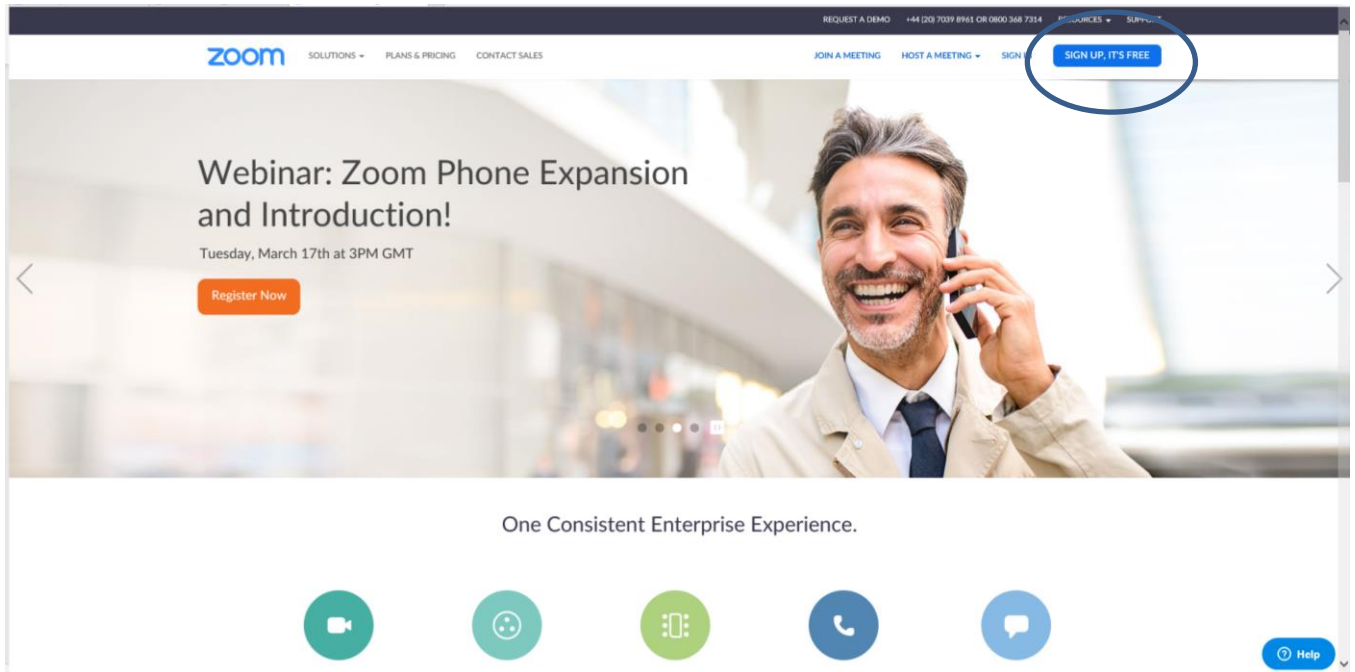
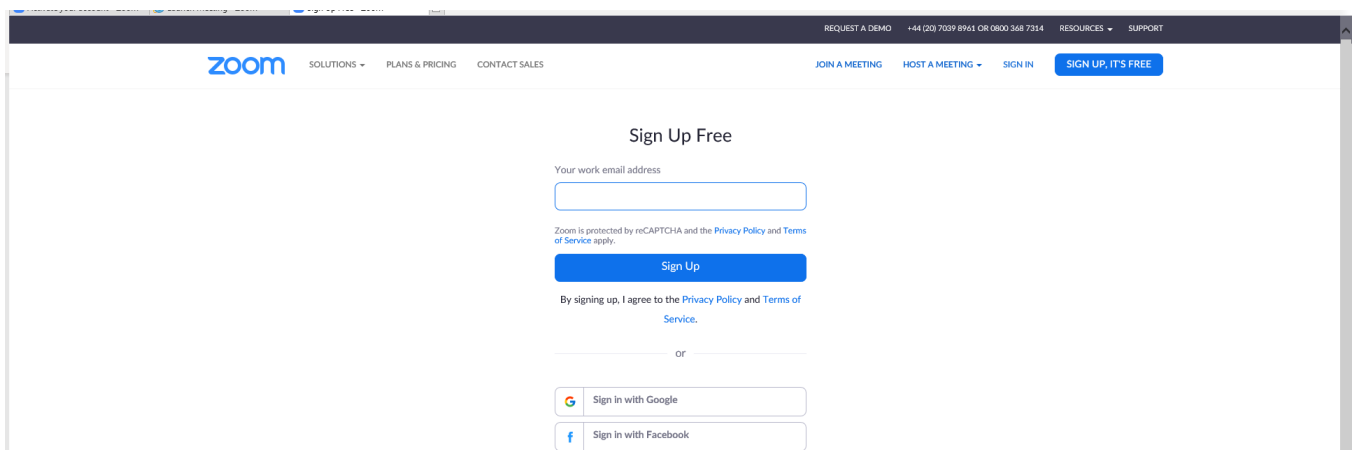


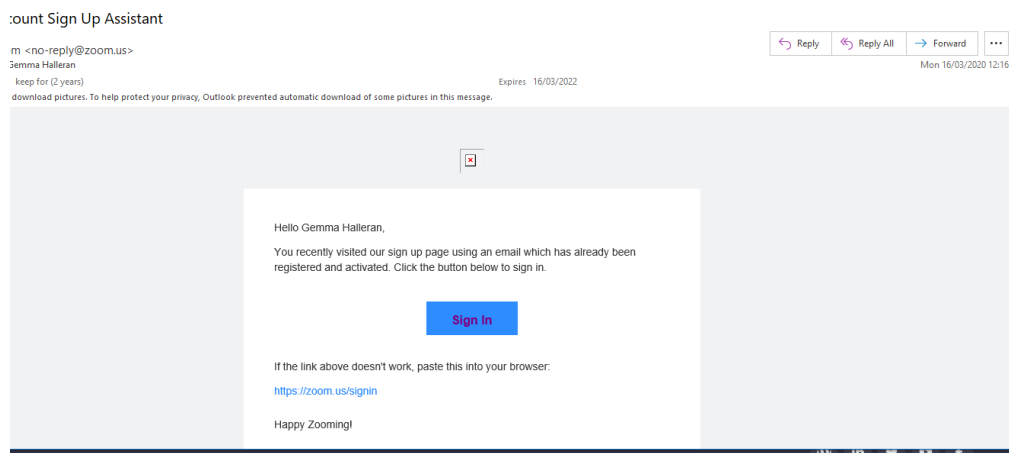
Zoom sign up – Graduate School Step by Step & FAQs



Sign up to zoom using your work email



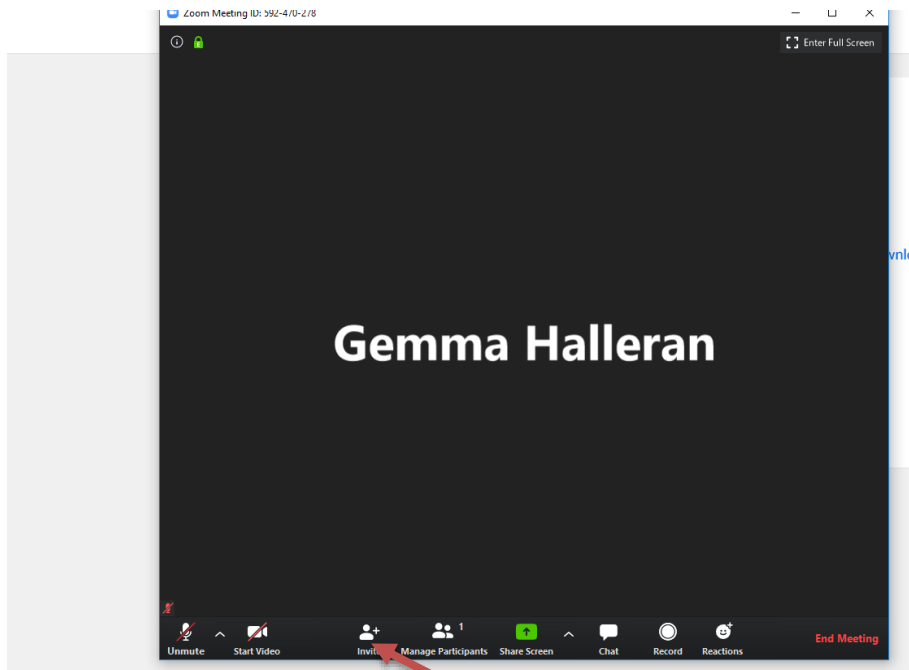
You will receive an email to activate your account. Click sign in



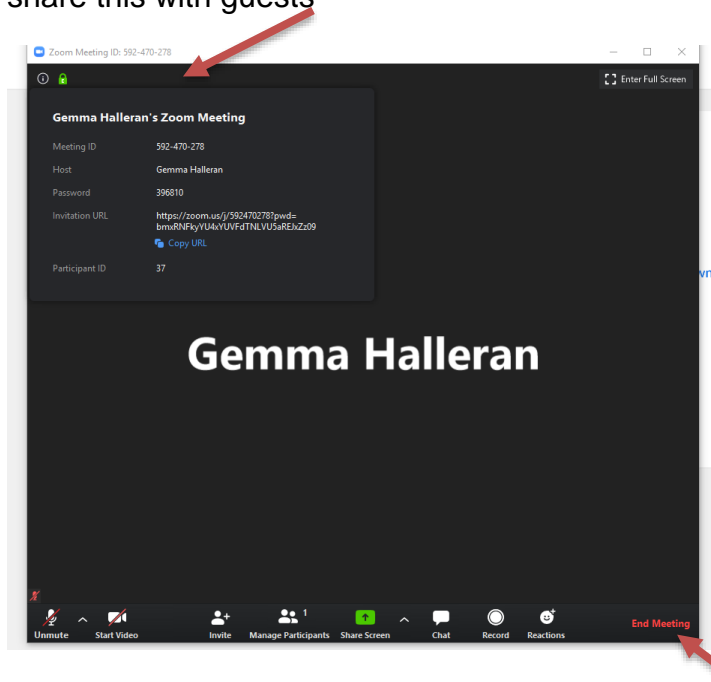
Zoom sign up – Graduate School Step by Step & FAQs

You will be asked to enter your email address and a password. Then you will receive an email with your personal meeting id.

At the top right-hand bar is the option to launch a meeting. Follow the instruction to download and run the software. Another window should pop up, you can pin this to your taskbar for easier access. If you hover at the bottom you can see icons, the green one allows you to share your screen with other in the meeting



You can invite people using this icon, which creates an email containing a link. Also, you can copy and paste a link found in the i icon at the top left-hand corner and share this with guests



To finish meeting, click **End meeting** found in the bottom right hand corner

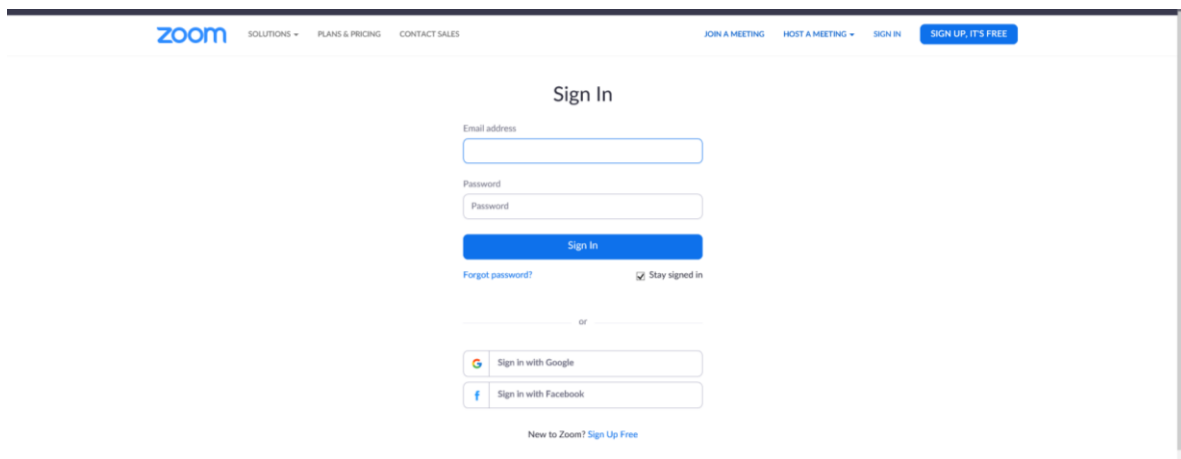
Zoom sign up – Graduate School Step by Step & FAQs

Please ensure your microphone and camera are functioning.

Please note that you can be part of meeting with just audio.

You can change the view of a meeting by clicking the '9 dots' for gallery view, found in the top righthand corner

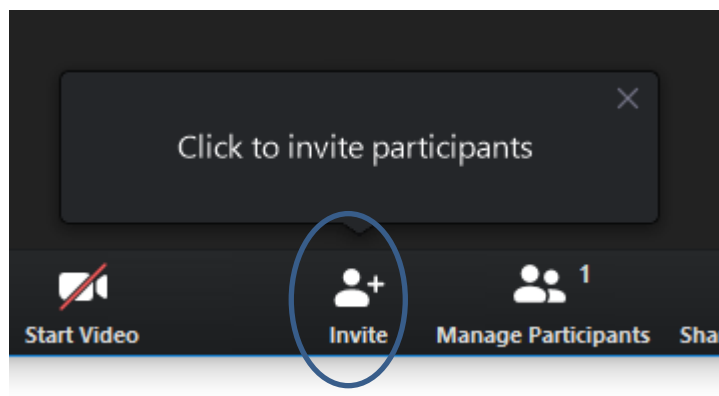
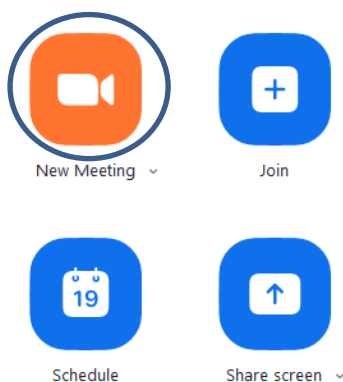
Once you have registered you can go back into zoom using the sign in screen shown below.



FAQ

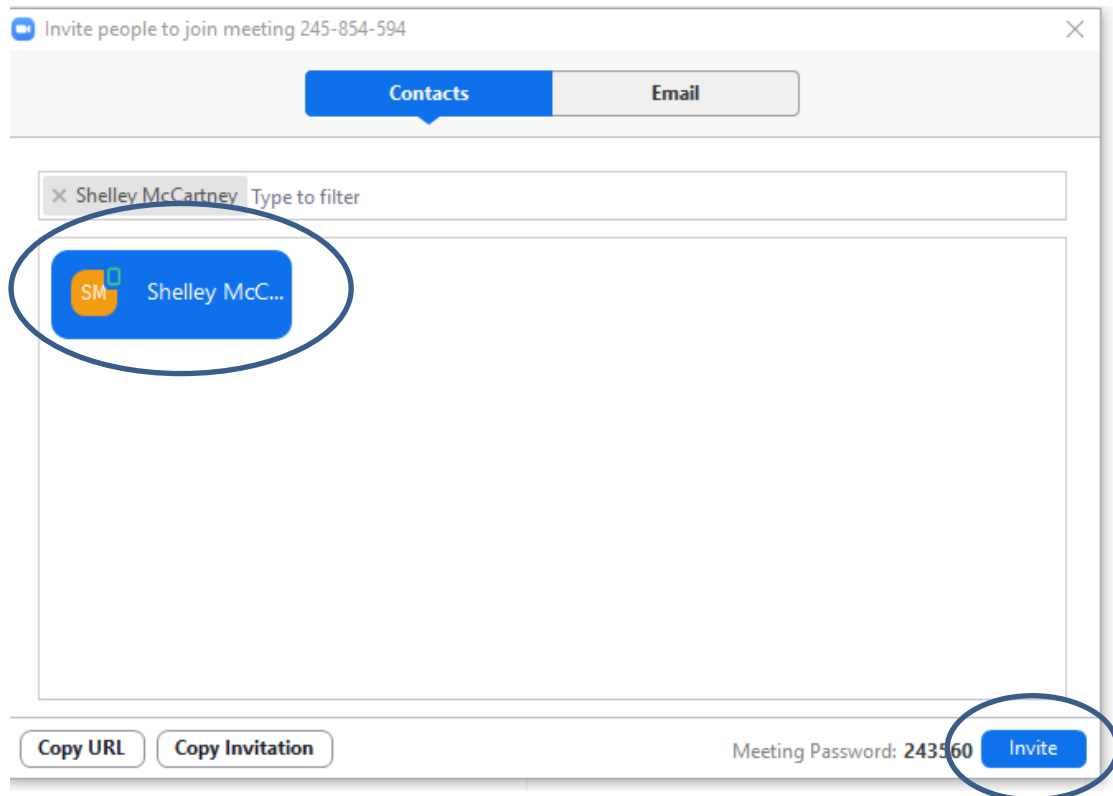
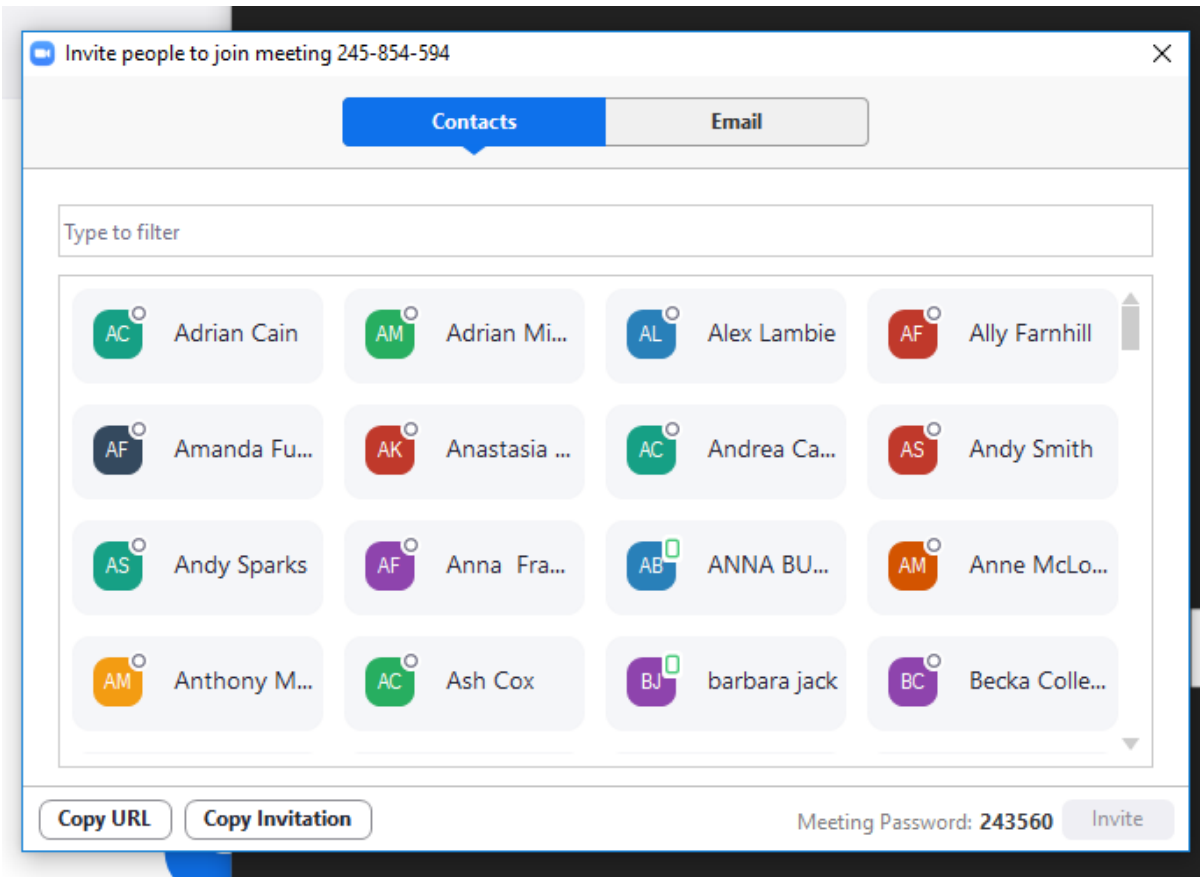
How do I invite people to a meeting?

Sign in to Zoom and click new meeting and click invite to invite participants.



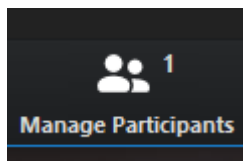
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Select participants from list and invite



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When the participant accepts the meeting you can manage them in the left hand column by clicking on 'manage participants'



The meeting host can mute and unmute other participants microphone and camera.

What if someone wants to raise a point?

The meeting participants can add a reaction and 'raise a hand' which the meeting organiser will be able to see and respond to.

Can I share my screen?

Yes, you can click the green share screen option and have the choice to share you screen with one participant or multiple.

How long does a meeting last?

A Zoom meeting lasts for 40 mins (using a free account). However, you can call the participants back and resume the meeting after the 40 mins have passed.

Can I leave the meeting?

You can leave the meeting at any time. If you are the host, you will be asked to assign another participant as the host when you leave.

Useful links

<https://support.zoom.us/hc/en-us/articles/201362183-How-do-I-invite-others-to-join-a-meeting-> - how to invite people to meetings

<https://support.zoom.us/hc/en-us> - Zoom help centre

Meeting and webinars - <https://support.zoom.us/hc/en-us/categories/201146643>

Updated: 18 March 2020