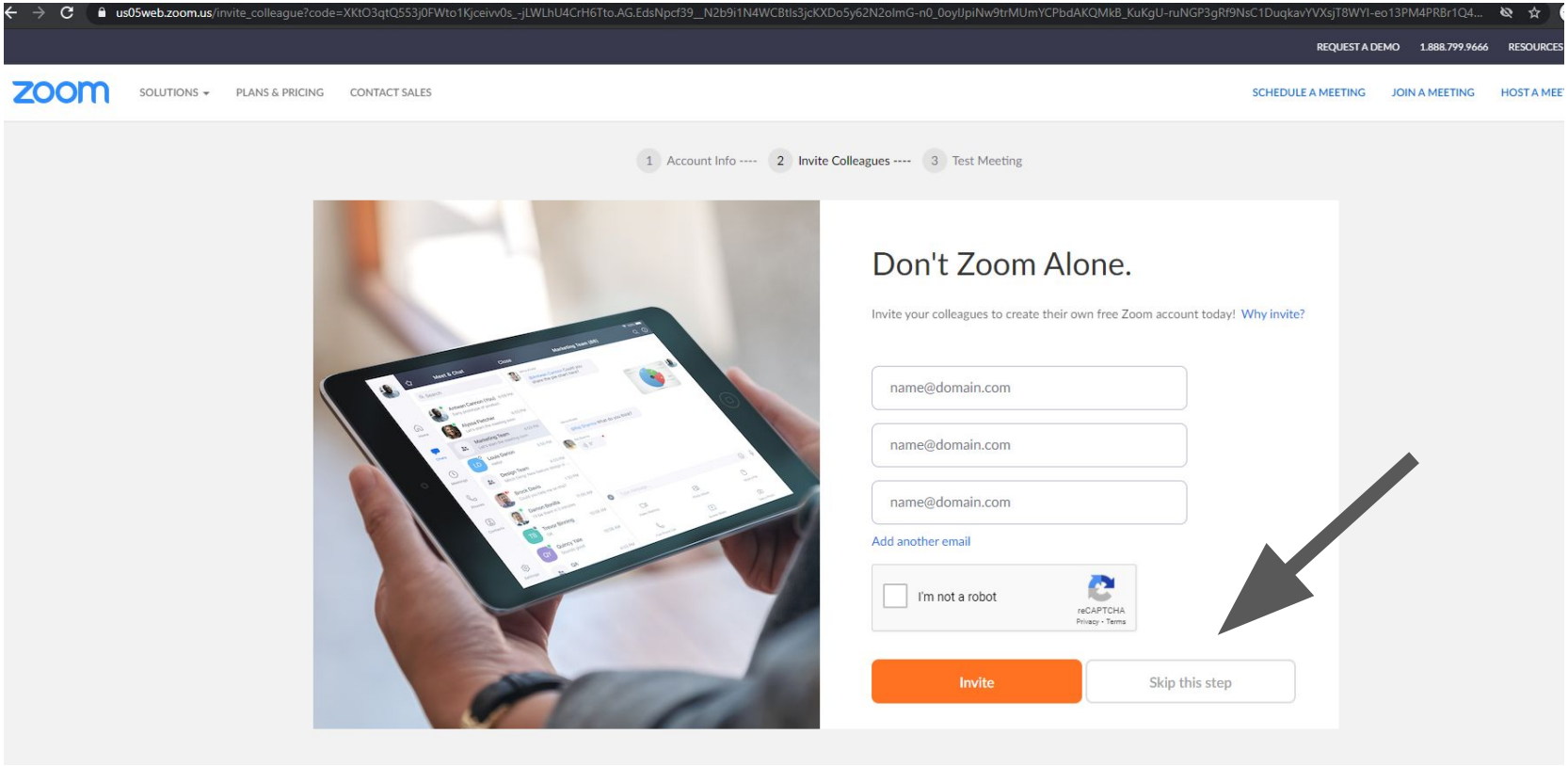
Setting up



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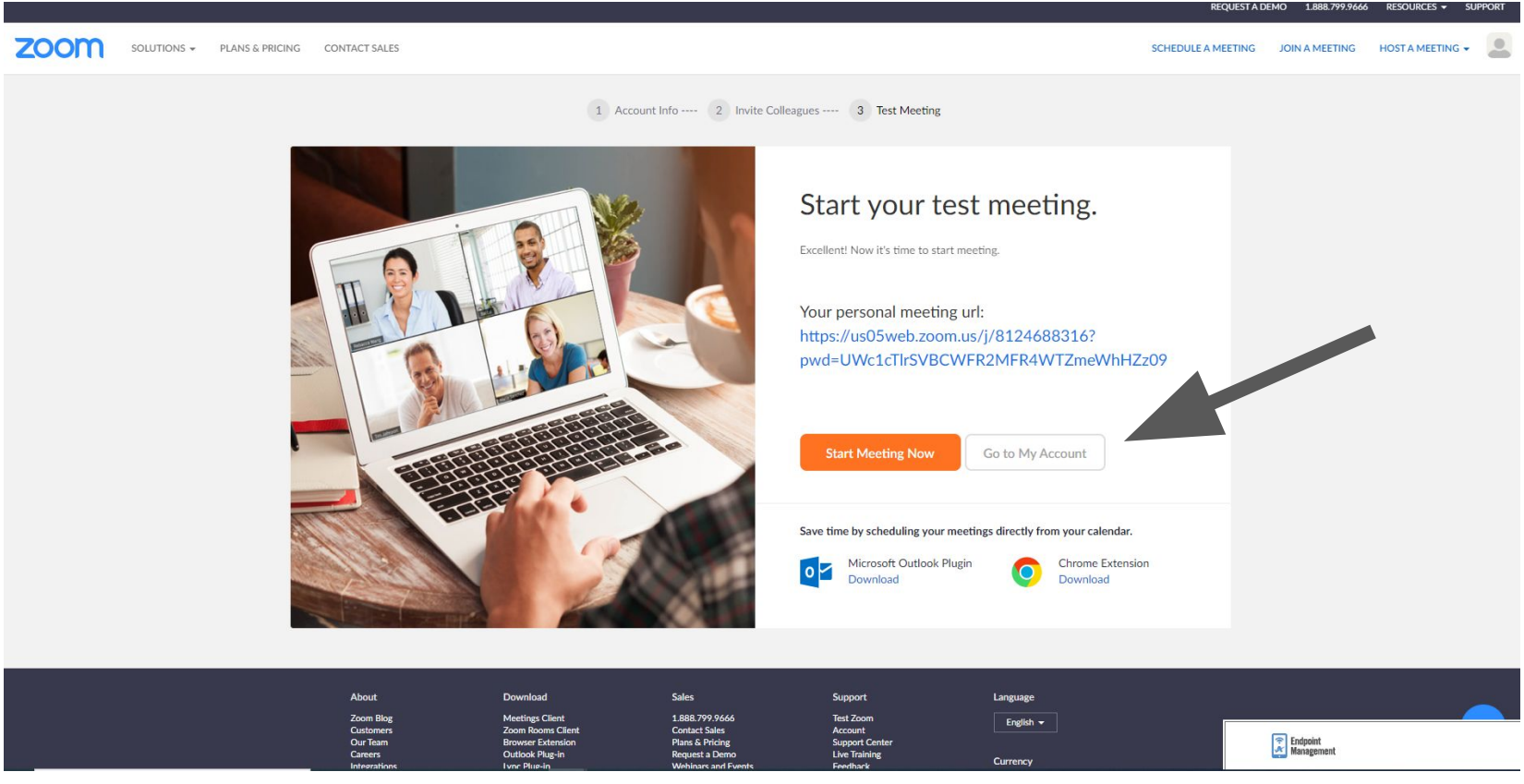
Setting up



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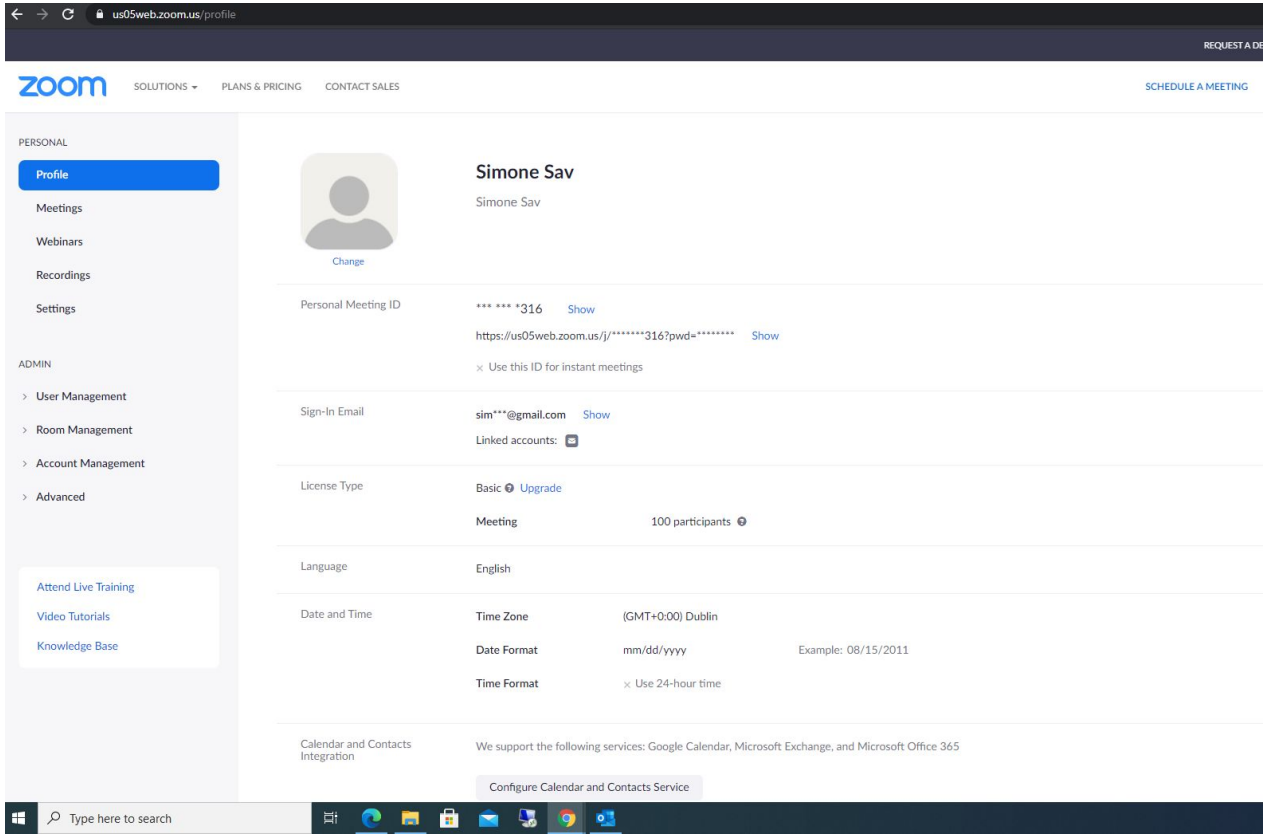
Setting up



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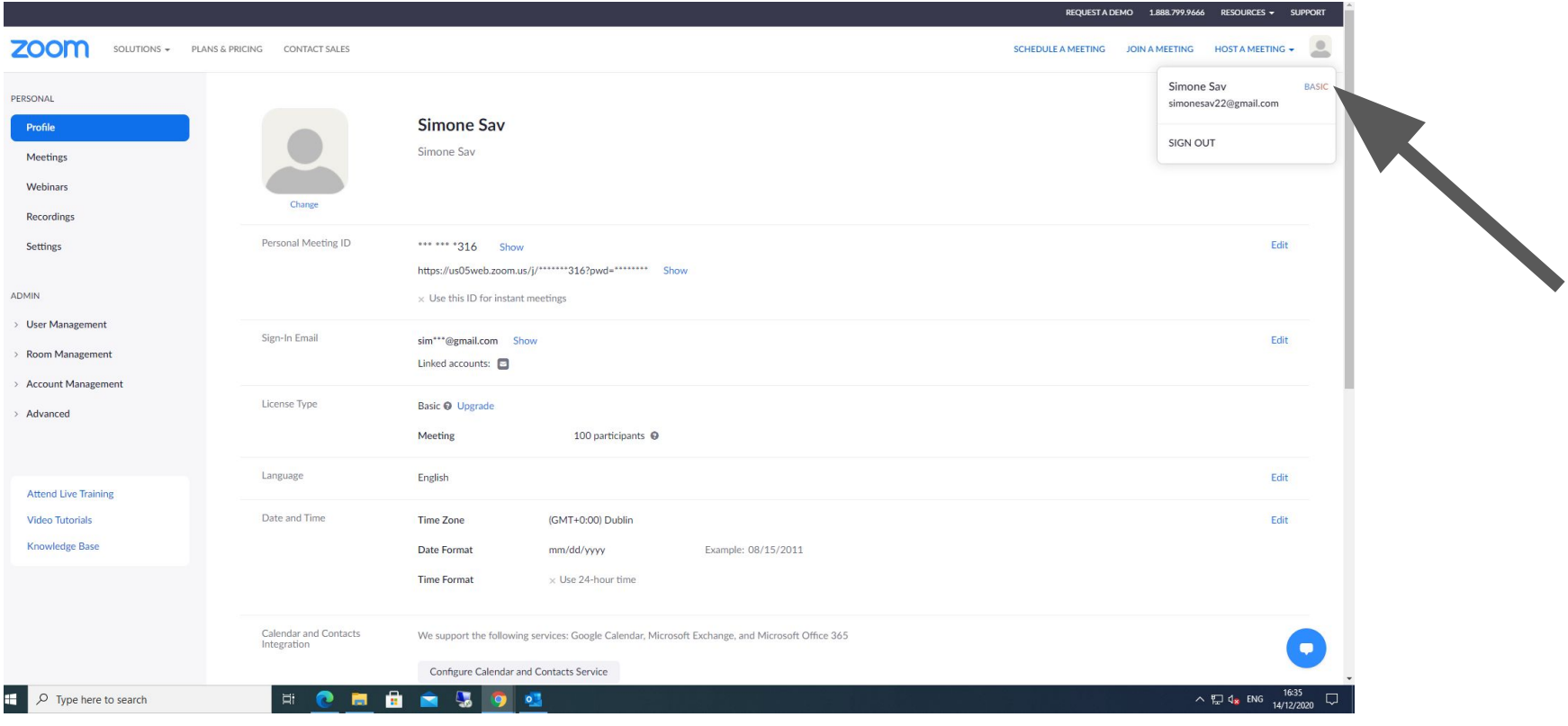
Logging out



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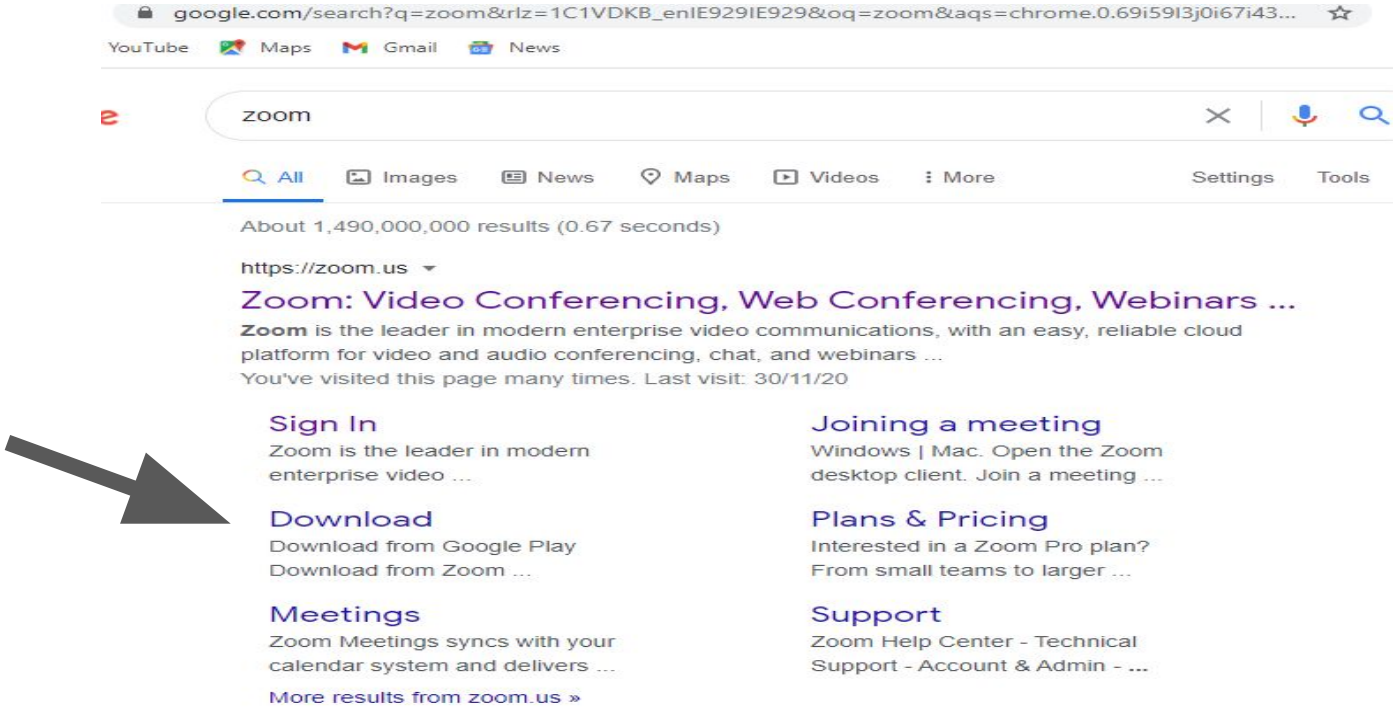
Download Zoom App

Search ‘Zoom’ through Google search, click on Download



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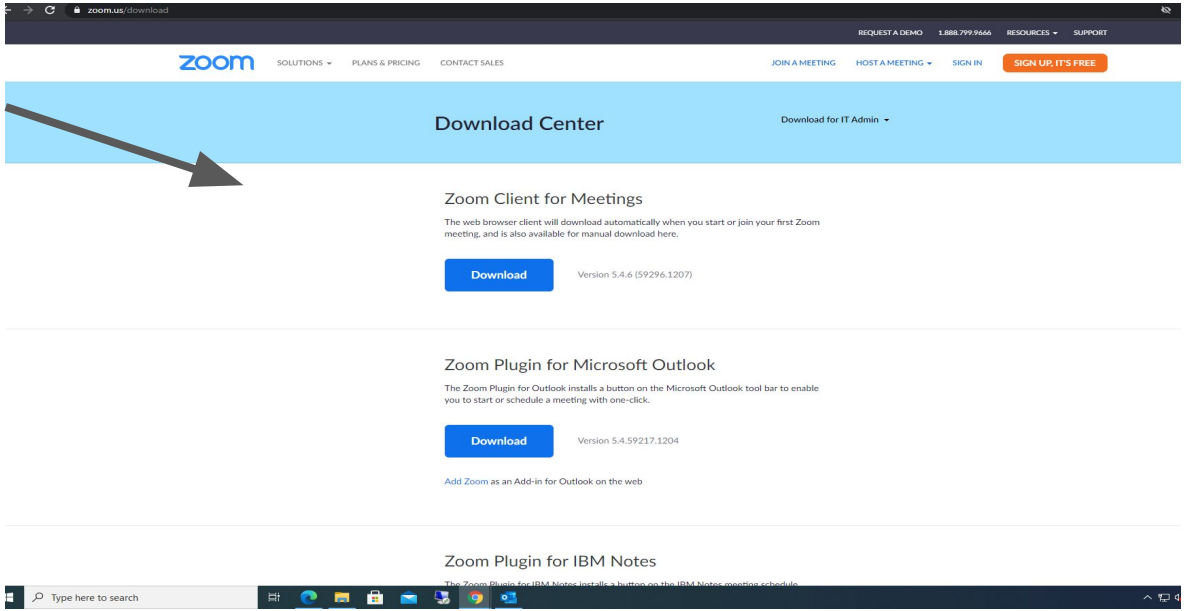
Download Zoom App

Select first option (second option works as well for laptops).
For tablets and phones select Android



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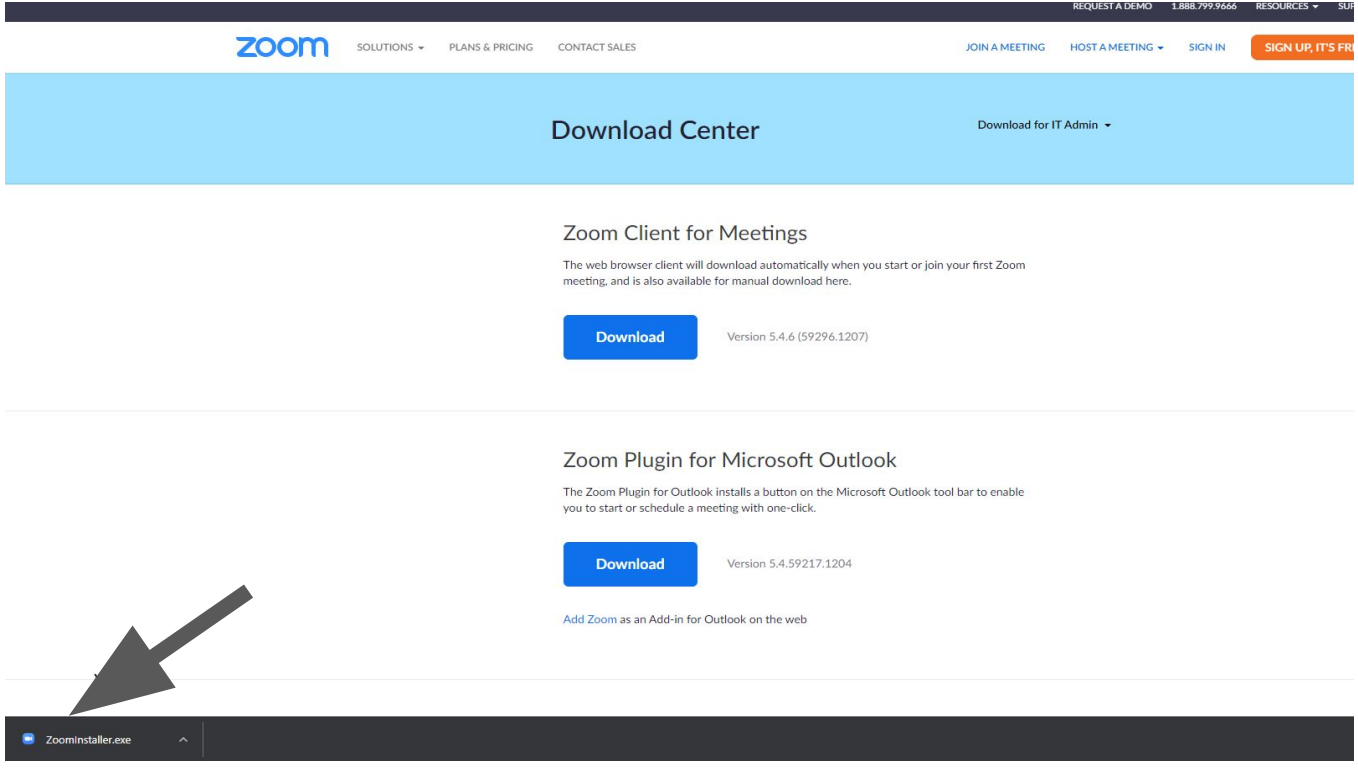
Download Zoom App

Click on the small tab that appears at the bottom.



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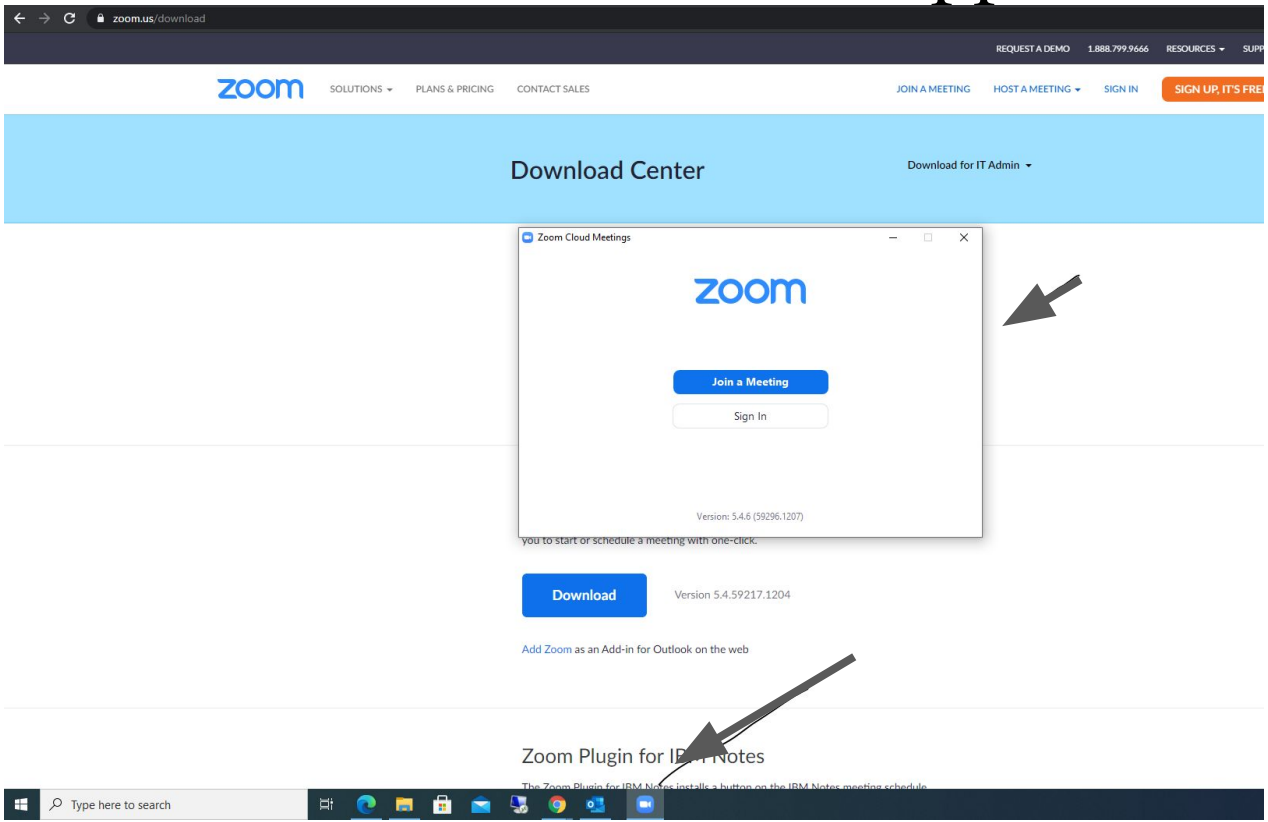

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Questions?

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Observations

- There are several ways to make sure tasks are done
- We are showing one of the basic ways to use Zoom
- Zoom Account settings are where you control many functions before you set the meeting up and start it.
- For the free account, meetings end after 40 minutes.

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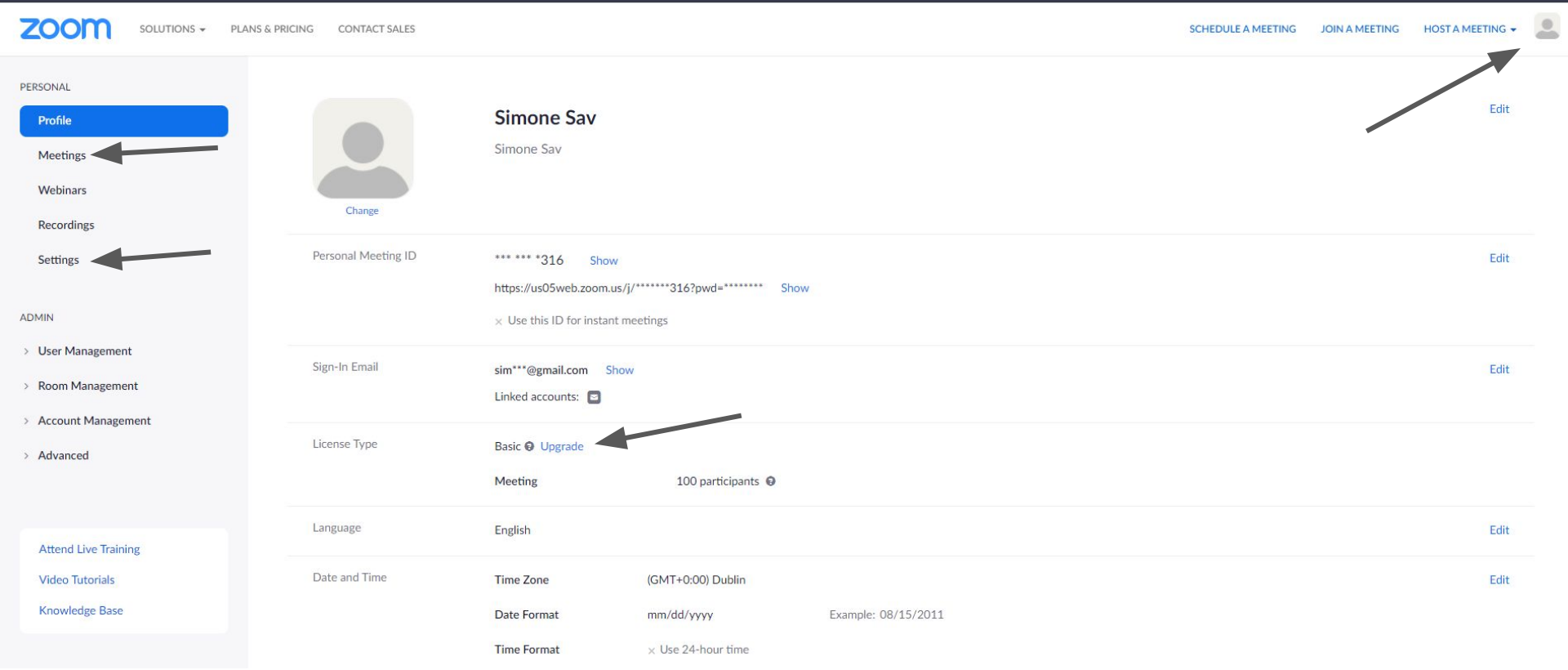
Zoom Account



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Zoom Account

For beginner level, the most important features on the page:

1. Meetings
2. Settings
3. Account icon
4. Editing function - including upgrading

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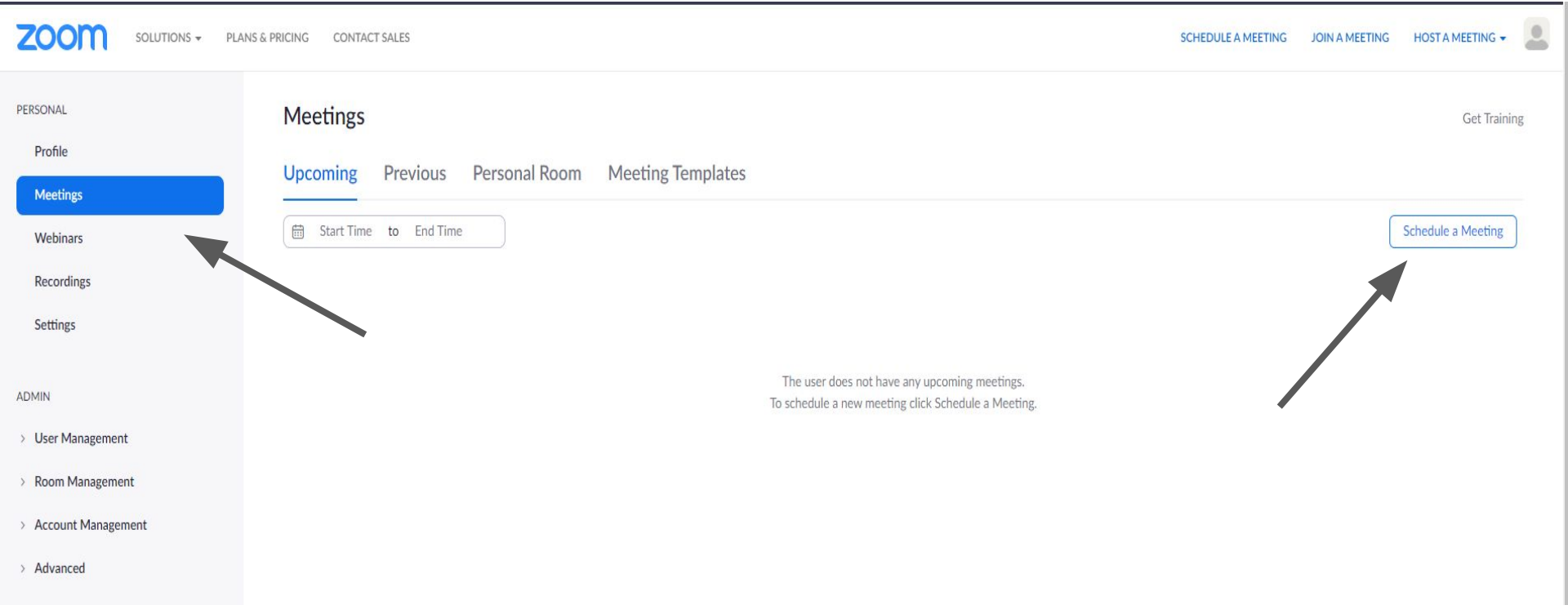
Scheduling a meeting

- Click on ‘Meeting’, and then ‘Schedule a meeting’



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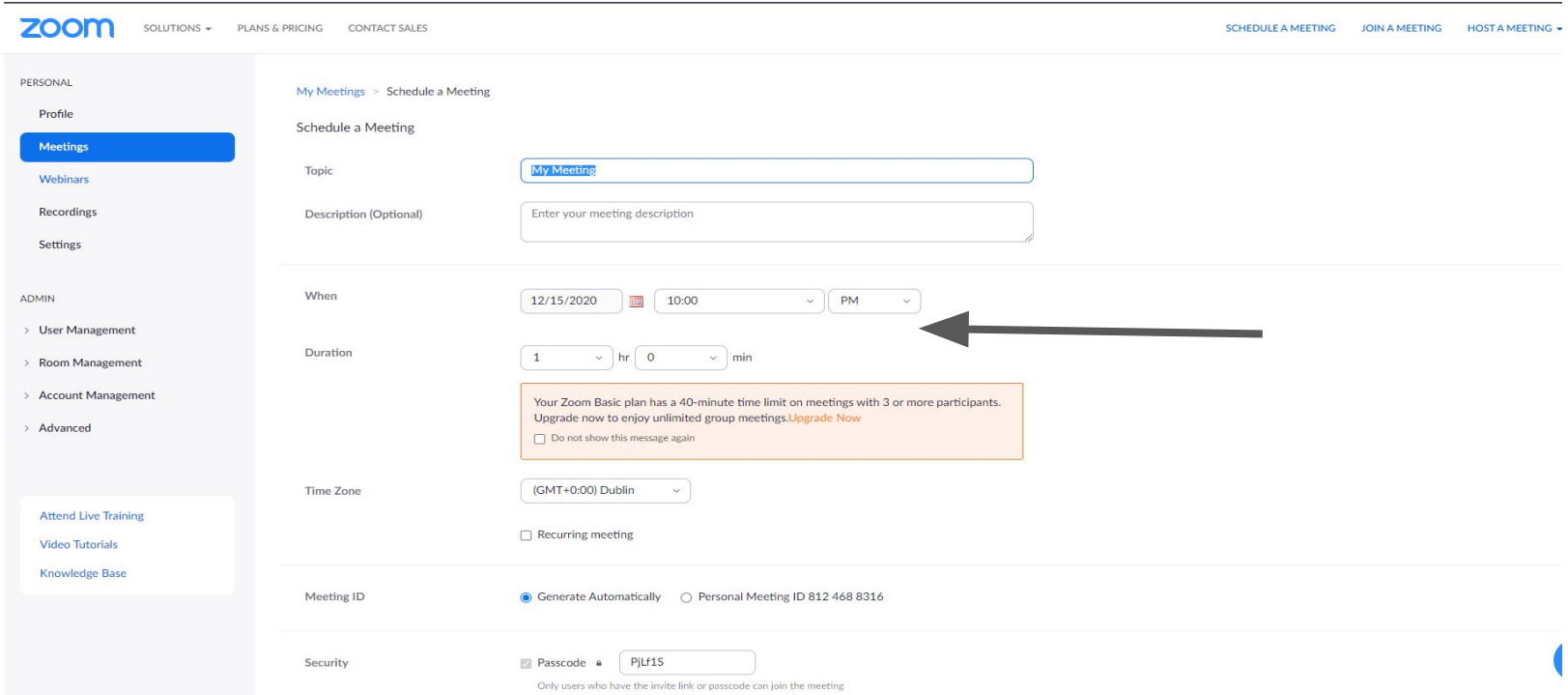
Scheduling a meeting

Settings to choose from : Time and date



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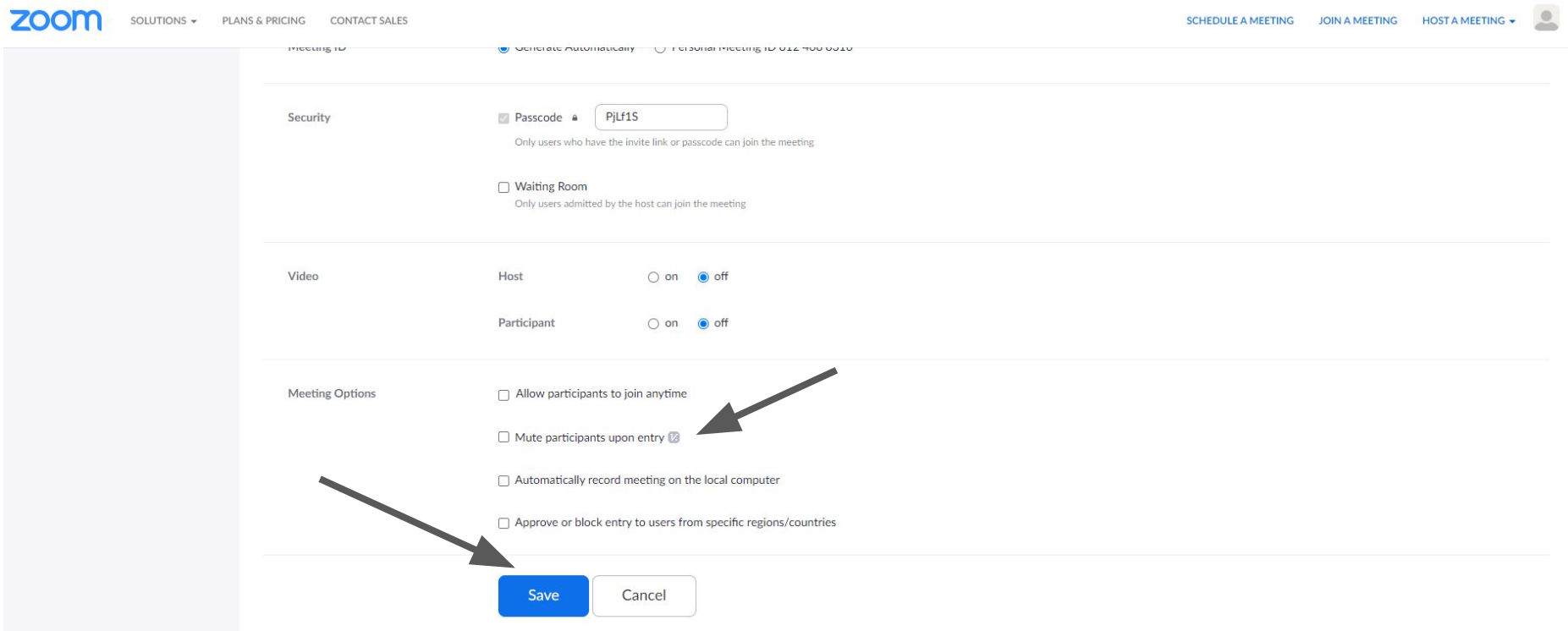
Scheduling a meeting

Select your preferences and click on ‘Save’



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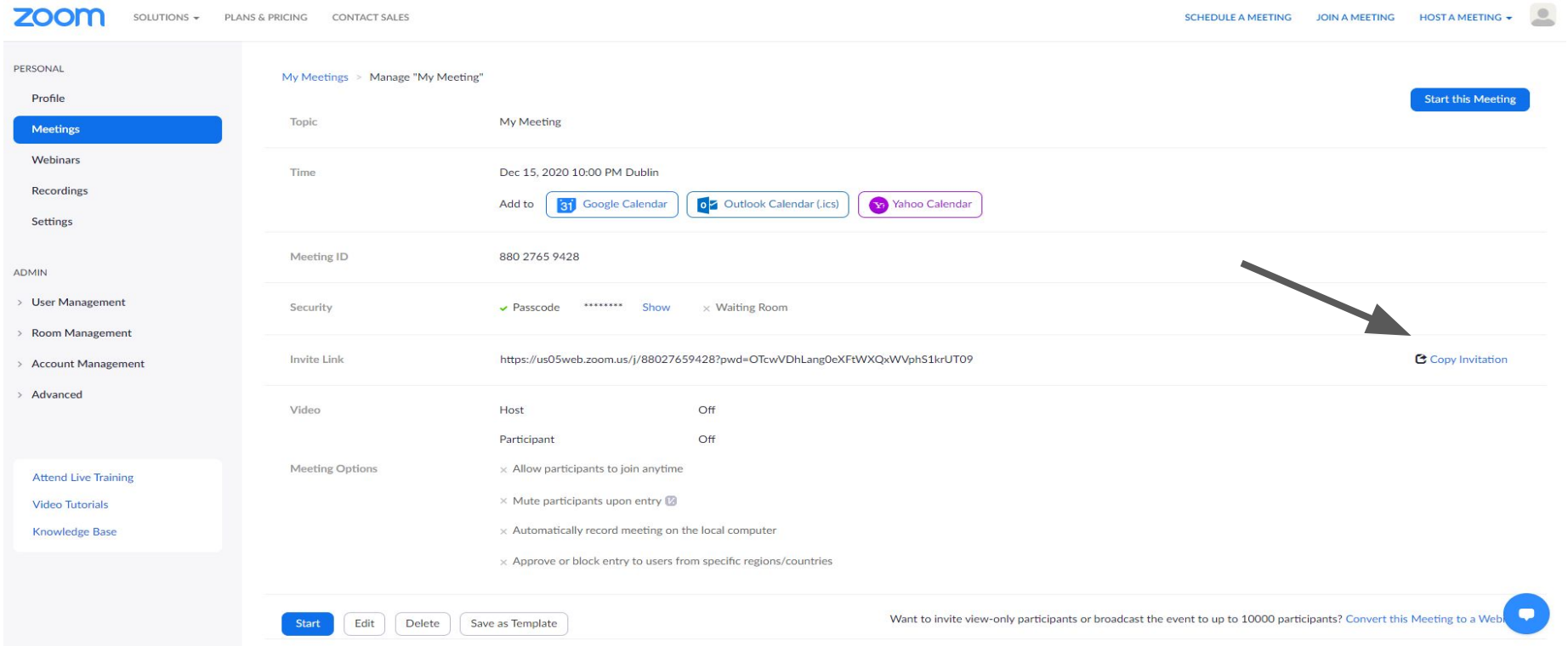
Copy invitation

Click on ‘ Copy Invitation’



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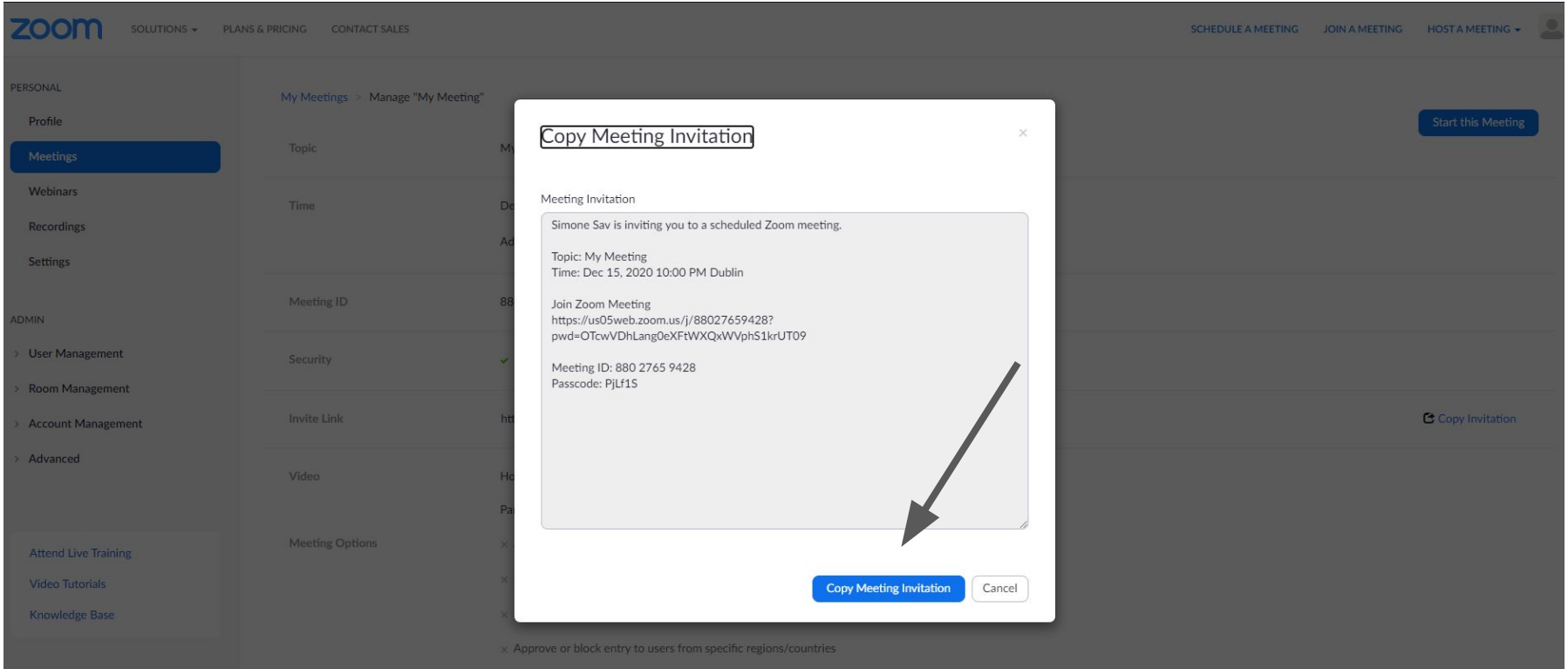
Opening Account

Click on ‘Copy Meeting Invitation’



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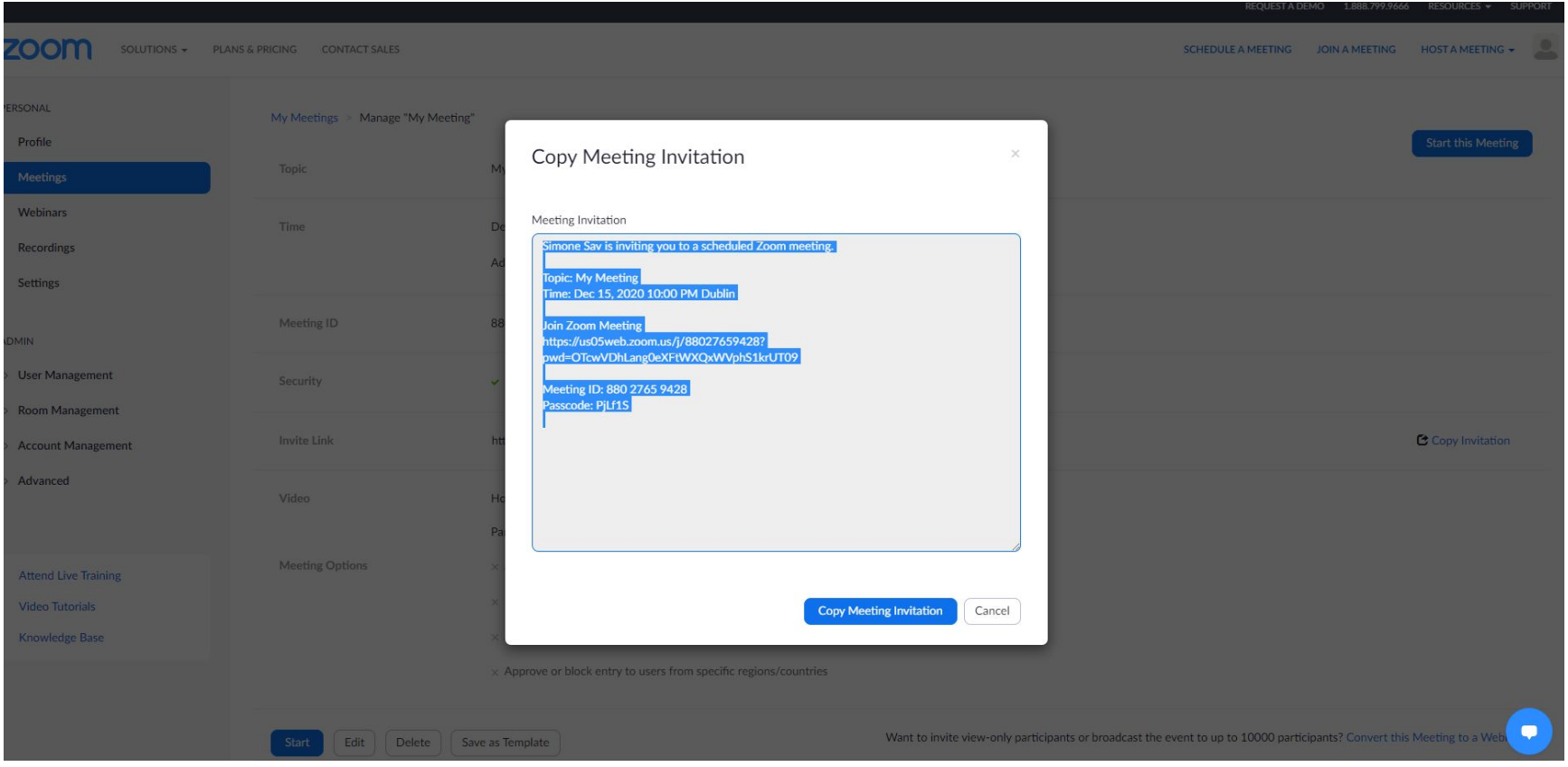
Copy invitation



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Send invitation

Email to the person(s) you wish to send it to by right clicking on the mouse and selecting PASTE

Simone Sav is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Dec 15, 2020 10:00 PM Dublin

Join Zoom Meeting

https://us05web.zoom.us/j/88027659428?pwd=OTcwVDhLang0eXFtWXQxWVphS1krUT09

Meeting ID: 880 2765 9428

Passcode: PjLf1S

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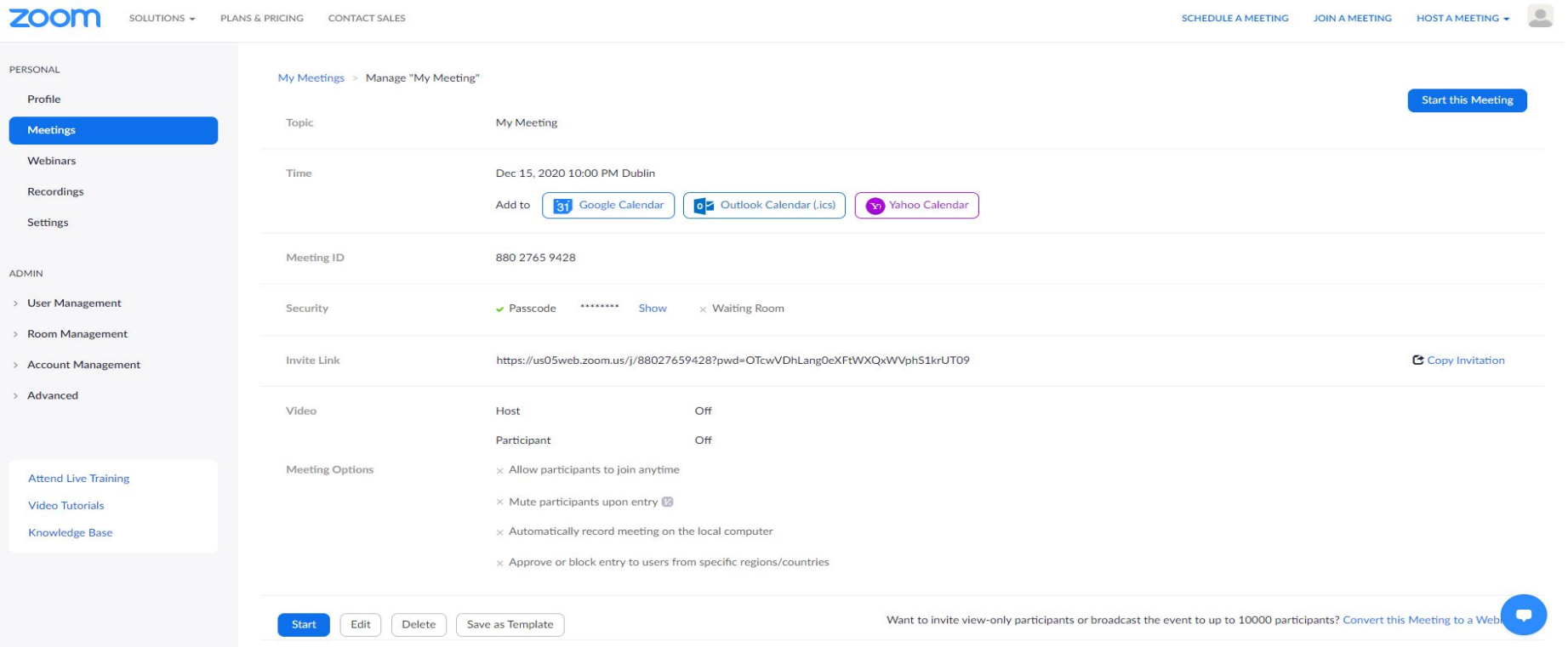
Starting a meeting

To start the meeting, click on ‘Start the Meeting’



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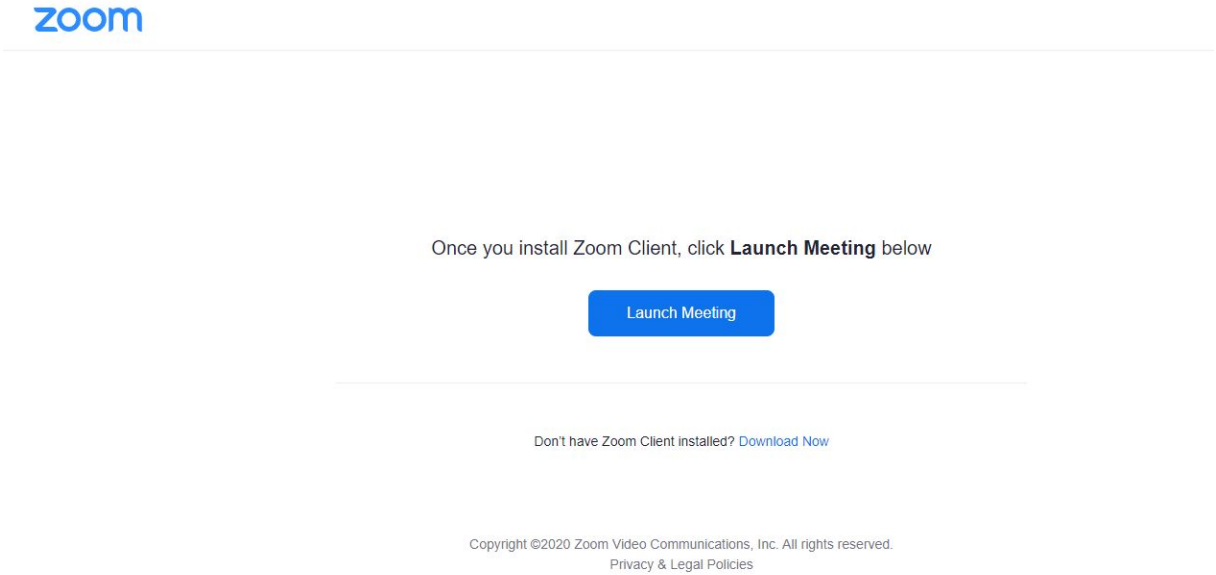
Opening Account

If you do not have Zoom app downloaded, this message will appear



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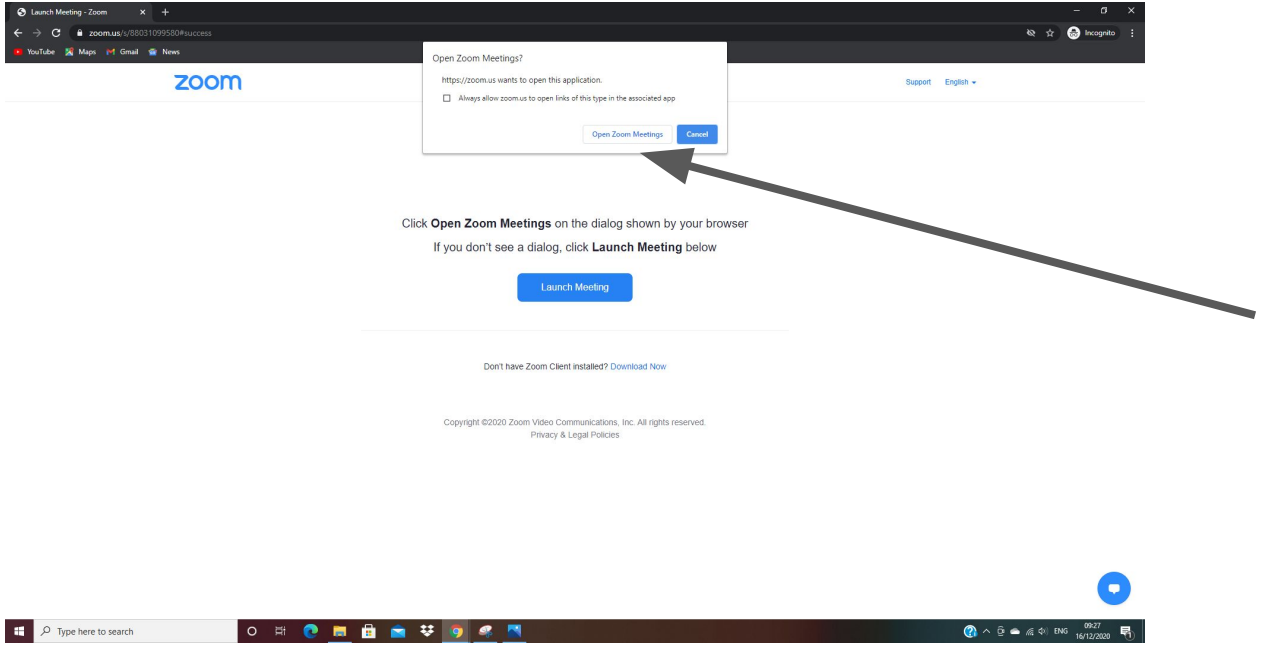
Opening Meeting

If you have Zoom app downloaded, click on ‘Open’



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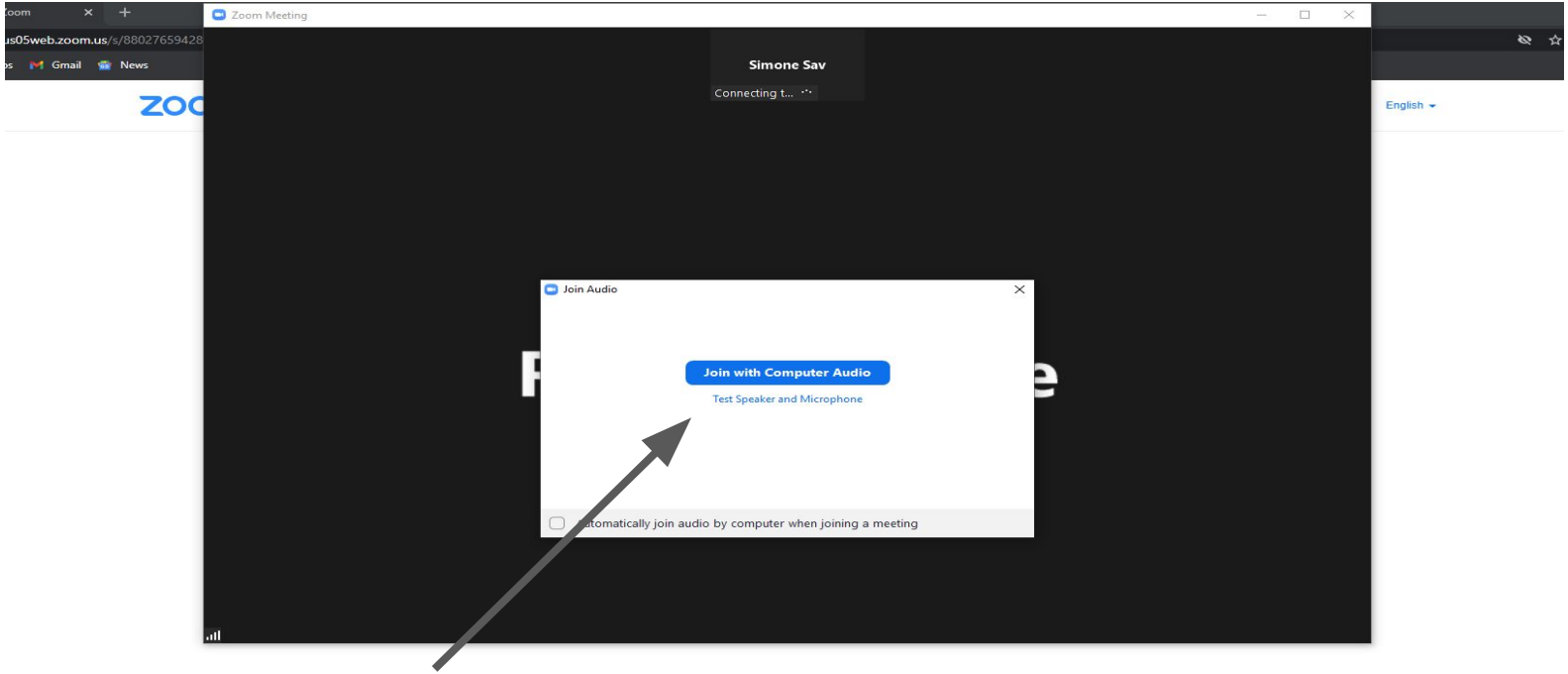
Start of meeting

Click on ‘Join with Computer Audio’



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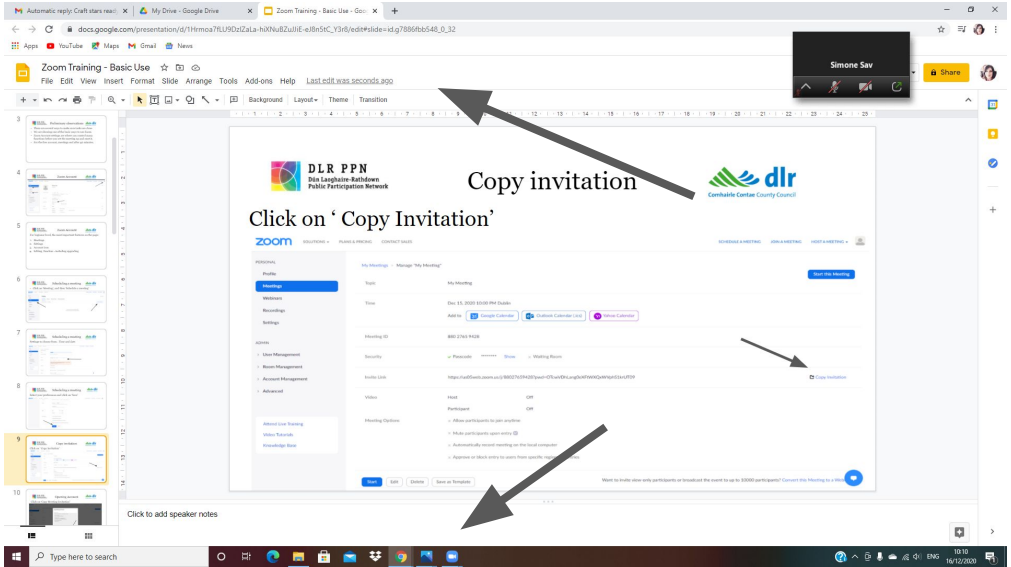
Important tip

If you click on something else on your computer, Zoom window will be made small. To get back to the Zoom screen, click on the green arrow on the small window or the Zoom icon.



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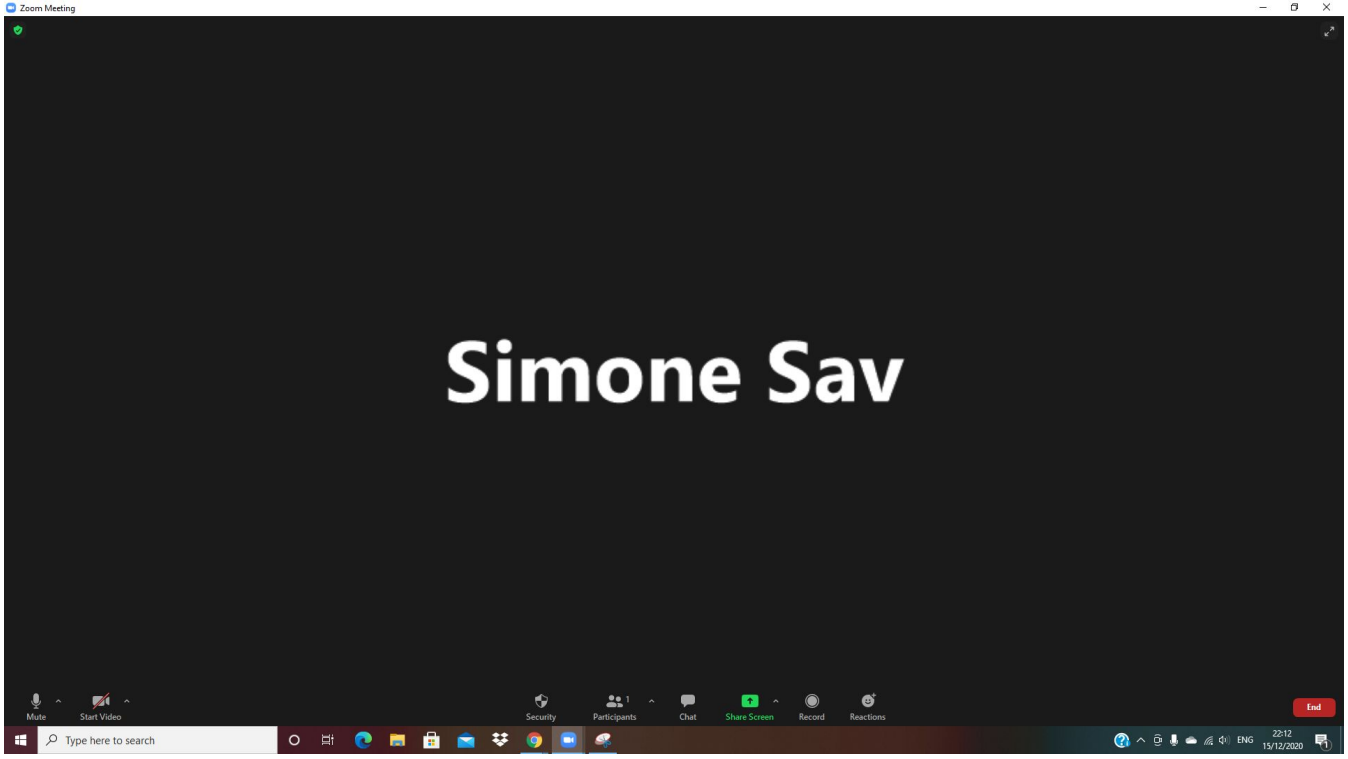
Meeting functions

Blank screen - no video on



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Zoom functions

To mute, click the icon once. To start/ stop video, click the icon once

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Tip about Zoom functions

The horizontal list with functions will sometimes disappear. To see it again, move around the cursor/ mouse to the bottom of the screen.

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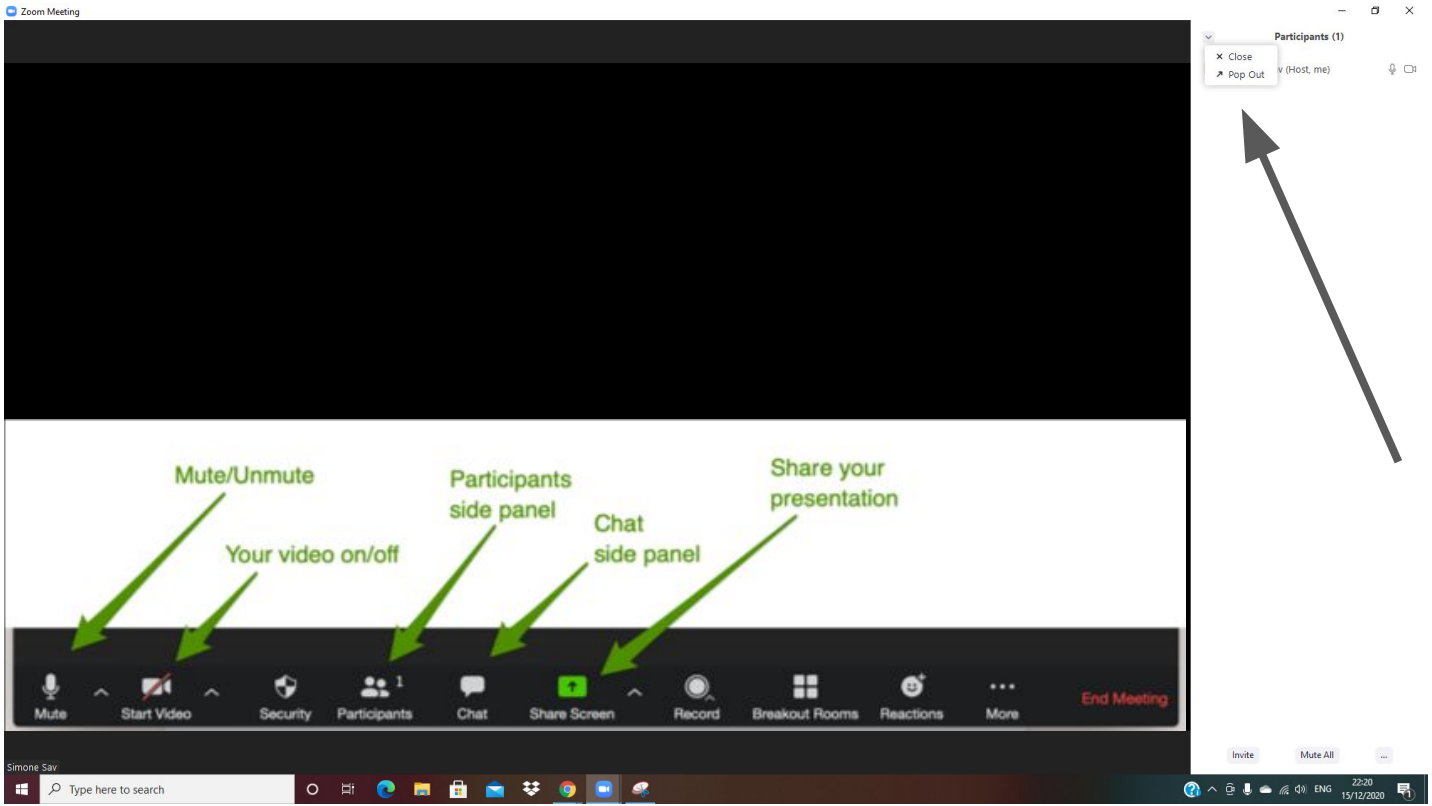
List of Participants

If you want to see the list of participants, click on ‘Participants’ once.
A tab will open on the right hand side.

To close the list, please click on the ‘x’ and then select ‘Close’



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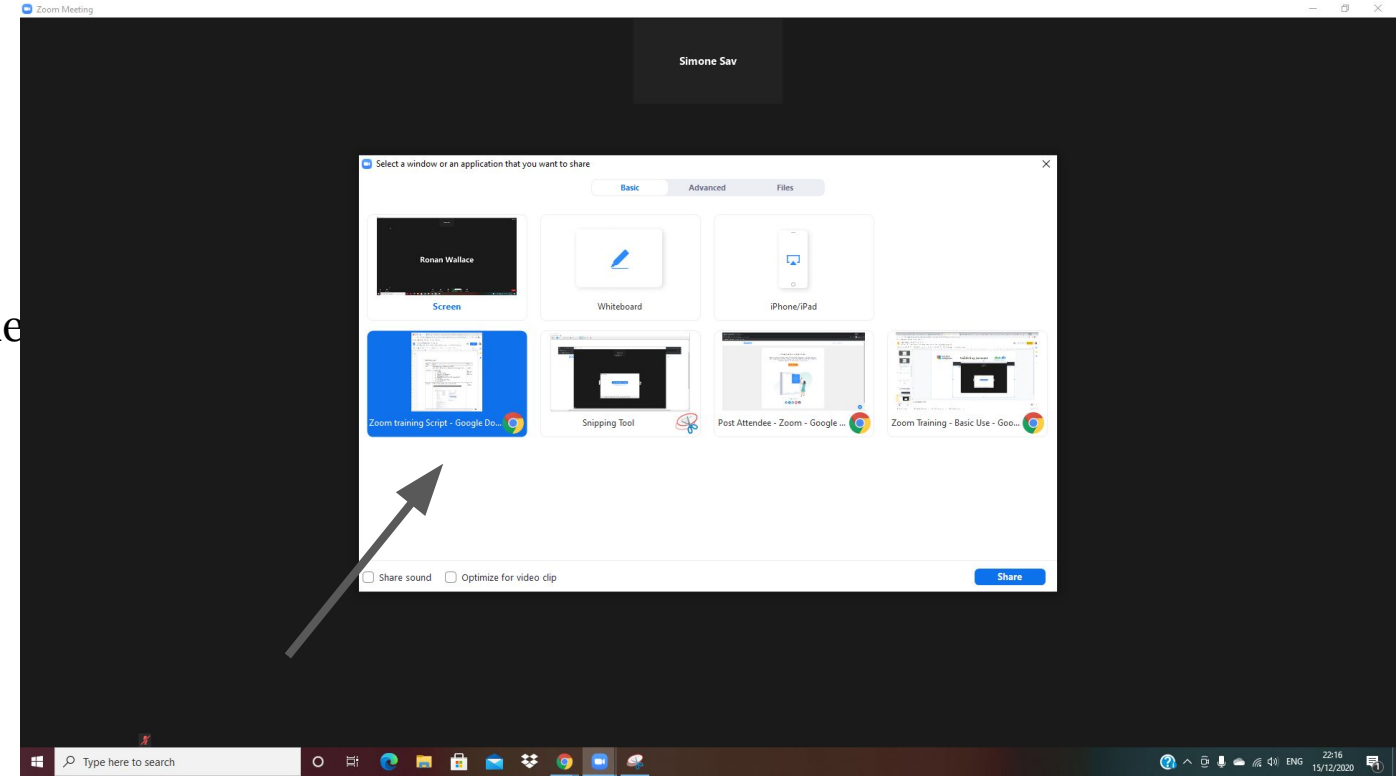
Sharing screen

To share your screen , please click the green arrow button.

Click once on the window you would like to share.

Click ‘Share’



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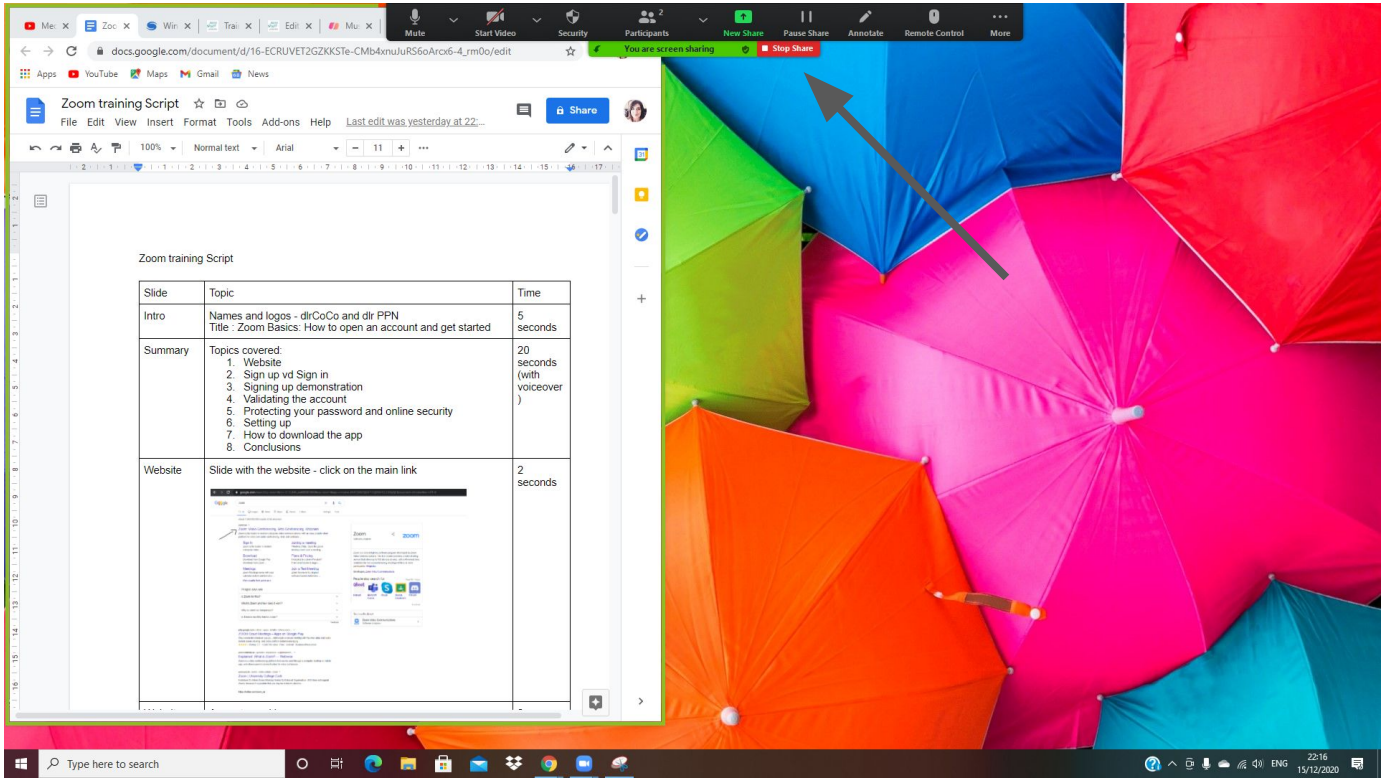
End sharing screen

To stop sharing, please click on the red button ‘Stop share’

Make sure you have what you want to show ready beforehand.



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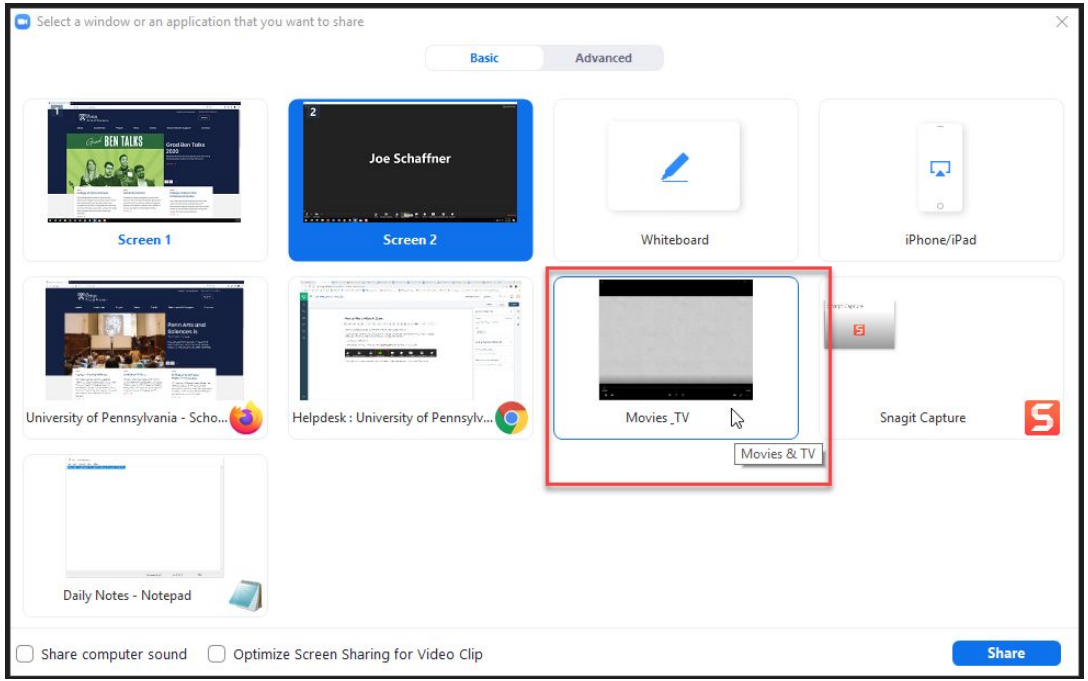
Share a video

Click once on the Video window you would like to share.

Enable the "Share computer sound" and "Optimize Screen Sharing for Video Clip" setting. Then, click Share.



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Tip on sharing screen

Sometimes, if you want to share the screen on a longer document, or a list, the other participants will not be able to see that you are scrolling down.

Or if you want to share several open tabs on your computer, other participants might see only the first image that you shared.

To fix it, simply click ‘Stop share’ and then re-share your screen.

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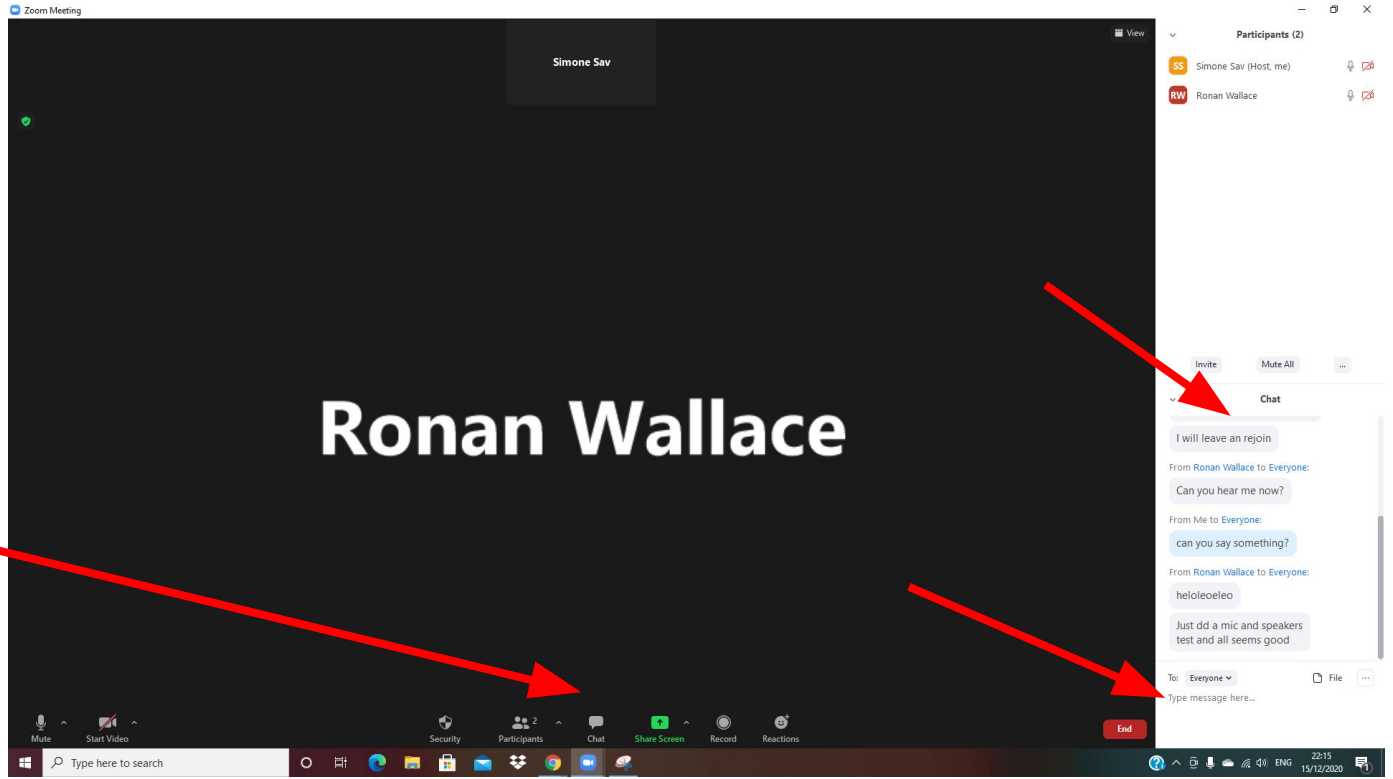
Chat Function

To chat, click on the ‘Chat button’

A tab will open on the right handside.

To type something in the chat, click on the small case at the bottom of the



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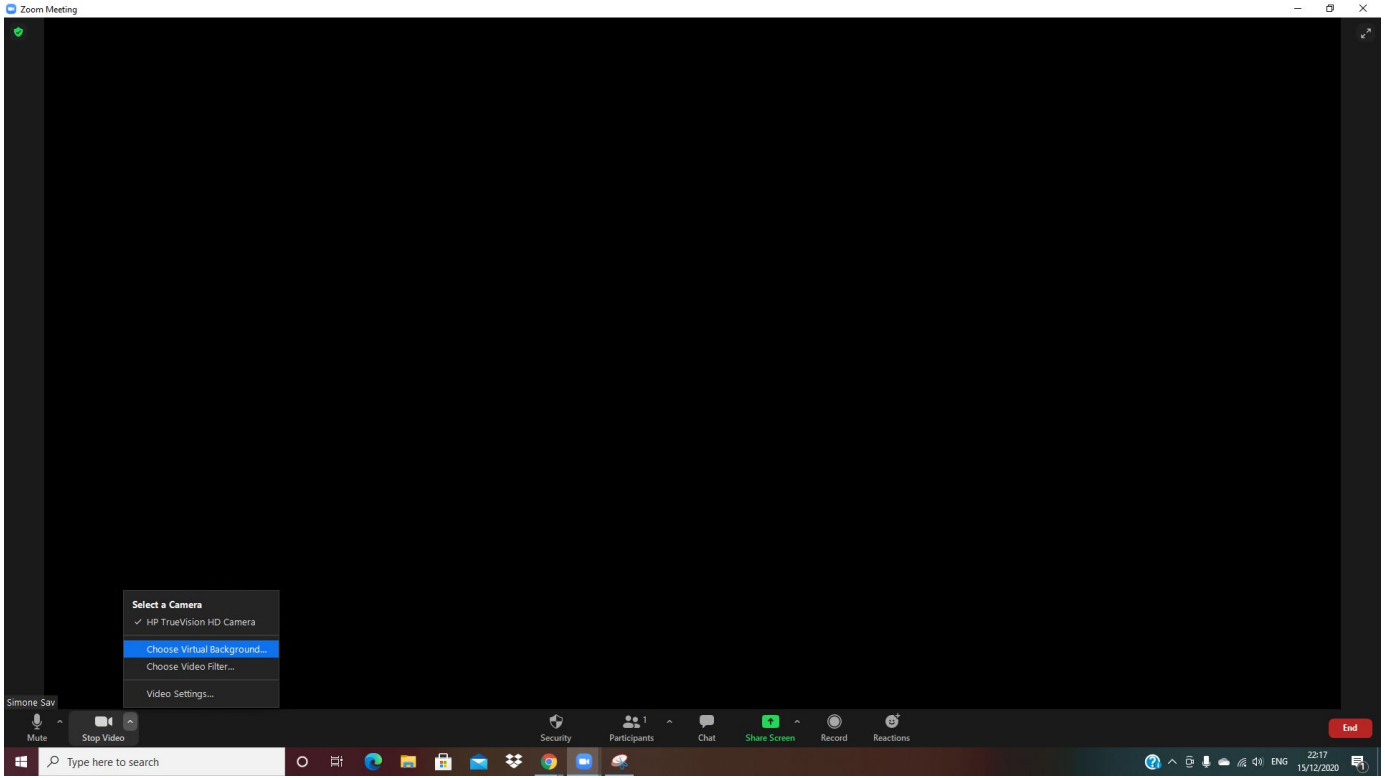
Selecting background

To select your background, click on the arrow next to the video button.

Select ‘Choose Virtual Background’



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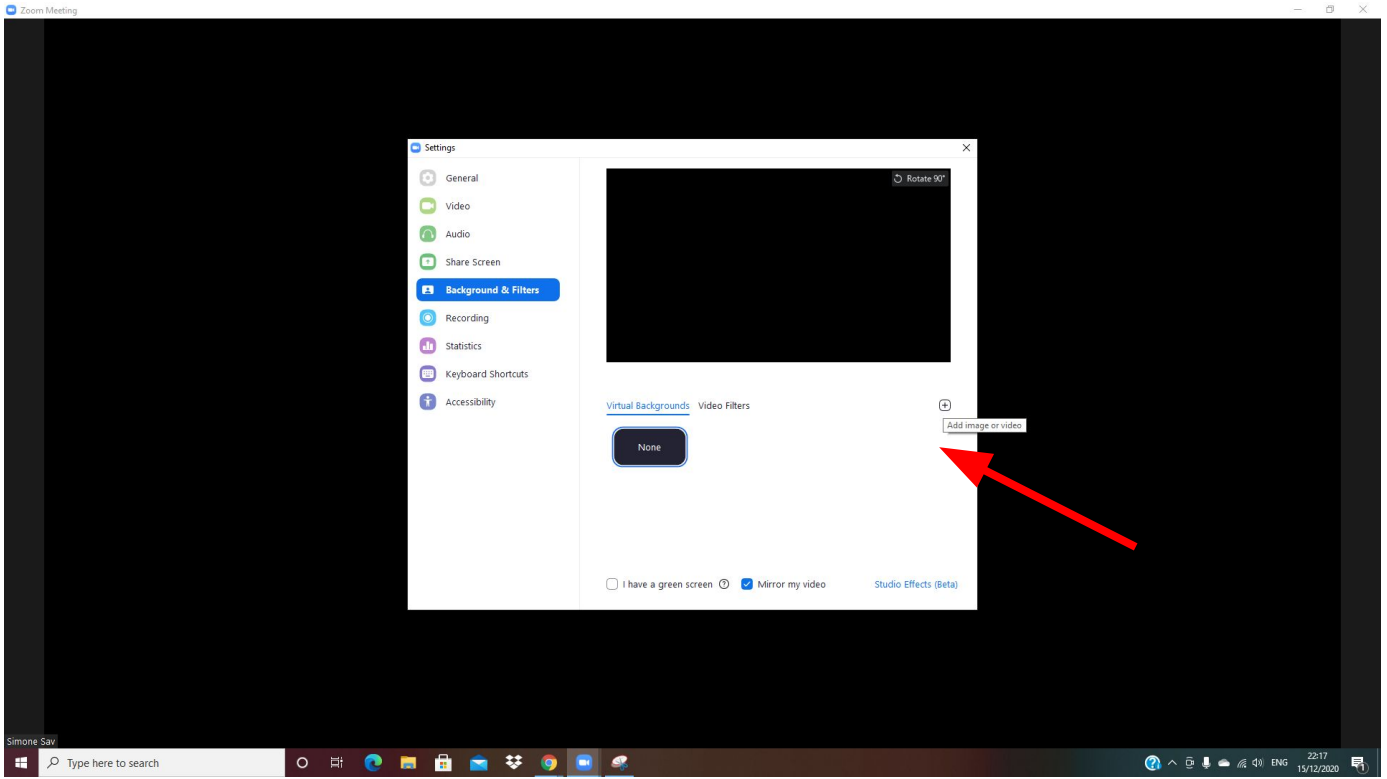
Selecting background

To add a photo, click on the little '+' sign on the right handside



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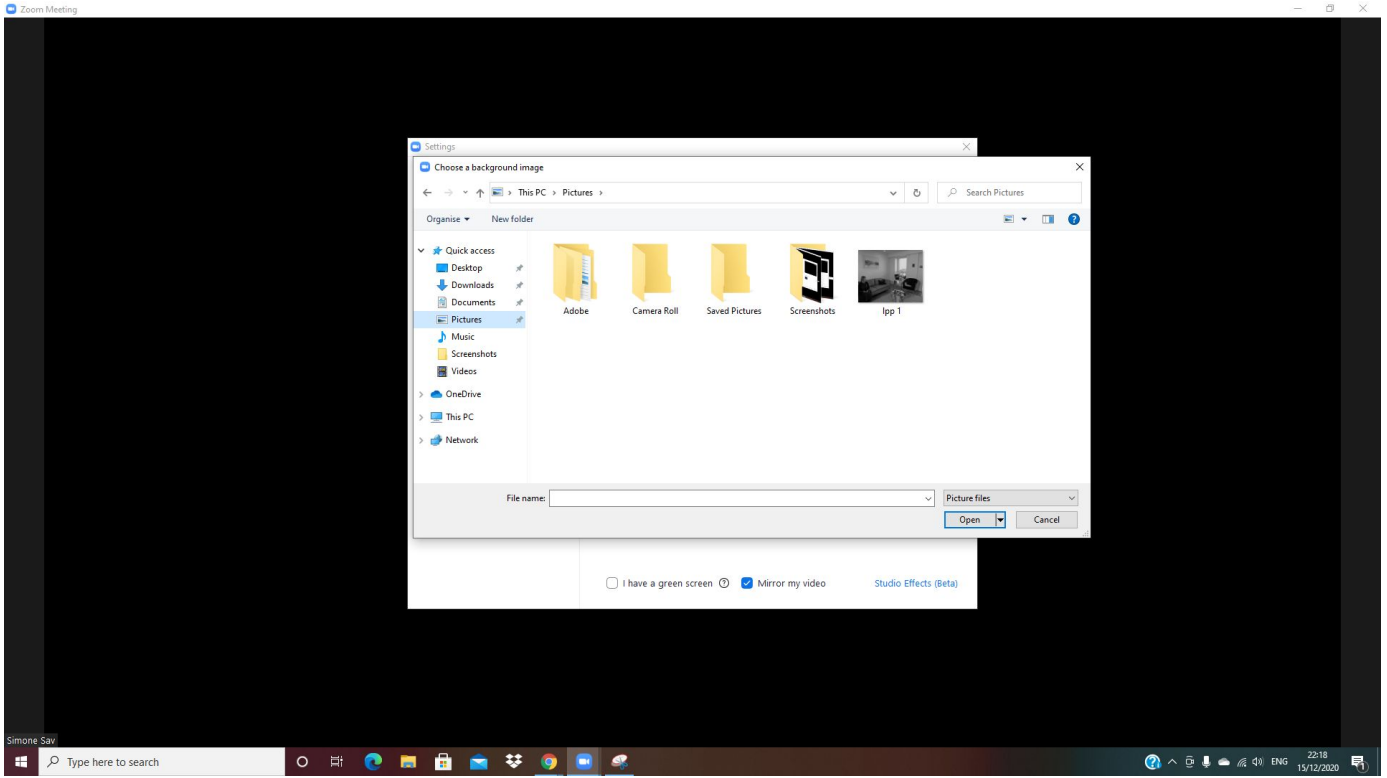
Selecting background

You can select a photo from any of the folders on your computer.

If the image is too small, it will not upload.



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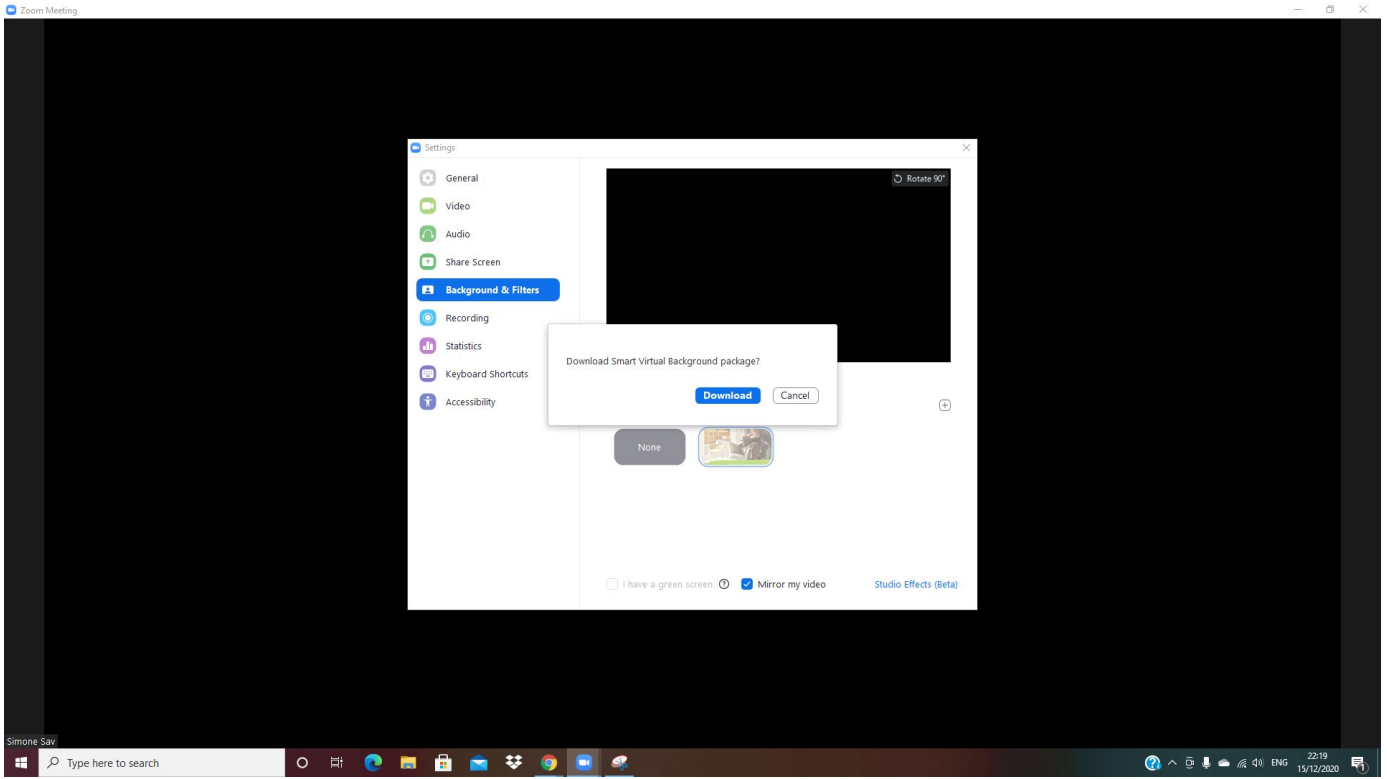
Selecting background

Click ‘Download’ for the background



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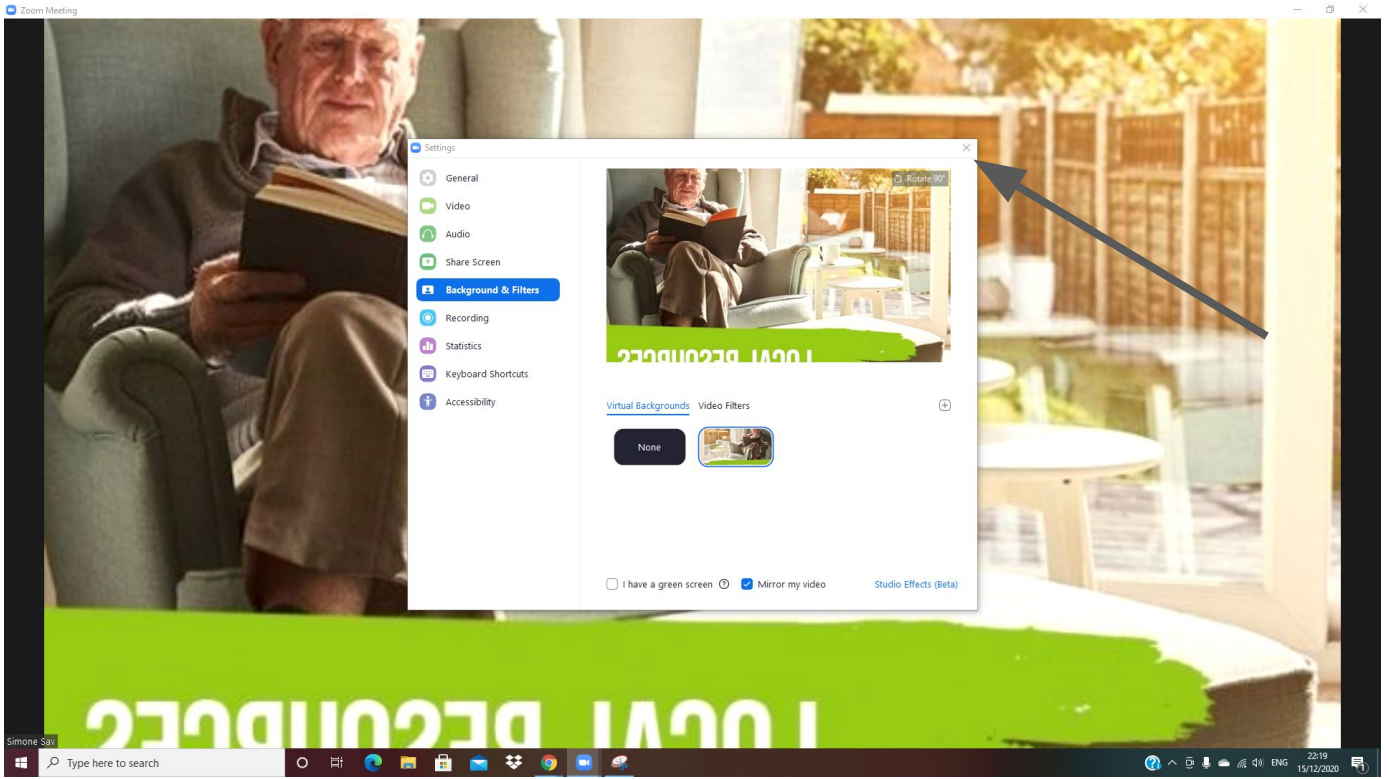
Selecting background

Once you see the background image set, close the little window



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End meeting

To end meeting, click on ‘End meeting’

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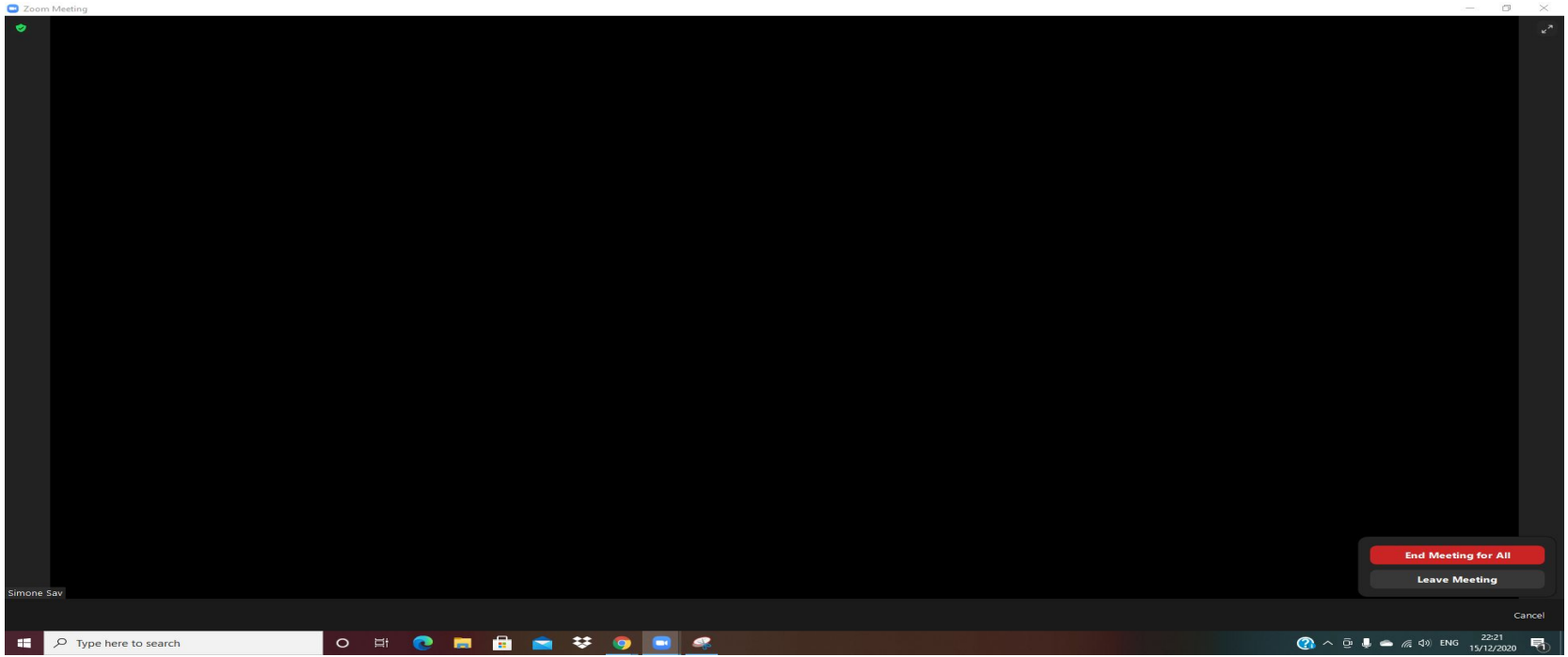
End meeting

You will have to click on ‘ End Meeting for all’



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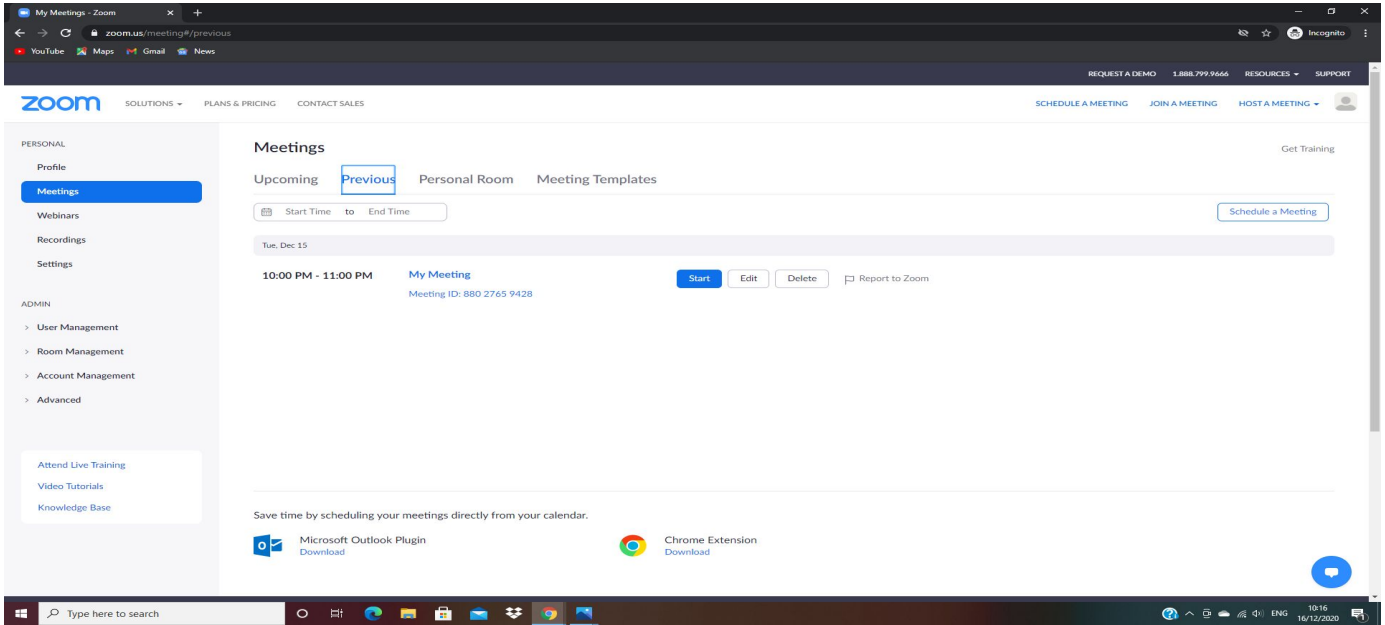
Re-start a meeting

If you need more than 40 minutes, you can re-start the same meeting for another 40 minutes. Go to your account, click ‘Meetings’ and then ‘Previous meetings’. Then click ‘Start’



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Protecting the password

1. Have a different password than that of your email.

2. The free version of Zoom (described here) does not ask for bank details to open an account.

3. If you receive emails that seem to come from Zoom about the need to pay for this free account, please do not give your personal details (phishing).

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Conclusions

Zoom meetings are easy to schedule and send out.

You will need to have an account open to set up the meetings.

A meeting is 40 minutes long, but can be re-started immediately using the same link.

Most importantly, don’t be afraid to explore the functions. It’s fun!

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Contact details

- **Website: www.dlrppn.ie**
- **Email: enquiries@dlrppn.ie / simone@dlrppn.ie**
- **Mobile: 087 455 7945**