

Using Zoom: Beginner's Guide

WHAT IS ZOOM?

It's a free online tool for video chat. It uses less data than Skype. And unlike Whatsapp, you can make group calls.

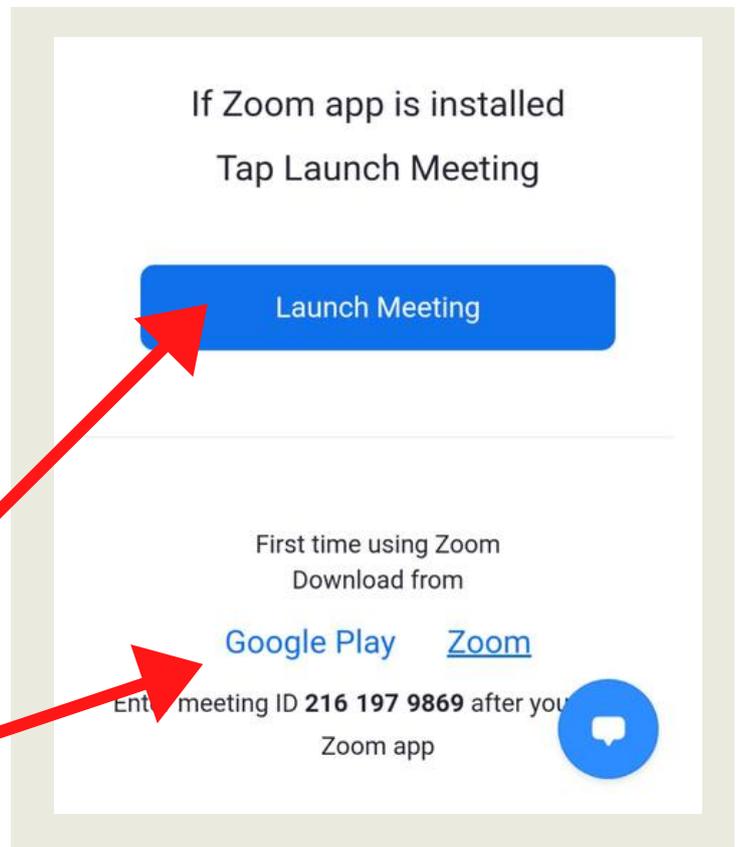
WHAT DO YOU NEED TO USE IT?

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**'.

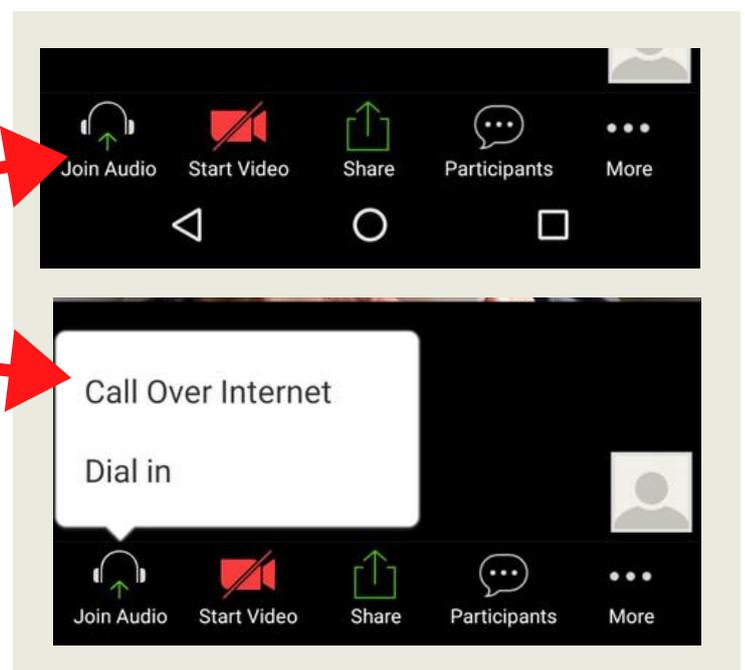
If you do not have Zoom installed, then you need to **download** Zoom.



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, you will also be 'muted' so no one can hear you. In order 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
- 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 jake@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 jake@arukahnetwork.org.

