Signup and connecting to Zoom

You can download this to your PC, laptop or smartphone. To download the app to your smartphone check at the Apple or Android store for the Zoom App.

This software App will allow you to connect to online AA meetings.

Once you open the Zoom website a series of pages open as you click through the site and fill out the information that is required, (see below).

People should download Zoom as per the guidelines and save the login page (or their profile page) into their browser favourites.

Once it is installed, there is no need to "open" Zoom in order to join the meeting; simply click on the link that will be provided, and connection will be made automatically.

The link will look like this example: *https://zoom.us/j/12345678*

I have tried to keep the instructions to a minimum and as simple as possible. If you do experience any problems please contact, admin@aafrance.net

This is to try help those who can be challenged by signing up and downloading apps or software from the internet. For those that do not have any problems please let me know how these instructions can improved.
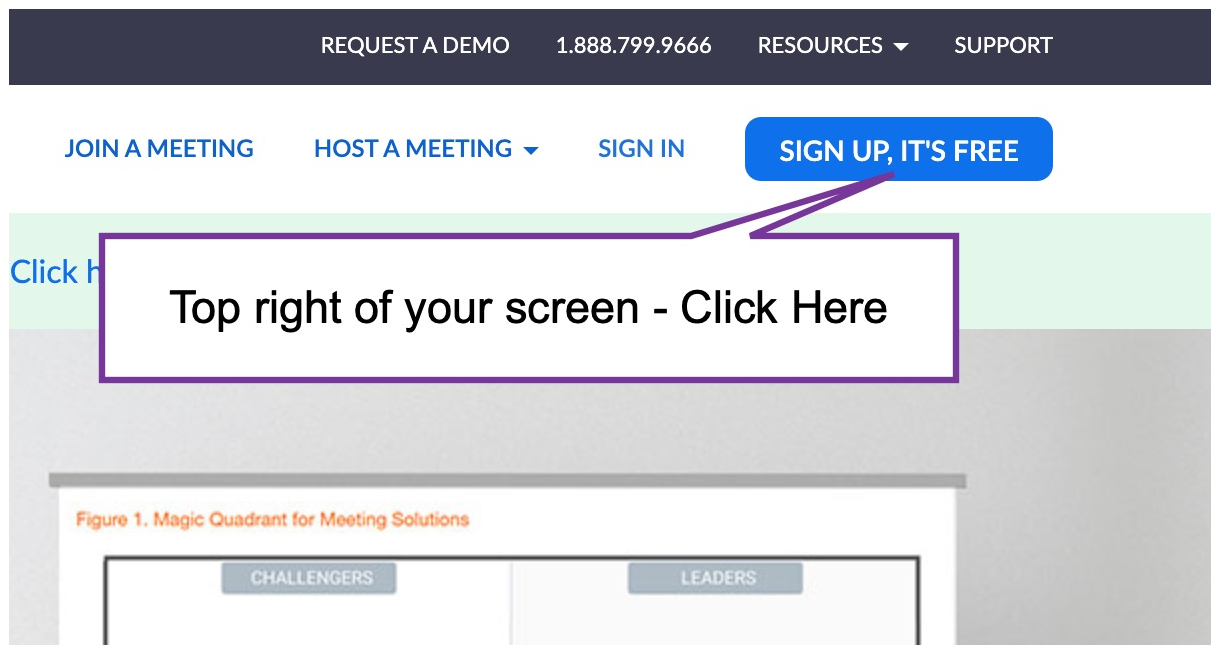
1. Installing Zoom on your PC, laptop or tablet browser. Go to the site www.zoom.us and the site will open, there will also be a pop-up window, 'About Cookies on This Site' click agree and proceed.
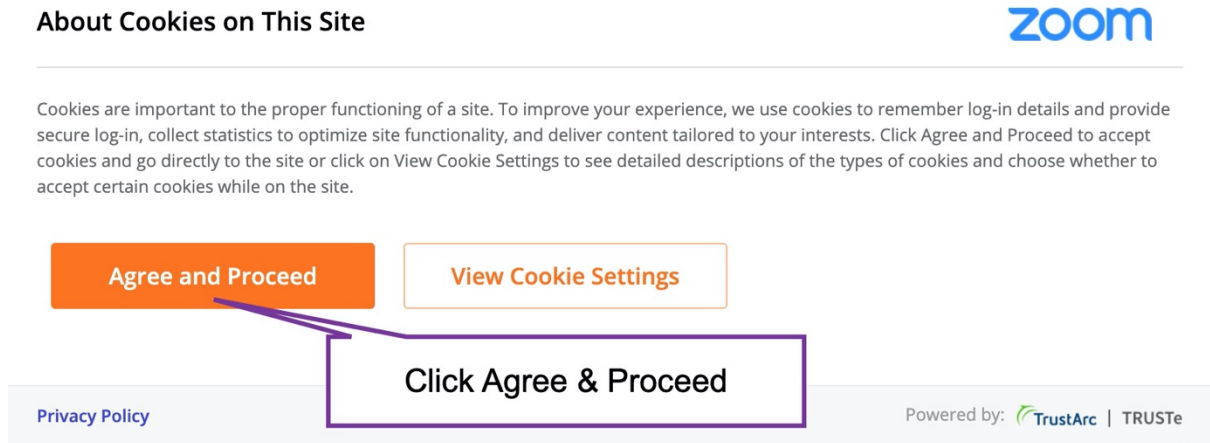
2. A second pop-up will appear, click close.
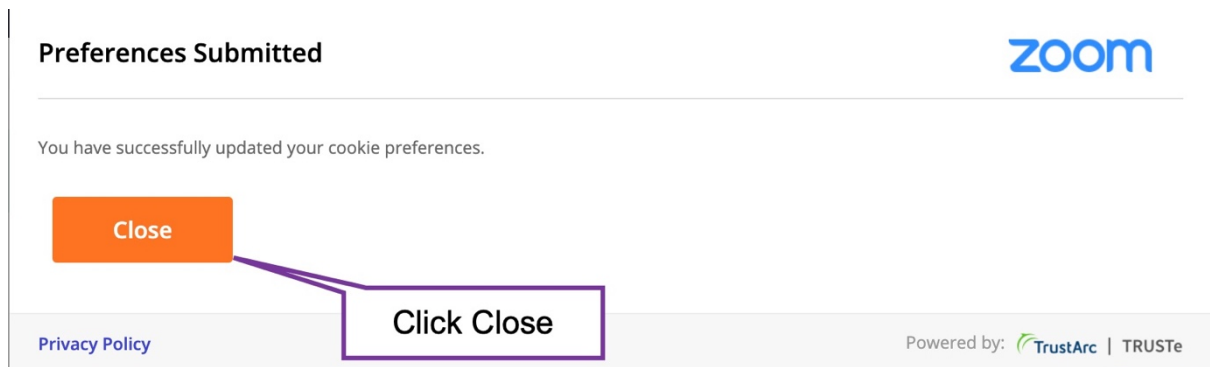
3. Top right on the menu click on 'Sign Up, It's Free.

4. Fill out your email address

After clicking the sign-up button Zoom will send an email to your inbox so now you need to check your email.

5. Your received email should look like this. Click Activate Account
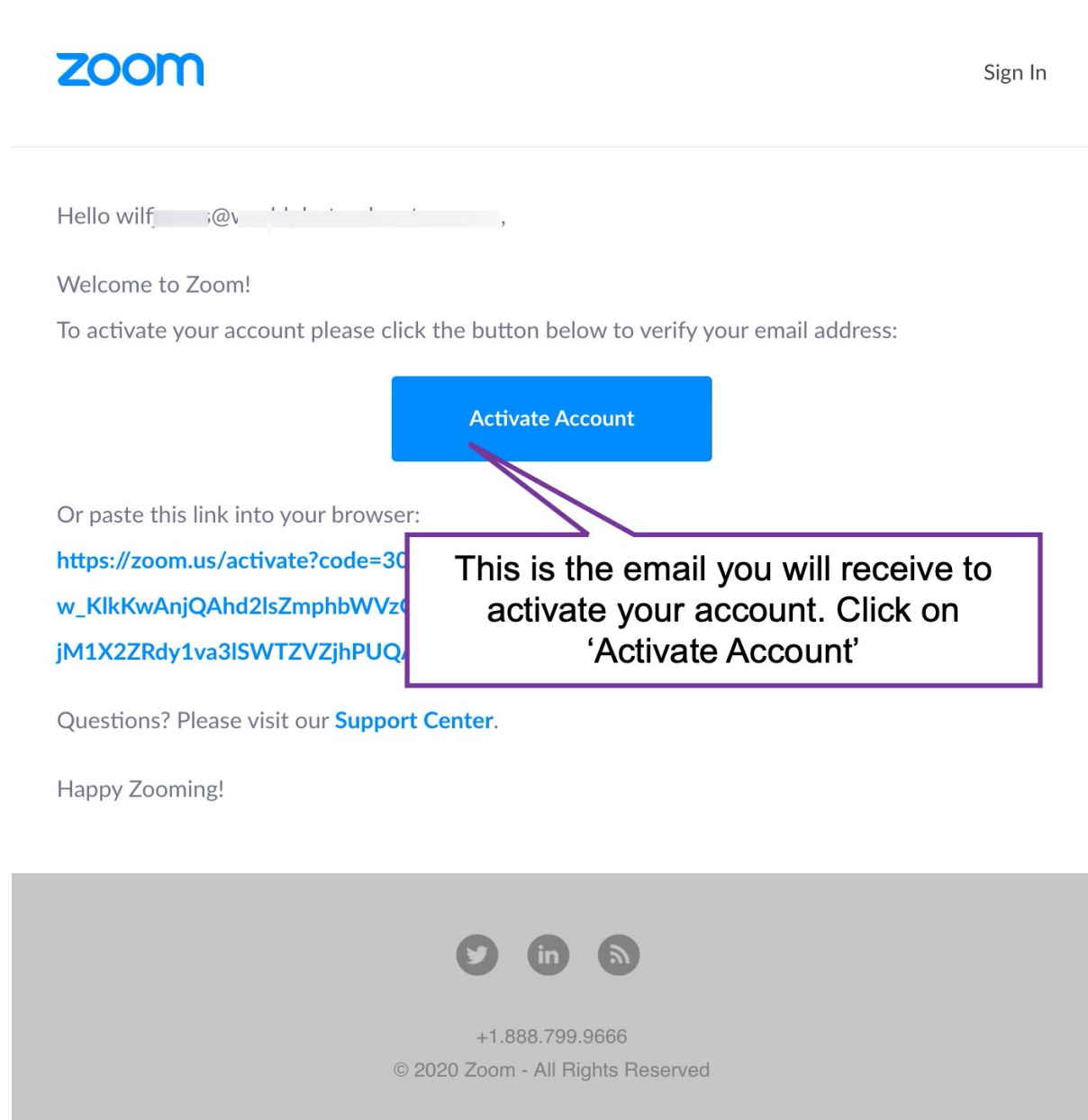
6. Back in your browser, click on "confirm"

ZOOM

We'd like to help you get the most out of Zoom by sending you resources along the way. You can unsubscribe at any time.

Confirm

Set Preferences

Click confirm. This means you will receive a newsletter which you can unsubscribe from later.

7. Fill out our name and fill in a password, and again to confirm password.

Welcome to Zoom

Hi, **photo@wilfjames.com**. Your account has been successfully created. Please list your name and create a password to continue.

Wilf

Password

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

Confirm Password

By signing up, I agree to the *Privacy Policy* and *Terms of Service*.

Continue

Fill your personal details and fill-in a password, click continue.

8. The next window click on 'Skip this Step'

Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! **Why invite?**

name@domain.com

name@domain.com

name@domain.com

Add another email

I'm not a robot — reCAPTCHA Privacy · Terms

Click on 'Skip this step'

Invite   Skip this step

9. The next window, click on 'Go To My Account'

Start your test meeting.

Excellent! Now it's time to start meeting.

Your personal meeting url:
https://zoom.us/j/2616212600

Click on 'Go To My Account'

Start Meeting Now   Go to My Account

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin
Add Zoom

Chrome Extension
Download

10. Check your personal details and you can upload an image of yourself if you want ☺

zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base

Wilf

Change   Delete

Check the details are correct. You can upload your best photo is you wish :-)

Personal Meeting ID	261-621-2600
	https://zoom.us/j/2616212600
	✕ Use this ID for instant meetings
Sign-In Email	photo@w...s.com
	Linked accounts: ✉
User Type	Basic ❓ Upgrade
Capacity	Meeting 100 ❓
Language	English
Date and Time	Time Zone (GMT+1:00) Paris
	Date Format mm/dd/yyyy Example: 08/15/2011
	Time Format ✕ Use 24-hour time

11. After you have checked this last page save this page into your browser favourites so that you can easily access it later.

How to Use Zoom

Before a video conference:

- Using your computer, tablet or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
- You will receive notice for online meetings by email or listed on the website www.aafrance.net. The notification will include a link to join via computer or smartphone, it will also include the nine-digit (usually) meeting ID. For example: Join Zoom Meeting, https://zoom.us/j/12345678 - Meeting ID: 123 456 789

To join the video conference:

- At the start of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the zoom application.
- You have an opportunity to test your audio at this point by clicking on test computer audio.

Can't find the link:

- You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the **Meeting ID** provided by your host.

Trouble hearing the meeting, join via telephone while remaining on the video conference:

- On your phone, dial the teleconference number provided in your invitation.
- Enter the meeting ID number (also provided in your invitation) When prompted using your touch tone DTMF keypad.
- If you have already joined the meeting via computer, you will have the option to enter your two-digit participant ID to be associated with your computer.

Participant controls via the icons in the lower left corner of the zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View participants list opens a pop out screen that includes a raised hand icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
- Somewhere on your Zoom screen you will also see the choice to "toggle" between "speaker and "Gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all the meeting participants