How to use Zoom to join an Oxford Café Scientifique meeting

There are two options:
1) Join from a web browser (easy but fewer options)
2) join via the Zoom app (higher tech and more options)

You can use Zoom on desktops, laptops, tablets and smartphones of all types.

FIRST — for the Oxford Café Sci please keep an eye on the email you have subscribed to the mailing list. [If you haven't joined the mailing list please visit the website and do so for this: you can remove yourself any time.]

For Zoom OxCafeSci we will be issuing the joining information through the mailing list a few hours beforehand, on the day of the meeting. This is to avoid publicising it on a website and being hijacked by intruders.

Please have ready the joining information, which will be a weblink ending in a ten-digit number, together with a password.

SECOND — before starting, make sure you have your computer audio on (or headphones if you're using them), and if you want video, that your computer's webcam or inbuilt camera is on. This is in your usual control panel.

1]   HOW TO JOIN VIA THE WEB

Check the mailing list on the day of the meeting (a few hours beforehand) and you will see a link.

It will look like this - https://us04web.zoom.us/j/xxxxxxxxxx

Click on the link from the email and it will load into your usual browser.

Note that you do NOT need to agree to download the Zoom app to use the web version – so ignore or refuse any suggestions that you should download it and do not say "OK" to "opening" the application.

Instead click on "**Start from your browser**" which will be at the bottom of the webpage you see.
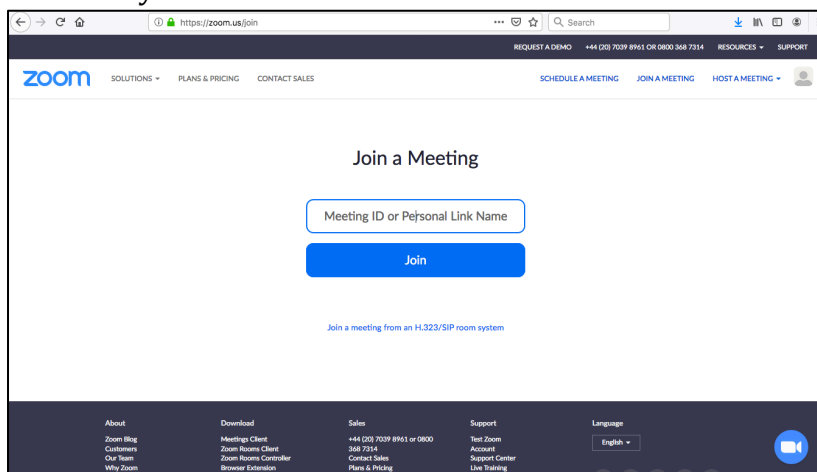
You will be asked to put in a name by which you will be known in the chat.

Then just start saying hello!
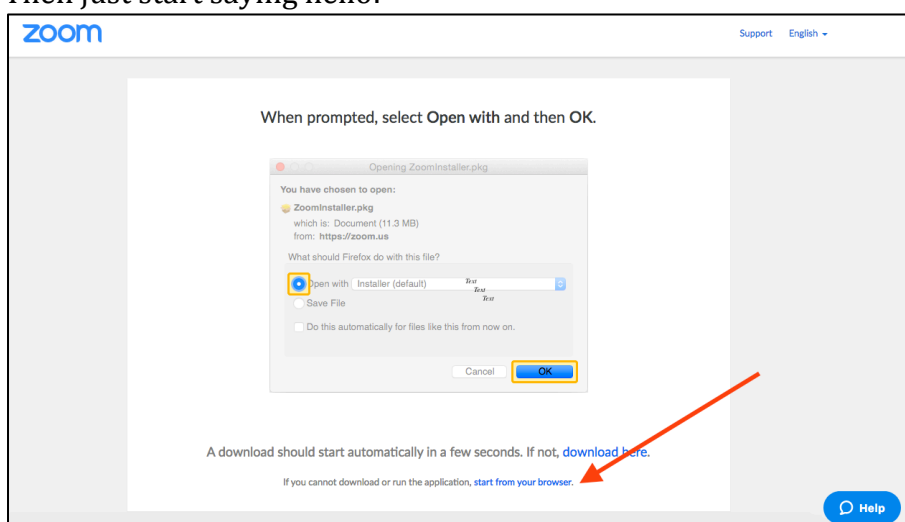
If you can't get the link to double-click then you can just visit the webpage https://zoom.us/join and put in the meeting details.

This time your first screen will be this:

For options when you are in the meeting, please see the last pages of this document.

DOWNLOADING ZOOM
For the other option you will need to download the Zoom app to your computer.
You might choose to download it when trying to join a chat via the web – see above.
Or you can visit https://zoom.us/download and do it from there.
In all cases the download page will automatically detect which version of Zoom you need for your computer, tablet or smartphone. All these can download and use it, and your computer will tell you what else you must do to complete the installation (some need you to put in a system password, for instance).
If nothing seems to happen, just find and double-click on the Zoom .app or .exe in your computer, as it often seems to download and install easily.
You can join a meeting from the app without even registering if you prefer.
[However if you want to host your own Zoom meetings you would need to register on Zoom. This is quick and simple – when you have installed and opened the Zoom app it will ask you to register. You need to put in your name and email address, but that's just about it. Other information is at your choice.]
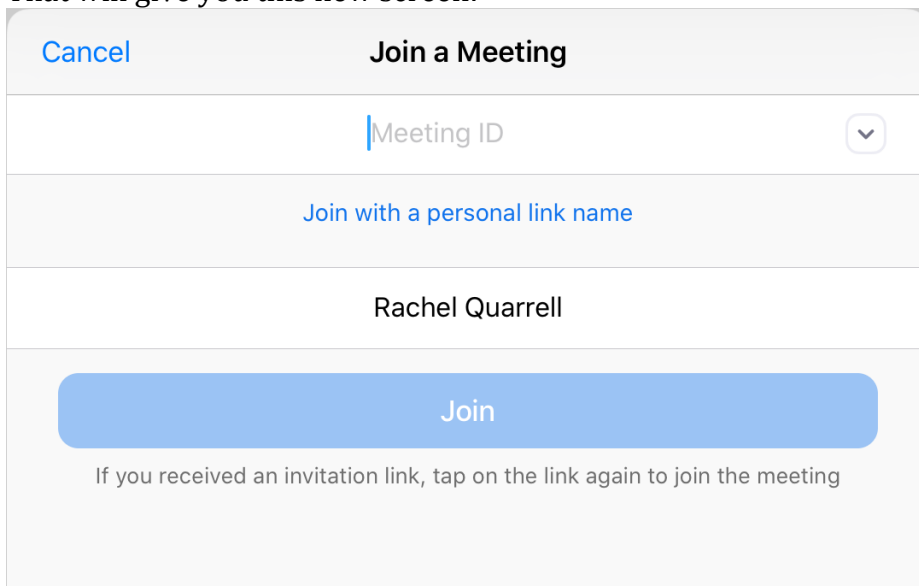
2]   JOINING A CHAT VIA THE ZOOM APP
Option A – doing it without registering at all
When you open up the app you will see this front page (it may vary slightly depending on the platform you're using)
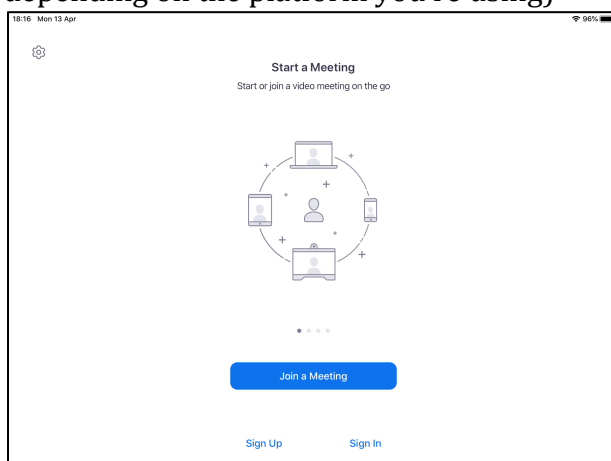
If you don't want to sign up to Zoom, or to sign in if you already have an account, you should ust click on "Join Meeting"
That will give you this new screen:

Put in the Meeting ID (either the ten-digit number from the end of the weblink, or the link itself – either works) into the box at the top.
Then put in the password when you are asked for it.
If you have Zoom installed on your device then on most platforms it may well auto-launch when you click on a Zoom invitation link.

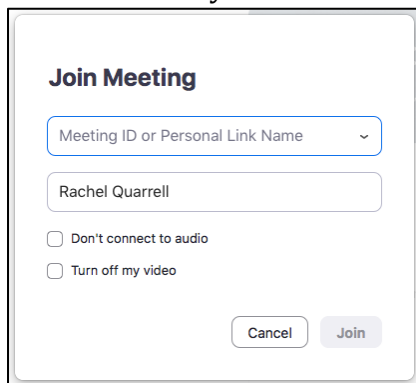*Option B – joining after you have registered a username with Zoom*
You can double-click on the link you have been sent, and it will usually start the Zoom app automatically into the right chat room.
Or you can start Zoom, which will show you the home page:
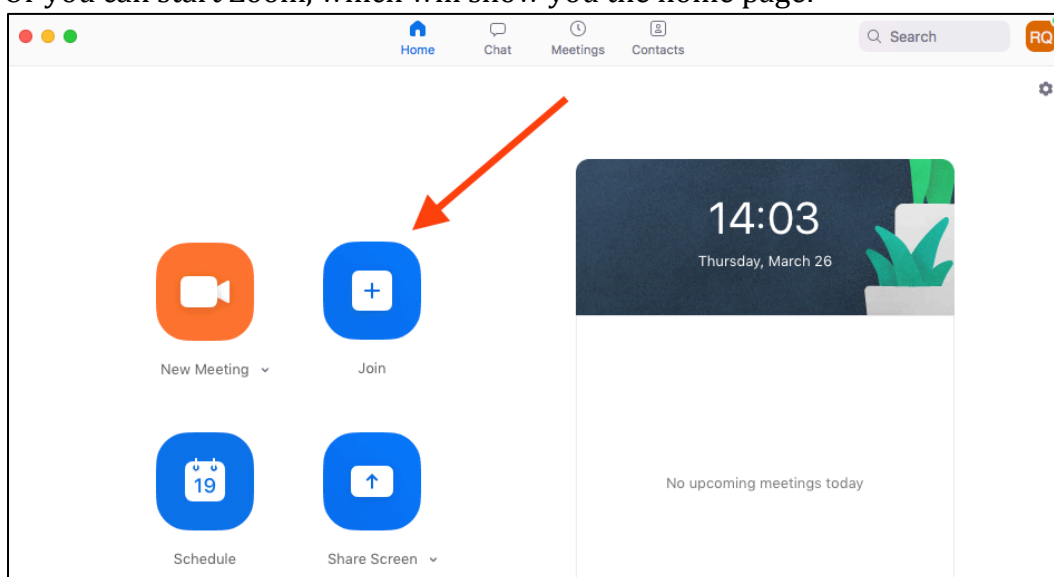
Click on "Join", visible in this home screen.

It will now ask you for a Meeting ID or Personal Link Name.

Easiest and best is to put in the Meeting ID, which is the ten-digit number at the end of the Zoom link for the meeting you are invited to.
But you can also just copy-and-paste the whole link, as that will automatically turn itself into a Zoom ID.
Click "Join", put in the password shown in the Café Sci email, put in the name you want to use, and you're off and running.

Options when in a meeting

Where you find Zoom settings will vary depending on platform: here are the versions for computer and tablet using the Zoom app itself. Generally tapping on a touchscreen (smartphone or tablet) will bring up more options, while jiggling the cursor across the screen will do the same on a laptop or desktop. Options then vanish later on.

How to see others
If you can't see more than one person and yourself, you need to find Gallery View.
That's at the top right on a computer and the top left on a tablet.
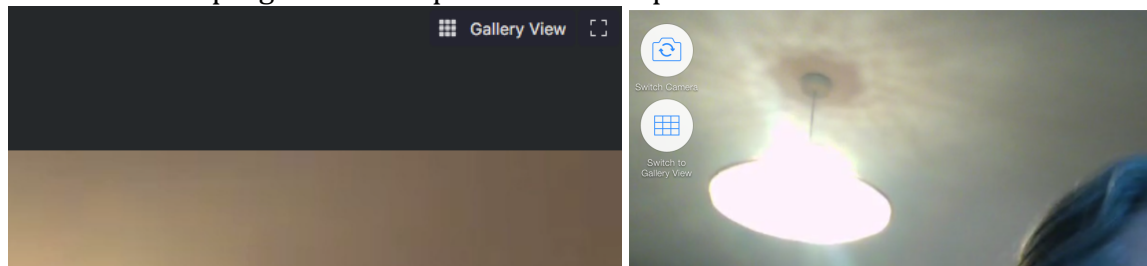

On a computer, including using web access, there appears a long menu across the foot of the screen when you move the cursor around.
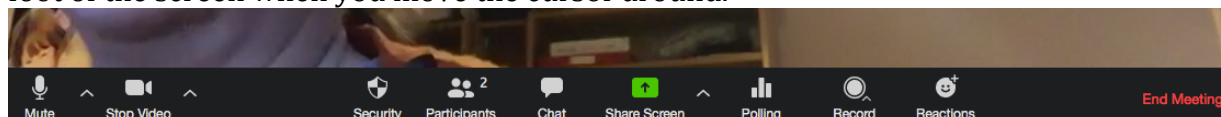

Here you can mute your audio or video (on the left), look at who the participants are (fourth from the left), put in Reactions (last of the white options) and End/Leave Meeting (on the right). You may need to unmute yourself when you first start Zoom.

The equivalent on a tablet comes up at the top of the screen when you tap it, but has more of the options hidden under the three little dots at the right-hand end.

If you are in a large meeting you'll see a mini-pic appear at the bottom right:
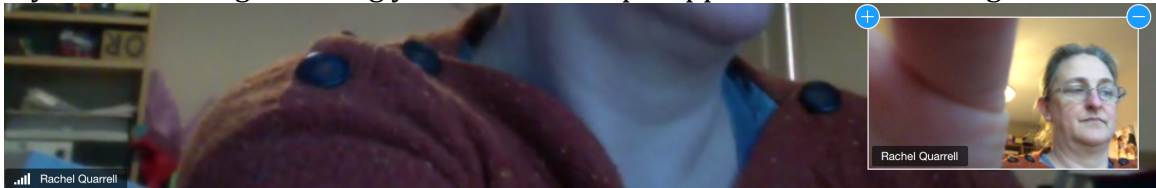
Click on the (+) at the top left of the mini-pic and it will expand into a gallery which you can slide from left to right to see everyone in the meeting in turn. The (-) collapses it again.
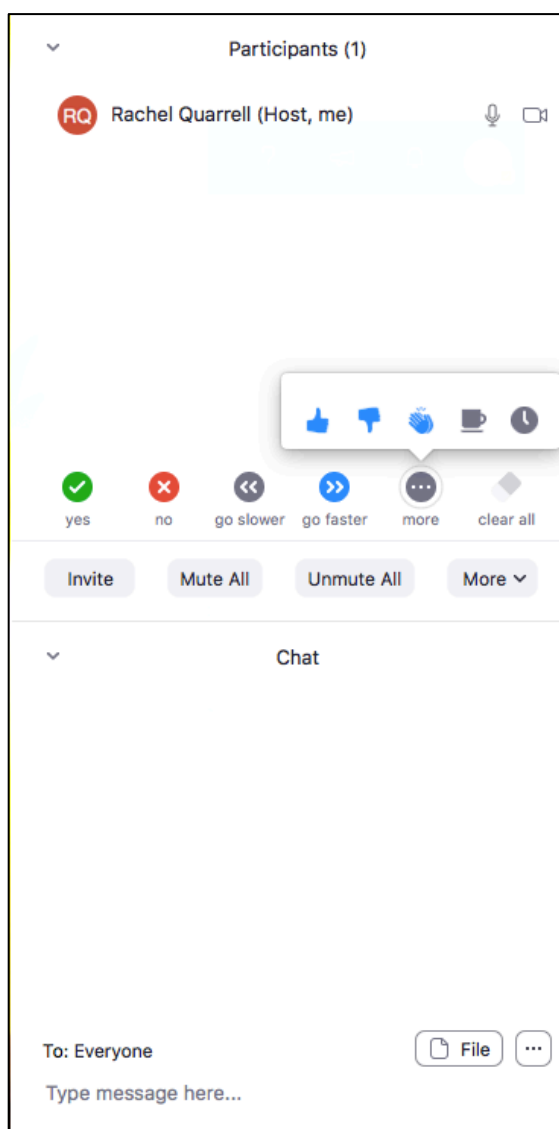
If you click on Participants it brings up a box on the right where you will see who's in the meeting, and can also see the opportunity to do reactions including "put your hand up" which can be useful during a meeting.

You can also Chat during the meeting.

If you have both Participants and Chat open, you will see what's shown in the picture, left:

Clicking on the three little dots anywhere on the screen always brings up chat choices.

There are equivalents to this on the web and the tablet versions.

Happy Zooming!

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Oxford Café Scientifique