Preparing to Zoom

Setting up your account

You do not need an account to attend meetings. Simply click on the link and download the app.

1. If you are a senior teacher find your email from John Lee and click on the link for access to your licenced account. Or go to Zoom.us and sign up for a basic free account.

2. Sign up with your school email. You will be sent a confirmation to this email. Find it and click on the link.

3. Choose your password. Skip the step about inviting colleagues. Click on go to account.

4. Click on settings in the left-hand menu. From here you can customise your preferences for meetings.

5. You can either schedule a meeting for a later time or host a meeting straight away from your online account.
Preparing to Zoom

Planning

Teachers:
What do you want to meet about?
What will you need to share during the meeting?
Will you want to record the meeting?
Have you scheduled the meeting?
Have you notified the students?

Students:
Have you prepared for the meeting?
Write down any questions you want your teacher to address and email them prior to the meeting?
Let your parents know that you are having an online meeting with your class.

Pre Meeting

Check your computer. Is your audio and video working?
Close any excess tabs.
Shut any screens you do not want to accidentally share.
Have open documents you may need to refer to during the meeting.
Are you sitting somewhere with enough light?
Is there a suitable background behind you? Will you use a virtual background?
Are you dressed appropriately for school?

Joining and running a Meeting

There are several ways to join a meeting:
- Open your Zoom app and begin or join the meeting.
- Open your outlook calendar and click on the link in the item.
- Open your email invitation and click on the link within the email.

If hosting the meeting you have control over participants ability to:
- Use video
- Share their screens
- Have audio
- Use the chat function between participants.

These options are available under manage participants tab at the bottom of your host screen.

During the Meeting

Use appropriate language and etiquette.
If recording the meeting, start recording, if you have not enabled this feature when you scheduled it.
Running a Zoom Meeting

1. Using the link you have been emailed – click on this and follow the prompts to open your zoom account.

2. Schedule your meeting by clicking on the schedule button on the Zoom app or by signing into your Zoom account on the website.

3. You will then be required to set up your meeting schedule. Click on advanced options and add in...

   Meeting Topic
   When: dependent on timetabled lesson.
   Duration: 45 minutes
   If a recurring meeting schedule these using website.
   Recurring meeting – tick yes
   Recurrence – weekly
   Repeat every – 1 week
   Occurs on – (you choose the day – ensure the timing matches timetabled lesson on your chosen day)
   End date – 6th May 2020 (End of Term 2)

4. Controlling participants’ permissions through meeting options. As the host you can stop participants meeting before you get there, mute them on entry, or have them wait in a waiting room. For safety reasons have all meetings automatically recorded and never schedule individual meetings.

5. As the host you can control participants throughout the meeting by clicking manage participants and then more.