Zoom User Guide

1. If Zoom is not already installed, download the zoom application from the following web site and select **Save File**: https://zoom.us/download Locate the Zoom download file in your **Downloads** folder and double click on it to carry out the install. Click on **Continue** when prompted.

2. Click on **Sign In** when the following Zoom screen appears (if this screen doesn't appear, go to your **Applications** folder and double click on the **zoom.us** application):
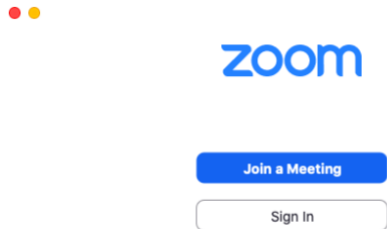
3. On the following screen click on **Sign in with Google** (or your own personal Zoom account if you have one):
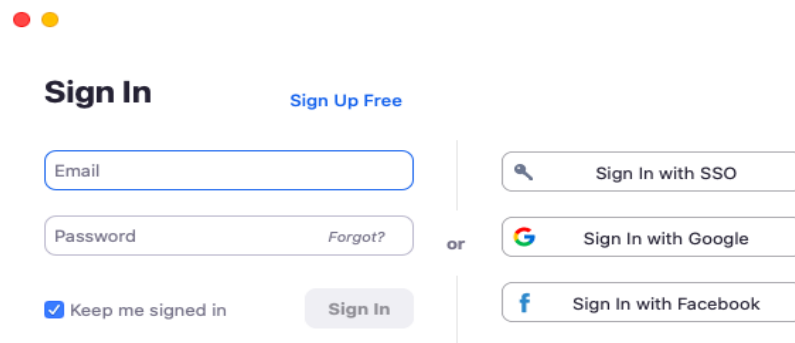

4. Input your crsid@cam.ac.uk as the email address, you will then be redirected to the University Raven login page, input your CRSid and password.

5. If a Launch Application window appears, ensure **zoom.us** is highlighted and click on **Open Link**, alternatively launch **zoom.us** from your **Applications** folder to view the window below. (**NOTE**: if a message appears saying that a new version is available [see screenshot below] click on the **Update** link.)
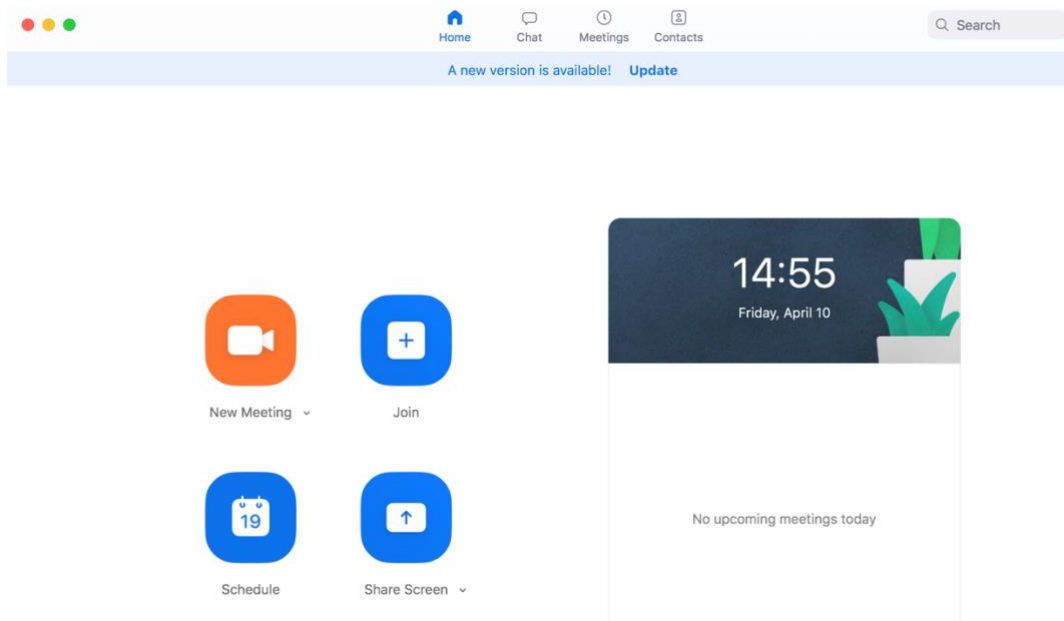
6. **Create new meeting** - **note**: for information about Using Zoom securely see point 9. below. Click on **New Meeting** (enable audio and video if prompted), then:

    a. Click on **Invite+** and click on **Contacts** tab to search for University members to invite to the meeting. Click on **Invite** when all University members have been added to the invite list.

    b. Alternatively click on **Email** tab and click on **Default Email** to send an email containing the Meeting ID and password details to invitees

    c. Or select **Copy URL** in the **Email** tab window and paste the meeting link into an email. This link enables invitees to go straight to the meeting in Zoom without having to input a meeting ID or password

7. **Join a meeting:** click on **Join** from the window shown above and input the meeting ID and password details contained in the email sent to you by the meeting organizer

Alternatively, click on the link in the email sent to you. In the Launch Application window, ensure **zoom.us** is highlighted then select **Open link**

8. Various options are available in the Zoom meeting window (see below) including **Share Screen**, **Record** plus **End Meeting** (shown in red). To **Raise Hand** during a meeting, click on **Participants** in the menu bar at the bottom then **Raise Hand** button at the bottom of the Participants list on the right. A blue hand icon appears next to your name which is visible to the meeting organiser when viewing the Participants list. Click on **Lower Hand** when done.
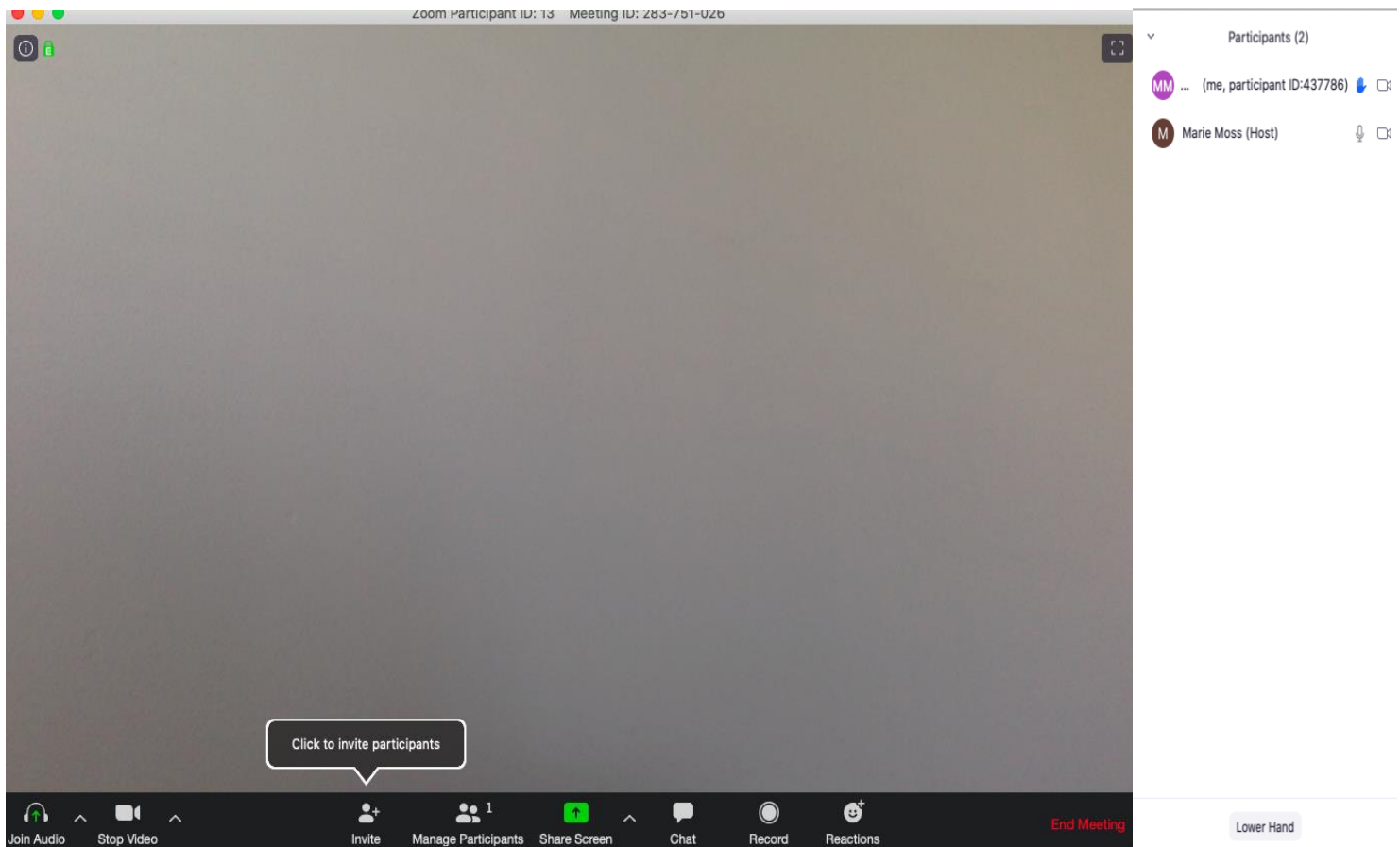
9. **Using Zoom securely**

   For more information about security in Zoom see:
   https://help.uis.cam.ac.uk/service/security/wfh-security/zoom-security

   Here are some security precautions when using Zoom:

   - **Don't use your Personal Meeting ID (PMI) for meetings**. Instead, let Zoom allocate a random meeting ID.
   - **Always password protect your meeting.**
   - **Use the 'Waiting Room' feature to control access.**
   - **Restrict what participants can do** in a meeting that you are hosting. You can:
     - Disable screen sharing by participants
     - Disable private chat between participants
     - Don't let participants rename themselves
     - Disable annotation by participants of screens you share.
   - **Make sure you know how to:**
     - Disable audio and video for participants
     - Remove someone from a meeting.

10. **Useful Zoom links**:

    Zoom getting started guide:

    https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started

    Setting a "virtual background" in Zoom:

    https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background

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11. **Using Zoom for public events - security issues**

There have been several instances of Zoom-bombing, where details of meetings have been made public on social media, leading to malefactors joining meetings and seminars and disrupting them, sometimes causing considerable offense to legitimate participants. As well as the personal offense caused, there is also the danger of reputational damage to your institution, group, and the University. It is therefore vital that you do not ever publicise the direct link to a Zoom meeting or seminar on social media. If your meeting needs to publicised, please do not share a link for the meeting itself but setup a registration page which can be shared. For further advice on how to control public meetings and seminars by requiring registration in advance please see the following web page:
https://support.zoom.us/hc/en-us/articles/211579443-Setting-up-registration-for-a-meeting

For further guidance and advice on making your Zoom meetings more secure and preventing unwanted attendance, please see the following guide:
https://www.phil.cam.ac.uk/aboutus/IT/zoom-security-tips-for-public-meetings.pdf