

## Windows Zoom Setup

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Computers using Windows are made by a large number of companies such as Dell, Asus, Lenovo, HP and Acer. They may be laptops or desktop computers (if it's portable and powered by a built-in battery it's a laptop). They are good for using Zoom because they have a bigger screen than smartphones and tend to be faster as well.

To get the best out of Zoom your computer must have a camera, a microphone, and a speaker. Any modern laptop should be fine. A desktop computer may or may not have these, so that's something you need to check first – this can be tricky to determine, but if you try and install zoom you'll soon find out if anything is missing.

Zoom uses quite a bit of data during a meeting so it is better to use a home, wireless, internet connection (NBN or ADSL) rather than use up your phone plan but a phone should only be a problem if you have a very small amount of data. The expected usage is less than 0.5 gigabytes an hour, this can be reduced by not having your video on in the meeting.

The first time you try to attend a Zoom meeting Windows will pop up lots of windows in the process of downloading Zoom to your computer. Each of these windows needs a response from you. The steps below tell you how to respond. It's a lot simpler after the first time!

- 1) You will receive an email from Indigo U3A inviting you to a meeting. Have a look at its contents – it should look something like the one below.

Indigo U3A Flower Arranging is inviting you to a scheduled Zoom meeting.

Topic: Flower Arranging  
Time: Apr 1, 2020 10:00 AM Canberra, Melbourne, Sydney

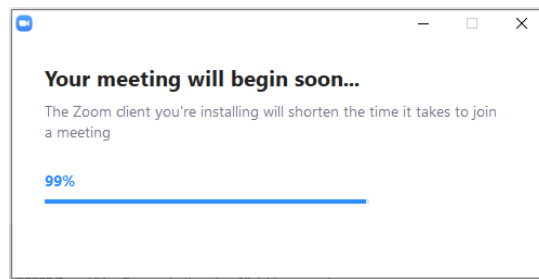
Join Zoom Meeting  
<https://us04web.zoom.us/j/686615110>

Meeting ID: 686 615 110

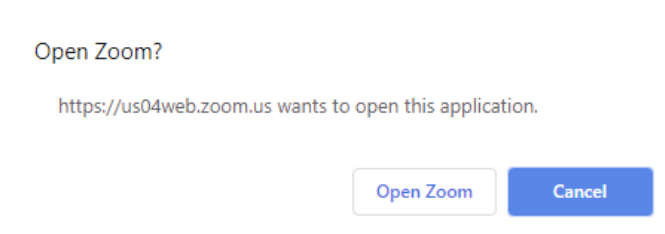
Take note of the time of the meeting.

- 2) To join the meeting open the email at the indicated time and tap the link to the meeting – in the above example it looks like  
<https://us04web.zoom.us/j/686615110>  
Click on the link above now to initiate the Zoom install process.
- 3) A new tab will open in your browser. Wait for 15 seconds – Zoom may install without any further action from you at this point. If nothing happens:
  - Look for the words “[download & run Zoom](#)”
  - Click on these words to start the download.

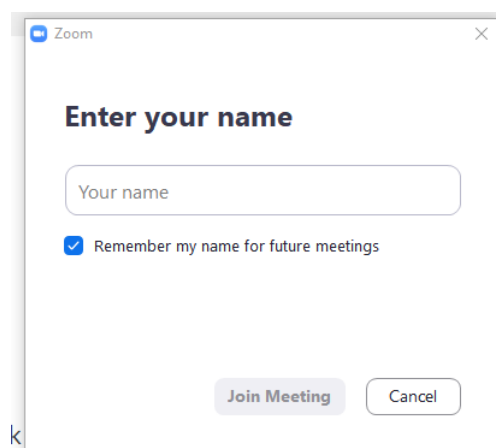
- 4) Windows will download a file which needs to be installed. Follow the instructions from your browser to install the file.
- 5) If you are asked “Do you want to allow this app to make changes to your device?” then click on “Yes”.
- 6) A new window similar to the one below will open on your screen. Wait a while for the Zoom program to install.



- 7) When the window below pops up click on “Open Zoom”.

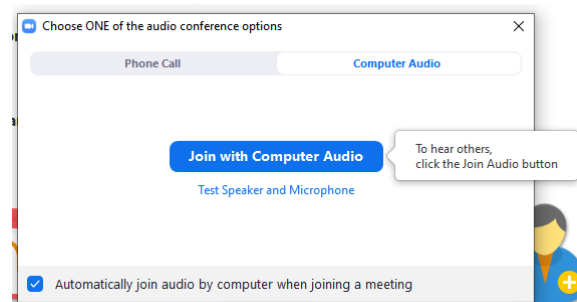


- 8) A window will pop up to ask for the name you want to use in the meeting (your first and last names are probably best).



- 9) A window may pop up to give you a chance to test your audio and video before joining the meeting. If you've used Zoom on this computer before, click on “Join with Computer Audio” and skip to point 10) below.

To do the tests click on “Test Speaker and Microphone”:

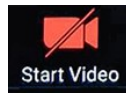


- You should hear a ringing tone. Click yes if you do. This means you have speakers on your computer. You may want to adjust the volume on the computer.
  - You will then be asked “Speak and pause, do you hear a replay?” Say a few words in a normal speaking voice. If the computer repeats what you have said, click on “Yes” in the pop up window.
  - If both tests were successful
    - Tick the box next to “Automatically join audio by computer when joining a meeting”
    - click on “Join with Computer Audio” in the pop-up window.
  - If the tests were not successful, contact U3A and they will do their best to help you get started.
- 10) You will now be in the Zoom meeting. You should see a video display of someone from the meeting (probably the presenter). If there is no one else in the meeting yet you’ll just see a static display, in that case check in the invitation that you’ve got the right time and date for the meeting. If the time is correct you can wait until someone else joins the meeting.
- 11) You may need to change a couple of options to get your sound and video working.
- Move your mouse pointer into the meeting window and you will see a little row of icons across the bottom of the. These are the various options you can use during the meeting.
  - If you already have your sound and video connected for the meeting, then the icons shown below will appear on the bottom left of the meeting window.



- The microphone on the left indicates that your sound is on, the white video camera indicates that your video is on.

- If you see a video camera with a line through it then your video is turned off.



To turn it on tap on the video camera icon.

- If you see the words “Unmute” at the bottom left of the screen, then click on the microphone. This will turn your sound on.

12) You will see whoever is talking on the screen and hear what they are saying. In the same way, if you start talking, everyone will be able to see and hear you. If the sound is too soft or loud just change the volume on your device.

13) Have a look at the view of you in the small window at the top of the screen. This is the view of you that other people see when you are talking. Look in the small window and check how you are positioned in front of your camera. Note that a lot of laptop users tend to have their screen (and camera) pointing up from below to their face – try to make your laptop higher so other people get a better view of your face.

When you want to leave the meeting, you can tap on the words “**Leave Meeting**” in the bottom right hand corner of your screen. If you can’t see them just move your mouse pointer to the zoom window screen and it should appear.