

## Hints for videoconferencing with Zoom

Apologies, I am sure quite a lot of this will be stating the obvious for many people but it's perhaps better to start from basics then you can ignore what you know already!

### Internet connection

Videoconferencing using any application needs a stable Internet connection with a reasonable speed. For most people, it's likely that the weakest link may be within the home rather than the actual broadband service.

If at all possible, use a desktop or laptop that is physically connected to your router with an ethernet cable.

If you are using the Wi-Fi in your home (obviously necessary if you're using an iPad or phone), make sure that you're in a part of the house that has a decent Wi-Fi signal strength – typically this would be somewhere close to your broadband router or Wi-Fi access point.

**Optionally** you might want to check your speeds in more detail:

The Wi-Fi signal strength indicator on your device  will give a reasonable indication of the good and bad spots in your home – alternatively you can download a useful app called 'Wi-Fi SweetSpots' for both IOS and Android which gives a graphical idea of the likely speeds you'll get, and how variable they are over time in a given location.



If you want to measure your actual broadband speeds rather than your home Wi-Fi speeds, go to

<https://www.speedtest.net> which will allow you to measure your broadband speed (using a browser on a desktop, or downloading an app for other devices). Again, do this in a location where your Wi-Fi is good, or better still using a cable connection to your router.

Anything over about 2Mbps for both download and upload speeds, together with a zero or very low 'Loss' figure, should be adequate for decent videoconferencing performance.

## Using Zoom<sup>1</sup>

### Downloading the Zoom client

You can download the Zoom client for your device here: <https://zoom.us/download>

You can sign up for a free 'Basic' account here: <https://zoom.us/signup> - you can join a Zoom meeting hosted by another meeting 'host' without signing up, but if you want to set up your own meetings you will need at least the Basic free account. This allows you to host

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<sup>1</sup> Zoom has very good user documentation – eg plenty of '[Getting Started](#)' information – this will go into much more detail than is included in this document.

group meetings of up to 40 minutes duration – there is no limit if you’re just having a one-to-one chat with someone else. Try joining a test meeting here: <https://zoom.us/test>

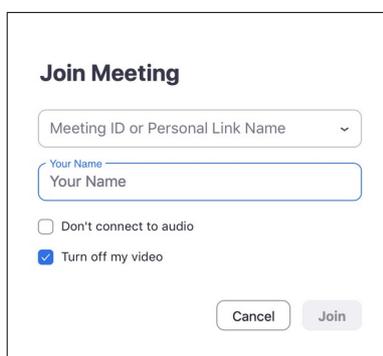
## Joining a meeting hosted by someone else

Typically, you will be sent details of the meeting by email.

Scheduled Zoom meetings have a unique ‘Meeting ID’ and optionally, a numeric meeting password (it’s always a good idea to require a password when hosting a meeting).

You can join the meeting in two ways:

If you are sent a web link, the easiest way of joining the meeting is probably to click on this, and it should then offer the option of joining the meeting from the Zoom client. The web URL will look something like this: <https://ukri.zoom.us/j/92899738132>



The screenshot shows the 'Join Meeting' dialog box. It has a title 'Join Meeting' and a dropdown menu for 'Meeting ID or Personal Link Name'. Below that is a text input field for 'Your Name' with 'Your Name' entered. There are two checkboxes: 'Don't connect to audio' (unchecked) and 'Turn off my video' (checked). At the bottom are 'Cancel' and 'Join' buttons.

Alternatively you can start up the Zoom client yourself and click the blue ‘Join’ button which will allow you to enter the Meeting ID (e.g. 92899738132) and edit your name if you want to change how you will be identified in the meeting. You can also choose whether or not your microphone and camera will be enabled when you first join the meeting.

When you click Join you will be prompted for the meeting password (your meeting host will supply this as well as the Meeting ID)

## Meeting controls

These notes are for the ‘desktop’ version of the Zoom client, but similar controls will be available for the mobile apps.

Once you have joined the Zoom meeting, you may have to unmute your microphone, and turn on your camera. You can see the controls in the bottom left of the meeting window:



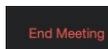
The red bar through the icons indicates that at present my microphone is muted, and my camera isn’t sending video to the meeting. The words underneath indicate the actions that will take place if I click the icon, and the arrows to the right give you some options (e.g. if you needed to choose between two cameras or microphones on the device).

On the top right of the meeting window you may see an option to choose between ‘Gallery view’ and ‘Speaker view’. The Gallery view is likely to be the best view for meetings with multiple participants, unless you prefer to focus in on whoever is speaking at any time.

The bottom section of the meeting window has other controls too – e.g. you can use ‘instant messaging’ chat to communicate with meeting participants, or choose to share one any window that you have open on a laptop / desktop, and certain application windows on mobile devices.



To leave a meeting, click the ‘End Meeting’ option at the bottom right of the meeting window.



## Videoconferencing 'etiquette'

These are not hard and fast rules, but will help ensure that the meeting works well for all participants.

- Make sure you don't have a bright light behind you (e.g. a window or a lamp) – it's probable that your camera will over-compensate and you will just appear as a silhouette to everyone else.
- Try and position yourself so you get a 'head and shoulders' view rather than being two inches away from your camera! Make sure your face is adequately lit.
- Ideally, use a separate headset with a microphone, rather than just using the speakers and microphone in your device. This can help reduce audio 'echo', although in practice many devices cope well these days without a headset.
- Don't have your speaker sound up TOO loud, particularly if you aren't using a headset – that could lead to echo as the sound from your speakers will be fed back into your microphone. The normal rule of thumb is that if you hear an echo of your own voice when you speak, it's someone else who is causing it, not you!
- Try not to rustle papers near the microphone, or tap your desk, as everyone will hear this.
- Consider muting your microphone if you're not speaking, or if you need to cough!
- Try to avoid talking over anyone else – just raise your hand, and await your turn to speak as indicated by the Chairman!
- Try to ensure that other family members aren't doing too much on the Internet at the same time as your meeting, unless you know you have a fast connection.
- If you find that your view of other meeting participants is stuttering / slowing down, or they report the same thing about your image, consider turning off your video to conserve bandwidth.
- If all else fails, it may be possible to call into the meeting using a telephone instead – if that option is available, the number(s) to call will be circulated with the other meeting connection information.