

Using Zoom Online



Welcome to our Exzakt Sounds Zoom information page. If you are new to this online experience, then here are some instructions to help you set up your PC / laptops / Tablets and mobile phones prior to the event and then be ready to log on and have a great experience with us.

Included in this document we have also included logging on as an existing user, How to view zoom on your TV, How to change the view mode and access support details.

Note: You can register an account on zoom for free, but this is not essential unless you are using the zoom app.

How to Zoom – Downloading and Installing the Zoom Application prior to your first Zoom Meeting.

To ensure a pleasant experience with your first Zoom Meeting, we highly encourage individuals to download and install the Zoom Application beforehand.

Instructions how to install via all the above devices are detailed below:

To download and install the Zoom Application:

- Go to <https://zoom.us/download> and from the Download Centre, *click* on the **Download** button under “Zoom Client For Meetings”.
 - This application will automatically download when you start your first Zoom Meeting.
- Once the download is complete, *proceed* with **installing** the Zoom application onto your computer.

You can also watch this tutorial if you require further assistance. Click on the link <https://www.youtube.com/watch?v=fVu9BILRkww>

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How to enter the online session

Prior to the event we will send you an email notifying of an online event. This email should include a link and a code to access the meeting.

Example information in the email:

Exzakt Sounds are inviting you to a scheduled Zoom meeting.

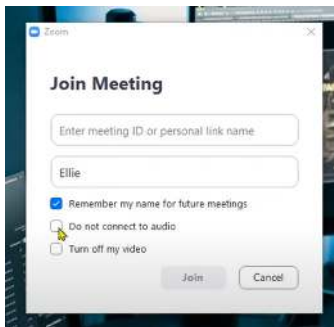
Join Zoom Meeting

<https://us02web.zoom.us/j/89849933396?pwd=VE0yd3krakU2dmpLa0F1eWhlcGdTUT09>

Meeting ID: 898 4993 3300

Passcode: Test1

Entering the meeting:



There are two ways you can join the session - either click on the 'Join Zoom Meeting' link or enter the 'meeting ID' from the email.

If you click on the link, a webpage will open, and you should be asked to enter the meeting code.

You may now be asked to download the zoom viewer. Click yes.

After a short while, the viewer will download and a message will appear at the top of the page asking you to 'open zoom'.

Click on 'Open Zoom' the viewer will load and you will be ready to join the meeting.

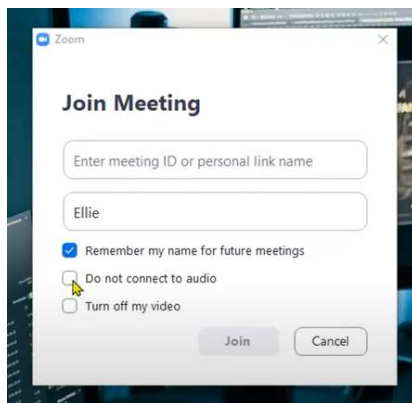
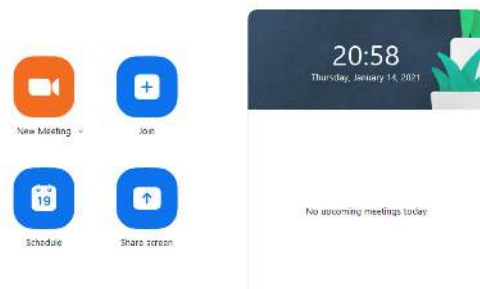
Click on 'use computer audio' when prompted.

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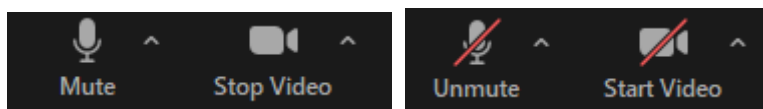
Existing Account

If you have already set up an account then this page will appear when you log into zoom. You can either join via the icon 'Join' and then entering the meeting ID and following the instructions as above.



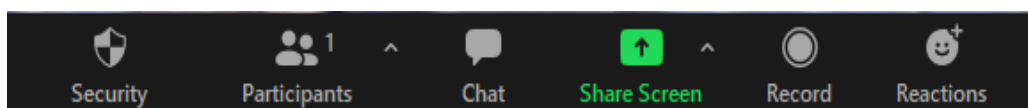
Once you have entered the zoom session.

You can adjust the audio and video settings in the bottom left hand corner of the meeting screen.



NB: **Mute / Unmute** and **Stop Video / Start video** are the two most frequent buttons on zoom you will need to know. Clicking on the buttons will switch audio or video on and off. If you are required by the host to Unmute, click Unmute when the dialogue appears in the centre of your screen. To test or change these settings click on the arrow next to the buttons and a further list of options appear.

Other options that automatically appear are listed in the screen shot below.



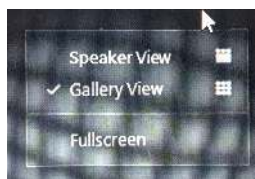
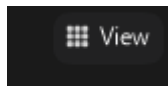
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Changing view options during the session

Changing your view options during a session. You can also change the view to 'Gallery' or 'speaker' view screen at the top right of the meeting screen at any point of the zoom session. This way you can view more than one person.

If you would like to view only one person then go to the right hand corner of the person you require and view the options and one option is to 'pin' them and then unless the meeting host is not sharing their screen then you can pin them to view them in full screen mode.



Connecting to a TV for a full zoom experience.

Here is a rough guide how to connect to your TV via various gadgets. Google is very good source of information if you require more technical information.

Windows 10 laptop or iMac

If you are viewing through a windows 10 laptop or iMac you can connect to a tv screen using an HDMI cable from the device to the TV. Then select the correct HDMI port from the TV's source menu.

If connecting to a tv the audio playback will need to be set to the TV using the audio menu at the bottom left corner of the meeting window.

How to Screen Mirror Android Smartphone or Tablet to Samsung Smart TV via Wi-Fi

<https://www.youtube.com/watch?v=o79fLOCIXtU>

How to Mirror iPad to Samsung Smart TV

https://www.youtube.com/watch?v=Ld_lhByoxis

If you are having issues running the meeting in anyway and require our support please email exzaksounds@btinternet.com Alternatively, Google is very good source of information if you require more technical information.