week 3
setting up a zoom account and zoom calls

introduction

In this week's workshop, you will learn how to use the video calling software — **Zoom**.

Zoom is a free video call **app**. You can make a video call with multiple people, so it's sort of like you are all in a room together. It costs nothing to install and you can install it from your device's 'App store' on any **device** which will connect with the **Internet**.

You can access Zoom via your Internet search engine or download the app on your device. We recommend downloading the app as it is more user friendly.

Remember:

if you are having any issues or need to ask a question, we're here to help you over the phone and give you a hand getting set up. You can fill out a 'Digital Support Booking form', and email it back to the library: **library.service@sefton.gov.uk**. A member of the team will contact you to help you with your problem on a Monday morning, between 10am - 12pm. **If you don't have an email yet — don't worry — just phone the team on Crosby Library's landline: 0151 257 6400 between 10am - 12pm on Monday mornings.** You can ask a member of the team for the 'Week 2: Setting up an Email Address & downloading an App' workshop sheet if you would like support setting up your email.

human libraries

key terms

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app

is short for 'mobile application'. It is a computer software designed to run on your device to make doing different things, like video call or message someone, easier. You can download an app using the 'App store' on your device.

device

is a piece of technology (phone, laptop or tablet) which acts as a mini-computer, connecting you to the Internet and allowing you to carry out functions e.g. call people and search for information.

internet

the Internet is a global network of computers that allow you to share and view information. It works much like the postal system, enabling people to send one another envelopes containing digital messages, at lightning speed. You can search the Internet for websites and information about pretty much anything using an Internet 'Search Engine', such as Google or Explorer.

facetime

Facetime is a video calling software for people who have an Apple device, such as an iPhone or an iPad.
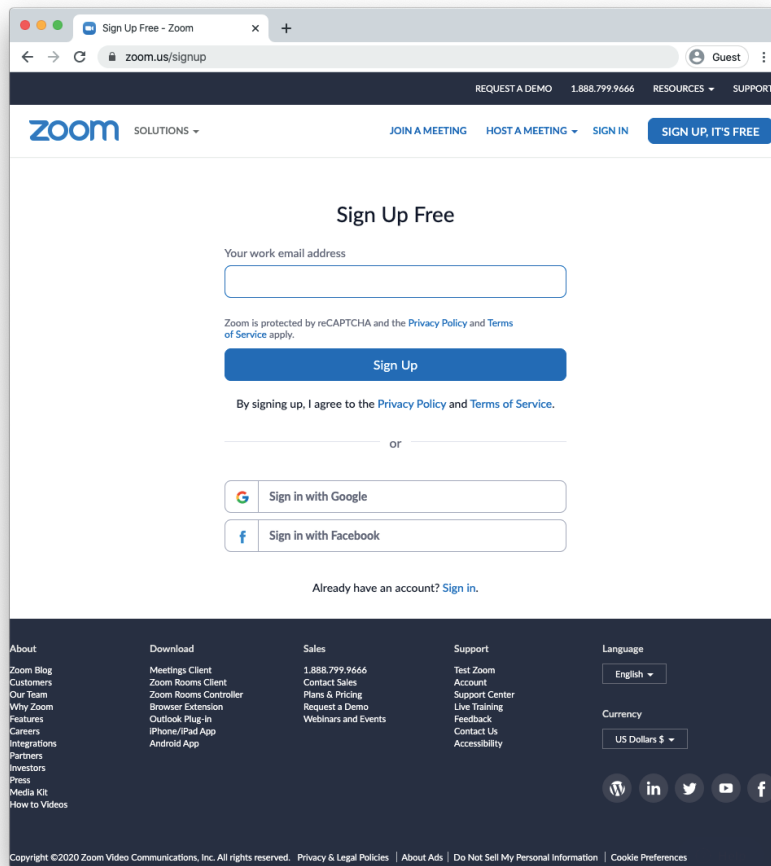
facebook rooms

is a multi-user video calling feature of Facebook Messenger. It allows users to add up to 50 people at a time.
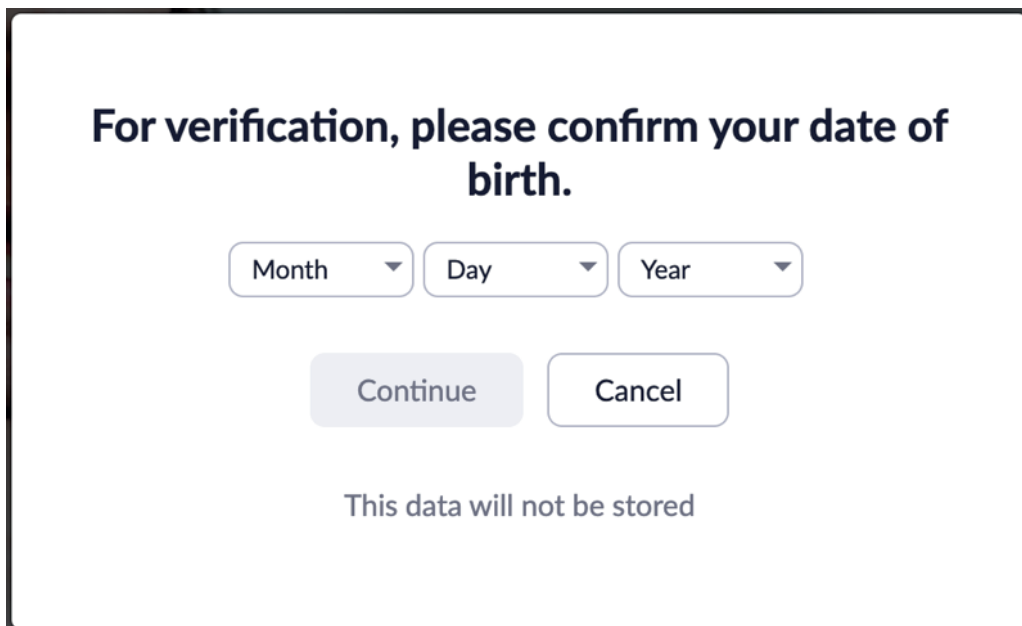
steps

1. Go to the app store on your device. Search 'Zoom' and install the application. The Zoom app symbol will appear on your device, click on the symbol on your device to open it.

2. Click on 'sign up' and input your email address, then your name and date of birth.

3. When you enter your email, Zoom will send an activation email to that address. Find the email and click the 'Activate Account' button in the email.

4. This will automatically take you to an Internet page, where you will be asked to create a password.

5. You will be then asked if you would like to invite anyone to use Zoom, skip this step if you want.

6. You can now sign into Zoom using your email and password.

7. Zoom will give you a 'Personal Meeting URL', which is basically a link to your own online meeting room. Click the little arrow next to 'New Meeting', then scroll down to the number and click 'copy invitation'. Copy and paste this into an email, and send it to the person you want to meet with.

8.Click 'New Meeting' to start the meeting.

security

- Always choose a password that you will remember and write it down somewhere safe.

- Use a mixture of capital letters, lowercase letters, numbers and special characters to make your password extra secure. For example, 'HumanLibraries18!'
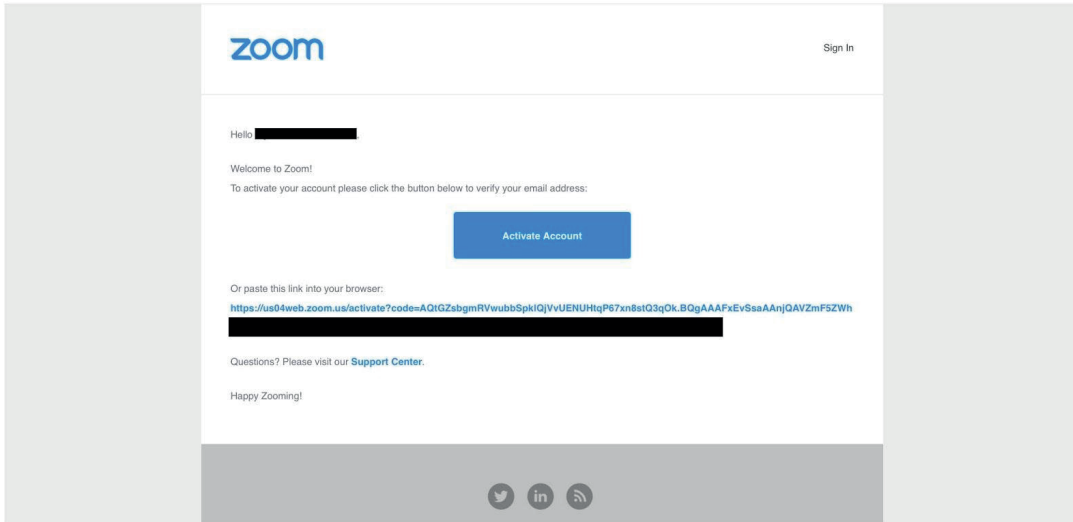
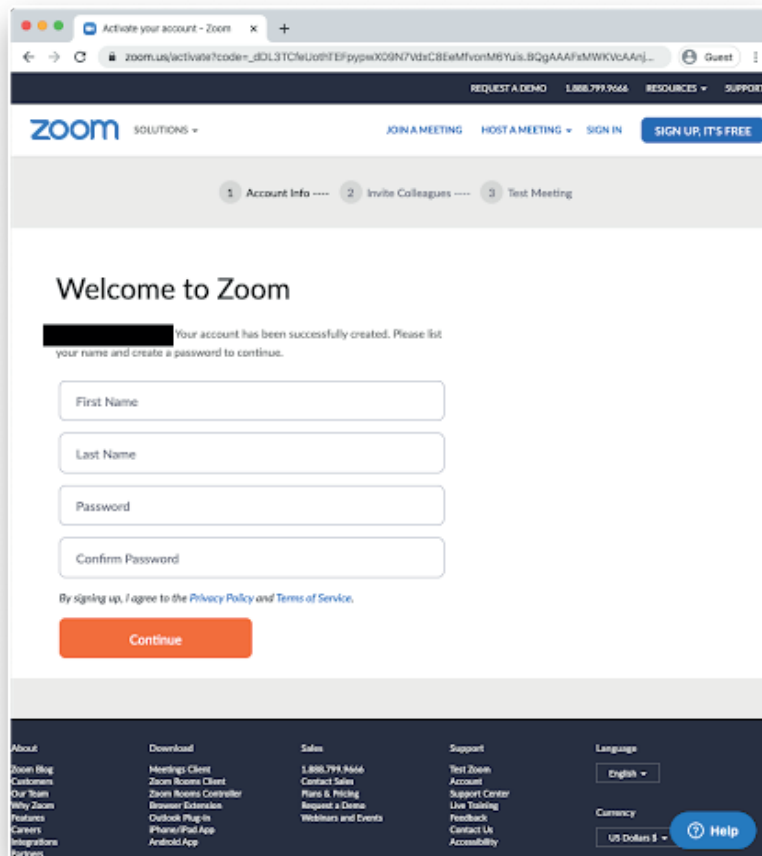- Do not share your password with anyone.

1.

Sign Up Free - Zoom

zoom.us/signup

Guest

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2.

For verification, please confirm your date of birth.

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Please activate your Zoom account

3.

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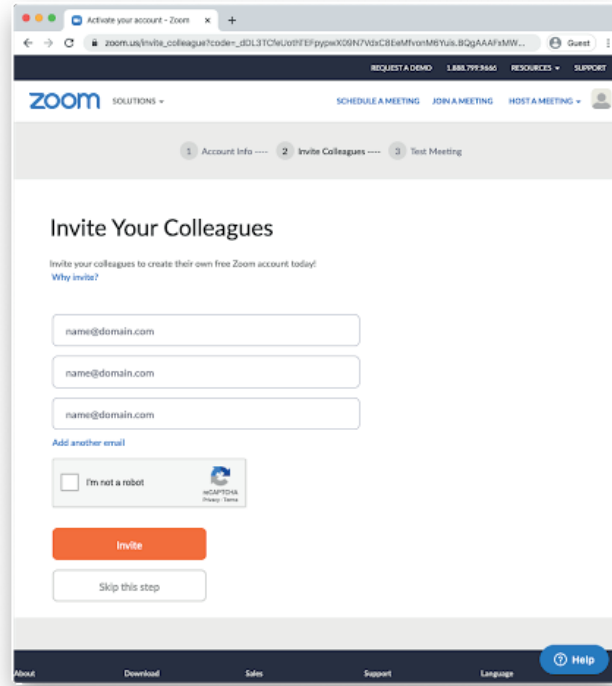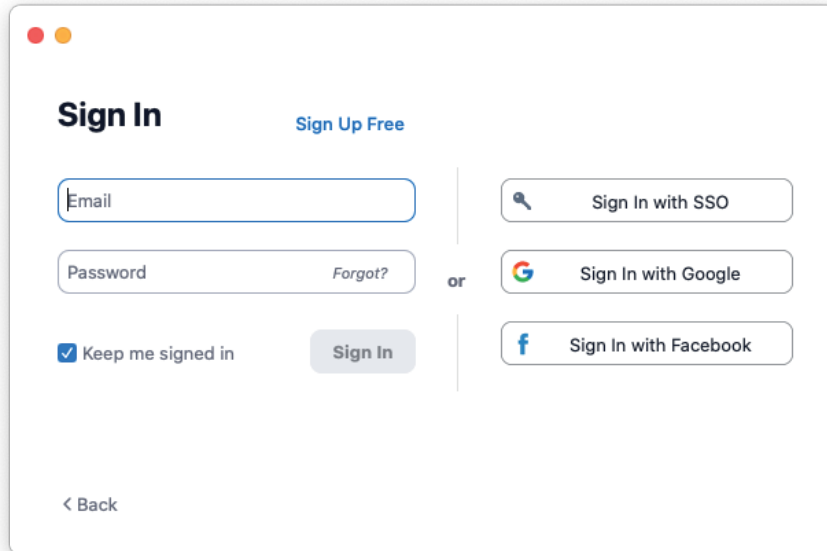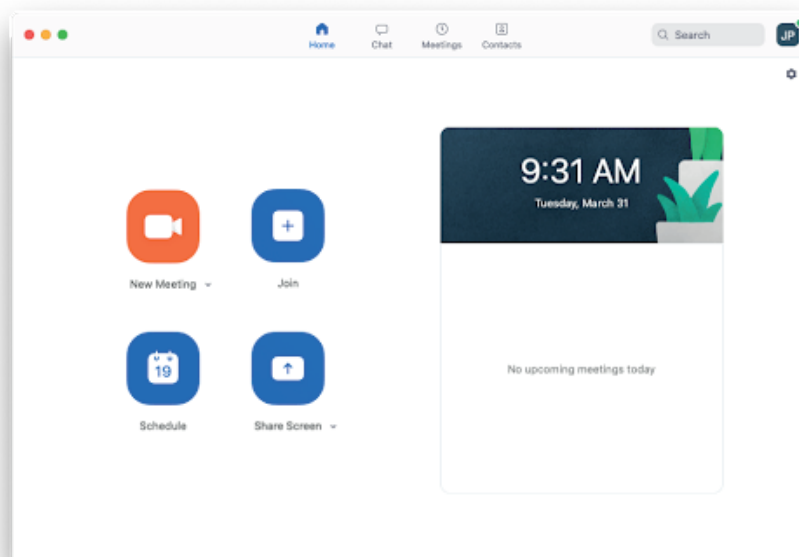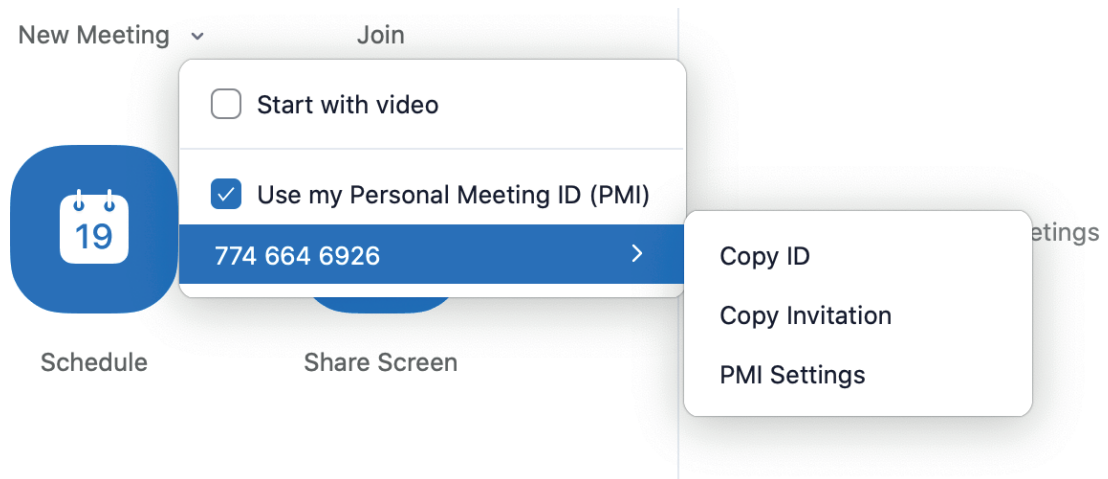
other ways to video call

If you have an Apple device there is an inbuilt function called 'FaceTime' which allows you to call other people with Apple Devices using your phone, Tablet or MacBook Computer. You can use this as an alternative to Zoom, if you and the person you want to chat to both have Apple devices.

You can also use 'Facebook Rooms' to call people, which we will learn about in Week 5, when we learn how to sign up to 'Facebook' and use 'Facebook Messenger'.

Next week, we will learn how to set up **'WhatsApp'** on a device. To use **WhatsApp** you will need a mobile number.