

# **AELA's Introductory Guide to using Zoom for online meetings and workshops**

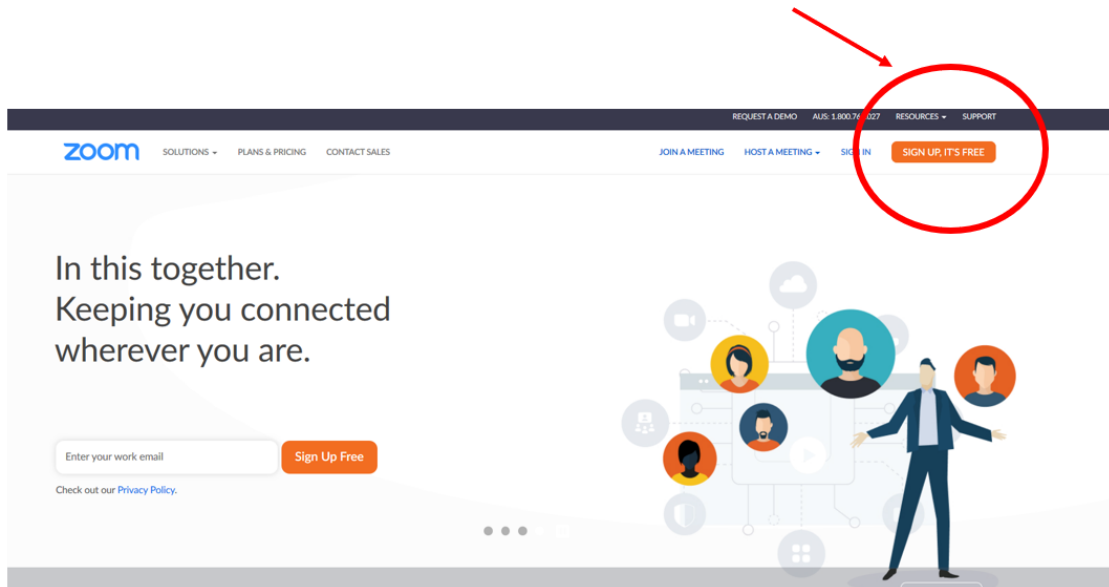
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## 1. How to download zoom on your computer

1.1 Go to this webpage - <https://zoom.us/support/download>

1.2 Find the ORANGE button in the top right side that says: "SIGN UP, IT'S FREE"



1.3 Follow the instructions to create your FREE ZOOM ACCOUNT and download it onto your computer

## 2. How to access a zoom meeting once you have zoom on your computer – using the link

2.1 The quickest way to connect to a zoom meeting or online forum/webinar, is to **CLICK ON THE LINK THE HOST HAS SENT YOU**. **Every link is unique**, so make sure you have the correct link for the correct meeting. An event host will either email you the link, or the link might be on the event information on a website or facebook.

2.2 The **OTHER** way to get into a zoom meeting or online webinar is:

- i. Go to this webpage: <https://zoom.us/join>
- ii. CLICK ON 'JOIN A MEETING'
- iii. Type in, or copy and past the unique meeting/workshop link, into the space that says "Meeting ID or Personal link name"

\*\* SEE BELOW – this is what the page will look like

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO AUS: 1.800.766.027 RESOURCES ▾ SUPPORT

JOIN A MEETING HOST A MEETING ▾ SIGN IN SIGN UP, IT'S FREE

### Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

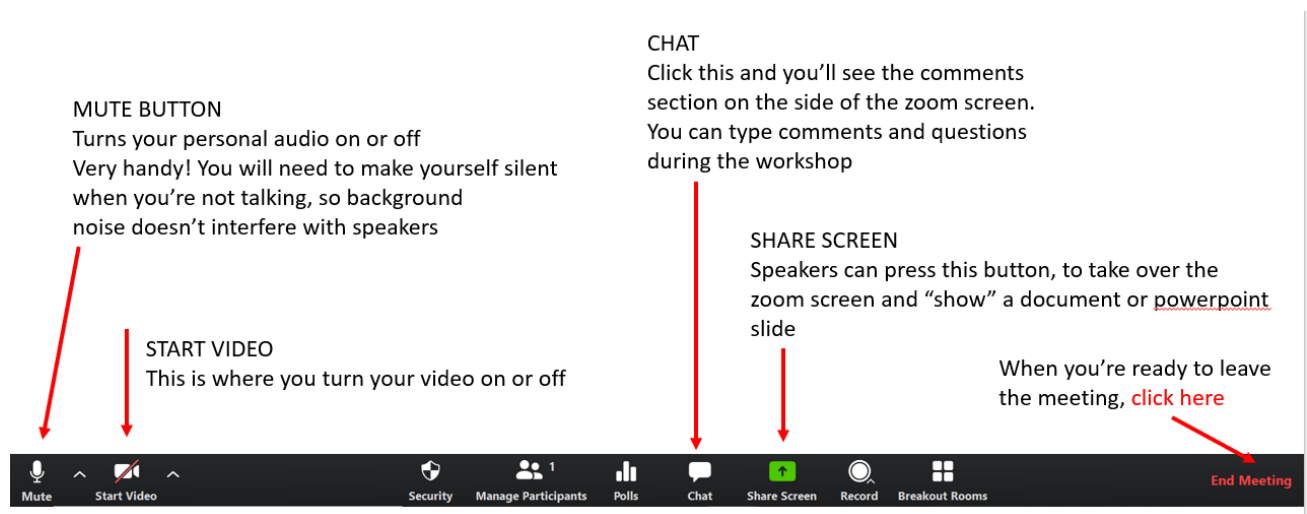
### 3. What to do when you're 'inside' a zoom meeting or workshop

#### 3.1 The main 'buttons' on zoom that you'll need to use

Once you're inside the 'zoom room', you'll see a screen with a menu bar down the bottom.

The menu bar appears (and disappears) when you move your cursor across the bottom of the screen.

Here are the main buttons you'll use: --

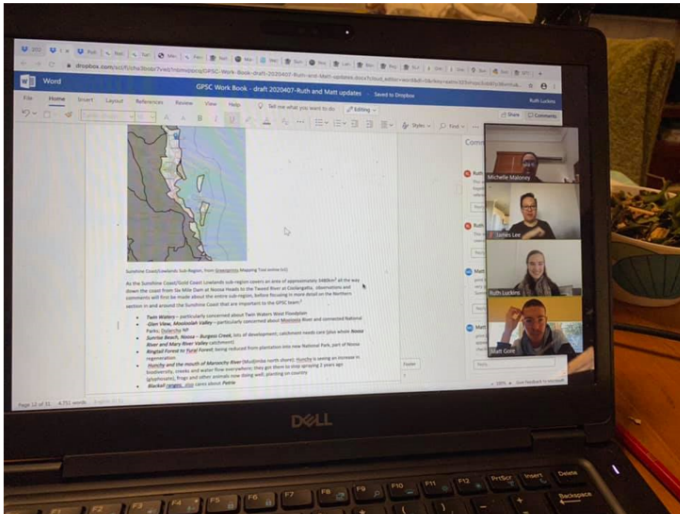


#### 3.2 How to share your screen and "show" a Powerpoint presentation or other document

1. Find the **GREEN RECTANGLE** in the menu bar at the bottom of the zoom screen, called 'Share Screen'
2. Click on 'Share Screen'
3. Choose which 'Share Screen option' you want (we usually choose the option in the TOP LEFT HAND CORNER. This option shows your screen to others on the call (but you can choose a different option)

## 4. What does it look like when you're "on" zoom?

This is what a zoom screen looks like when someone is 'sharing screen' (below)

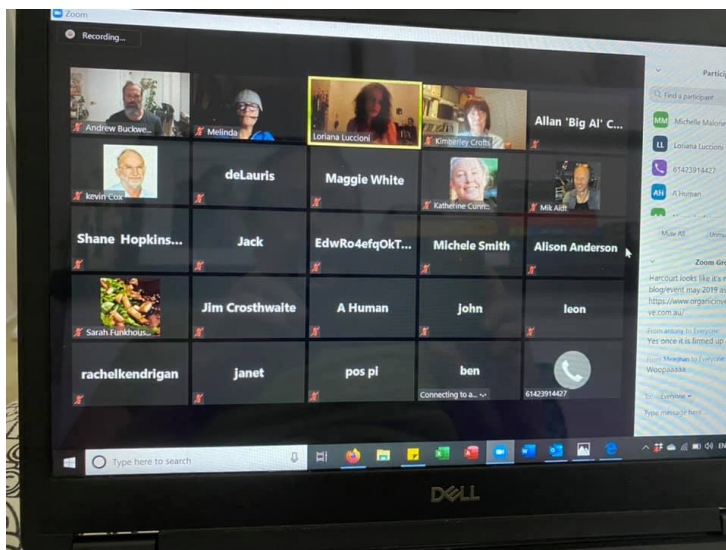


### "Sharing screen"

You can show people a document on your computer. It might be Powerpoint slides, or other documents.

Everyone will see your document in full screen, and the people will "shrink" to be in a smaller strip on your computer screen

This is what it can look like when you're on a zoom call with lots of people:



## 5. How to log out at the end

Just choose the 'End Meeting' button.

Go to the zoom menu bar at the bottom of the zoom screen → Click on the 'End Meeting' button – it's on the far right hand side of the menu bar

See note 3.1 (above), to see the image of the 'End Meeting' button.

## 6. Further information

This is a helpful short video

<https://www.youtube.com/watch?v=fMUxzrgZvZQ>

Or contact AEELA and we'll do our best to help you

[events@earthlaws.org.au](mailto:events@earthlaws.org.au)