

Guidelines for New Zoom Meeting Participants- FAQs

Getting started with Zoom

How do I download the latest version of Zoom?

You can download and install the latest version of Zoom App on your PC, Laptop, Tablet or Smartphone: Go to <https://zoom.us/download> and from the Download Center, click on the Download button under "Zoom Client For Meetings". This application will automatically download when you start your first Zoom Meeting.

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account, all you need is to click the meeting link(URL) and enter the Meeting ID and Password.

How much data does a Zoom call use?

Group Zoom meetings take up somewhere between 810MB and 2.4GB per hour or between 13.5MB and 40MB per minute. To conserve data, keep video turned off and mute when not speaking. The more people in a Zoom call, the more data is used up to run the call.

Joining a meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link (URL) or going to the downloaded Zoom app, clicking on 'Join a meeting' and then entering in the meeting ID followed by clicking 'Join using audio device' and then, when prompted enter the password given by the Meeting host.

What name do I use when joining?

For the sake of anonymity, it's suggested that you use your first name only or if you prefer you could use a nickname or just join using the option 'Join with meeting ID'.

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. It is recommended to Mute yourself as you enter to be discreet.

Can I Use Bluetooth Headset?

Yes, as long as 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.

Does Zoom show your face?

If your video is on during a meeting with multiple participants, it automatically displays to all participants including yourself. If you show yourself, you can see how you look to others. You can control whether to hide or show yourself in your own video display for each meeting.

How do I maintain anonymity for myself and for others in a Zoom meeting?

These options help to maintain anonymity:

- You can choose whether to enter with your first name, a nickname or join using the option 'Join with meeting ID'.
- The video can remain turned off.
- Headphones can be used so that no one else can hear what others are saying.
- Finding an area in the house/building which is private.

How do I ask questions or make comments during a meeting?

Each group will have their own ways of operating which would be explained at the start of the meeting but in general should you wish to comment or share at an appropriate time you can “Raise Hand” as follows:

- Click on “Participants”, and find the “Raise Hand” icon at the bottom of the screen and click
The host will be notified that you've raised your hand.
Click "Lower Hand" to lower it if needed
- If you're using your phone, there is a “Raise Hand” icon on the bottom left of the screen which you can tap.

Can I record the meeting?

Recording is not permitted unless a prior decision has been made by the Meeting organisers and permission to record someone's voice should always be requested beforehand from the persons who will be speaking at the meeting. The speakers should also be informed as to where the recording will be used.