

# *Tech Tips for Seniors*

## **Zoom Basics**

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Zoom is one of the most popular and easiest-to-use services for receiving and sending remote/virtual meeting video calls.

Virtual meetings with family and friends are a great substitute for in-person meetings and social gatherings, especially considering the fear of contracting the Covid-19 coronavirus.

If you are using a computer, the main requirement is to have a camera installed or built into your computer if you want to appear on the video screen with other call participants. Most mobile devices (phones

and tablets) include a camera. Look into the camera when the call begins and be in a lighted area.

Receiving, answering and joining a Zoom video call is as easy as tapping a Web link to an E-mail invitation sent to you from someone who has set up the call or conference. The E-mail also will indicate when the call is scheduled to begin and include a Meeting ID (string of characters and numbers).

The person who sent you the invitation will be waiting for you to click on the Web link and will admit you to the video call.

It is ideal to have the free Zoom app (software) installed on your computer or mobile phone.

To install the Zoom app on your computer, request the app from [zoom.us](https://zoom.us) on your computer's browser (Google, etc.). After answering the questions, you can select the Zoom "client" and it will be downloaded to your computer.

To install the Zoom app on a cell phone, go to either the Play Store (on Android phones) or the App Store (on Apple phones). Search for the Zoom app and download it onto your phone.

Once you have the app installed, you can join a call by tapping the Join icon on the main Zoom screen and by entering the Meeting ID that was included in the E-mail invitation.

Scheduling your own Zoom call with others can be done on the Zoom app, using these instructions:

- It would be helpful to create in advance a separate notepad file with the E-mail addresses of a list the people you want to include in a group video session. Each E-mail address must be separated by a comma and a space.
- Load the Zoom app to your computer or mobile device (the icon is a white video camera inside a green background). You will find that app on Apple's App Store, Google's Play Store, or by going to Zoom.us. You will need to create a Zoom account (it is free).
- If you want to host a video call, it is best to arrange a day and time in advance for the meeting with your friends and family.
- If someone sends you an E-mail message inviting you to join a Zoom video call, all you have to do is click the web link inside that E-mail. The host of the call will see that you clicked the link and will allow you to join the call.

- To host a video call, open Zoom. You will see a number of icons on the screen. They are: New Meeting, Join, Schedule and Share Screen.

- There are two ways to conduct a video session: New Meeting and Schedule.

- Select the Schedule icon and type a name for your session, set the day and time for you session, and turn on audio and video.

As an option, decide whether to select “Require Meeting Password” (a password may keep unwanted guests from joining your video call). Click Schedule or Done when you’re finished the setup.

- When a pop-up menu appears, type an E-mail address or paste the E-mail addresses of your group. Click Add.

- Your recipients will be sent an E-mail before the session is scheduled to begin and they should write down or memorize the meeting ID. If you set a password, be sure to let your guests know what it is.

- The second way to conduct a video call is with the New Meeting icon.

- **For mobile phone users:** Click New Meeting, then click Start a Meeting and you will see a Participants icon at the bottom of the screen. Select the Participants icon, click on the word “Invite”, select E-mail and add the E-mail addresses for those you want to invite to your video call. You can type an address or paste a group of addresses on the To line of a draft E-mail message. Send the E-mail, click the New Meeting icon and wait for your guests to sign in.

- **For computer users:** Click the New Meeting icon and your camera will turn on. Click the Invite icon at the bottom of the screen and type an address or paste a group of addresses on the To line of a draft E-mail message. Send the E-mail as you normally do and wait for your guests to sign in.

- As people join the meeting, their video screens will be added to yours.

- Oh, yes. About that Share Screen icon: That is mainly used by companies and schools for classes, meetings and conferences using Zoom Rooms that cost \$49 a month.
- Now for the fun part. Zoom gives every participant the option of using a “virtual background” image stored on his or her device, instead of displaying a view of the room behind them during video calls. Learn how to do this by doing an Internet search on the words “Zoom backgrounds”.

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