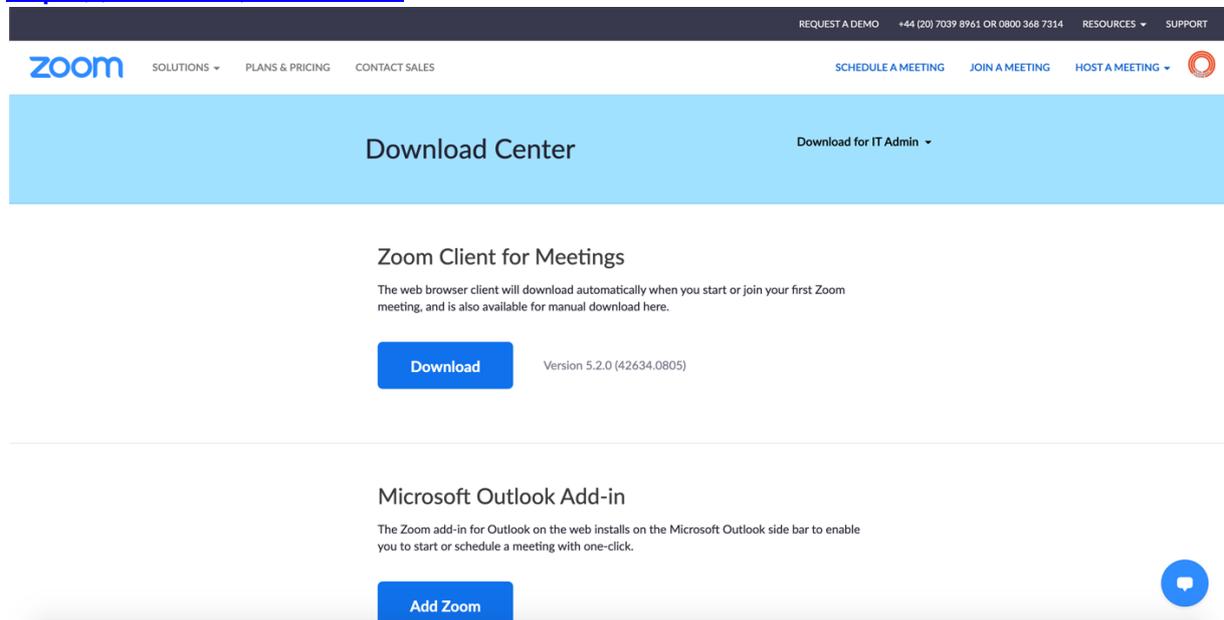# ZOOM Video Conferencing: User Guide

Firstly, for ZOOM you're going to need a mobile phone, a tablet/iPad or a laptop/MacBook. Depending on what you're using each device requires a slightly different set up. This guide will focus primarily on laptop/MacBook set up as it's a slightly more complex process.

First of all, you're going to want to download the ZOOM application ([download here](https://zoom.us/download)).
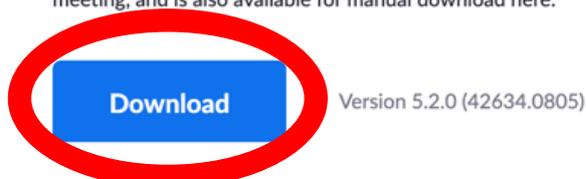You can download this via this link:
https://zoom.us/download

You should be met with a page that looks like this. You want to click on the download button below the text reading "ZOOM Client for Meetings".

Once downloaded, you'll need a ZOOM meeting link.
ZOOM works by sending out invite codes to the participants of the meeting, which comes in the form of a hyperlink.
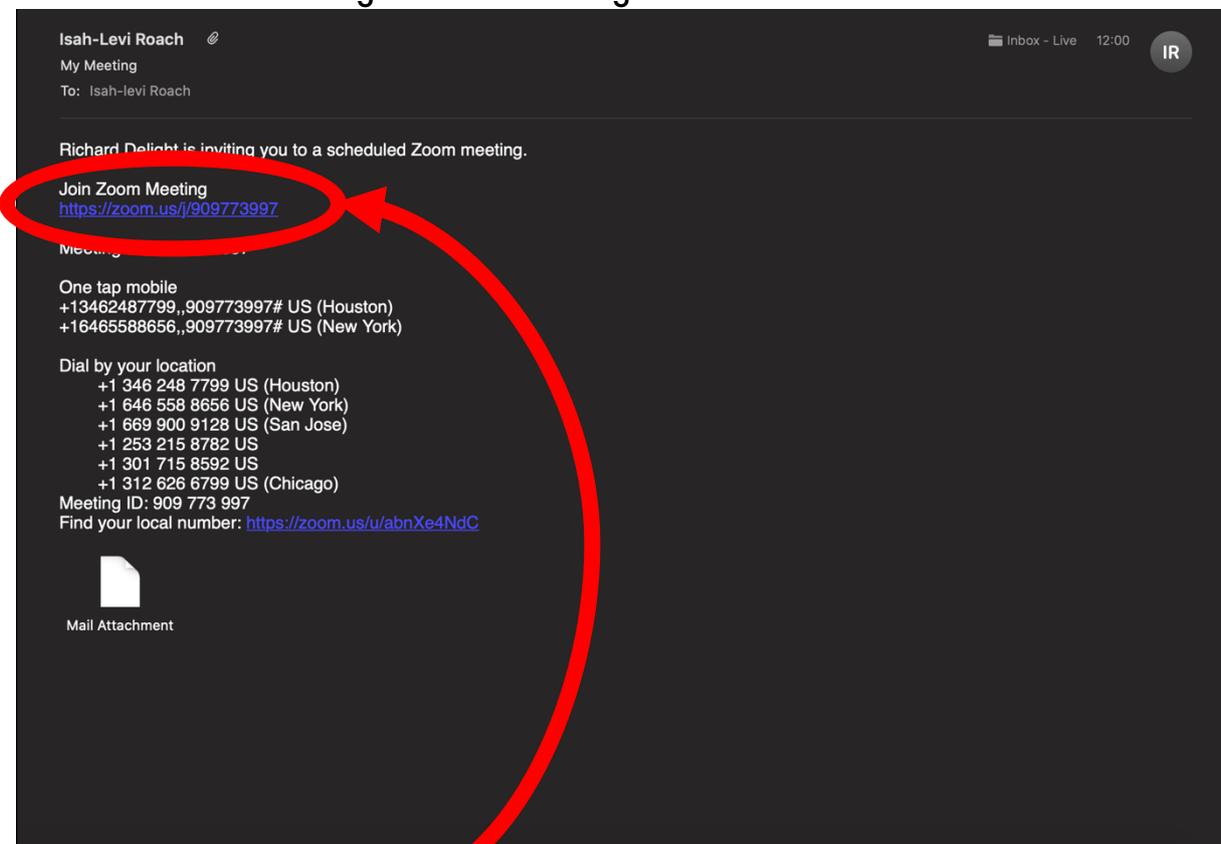
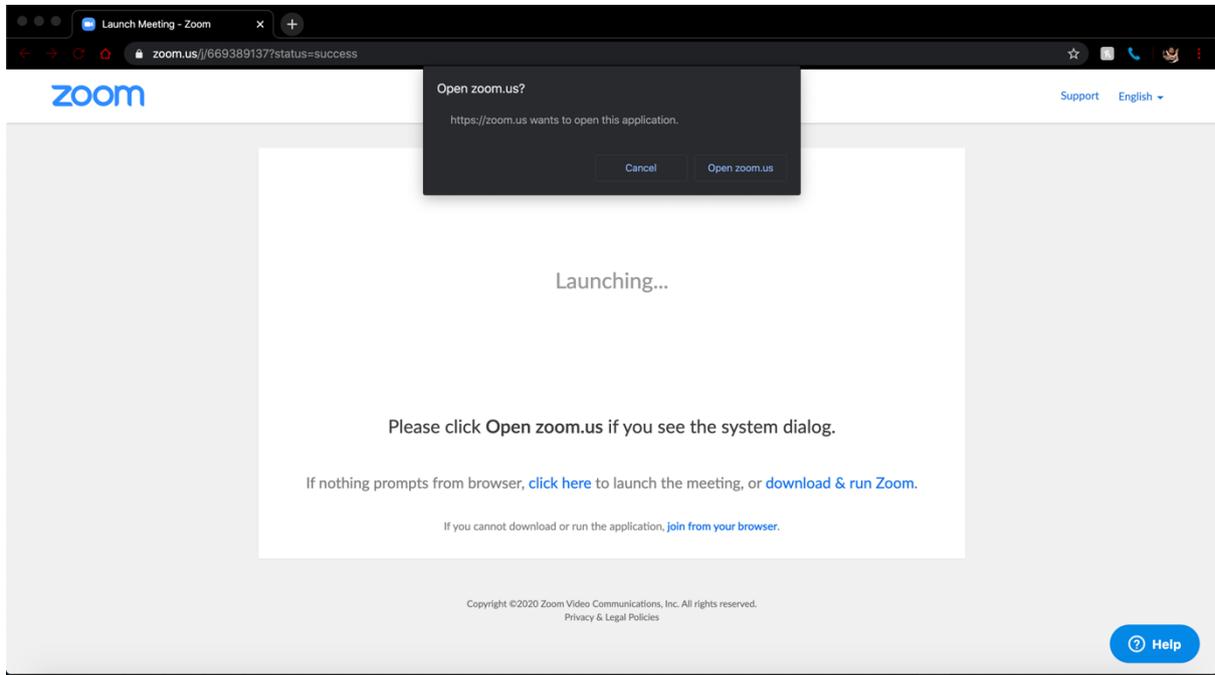The hyperlink usually looks something like this:

"Join Zoom Meeting
https://zoom.us/j/909773997"
or this
https://zoom.us/j/8834315236?pwd=TEVJUVB2dm1CMWVQNnZkTXBWNjA2UT09
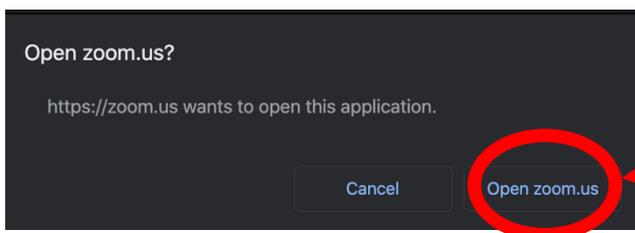
And the whole invite might look something like this:

Once you click the link it should direct you to a page that look like this:

On this pop up you're going to want to press "Open zoom.us" to open the zoom app.

Click this.

Once you've clicked the "Open zoom.us" button it should open the zoom app and connect you to the conference call. There may be a dialogue box asking you to input a display name for yourself.

All meetings will require a password which will be provided in the invitation by the meeting host.
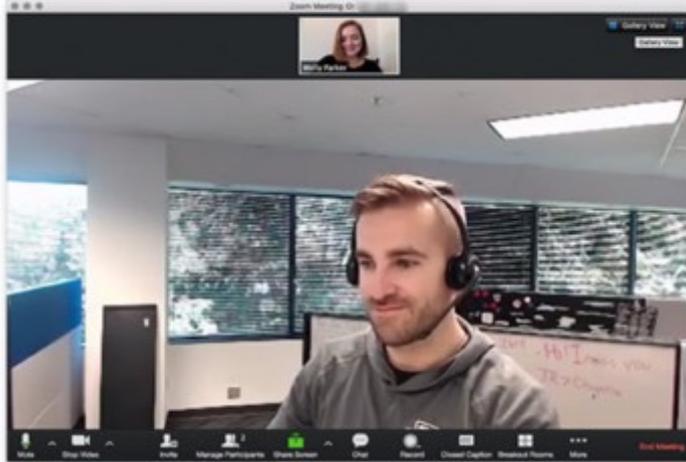
Once on the meeting there are some settings you should be aware of.
The first is "Gallery View" or "Speaker View".
The difference between them is:

Gallery View: This mode allows you to see everyone in the meeting in their own individual boxes.
Speaker View: This mode allows you only to see who is talking in full screen mode.
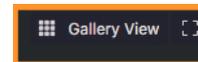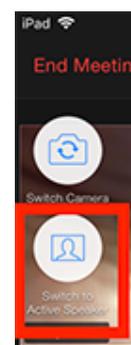The visual difference looks like this:

The setting to change this is in the top right and corner if you're using a computer/laptop/MacBook. If you're using a phone/iPhone or tablet/iPad, then it should be on the left hand side of the screen.

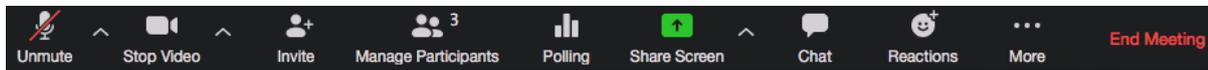On a computer or MacBook it should look like this:

On a tablet/iPad or smartphone/iPhone it should look like this:

Something you should also be aware of is the ability to turn off your microphone (mute) and turn of your video camera as well.

On a computer/laptop/MacBook they will be in the bottom left corner. And look something like this:

On a tablet/iPad or smartphone or iPhone it should be in the top right-hand corner. Like this:

For tablets or mobile phones there is an app that is downloadable from the Apple App Store or the Google Play Store and they have a fairly simple set up. Once you click the link on any of these devises it should take you to a similar page as the computer method and it and then it should prompt you to open the Zoom Application on your tablet/iPad or Mobile phone. Once you open the app it should automatically join you into the conference.

For our production of MMXX, we suggest having the ZOOM call in Gallery view as this will allow you to all performers. We will also ask you to mute your microphone whilst the production is taking place. There may be some cases where we ask for audience interaction. In which case, our Young Company will tell you that you can unmute yourself

All ZOOM application downloads can be found here:
https://zoom.us/download

If you have any problems with Zoom, please contact the meeting host and they can try help you resolve any issues.