

# Using Zoom: Beginner's Guide

## WHAT IS ZOOM?

It's a free online tool for video chat. It became popular during the COVID pandemic and many organisations including Arukah use it for meetings and webinars.

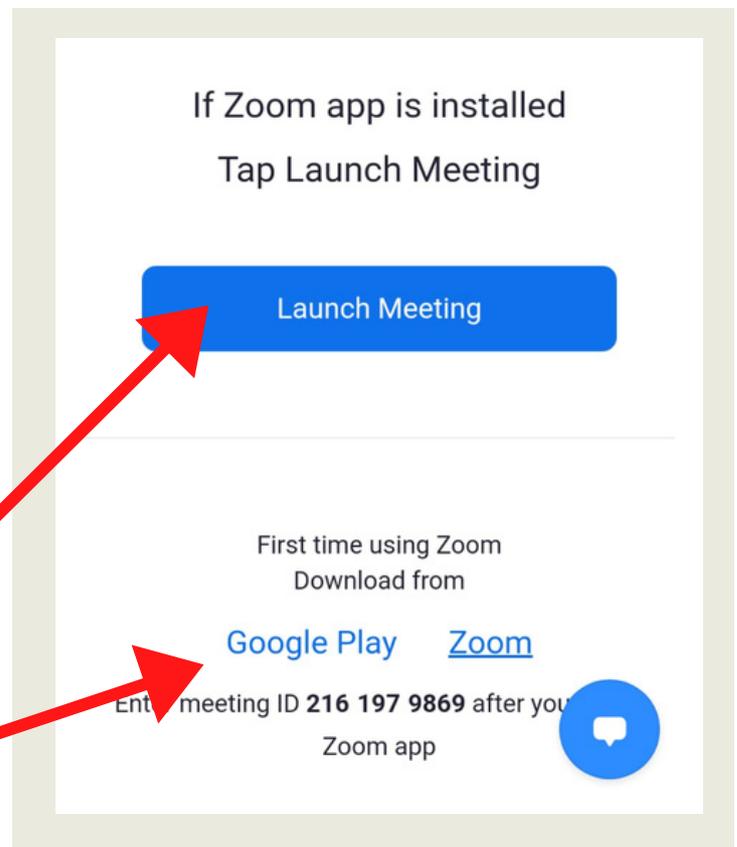
## WHAT DO YOU NEED TO USE IT?

A computer or mobile phone with a camera, and an internet connection.

## HOW DO YOU JOIN A CALL?

The 'host' of a call will send you a link via email or Whatsapp. Click on the link. If you have Zoom installed, you then click '**launch meeting**'.

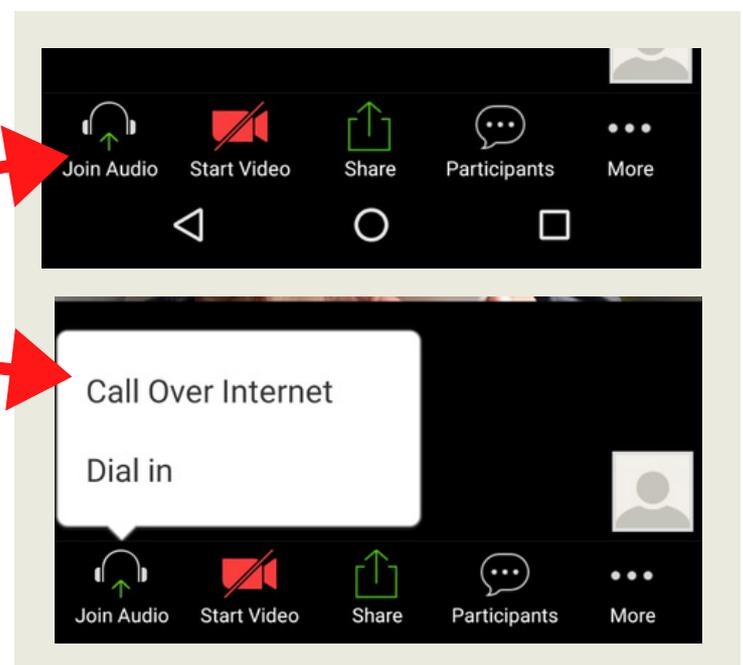
If you do not have Zoom installed, then you need to **download** Zoom from your phone's app store or from your computers browser.



## WHAT DO YOU DO WHEN YOU JOIN THE CALL?

Once Zoom is installed and you have clicked on the link to join the call, if you are on a mobile phone, then you need to press '**join audio**'.

You then may have to press '**call over internet**'.



## THE MUTE BUTTON

When you first join a call, the host may ask you to mute so that no one hears you when a session is in progress. If you have been asked to speak, press the mute button to unmute yourself.

## WHAT IF MY CONNECTION IS POOR?

If this is the case, then we recommend you press the 'stop video button'. This means people will no longer be able to see you, but the audio connection will be stronger.

## HOW DO I HOST A CALL?

- 1) Visit the website [www.zoom.us](http://www.zoom.us)
- 2) Follow the sign-up process
- 3) You will then have the option to start a "new meeting" or to "send an invitation" to people to join you in a meeting.
- 4) Send this URL to the people you want to have a call with.
- 5) Enjoy your call!

## WHAT IF I AM STUCK?

If you are a member of our network and you are still unable to work Zoom then contact one of us on Whatsapp or email [brian@arukahnetwork.org](mailto:brian@arukahnetwork.org) and we will try to connect with you to help you set it up.

## AND FINALLY...

Do you have any tips or advice for others about how to use Zoom? Perhaps there's something missing here that you think should be included? If so, then email us [brian@arukahnetwork.org](mailto:brian@arukahnetwork.org).

