

Zoom Quick Start Guide for Teachers

Introduction

Zoom is a service that makes it possible for us to connect and communicate in real-time. There are two ways of accessing it.

- Through the Zoom Application.
- Through an internet browser.

For your best experience of JCT Online Workshops, the **Zoom Application** version is the better way to go. In this document, we refer to the application as 'Client'. Zoom does not require an account to use. It just requires us to download the application (Client). This can be easily done by clicking the Zoom link sent to your email address and following the instructions outlined in this guide. You should do this on your laptop or the device you plan to use on the JCT Online Workshop day.

Terminology

- **Zoom WebApp** – Zoom when accessed through the website. (In browser e.g. Chrome, Safari etc.) Please note Zoom WebApp lacks a lot of features offered by Zoom Client.
- **Zoom Client** – This is the windows/mac application that is downloaded automatically when you join a meeting on a computer. This is the best version to use.

Joining a meeting

Registration

- Check your email inbox for your Zoom registration invite, click the link.
- You will be redirected to a registration page, please enter your first and last name, and your school email address. Then click **Register**
- You will be redirected to a page displaying your join link, and calendar integration links should you want to use them.
- The join link will also be sent to your inbox. Click it when ready to join the workshop. You can register before the event.

NOTE: You do not need a Zoom account, just the join link.

The screenshot shows the 'Meeting Registration' page for JuniorCYCLE. At the top, it says 'An tSraith Shóisearach do Mhúinteoirí JuniorCYCLE for teachers Meeting Registration'. Below this are social media icons for Facebook, Twitter, LinkedIn, and YouTube. The form contains the following fields and information:

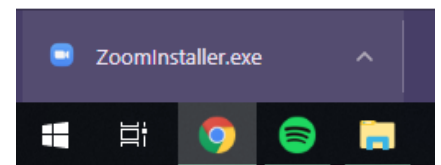
- Topic: English workshop A
- Description: Group A workshop for English
- Time: Nov 27, 2020 03:00 PM in Dublin
- First Name*: (placeholder: Your first name here)
- Last Name*: (placeholder: Your last name here)
- Email Address*: (placeholder: Your school email here)
- Confirm Email Address*: (placeholder: Your school email here)

At the bottom, there is a blue 'Register' button and a note: '* Required information'.

Join link

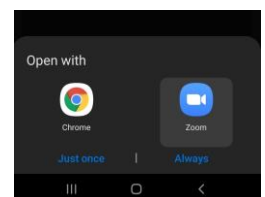
- Click the join link, either on the redirected page from the last step or from your email
- It will redirect you to Zoom's website and ask you 'Open Zoom Meetings?' click **Open Zoom Meetings** button.
- If Zoom is already installed, click **Launch Meeting**.
- If Zoom is not already installed, click **Download now**.
- Click on the 'Zoom installer' in the bottom left corner of your browser.
- The installer will run and then close.
- You can now click 'Launch meeting' from the Zoom website. You do not need to log in to a Zoom account.
- Select 'Use computer audio' if prompted.
- Please wait for the host to admit you into the meeting.

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below.



Android / iOS

- Check your email for your Zoom join link, click the link.
- If Zoom is already installed, select to open with the Zoom app.
- If Zoom is not installed, you will be redirected to Zoom's website and asked to install from Zoom or from the app store/google play. **Select the app store/google play.**
- Select **Download**.
- When Zoom has installed, open your email again and click the link.
- Select to open with Zoom.
- Select **Call over internet**.
- Please wait for the host to admit you into the meeting.



First-time user of Zoom?

Download from Google Play

Download from Zoom

Already installed Zoom?
Launch Meeting

NOTE: You do not need an account to join the lesson, just a Zoom install on your PC/Mac or phone, then click the join link in the email sent to your inbox

Accessing settings

Zoom client (PC and Mac application)

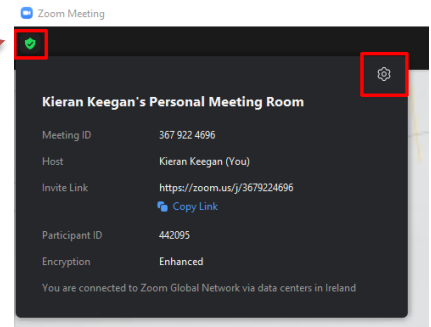
- From Home screen: Click the **cog** in the top right.
- In meeting: Click on the **green shield** in the top left, then the cog in the top right of the window that opens.

Android / iOS

- From Home Screen: Click the **settings** button in the bottom right.
- In meeting: Tap the screen to bring up buttons. Click the **More** button in the bottom right. Then click **Meeting Settings**.

WebApp

- WebApp does not offer the same settings. Please download Zoom Client instead.



Please ensure you keep Zoom Client for Meetings updated after installing. Instructions on how to update can be found in the following link: [How to Update your Zoom Client](#)