How to use Zoom

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About Zoom

Zoom is a free to use Video conferencing programme, that allows free online meeting for up to 100 people for 40 minutes. It allows the participants to join with or without video and for all to see everyone else in sperate tiles across the screen.

As a person speaks the frame around their picture will highlight so you know who's talking, although I am sure you will recognise their voices. A great feature is that you can "Mute All" and even select it so that only you can unmute them, I cover that later.

If any one can work out how to do this in a Scout Hut you be a hero!

The following section explains how you install the Software

Installing the Software

You have two options, you can run it from a browser or install the App (Application / Program) onto you device. To be honest I have not tried the browser solution, typically these have less feature/options and are less reliable so this guide assumes you will install the App.

This first part explains how to install the software onto your device. This can be a PC / Mac PC / iPad / Android Tablet, iPhone or Android Phone.

- For Apple (iPad,iPhone,Macs) search for it in the App Store

- For Android devices search for it in the Play Store.

- For Windows Devices
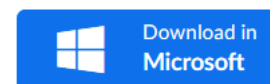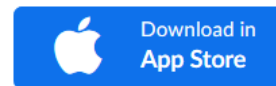
Search for the word "Zoom" and then it should look like the following (note this is the Apple App Store, the blue icon should be the same, note mine is already installed)
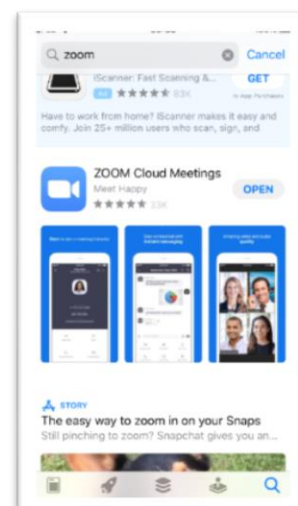
Starting a Meeting

This section explains how to start a meeting with the tool.

If you are not a "Computer" person, there will be one in your group! Ask them to set up and run the meeting for you and you can just do the talking. But I would advise that this person is DBS checked and has completed the Safeguarding module.

Once Installed to you will need to run the program, find the blue Zoom icon and run it. Note to run a meeting you need an account, to join a meeting you don't therefore the Scouts parents can just join a meeting without registering.

To register follow the prompts, you will need to supply an email address, first, last name and setup a password.

Once this is done it should sign you in to the following screen.
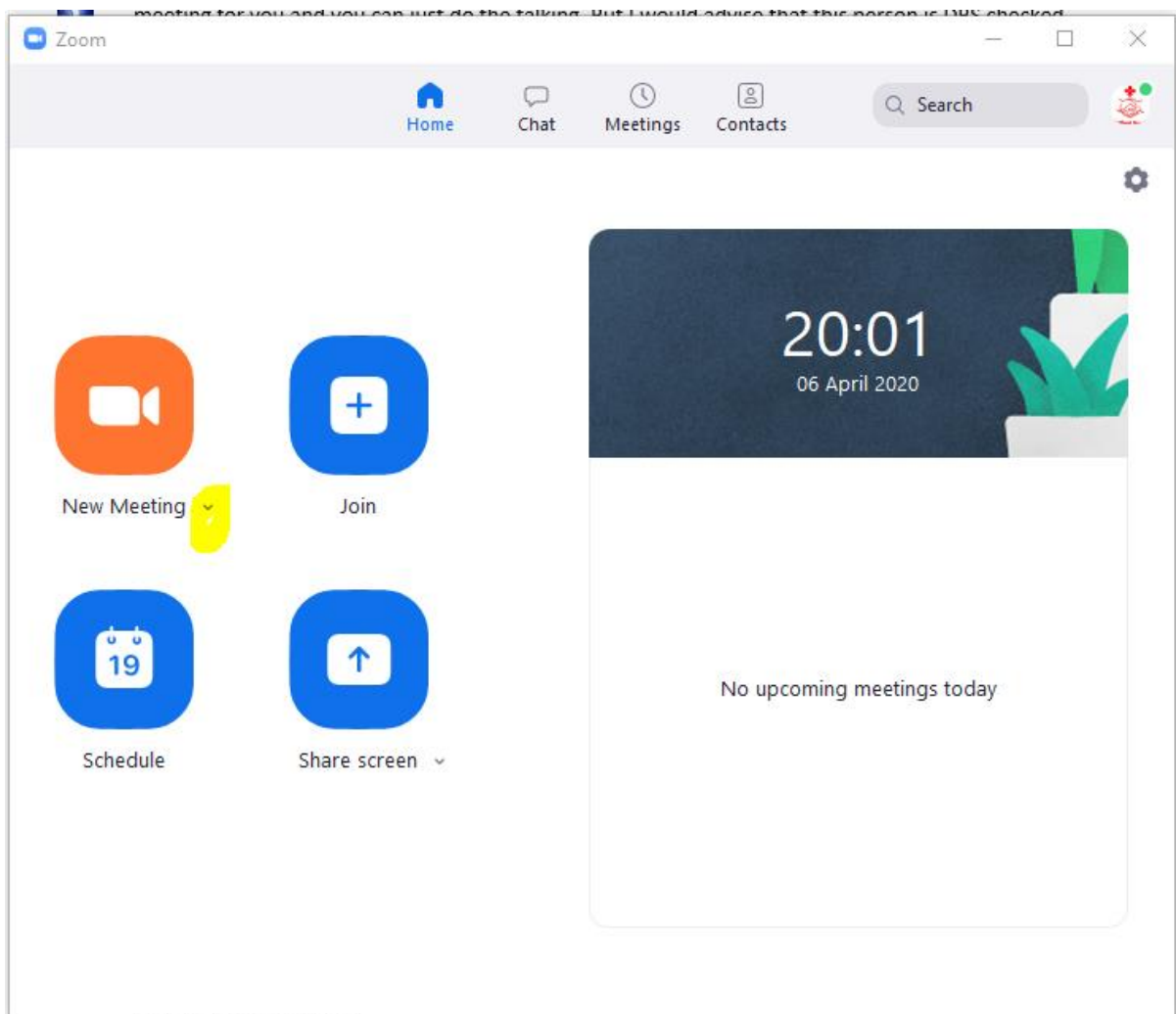
Press the orange "New meeting " button highlighted in yellow below and you will see you "Personal Meeting ID" in the screen below this is 999-999-9999, yours will be different this is meeting id will have been allocated during the registration process and is unique to you. Anyone joining will need this to join the meeting.
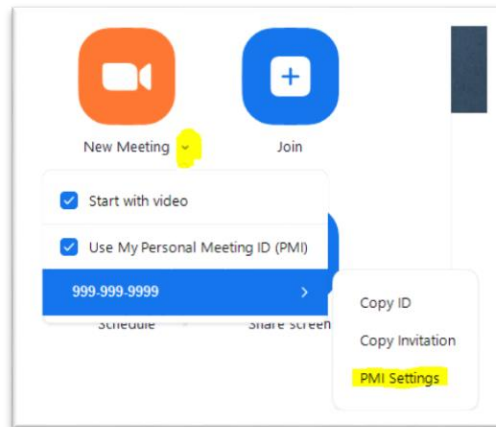
Make a note of this number

Meeting Settings

Now select PMI Settings from the screen above and you should get the screen below.

Your screen will show your PMI number at the top not 999-999-9999. I would advise that you set a Password, this means your users will need both numbers to join.

I have set the preferences as the rest of the screen, the reasons I chose to do this are:

Video both on – experience has taught me that people some times have issue getting the video to work, so this removes an extra step for them.

Audio – setting Telephone and Computer lets people chose which one they want to use.

Advance Options

- **Enable Waiting Room** – **Off**, otherwise as people join you have to admit them, as they will appear with whatever name they enter, and for some Scouts that will be something odd or a parents name (that does not match the child's name) I have this off.
- **Enable join before host** – **Off**, so they can only join when you are connected.
- **Mute participants on entry** – **Off**, with groups of 10-20 this is ok, but if you were doing a large meeting, I would actually default this to off.
- **Automatically record the meeting on local computer** – **Off** – I decided that due to safeguarding not to use this.

User settings
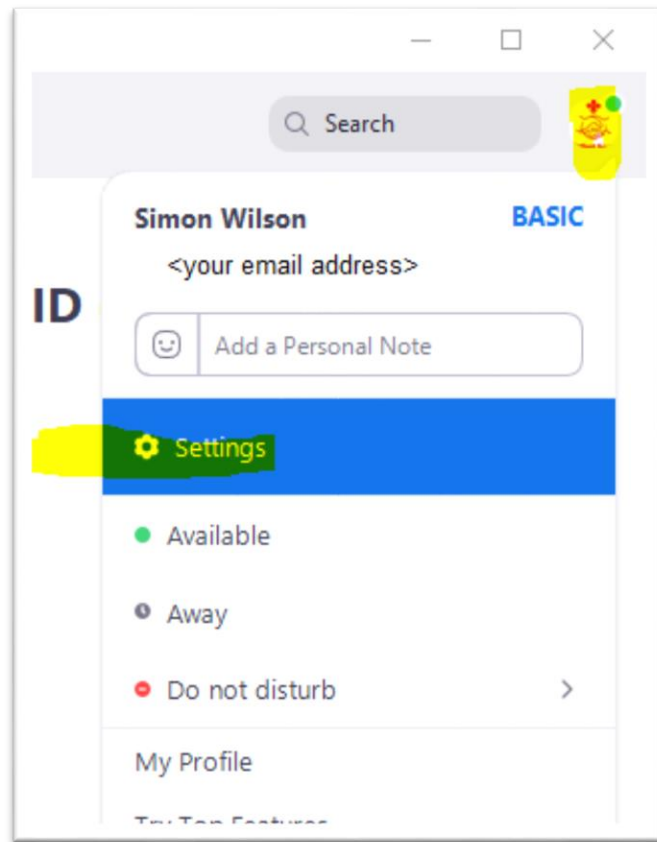
Take a look through these and set them you what you prefer, the default ones are ok

Starting & Running a Meeting

To start the meeting press the orange "New Meeting" button, this will prompt to allow access to a number of things, your Camera, your Audio. You need to be on before other people can join, I would suggest joining a few minutes early.
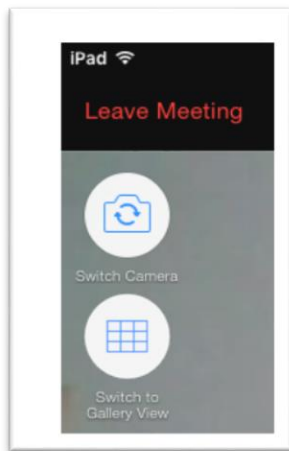
Note that the free version only lets you hold meetings for 40minutes hence why I chose a 30min meeting.

Once you are running and people you will want to switch to "Gallery mode" to see everyone, depending which system you are on it depends where this is
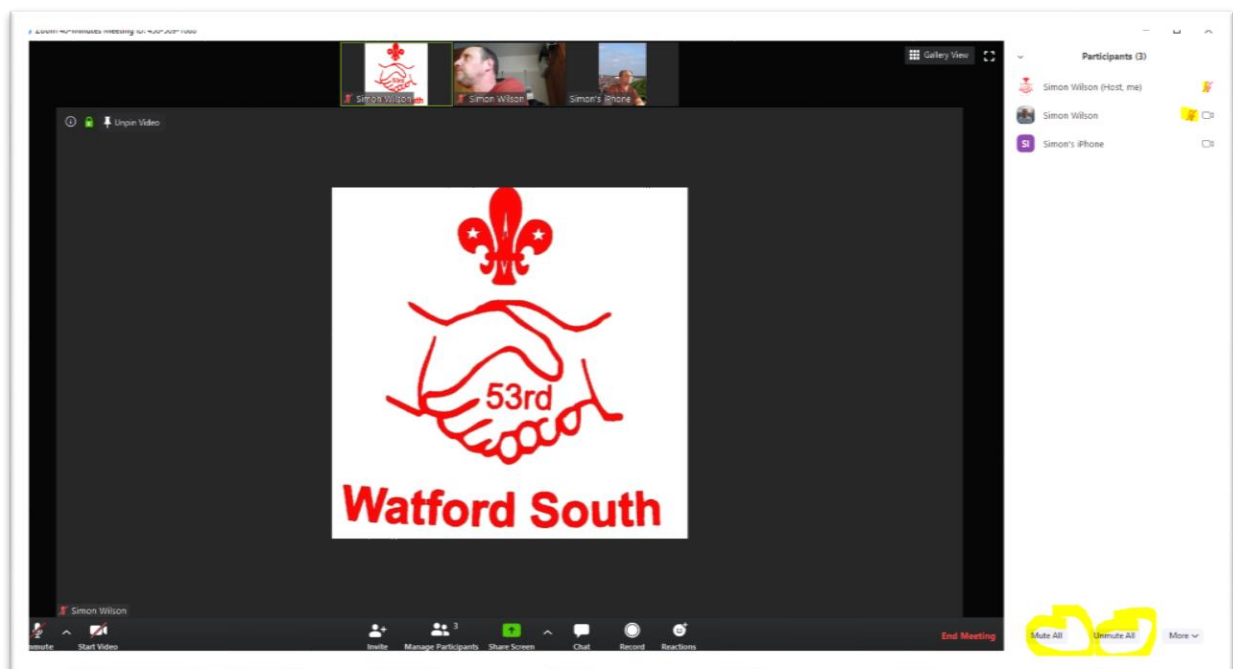
- PC Client (Top Right)
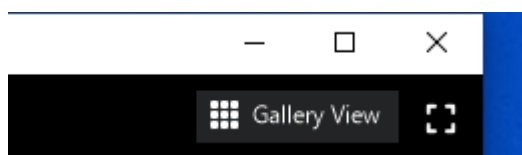
- iPhone – Swipe right
- iPad (Top Left)

Mute All

I find that the "Mute All" button is really useful (See bottom of the screen below), this mutes everyone apart from the host, hopefully this is you, if not you need to make use you unmute yourself. You can mute and unmute people individually by clicking on their micro phone symbol next to their name.
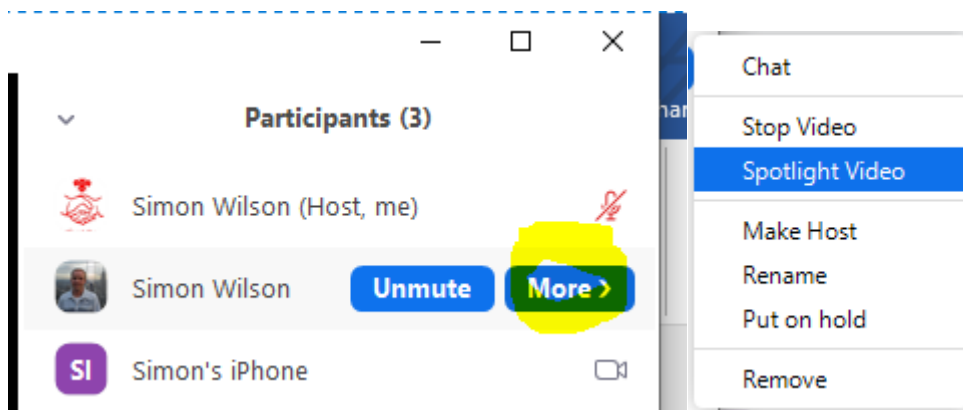

When muting all, I would suggest you un tick the box that allows them to unmute themselves, so they can hear you.
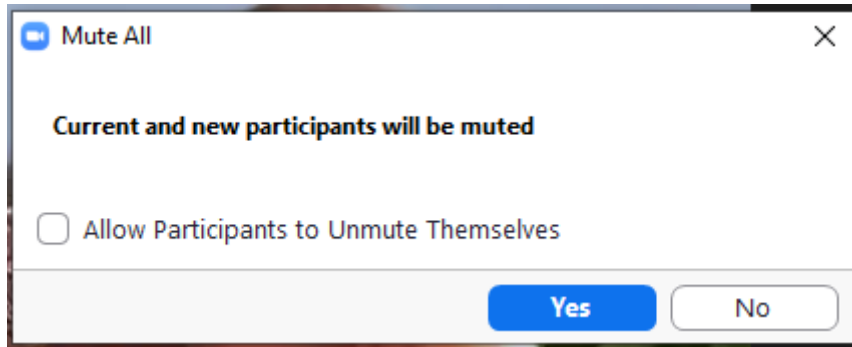
Spotlight

The tool normally switches the main video of to the person how is speaking, you can lock your picture/video or someone else by selecting

Removing a Person

If you decide that a person should not be on the call you may remove them, using the same method as spotlighting but selecting the "Remove" option. Note once removed they cannot re-join.

Planning a Meeting

I would suggest having a dry run with a few leaders first before you open it up to the masses

I structured my meetings around a ½ hour as follows:

- 2mins – People joining and general Scouts fooling around
- 2mins – Mini flag break
- 5mins – Notices
- 10mins – Share and Tell – get Scout to tell us what they have been doing
- 10mins – Activity
- 1min – Flag Down

Useful Links

https://support.zoom.us/hc/en-us/articles/201362613-How-Do-I-Host-A-Video-Meeting-

http://www.watfordsouthscouts.org.uk/MainPages/ScoutsATHome.php