



The Oesophageal
Patients Association
Caring for the cancer patient & their family

Zoom Instructions

Joining a Meeting

Via Computer/Laptop/IPad/Phone

If you have the Zoom Application downloaded already, the Application should open and take you straight to the Virtual Cafe. If not, you will be presented with the option to download the Zoom App for the first time.

Your Zoom host will admit you into the main room. When you join, you will be placed in a Waiting Room and will need to wait for the host to admit you. You can turn your video on/off, or mute/unmute your microphone, at the bottom left of your screen.

Watch video tutorial

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>

Also, on this link you will find in-depth instructions on how to join a Zoom meeting on Windows, Mac, Linux, Android, iOS, Web browser, Email, Messaging and Telephone.

How Do I Host A Zoom Video Meeting?

Signing In

1. Go to <http://zoom.us> and click on Sign In.
2. You can use the "e-mail" and "password" that you have created, or use your Google (Gmail or Google App) or Facebook account to sign in with.

Note: If you do not have a current Zoom account, please click on Sign Up Free to create a new one.

Hosting a Meeting

If you do NOT have the Zoom app installed, go to zoom.us and select "Host a Meeting" to start the installation. If you DO have the App installed, see below -

1. Open your Zoom app on your desktop and click Sign In.

2. Log in using the E-mail and password that you have created, or with Google(Gmail), Facebook, or Login with SSO.
3. Click the downward arrow and select Start with video, then click New Meeting to start an instant meeting.

<https://support.zoom.us/hc/en-us/articles/201362613-How-Do-I-Host-A-Video-Meeting->

Scheduling Zoom Meetings

Overview

Zoom offers multiple methods to schedule a meeting. A host has control over the options for their scheduled meetings except for settings that an administrator has locked for all users in the account or for all members of a specific group.

- Schedule from the Zoom desktop client or mobile app
- Schedule from the Zoom web portal - <https://zoom.us/meeting>
- Schedule for someone else - PDF Guides for Executive Assistants (Outlook, Google) - <https://support.zoom.us/hc/en-us/articles/201362803>

Watch video tutorial

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

Also, on this link you will find in-depth instructions on how to schedule a Zoom meeting on Windows, Mac, Web, Linux, Android and iOS.

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