

## 2 ways to join a Zoom meeting that somebody else has set up

### #1

Click on the link that is sent to you.

Caution: do you know who has sent this? Do not click on links you are not expecting

**Zoom** <no-reply@zoo... Tue, 2 Jun, 20:54 (11 hours ago)   
to me ▾

Hi there,

Please click this URL to start your Zoom meeting: maggy simms' Zoom Meeting, <https://us02web.zoom.us/j/81187998942?pwd=ZXVNd3FDRnZuZ3JxeXBCdEMzKzhGUT09> as your participants are waiting.

The email you get inviting you to join might look like this

Click on it and let your device do the rest.

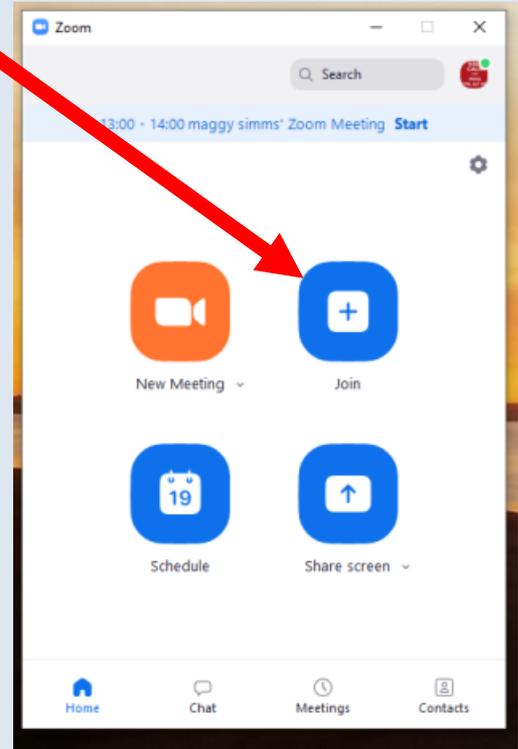
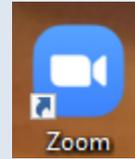
## Method #2

If you have downloaded the Zoom program, click on the icon

This will open four choices: new meeting, join, schedule, and share screen

Click **'join'**

Enter the meeting ID and the password provided in your invitation email



## Explore your tools

Find the toolbar. It might only appear when you put your cursor on the screen.

You cannot break anything by clicking on to find out what happens.

Most tools work by clicking on the same icon. So click on mute to go mute, click on it again to unmute.

Click on your own image and find the 3 dots, the mute option etc

You can also rename yourself during a meeting by clicking on the name bottom left of your thumbnail image



Toolbar appears at bottom when you put your cursor on the screen.

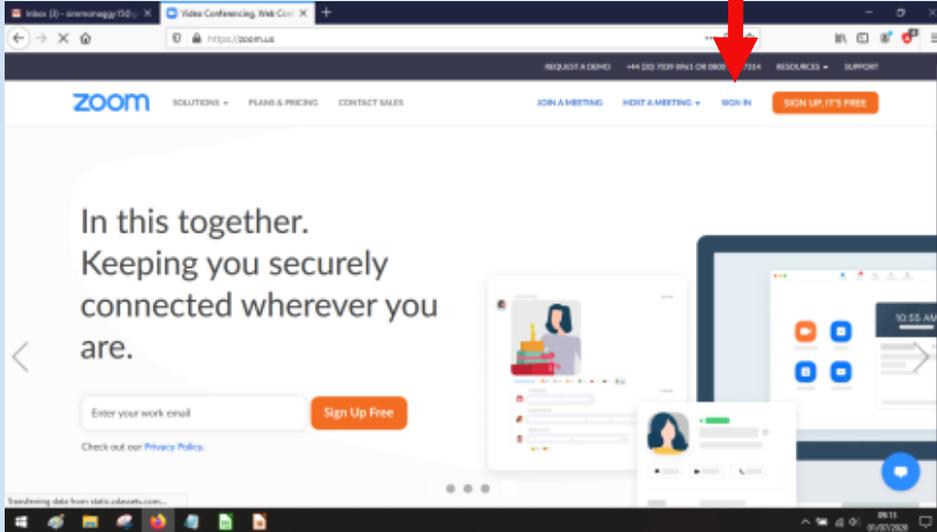
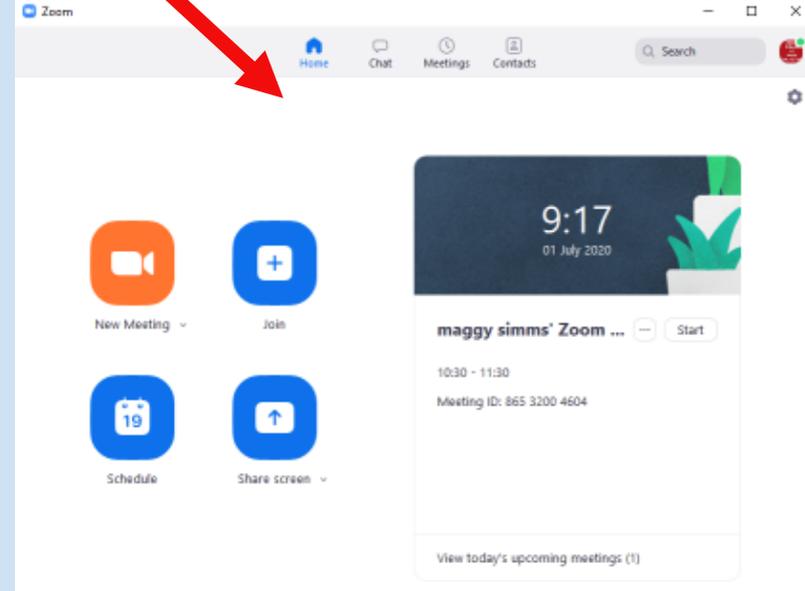
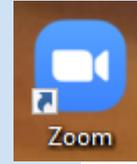
There are more control buttons to be found on your own thumbnail image

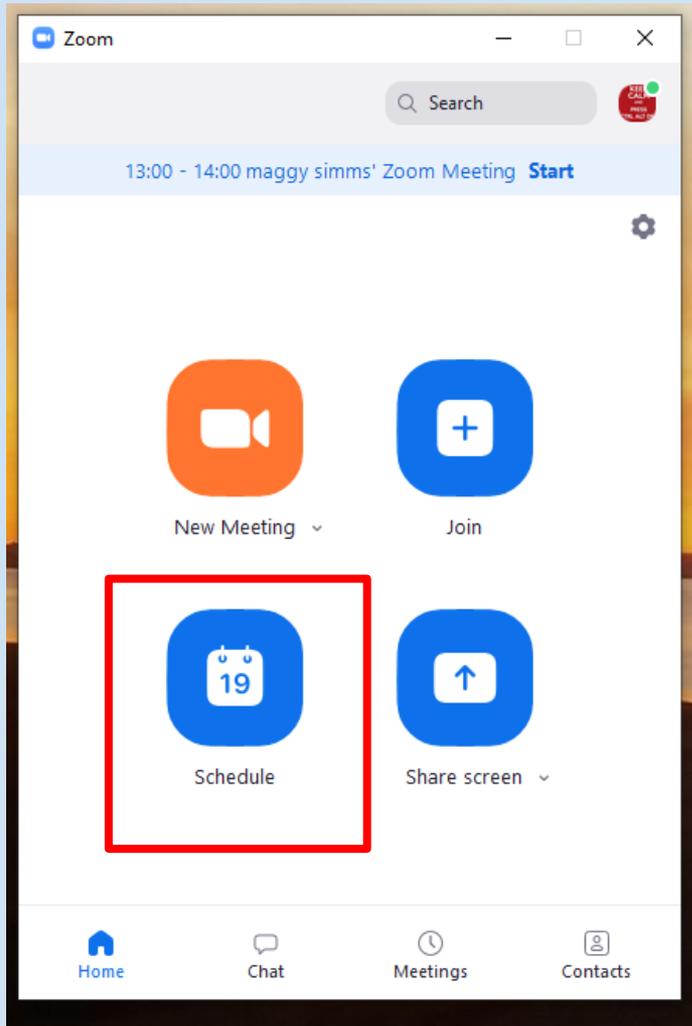
c

# Creating a Zoom meeting – two methods

#1 Use the downloaded program or app

#2 Go to <https://zoom.us/> and sign in using your existing a/c details





## Using the app/ program

Click on the Zoom icon to start the program

Then click on the icon that says 'schedule a meeting'

Schedule meeting

## Schedule Meeting

Topic  
maggie simms' Zoom Meeting

Start: Wed June 3, 2020 8:57

Duration: 1 hour 0 minute

Recurring meeting Time Zone: London

Meeting ID  
 Generate Automatically  Personal Meeting ID 295 716 7396

Password  
 Require meeting password 913153

Video  
Host:  On  Off Participants:  On  Off

Audio  
 Telephone  Computer Audio  Telephone and Computer Audio [Edit](#)

Calendar  
 Outlook  Google Calendar  Other Calendars

Advanced Options

[Schedule](#) [Cancel](#)

This will appear  
You can alter the name, times etc to suit you.

**Meeting ID** 'Generate automatically' is already checked for you – leave it that way for U3A meetings

**'require password'** is ticked

Look at the video options. On or off?  
Your choice (discuss)

You can decide if you want it in an online calendar. 'Other calendars' allows you to ignore online calendars.

You can then click 'schedule, but first take a look at the advanced options

### Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Alternative hosts:

Example:john@company.com;peter@school.edu

Schedule

'Enable waiting room' allows people to be see a message that the meeting will open soon

If you untick this option, people trying to join in good time will not know if anything is happening

The free plan does not allow you to alter the other options (I think. This changed was made in late May 2020)

When you are happy with your meeting set-up, click schedule

Press schedule

This screen of info appears. Licensed version (left), free version (right)

Zoom - Schedule Meeting

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

maggy simms is inviting you to a scheduled Zoom meeting.

Topic: maggy simms' Zoom Meeting  
Time: Apr 22, 2020 01:00 PM London

Join Zoom Meeting  
<https://zoom.us/j/96023211126?pwd=RGRxVkhxQ2FkZ3ByTkJaRFdackRKdz09>

Meeting ID: 960 2321 1126  
Password: 207559

One tap mobile  
+12532158782,,96023211126#,,207559# US  
+13017158592,,96023211126#,,207559# US

Dial by your location  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 929 205 6099 US (New York)

Meeting ID: 960 2321 1126

Open with default calendar (.ics) Copy to Clipboard

Zoom - Schedule Meeting

Your meeting has been scheduled.

Click the button below to copy the invitation to clipboard.

maggy simms is inviting you to a scheduled Zoom meeting.

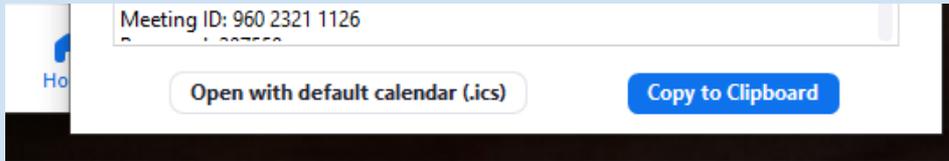
Topic: maggy simms' Zoom Meeting  
Time: Apr 22, 2020 01:00 PM London

Join Zoom Meeting  
<https://zoom.us/j/96023211126?pwd=RGRxVkhxQ2FkZ3ByTkJaRFdackRKdz09>

Meeting ID: 960 2321 1126  
Password: 207559

Open with default calendar (.ics) Copy to Clipboard

The free version has no phone-in access



Hello, I am contacting you to give you the joining details for tomorrow's training session.

The meeting will start at 10.30 and I will 'open the doors' at 10.20 to let attendees in.

To join, click on the link below. If you click it before 10.15 tomorrow, not much will happen! But you will not have caused any problems.

<https://us02web.zoom.us/j/85650034308?pwd=MH1JQis4a2pqeG5UUzFTTjVrZzFSZz09>

If you are prompted to 'open link', press OK

If needed, these are the secure passcodes for the meeting. You are unlikely to need them as they are encrypted in the link.

Meeting ID: 856 5003 4308  
Password: 5Y@JH\$

You can copy and paste the whole lot into an email and send it to people

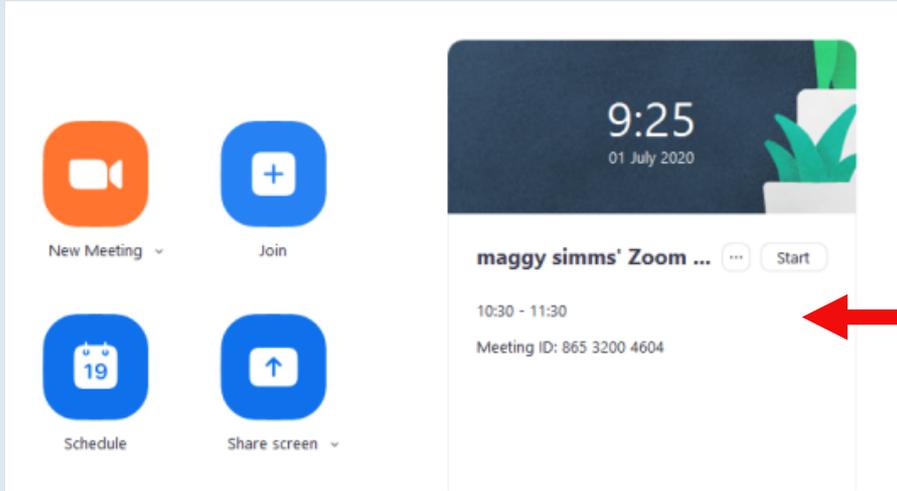
'Copy to clipboard'

Open eg a new email  
Click 'paste'

It includes a clickable link to the meeting you have scheduled

Read back to yourself what is pasted into your email.

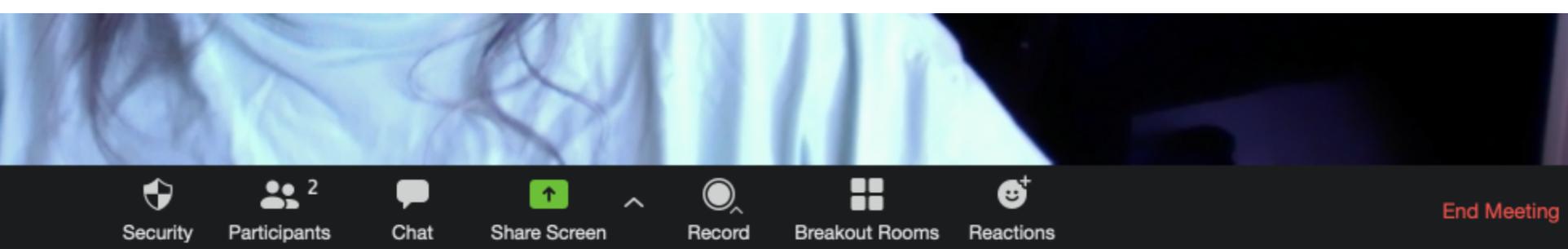
Does it need more info – less info?  
Is it explicit enough? If not, alter the wording to suit your members.



When you are ready to have your meeting, click on the zoom program icon to open it - you will get this menu

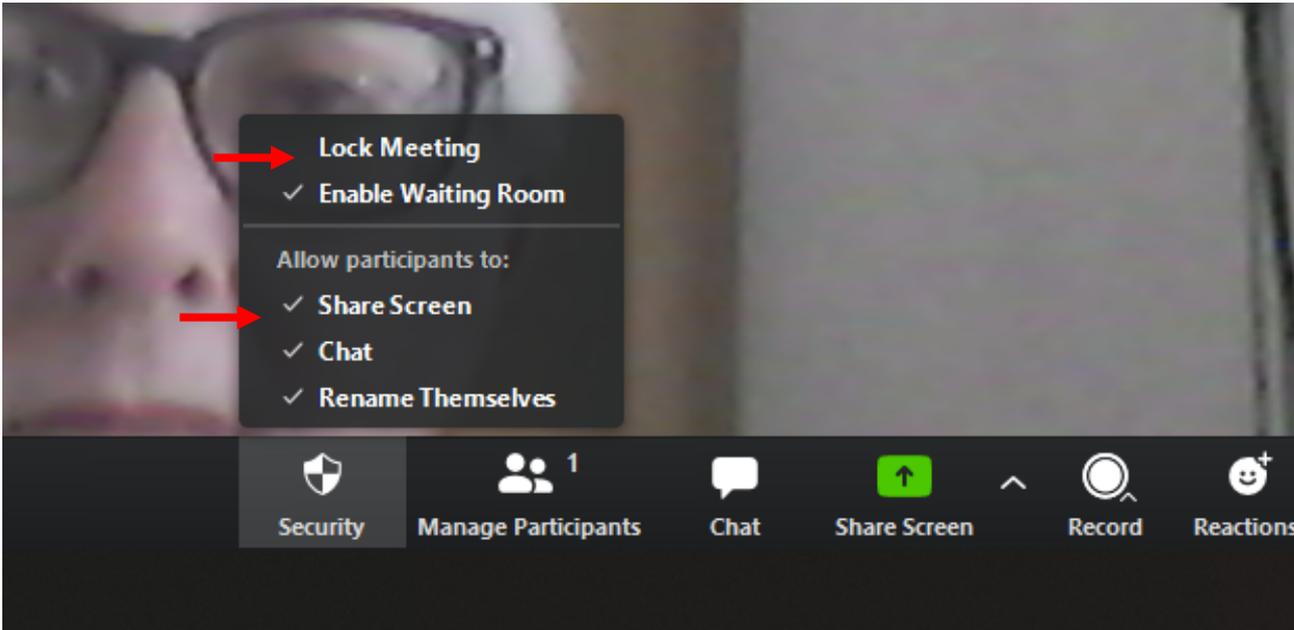
You can find a list of meetings you have scheduled here

Click on 'start' to start your meeting  
Any meeting 'starts' when the meeting host decides to start it (implications for free plan)



The tools as seen by host of meeting

Participants get slightly different tools with fewer 'powers'



[More safety advice here](#)

As host, when your meeting starts and everyone has arrived, you can lock the meeting so nobody else can get in.

Click on the shield icon, then tick 'lock meeting'

You can also stop participants sharing their screens - untick 'share screen'

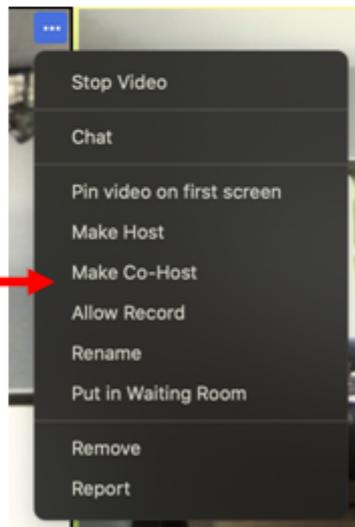
## Co-hosts can only be added when a meeting has started



Hover cursor over a participant – three dots appear

Series of options appear – choose 'make co-host'

Very useful for spotting and unmuting 'questions from the floor'





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Meeting

Recording

Telephone

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

**Require a password when scheduled**

A password will be generated when you schedule a meeting. All meetings require the password to join the meeting. Meetings that are scheduled but not included.

**Require a password for instant meetings**

A random password will be generated for each instant meeting.

**Require password for participants**

A numeric password will be required for each meeting. For more information, see [Require a password for participants](#).

Security

Schedule Meeting

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

Email Notification

Other

**Private chat**

Allow meeting participants to send a private 1:1 message to another participant.



**Auto saving chats**

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



Security

Schedule Meeting

[In Meeting \(Basic\)](#)

In Meeting (Advanced)

**Polling**

Add 'Polls' to the meeting controls. This allows the host to survey the attendees.

