

# St Mary's RC Primary School

## Guide to Zoom for Parents



Zoom is free video conferencing facility. It allows multiple people to come together online and thus has been popular choice for online classes and lessons

To make use of Zoom, you would need a computer, iPad or a smart phone like an iPhone or Android phone. The device should have a camera if you intend to do video conferencing. If not, you will be reduced to just audio conferencing.

### [Creating a Zoom Account](#)

While you don't need to have a Zoom account to join a meeting as a participant, it is helpful to have an account. Having a Zoom account allows to update your profile settings or even host your own meetings.

The free Zoom client / app can be downloaded from the [Zoom website](#) (under Resources > Download Client), or from the [Apple App Store](#) or [Google Play Store](#).

When you open up client / app, you will have the option to sign up your free Zoom account using your email.

### [How to Join a Zoom Meeting / Online Class](#)

In order to join a meeting, you will receive an invitation via Class dojo, email or text message

The invitation message should look like this:

Me  
Please join Zoom meeting in progress  
To: You

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Join Zoom Meeting  
<https://us04web.zoom.us/j/165443464?pwd=Tkk5cFE3UStPVVljanJzLzhh>

Meeting ID: 165 422 222  
Password: 278222

To join the meeting, you can either click on the weblink, or enter in the Meeting ID and Password on the Zoom app / client. Please ensure you join the meeting on time.

When you enter into the video conference, you have the choice of either having your video on or off. Once inside, you should also be able to see the other meeting participants.

In the Zoom meeting, you should be able to see the other participants (assuming they have their cameras on). There are different views available – speaker view and gallery view. The button to toggle between the various views is at the top right of the screen on the computer desktop app.

Let us walk you through what you can do at this screen, based on the computer app interface.



At the bottom of the screen is a black bar. From left to right, the functions are:

**Mute:** This turns on and off your microphone. This will be set to mute so that it doesn't become too "noisy". If you want to speak, press and hold the Space Bar. This will turn on the mic to allow you to speak. Once done speaking, let go of the Space Bar to go back to mute.

**Stop/Start Video:** This turns on and off the video function. This is your camera.

**Invite:** This can be used to add people to the conference. If it is an online class, the teacher would have already invited people to the group.

**Manage Participants:** This opens up a side bar and allows you to see who is in the group. On a computer client / app, if you hover your cursor over your name, you have the option to change your name and profile picture.

**Share Screen:** This allows you to share a specific screen on your computer, the entire screen or open up a whiteboard to share with other participants.

**Chat:** This opens up a side bar with a chat function. There is also a function to allow the sharing of files too.

**Reactions:** This allows you to give a "thumbs up" or "clap".

**Raise Hand / Lower Hand:** Participants can also get the attention of the Host without interrupting the flow of the presentation by using a "Raise Hand" button. This flags out the Host that the participant has something to ask. The "Lower Hand" button brings down the hand.

**End Meeting:** Use this to leave the Zoom session.