

How to use Zoom to hold a Crafternoon

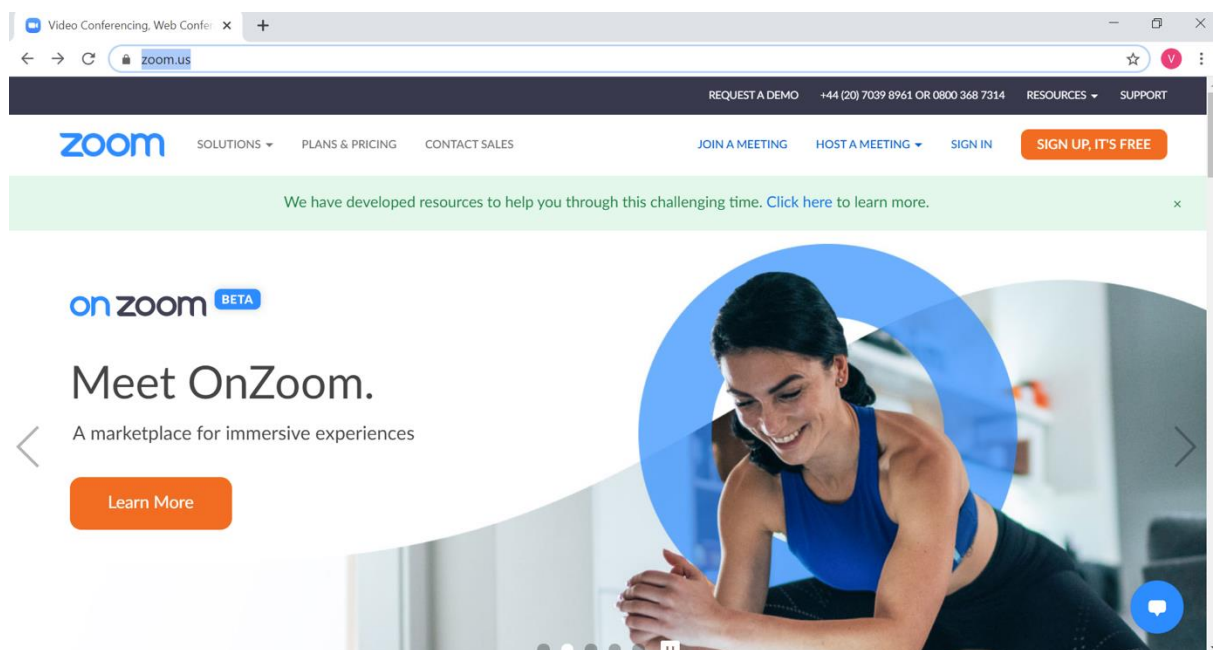
What is Zoom?

Zoom is a video-conferencing and calling platform. This means it is a programme that anyone can sign up for online, that allows users to make video calls over the internet. Typically Zoom has been used by businesses and so some of the language on zoom reflects this, for example, calls are called 'meetings' but it's a great tool for individuals too, and you don't need to be a business to use it.

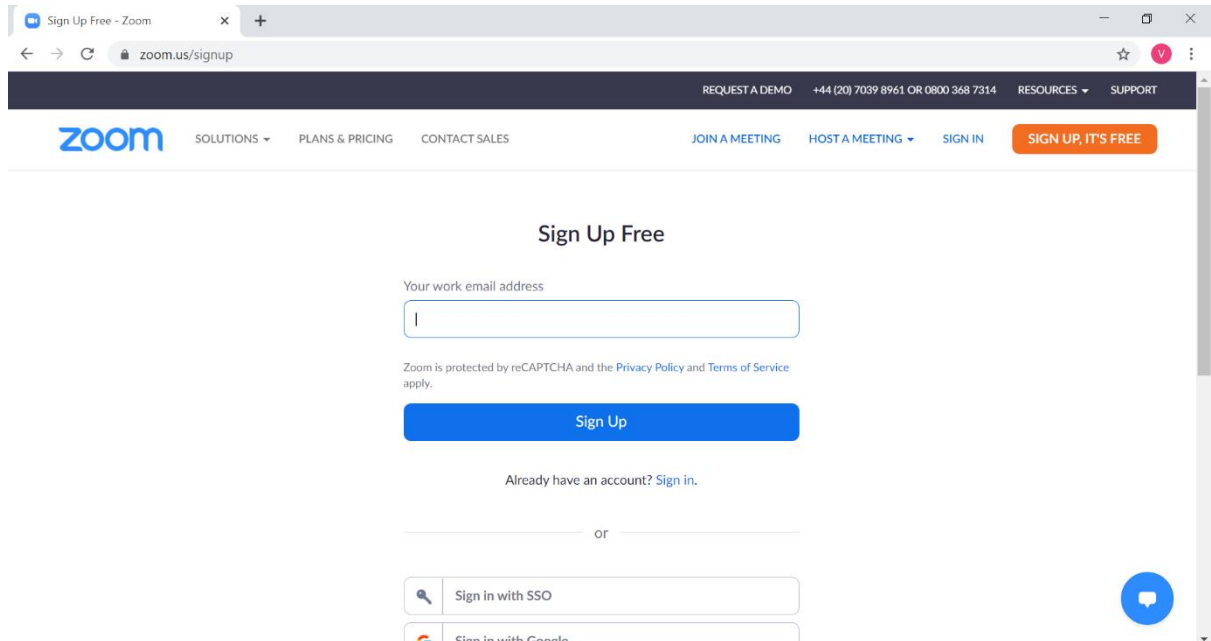
These instructions are for setting up a call using a laptop or desktop computer. If you are using a tablet like an iPad you will first need to download the Zoom app from the app store, and follow from there, the screen might look a little different to these images but the steps are the same!

Step by step

1. Open your internet browser (usually Google Chrome, Internet Explorer or Safari) and type 'Zoom.us' into the address bar



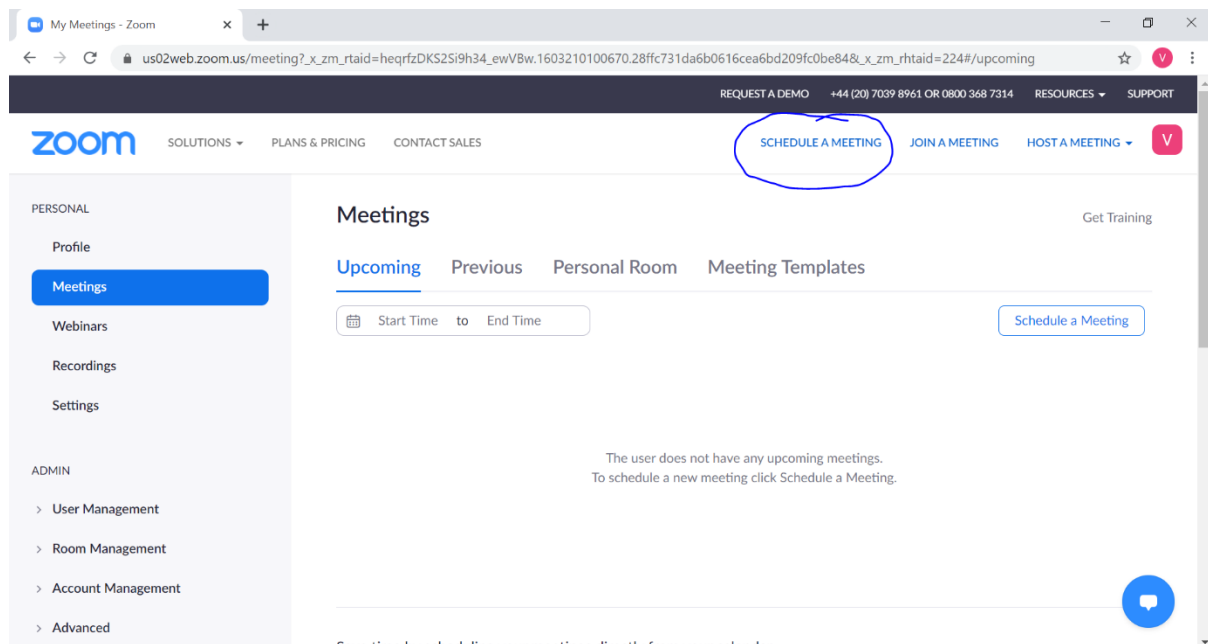
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2. If you have an account already click on 'sign in' in the top right corner and sign into your account. If you haven't created an account before click on the 'Sign up, it's free' button in the top right of your screen. It might initially ask for a date of birth, this is because under 16s are not allowed to create Zoom accounts unless for school. It will not be stored.



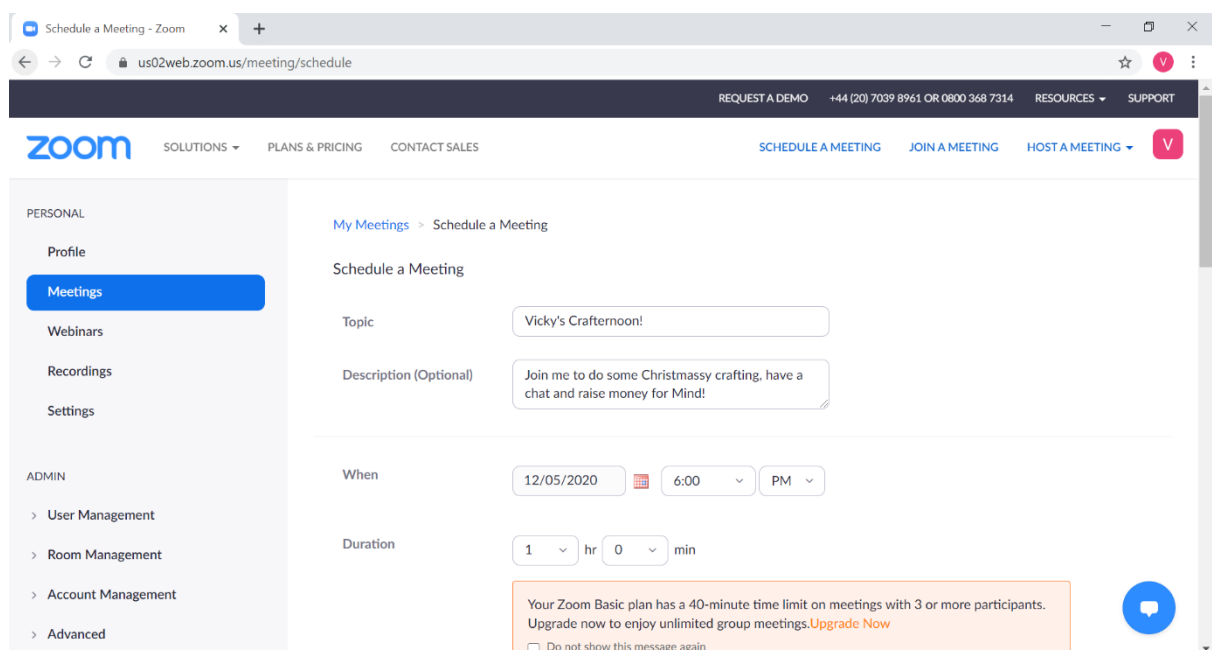
The screenshot shows the Zoom website's sign-up page. The browser address bar shows 'zoom.us/signup'. The page has a dark blue header with the Zoom logo and navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent orange button 'SIGN UP, IT'S FREE'. The main content area is titled 'Sign Up Free' and contains a form for 'Your work email address' with a text input field. Below the input field is a small text note: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' A blue 'Sign Up' button is positioned below the note. Underneath the button, it says 'Already have an account? Sign in.' followed by 'or'. At the bottom, there are two options: 'Sign in with SSO' and 'Sign in with Google', each with a corresponding icon.

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3. To create an account, Zoom asks for a 'work email address' – but a personal email address will work fine. Fill in your email address here. Zoom will then send you an email to activate your account. Check your email and click the 'Activate Account' button in the email or copy and paste the link into your browser to activate your account.
4. Fill in your name and choose a memorable password to finish setting up your account. You're now ready to schedule your Crafternoon on Zoom!

5. Group calls in Zoom are called meetings, and this is what you'll use for your Crafternoon. To start click on 'Schedule a meeting' in the top right of the screen.



6. Give your Crafternoon a name and choose the date and time. Lots of us will hold our Crafternoons on 5 December this year but you can choose any date in the festive period that works for you.



7. You'll see on Zoom that a free account has a 40-minute time limit for calls. If you think your Crafternoon might run a little longer (if you like a natter like us!) we'd recommend setting up a second meeting for straight after. Just repeat instructions 5-10 but choose a time one hour later. When you share your invite you can send details for both calls and just let guests know to click the second call when the first comes to an end.

8. After choosing the date you have some more options for your virtual Crafternoon:
- Meeting ID** – you can leave this as it will generate automatically
 - Security** – We recommend having a passcode for your Crafternoon zoom call – you can send this to your guests and they use it to 'enter' the call
 - Waiting room** – if you tick this it means you can start the call and then all your guests will be in a virtual waiting room then you control when to 'let them in' to the call.
 - Video** – you can select if you (the host) would like to start the call with your video on or off, and the same for your guests (participants)
 - Audio** – leave this as both, most people will access through their computer but if they have any connection problems they can dial in from a landline too.

The screenshot shows the 'Schedule a Meeting' page on the Zoom website. The browser address bar shows 'us02web.zoom.us/meeting/schedule'. The page has a dark blue header with the Zoom logo and navigation links. The main content area is white and contains several sections for configuring a meeting:

- Recurring meeting:** A checkbox that is currently unchecked.
- Meeting ID:** Two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID 242 616 9308'.
- Security:** A checked checkbox for 'Passcode' with a text input field containing 'b6iSiv', and a checked checkbox for 'Waiting Room'.
- Video:** Two sections. The 'Host' section has 'on' selected. The 'Participant' section has 'off' selected.
- Audio:** Three radio buttons: 'Telephone', 'Computer Audio', and 'Both' (selected). Below this is a link to 'Dial from United States of America'.

A blue chat bubble icon is visible in the bottom right corner of the form area.

9. Finally you can choose the following options:
- Allow participants to join anytime** – tick this to allow guests to join even if they are running late and the Crafternoon has already started
 - Mute participants on entry** – when someone is 'muted' on Zoom it means their microphone is temporarily turned off and they won't be heard by others on the call. This is a good option for big groups to keep everyone from talking all at once at the beginning, but people can unmute when they are in the call
 - Require authentication to join** – this means that everyone joining will need to be logged into Zoom, if you are not sure that everyone you are inviting to Crafternoon has a Zoom account, leave this unticked
 - Automatically record meeting on local computer** – Zoom allows you to make a video recording of your call and save it to your computer. We would recommend leaving this unticked. If you want to record your Crafternoon you can do this once the call has started but it's best to let your guests know first before you start recording in case they don't want to be on camera.

Schedule a Meeting - Zoom

us02web.zoom.us/meeting/schedule

REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES **Host** SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Participant ☐ on ☒ off

Audio ☐ Telephone ☐ Computer Audio ☒ Both
Dial from United States of America [Edit](#)

Meeting Options ☒ Allow participants to join anytime
☐ Mute participants upon entry [?](#)
☐ Require authentication to join
☐ Automatically record meeting on the local computer

[Save](#) [Cancel](#)

10. Once you click 'Save' your Crafternoon call will be all set up! Now you can share the link with your guests, and all they will need to do on the day is click on the link and enter the pass code.

11. You can copy the invite link by highlighting it (shown in yellow on the picture below) right click and select 'copy' and then when you have your email or text invite open right click and select 'paste', then make sure to do the same for the passcode

Meeting Information - Zoom

us02web.zoom.us/meeting/84044624143

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zoom SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

My Meetings > Manage "Vicky's Crafternoon!"

[Start this Meeting](#)

Topic Vicky's Crafternoon!

Description Join me to do some Christmassy crafting, have a chat and raise money for Mind!

Time Dec 5, 2020 06:00 PM London

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 840 4462 4143

Security ☒ Passcode **b6iSiv** [Hide](#) ☒ Waiting Room

Invite Link <https://us02web.zoom.us/j/84044624143?pwd=akx3Slg5Mk11ZkQ1NGhSc0doZ01odz09> [Copy Invitation](#)

12. On the day of your Crafternoon, log back into Zoom and click on 'Meetings' on the left side. You should see your Crafternoon listed there. Hold your mouse over the listing and 'start meeting' button should appear, click on this to get started.

The screenshot shows the Zoom web interface. The browser address bar displays 'us02web.zoom.us/meeting#/upcoming'. The Zoom logo is in the top left, and navigation links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING' are in the top right. The left sidebar contains a 'PERSONAL' section with 'Profile', 'Meetings' (highlighted with a blue arrow), 'Webinars', 'Recordings', and 'Settings'. Below this is an 'ADMIN' section with 'User Management', 'Room Management', 'Account Management', and 'Advanced'. The main content area is titled 'Meetings' and has tabs for 'Upcoming', 'Previous', 'Personal Room', and 'Meeting Templates'. The 'Upcoming' tab is active, showing a calendar icon and a date range selector. A 'Schedule a Meeting' button is in the top right. The meeting list shows a single entry for 'Sat, Dec 5' with the time '06:00 PM - 07:00 PM' and the title 'Vicky's Crafternoon!'. The meeting ID '840 4462 4143' is displayed below the title. A blue arrow points to the meeting title. A 'Get Training' link is in the top right corner of the main content area. A blue speech bubble icon is in the bottom right corner.