Download centre

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

Download   Version 5.6.5 (823) (32-bit)

Download 64-bit Zoom client

The Host must download and install the program first. You will be asked to supply an email address and a password. The password is just for Zoom it is NOT your normal email password.
I recommend that all proposed attendees also install Zoom but it is not essential, as stated above on the download page.
The 32 bit and 64 bit versions are identical and for most people it will not matter which version you install.

After Installation
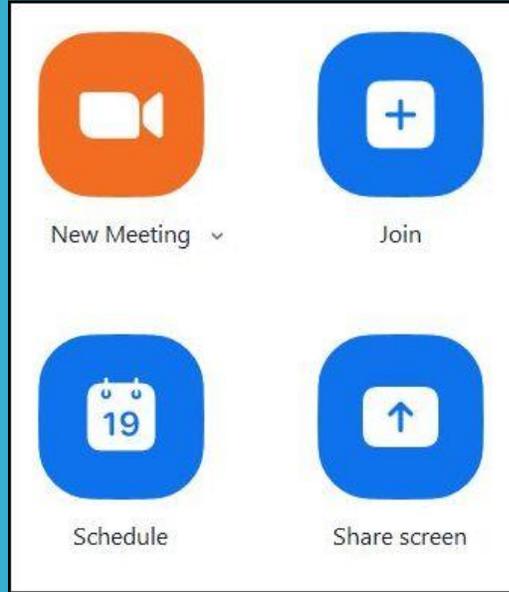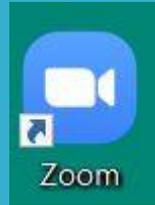
Once you have installed the program you should end up with a blue/white icon on the screen. If not, you can go to "All Programs" and scroll down to Zoom and drag the "Zoom" icon to the screen. It will create a shortcut for you.

When you double click the shortcut you get the option to start a meeting, schedule a meeting, or join. The host does one of the first two, attendees click "Join" or click the link in the invitation you send.

Other Information

Any person who has installed Zoom can start a meeting and they become the "host". They can control lots of items, such as the names of attendees, mute all attendees, who can share screens, etc.
If you have the free, personal use version, each session is limited to 40 minutes. But commercial versions have no time limit.
The host sends an invitation to attendees and can choose to use a "waiting room" to prevent unwanted visitors.

Your name is inviting you to a scheduled Zoom meeting.
Topic: Your name's Personal Meeting Room
Join Zoom Meeting
https://us04web.zoom.us/j/8403894712?pwd=VktIRDg1bjRQdjhwaG
Meeting ID: 123 456 7894
Passcode: 987564

Once the meeting starts you can see the pictures of yourself and attendees

More Information

Move your mouse cursor to the bottom of the Zoom screen and it opens the Zoom "toolbar". If you click on "Participants" you get a list of names to the right of the pictures.

Any participant can also move their cursor to the bottom of the screen to reveal the toolbar, and they can then mute themselves, turn off their video or send a "chat" to one or all participants.

If a participant clicks the chevron next to the video symbol they can choose a "virtual background".

If a participant is muted, they can unmute themselves by <u>holding down</u> the Spacebar on their keyboard. Once they release they are muted again.

Any person – host or participant – can open another program while the meeting continues, and only the pictures on <u>their</u> screen are obscured. No-one else can see the open program. So you can look up additional information while the meeting continues.

Sharing a Screen

    Mostly it is the host who shares a screen but you can also allow others to share as well. Go to the chevron next to "Share" and it gives several choices about who can share. To share any item it must be open, although it can be minimised.

    The process is easy: click the green "Share Screen"; this opens a miniature version of your screen; click the item you want, then click the blue "share" at the bottom right.

    When sharing, the shared item takes most of the screen and the pictures are displayed to the side. You can choose to display just the speaker's picture, or a small audio box, or a gallery view. The gallery view is the best option if there are not too many people. The gallery can be dragged to enlarge it and so display more participants.

One problem participants can experience when viewing a shared screen: if they have the Zoom screen on "full screen" then the displayed item will take the whole screen and cover the normal "Taskbar". If this happens they should go to the corner of the screen and click "View" which open a tiny dialogue box. Then click on Gallery view, rather than full screen.