

# Online meeting tool tip sheet

While social distancing rules are in place, many community groups are conducting their meetings online. Virtual meeting can keep us connected while we are physically apart. There are many online tools that can be used for meetings and they are often for free within a certain timeframe.

There are many online meeting apps available. This tip sheet will provide useful resources to help you get familiar with one of the most recognised apps - Zoom.

## Zoom - what is Zoom and how does it work?

**Zoom** is a web-based video conferencing tool that allows users to meet online, with or without video. **Zoom** users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform.

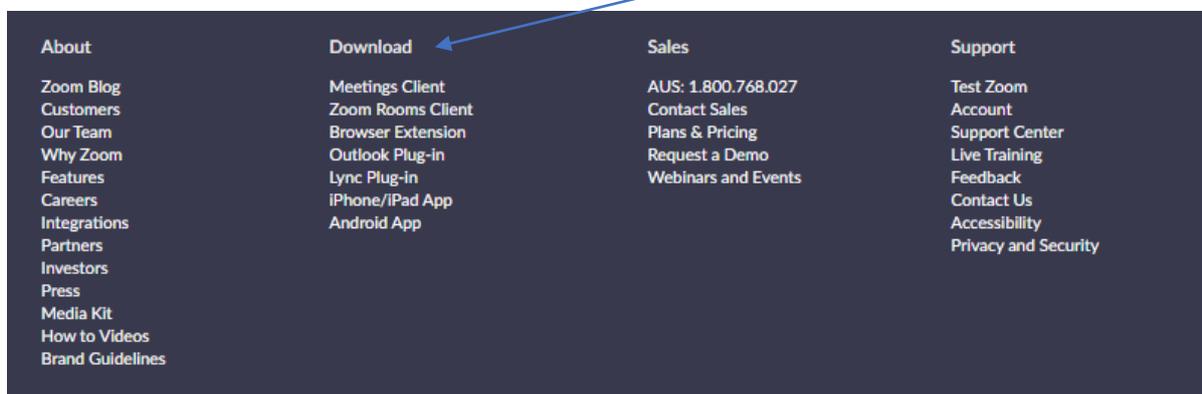
## Is Zoom free to use?

**Zoom** offers a full-featured Basic Plan for **free** with unlimited meetings. Try **Zoom** for as long as you like - there is no trial period. Your Basic plan has a 40 minutes time limit on meetings with three or more total participants.

How do I download zoom on my computer?

## How to download Zoom on your PC

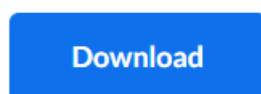
1. Open your computer's internet browser and navigate to the Zoom website at [zoom.us](https://zoom.us)
2. Scroll down to the bottom of the page and click "Download" in the web page's footer.



3. On the Download Centre page, click "Download" under the "Zoom Client for Meetings" section.

## Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

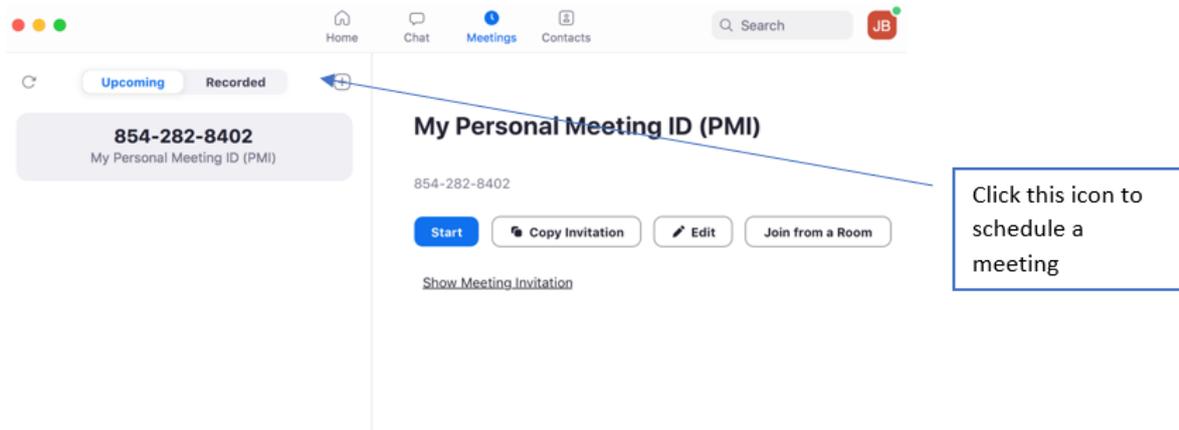


Version 5.1.3 (28656.0709)

4. The Zoom app will then begin downloading.

## How to send a meeting invite via Zoom

1. Open your computer's internet browser and navigate to the Zoom website or application.



2. When you are hosting a meeting or scheduling a meeting, after putting in the details, you will be given a meeting password, meeting ID and an invitation link that you can copy and send to your participants. Below is an example of entering in details and details of the invitation.

### Schedule Meeting

**Topic**  
Jenna Brownlee's Zoom Meeting

**Date**  
29/07/2020 11:30 am to 29/07/2020 12:00 pm  
 Recurring meeting Time Zone: Australian Eastern Standard T...

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 854-282-8402

**Password**  
 Require meeting password 1Q6nw9

**Video**  
Host  On  Off Participants  On  Off

**Calendar**  
 iCal  Google Calendar  Outlook  Other Calendars

**Advanced Options** ▾

Cancel Schedule

Fill in the required details of your meeting

3. By copying the invitation link, you can then put the link in an email for participants to click and join scheduled meeting.

**Jenna Brownlee's Zoom Meeting**

11:30 am - 12:00 pm | starts in 6 mins

Meeting ID: 798-1822-7933

**Start** **Copy Invitation** **Edit** **Delete**

**Join from a Room**

[Hide Meeting Invitation](#)

Jenna Brownlee is inviting you to a scheduled Zoom meeting.

Topic: Jenna Brownlee's Zoom Meeting  
Time: Jul 29, 2020 11:30 AM Australia/Melbourne

Join Zoom Meeting  
[https://us04web.zoom.us/j/79818227933?](https://us04web.zoom.us/j/79818227933?pwd=UzJGZ0dPVkt0OVIDVjQvUDR0UGJ2Zz09)  
[pwd=UzJGZ0dPVkt0OVIDVjQvUDR0UGJ2Zz09](https://us04web.zoom.us/j/79818227933?pwd=UzJGZ0dPVkt0OVIDVjQvUDR0UGJ2Zz09)

Meeting ID: 798 1822 7933  
Passcode: 1Q6nw9

## How to attach photos/ files in a Zoom meeting

1. Once you are in the Zoom meeting, navigate towards the chat icon. This is a space for all participants to discuss and share files during the meeting

click the chat icon

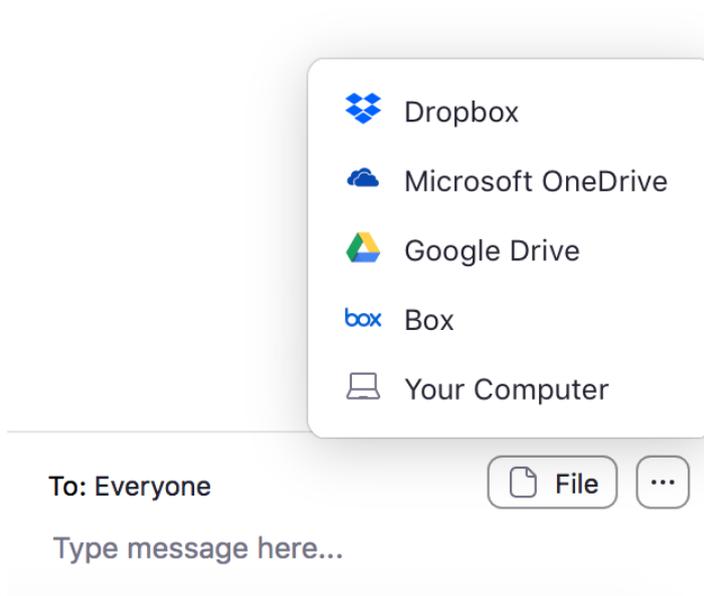
Jenna Brownlee

Join Audio Start Video Security Participants Chat Share Screen Record Reactions End

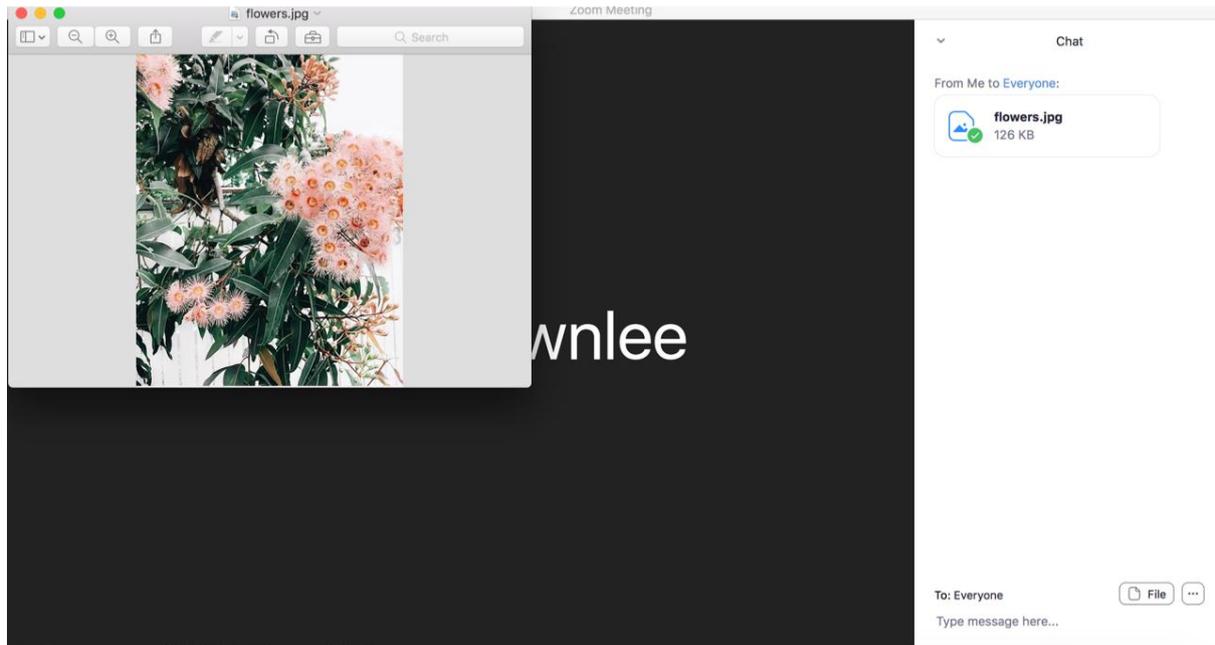
2. Once you have clicked the chat icon, a box to the right or centre will pop up. Here you can click the file icon to share files.



3. You will be given the following options to attach files from. For this example, I am going to attach a photo from 'Your Computer' as this accesses your windows files.



4. The file will be available for participants to download during the meeting and open simply by clicking the icon.



## Frequently Asked Questions

### **Can I Use Bluetooth Headset?**

Yes, if the Bluetooth device is compatible with the computer or mobile device that you are using.

### **Do I have to have a webcam to join on Zoom?**

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

If you need to further assistance with Zoom, please contact Volunteer Development Officer Jane Yang on 9581 4905 or email Jane via [jane.yang@kingston.vic.gov.au](mailto:jane.yang@kingston.vic.gov.au) .