# Getting the most from **Zoom**

**IMPORTANT – Please Read:** Zoom has been one of the most popular video-conferencing sites through lockdown and it is widely used, including by the RCGP. Pros include reliability and stability, clarity of image and sound, the ability to organise breakout rooms, and **unlimited time for meetings for free for NHS staff using an nhs.net email address** (for calls over 40 minutes, Zoom usually charges a subscription fee). Cons are that not all organisations are comfortable that it meets their security standards after early 'Zoom-bombing' of meetings, therefore not everyone is allowed to use it on work laptops.

To **make Zoom more secure**, we recommend enabling these settings:

- Waiting room
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom

And disabling this setting:

- Enable join before host

Firstly, if you are just joining a Zoom meeting, you **do not** have to have Zoom installed on your computer. However, if you are the host, you will need it.

## Download:

Go to zoom.us/download (or click **HERE**) and download Zoom Client for Meetings.

**Zoom Client for Meetings**

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.
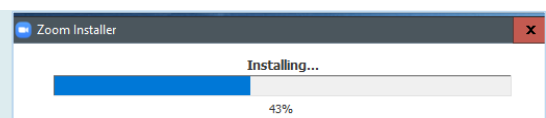
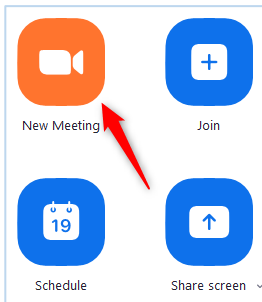**Download**    Version 4.6.7 (18176.0301)

Choose the location on your computer where you'd like to save the download.
Once the download is finished, "ZoomInstaller" will appear.

Run the software, and Zoom will begin installing.
Zoom opens automatically once installation is complete.
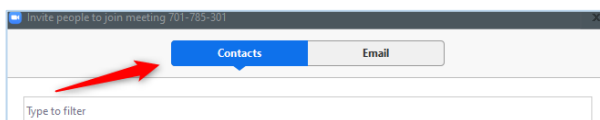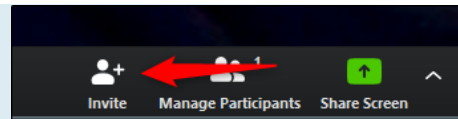
Zoom Installer

Installing...

43%

## How to Set Up a Zoom Meeting:

When you start Zoom, you'll be offered a few different options. Select the orange "New Meeting" icon to start a new meeting.

Once selected, you'll now be in a **virtual video conference** room. At the bottom of the window, select "Invite."

A new window will appear, presenting various methods for inviting people to the call.
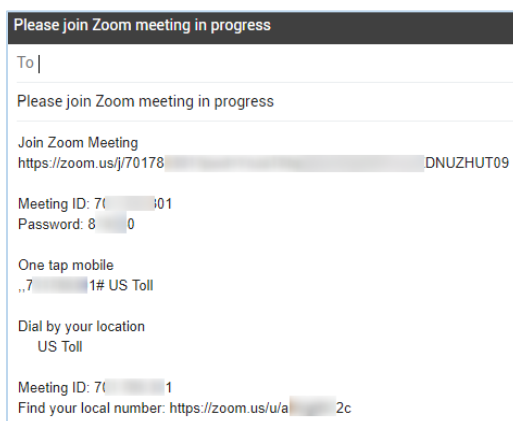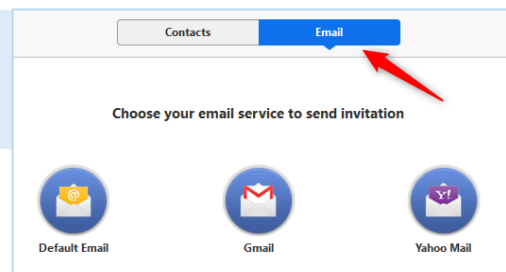
You'll be in the "Contacts" tab by default.

If you already have a list of contacts, you can simply select the person you want to contact and then click the "Invite" bottom in the bottom-right corner of the window.
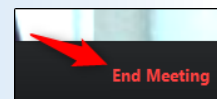
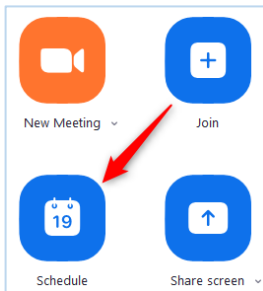Alternatively, you can select the "Email" tab and choose an email service to send the invitation.

When you select the service you'd like to use, an email will appear with the different methods for the user to join your meeting.

Enter the recipients in the "To" address bar and then select the "Send" button.

All that's left to do is wait for the recipients of the invitation to join the call. Once you're ready to end the conference call, you can do so by selecting the "End Meeting" button in the bottom-right corner of the window.

## How to Schedule a Zoom Meeting:

Next, on the Home Page, select the **Schedule** button.

The Schedule Meeting window will appear. You'll have a lot of meeting options here to go through.

Here's what you need to do:

Start by setting the time, date, duration, and name of the meeting. If this will be a recurring meeting, check the box next to the "Recurring Meeting" listing. Also, be sure to take note of the Time Zone in the bottom-right corner of this section.

**Schedule Meeting**

**Topic**

Marshall Gunnell's Zoom Meeting

Start:     Sat May 9, 2020      08:00 PM

Duration:   1 hour     0 minute

☐ Recurring meeting       Time Zone: Osaka, Sapporo, Tokyo ⌄

Next, set the "Meeting ID." **Due to security issues**, we recommend only using your Personal Meeting ID for personal meetings. If this is a business meeting, leave "Generate Automatically" selected. Be sure to require a meeting password for an additional layer of protection.

**Meeting ID**

◉ Generate Automatically     ○ Personal Meeting ID

**Password**

☑ Require meeting password

Now for the video and audio settings. These options allow you to set the host's and participant's video to be on or off when they join the meeting, and the communication method (telephone, computer audio, or both).

**Video**

Host: ○ On ◉ Off     Participants: ○ On ◉ Off

**Audio**

○ Telephone    ○ Computer Audio    ◉ Telephone and Computer Audio

Select if you'd like to send the meeting invite and reminder to Outlook, Google Calendar, or a different calendar platform.

**Calendar**

○ Outlook     ◉ Google Calendar     ○ Other Calendars

Finally, there are a few advanced options you can choose from that should make your video conference more secure. To open the Advanced Options menu, click the arrow next to "Advanced Options."

To **make Zoom more secure**, we recommend enabling:
- Waiting room
- Mute participants on entry
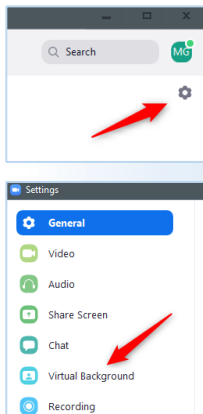- Only authenticated users can join: Sign in to Zoom

And disabling this setting:
- Enable join before host

**Calendar**

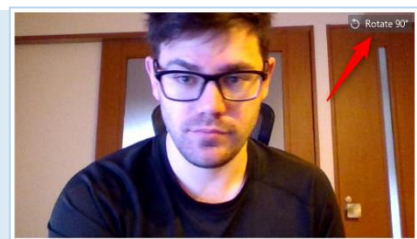○ Outlook     ◉ Google Calendar

**Advanced Options** ⌄

## How to Hide Your Background During Video Calls in Zoom

If you are working from home, or even from your practice, you can use a virtual background in Zoom to hide your real background environment. It can add a personal touch to the video chat and hide messes behind you.
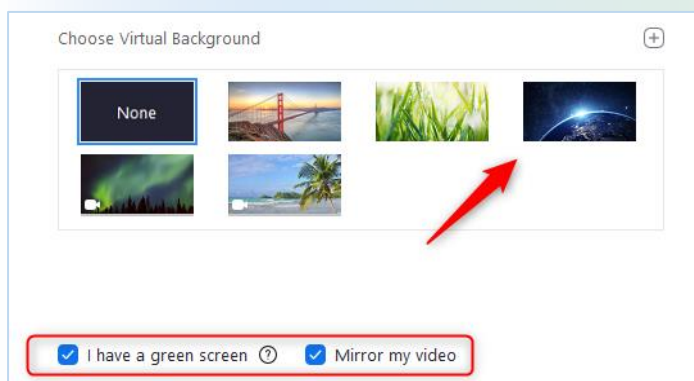
Once the application is open, select the Gear icon in the top-right corner of the window. This opens the "Settings" window.

In the left pane of the Settings window, select "Virtual Background."

Once selected, you'll see a video preview of your current environment along with a "Rotate 90°" option in the top-right corner of the preview.



Below the preview, you'll find a small selection of backgrounds to choose from. You can also select the box next to "I Have A Green Screen" and/or "Mirror My Video." The latter option will do as it says - mirror your video. If you have a green screen in your background, be sure to check that option because it will significantly improve the quality of your virtual background.
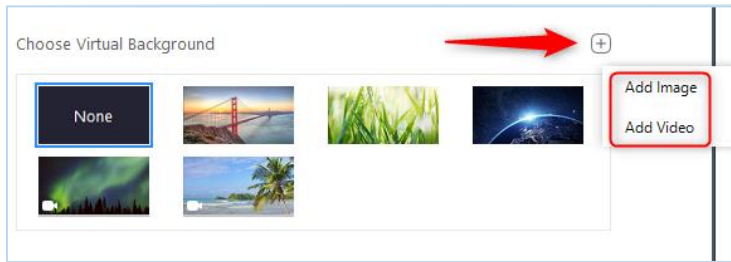


Select one of the virtual backgrounds from the library.

The background instantly appears behind you.

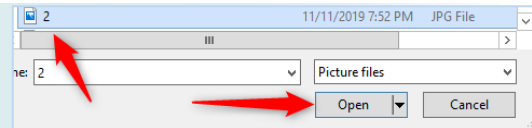The background of your actual environment will now be completely hidden.

If you're not satisfied with any of the background options in the library, you can use your own.

Select the "Add Image or Video" button (represented by the "+" icon) in the top-right corner of the virtual background selection. From there, choose "Add Image" or "Add Video."

Zoom will open the File Explorer (Finder for Mac). Navigate to the location of the image or video you'd like to use, select it, and then click the "Open" button.



The selected background will now be applied. Ensure the image you choose is high-resolution so that it doesn't diminish in quality during your video meeting.