

# U3A Cranbourne Quick Guides

## Getting started with your first Zoom Class


This guide is designed to assist Tutors who want to host a Zoom Class.  
It contains enough information to get you started.  
It is not intended to provide advanced instructions.

A separate guide is available for people who want to join a Zoom meeting as a participant.


# First: Start Zoom

*(make a note of which version of Windows you are using)*


**Windows 10**

1. Click the Windows icon  in the taskbar.
2. In your apps list, scroll until you get to the Zoom folder.
3. Click on the Zoom folder.
4. Double click on **Start Zoom**, to launch the application.

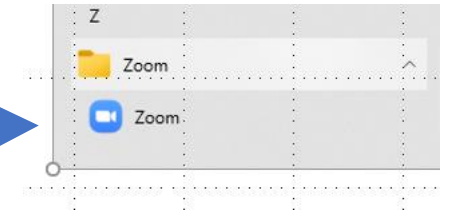
**Windows 8**

1. Click the Windows icon  in the taskbar.
2. Click the **down arrow**, in the bottom left corner, to access **All Apps**.
3. Scroll to the apps until you see Zoom, then click **Start Zoom**.

**Windows 7**

1. Click the Windows icon  in the taskbar.
2. Click **All Programs**.
3. In the programs list, click on the **Zoom** folder.
4. Double click on **Start Zoom**.

**Note:** On all versions of Windows, you can pin the Zoom desktop client to your taskbar, by right-clicking on **Zoom desktop client**, and then clicking **Pin to Taskbar**.



*If you can't find Zoom, please refer to 'Setting up Zoom' on the next page*

# *Setting up Zoom*

If you don't have Zoom installed, you will need to install it on your device.  
The instructions differ slightly between PC's, tablets, ipads, phones and iphones.

You need to go to wherever you get new apps (Microsoft Store, Play Store, App Store, whatever).

As I use a laptop, I use *Microsoft Store* and searched for *Zoom*.

The one you want just has a large black **Z** and is free. Do not download anything that requires payment.

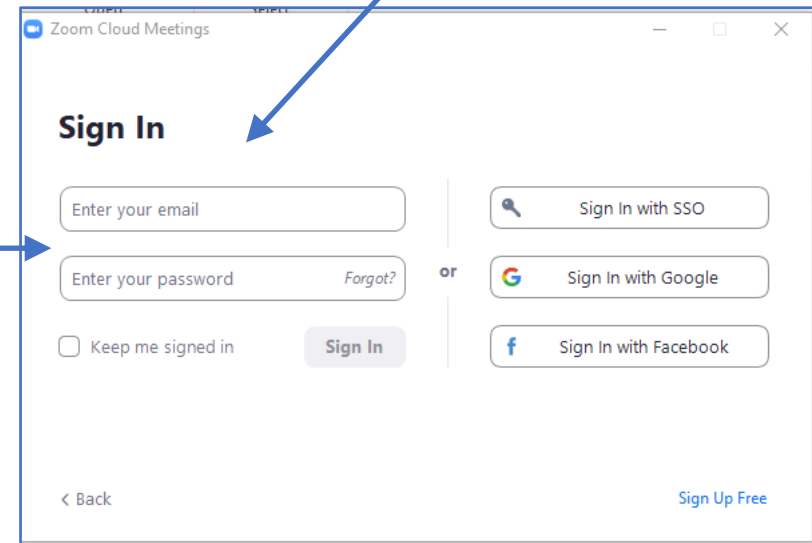
For ipads, use *App Store*, search for *Zoom* and download '*ZOOM Cloud Meetings*'.

As you are hosting a meeting, click here



U3A Cranbourne is licensed to run Zoom sessions that run for more than 30 minutes. In this case, you will need to use the Sign In details sent to you by the Tutor Coordinator. As access is limited to one session at a time, you will also need to register your session with the Tutor Coordinator.

If your Class is only going to run for 30 minutes\*, Use your own access to run the Class



*\*- After 30 minutes, you will get a 10 minute warning. Therefore sessions can run up to 40 minutes. BUT, once the 40 minutes is up, the session will stop!*

You should see a screen that is similar to this (obviously, you won't be teaching Silver level Street Latin!)

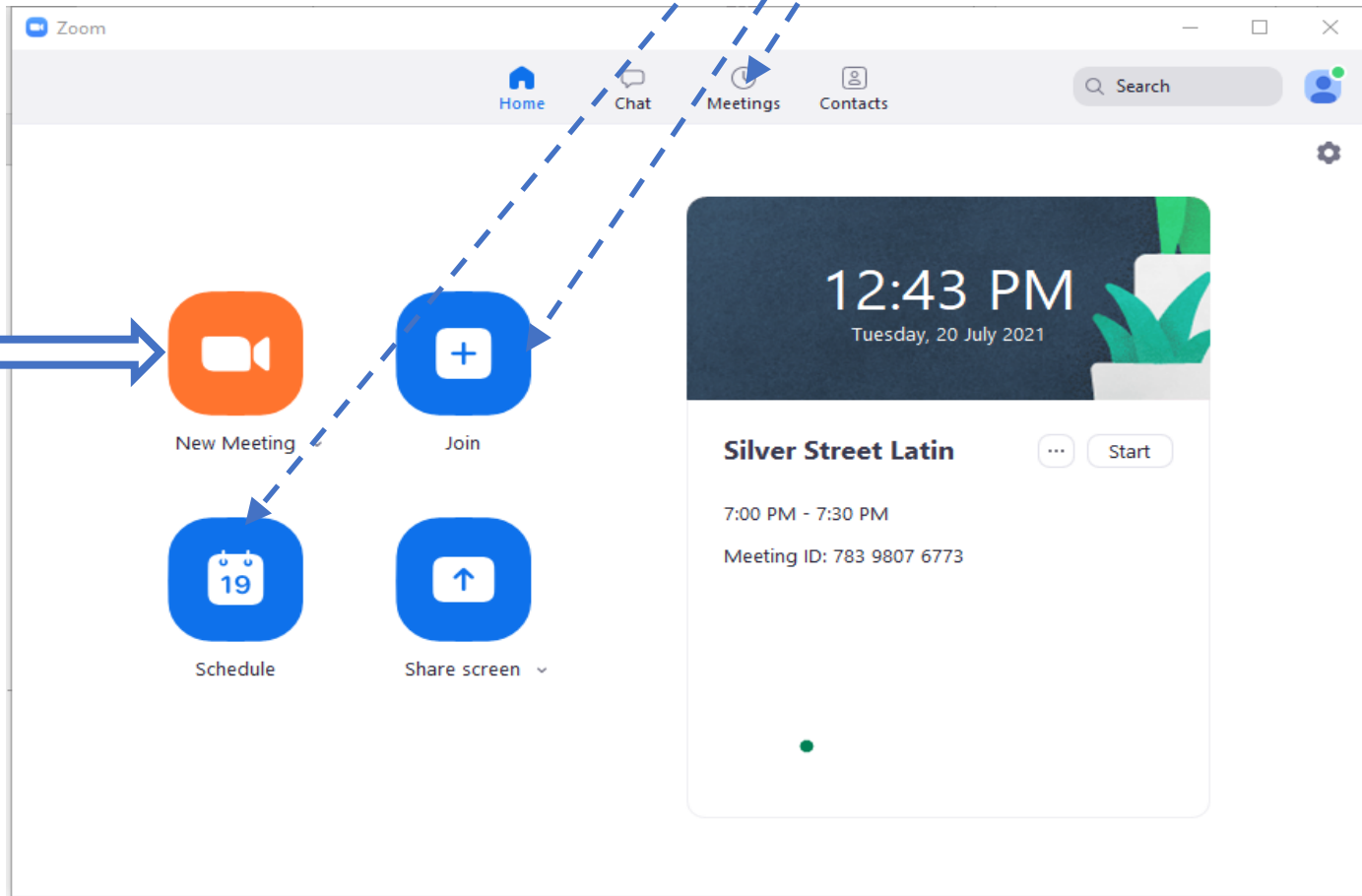
From here, you have a number of options available.

You can:

- Set up a Scheduled meeting\*
- Join a meeting that someone else is running
- Select a meeting from your list of meetings
- **Start a brand new meeting**

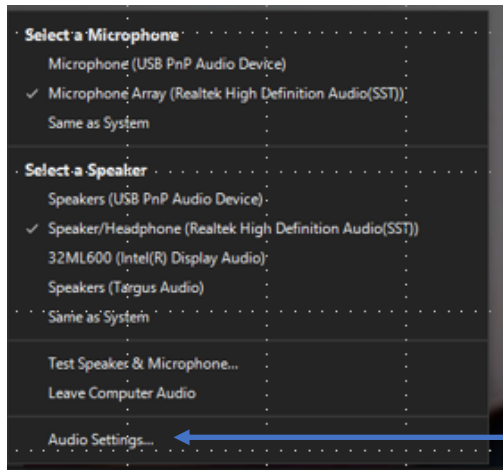
As this is a training guide, you will start a **New Meeting**

Click here

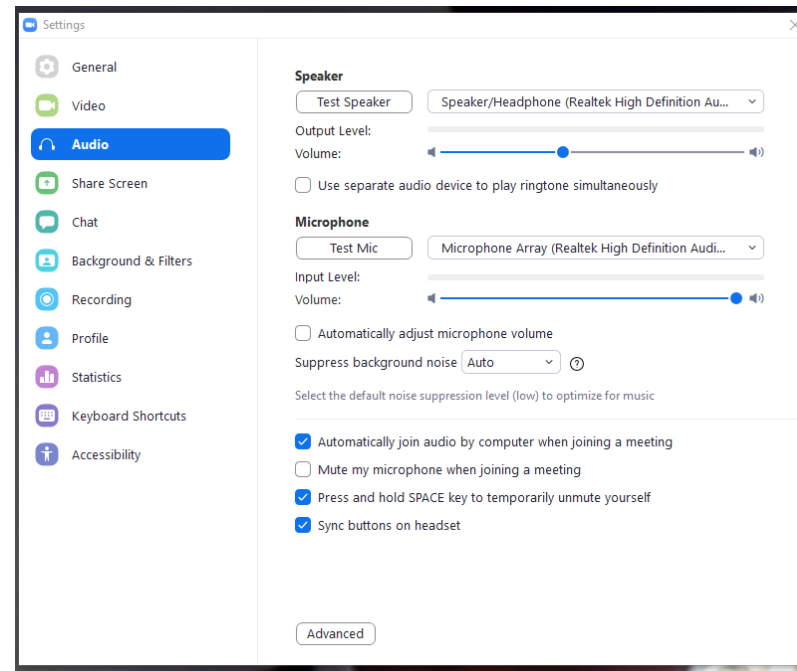


\*- Zoom calls their sessions 'Meetings'.  
In our language a 'Meeting' is a 'Class'.

You should see yourself on video, and if you move your cursor anywhere on that video, the menu bar below will appear. First, check your audio by selecting the up arrow.

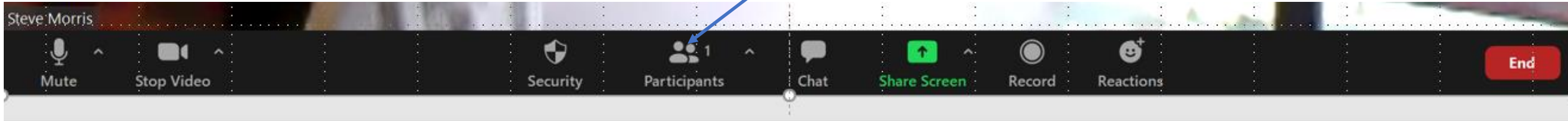


Select 'Audio Settings'

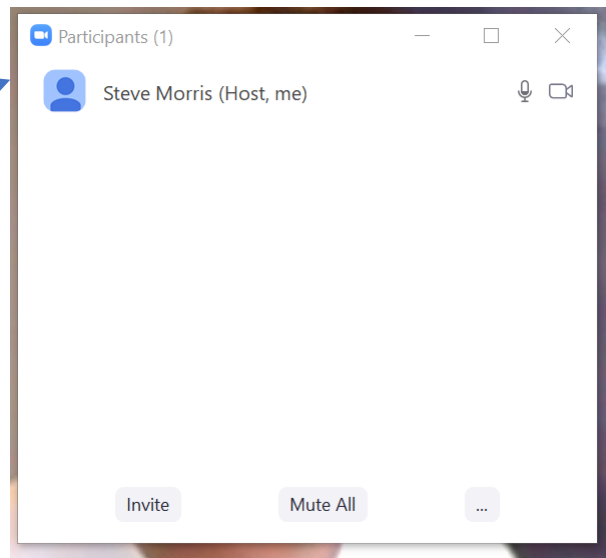


Turn your Speaker and Microphone settings on full, and test them

If you have invited anyone to your Class, select 'Participants'



As Class members connect, their details will appear up here, allow them in.



You are now up and running.  
Read on for a few tips about Zoom.

# ZOOM Tips and Suggestions

## Always test your audio first.

### Tip:

*Start a New Meeting at least 15 minutes before your scheduled Class to do this.*

## Lighting is Critical

*Make sure that your lighting is effective.  
If there is light behind you, your face will be in shadow. Pull the blinds.  
Use overhead lights even in daylight.*

## Video

*The built in cameras on laptops, tablets and ipads often have low resolution.  
Webcams are often much better.  
Mobile phones usually have excellent cameras.  
Try and connect your phone to your computer.*

## Pin Your Video

*By default, ZOOM will show the video of the person currently speaking as the main display.  
As you are the Tutor, it's all about you and you should consider making your video the main display.  
Click on your video and select **Pin Video**.*

## Scheduling

*Set up a Schedule for your Classes.  
This gives you time to send invitations to your Class members.  
Zoom also adds the details to your calendar.*

### Also

*Register your session with the Tutor Coordinator*

## Record and Review

*Recording your session is easy and a really valuable way of assessing how your class was run.  
Just click on the **Record** button.*

## Google

*If you are struggling, try Googling a question.  
Someone out there has probably provided the answer for you.  
I use it all the time.*