Wolseley Car Club - Zoom Set Up Guide

Your registered club membership email address will have received a member communication that includes a web link that looks something like this *(sample only)*:

> Join Zoom Meeting
> https://us02web.zoom.us/j/867511
> pwd=T3hhVDloZHdVc2NmSXdEYTN
>
> Meeting ID: 123 4567 8901
> Passcode: 654321

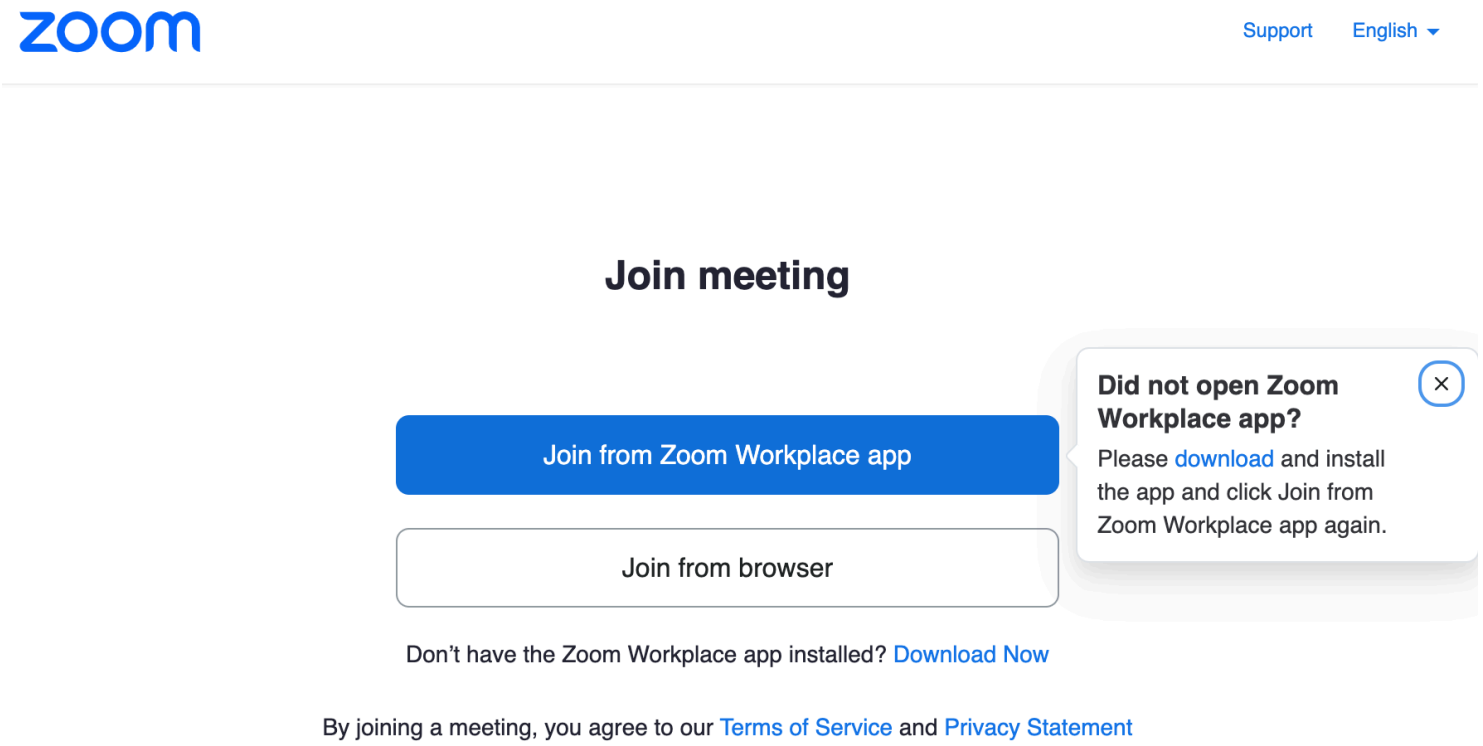
Note that you do not need a Zoom account to join a meeting !

The email meeting link should open in your web browser and there are two ways to proceed to join the meeting:

1. Per screen shot below, if you don't have the Zoom Workplace application installed, this is the default method to join by pressing ***Join from browser*** button. Zoom will continue to use your web browser.

   Note: If you experience issues when using a web browser please download the Zoom Workplace application and join per step 2, below

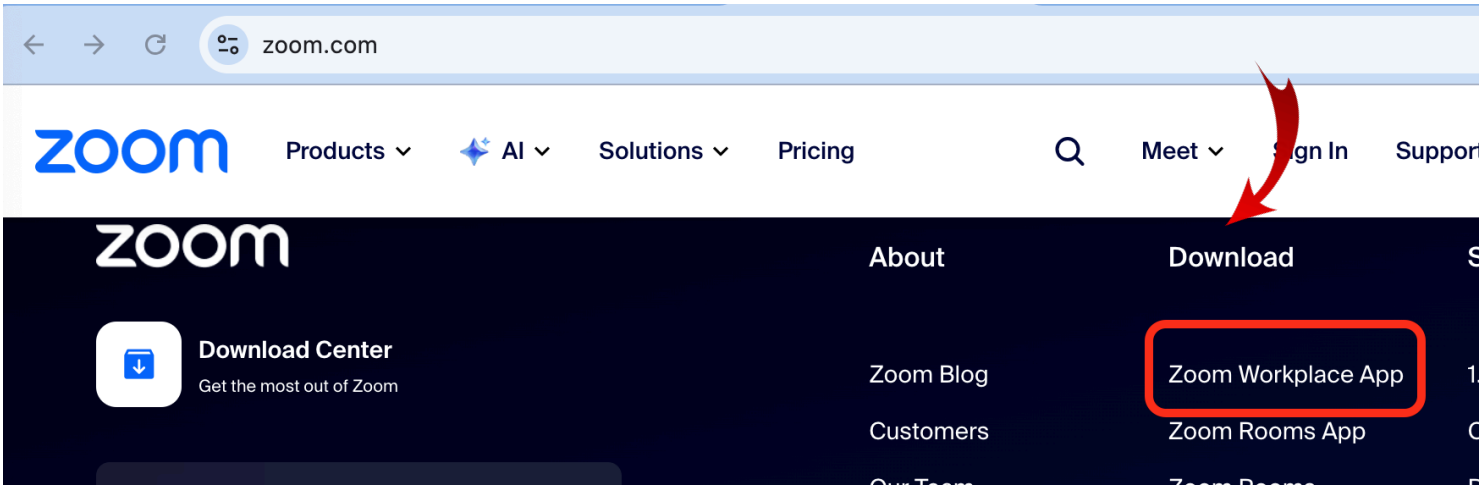
2. If Zoom Workspace application is installed on your computer, a dialog box will appear asking to ***Join from Zoom Workplace app*** and is recommended for best meeting experience.



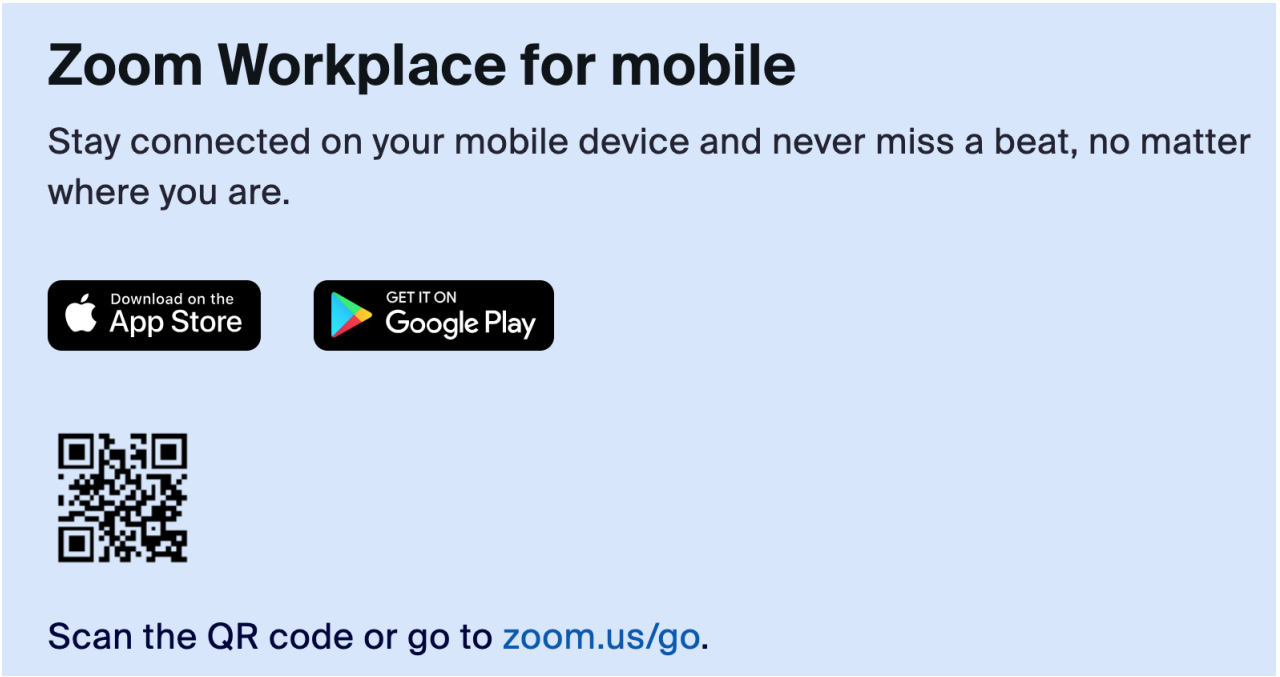
Zoom Workplace App download

For best performance and control it is recommended to install the **Zoom Workplace Application**. Open your Web Browser and search for **zoom.com** or type in **https://www.zoom.com**

*< Scroll to bottom of the **zoom.com** home page to **Download** section >*



If using a smart phone or tablet, download the native Zoom app from your device app store



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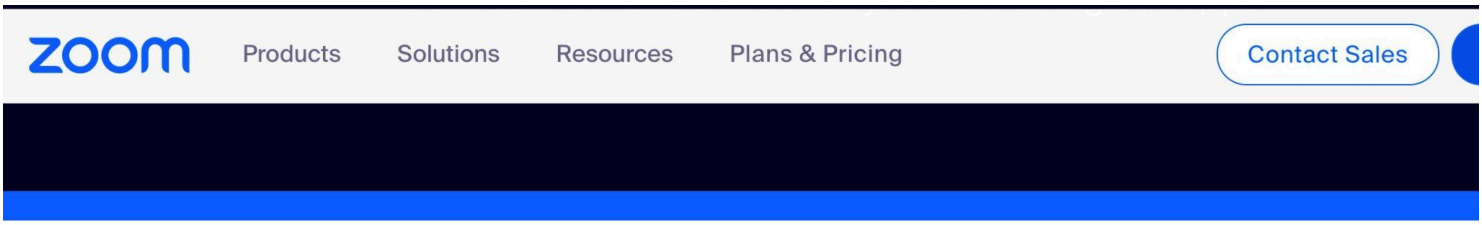
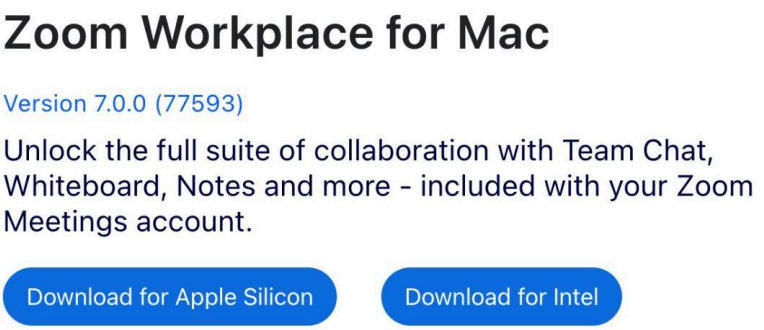
Zoom Download - the recommended version will appear for your system type if running Windows or Macintosh.





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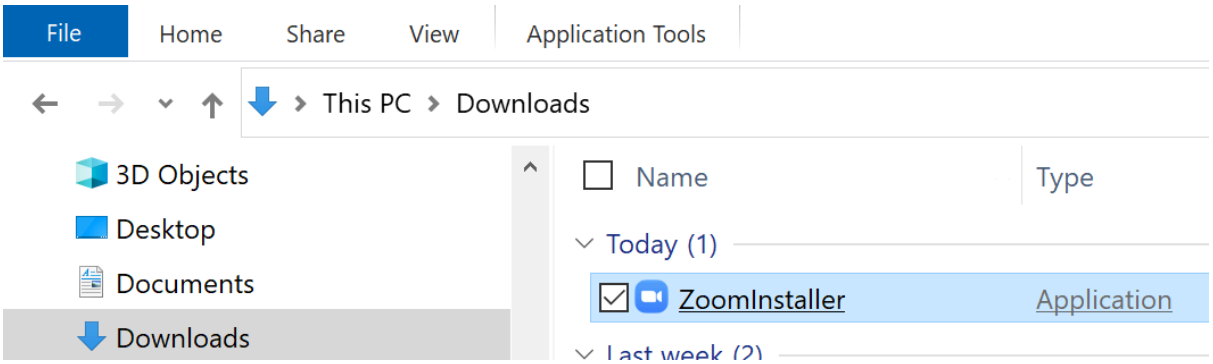
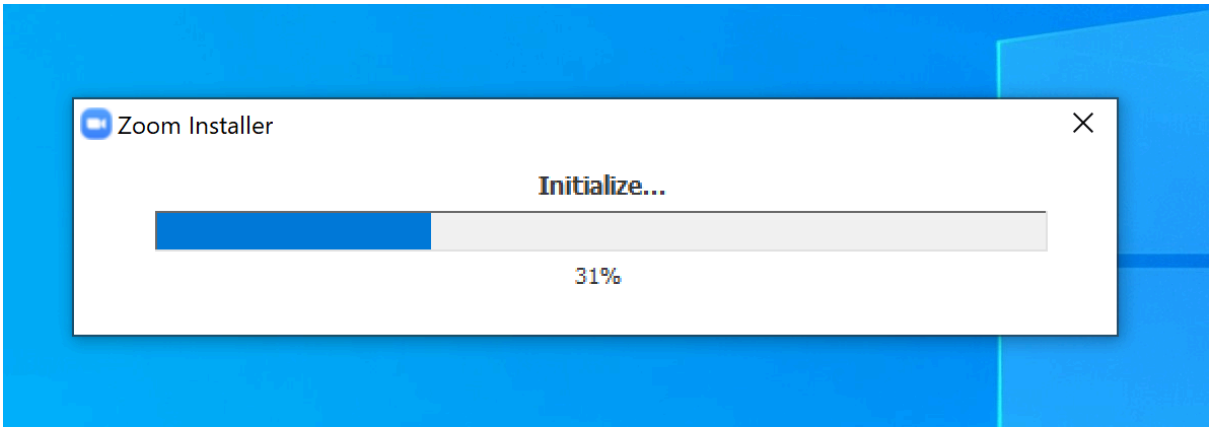
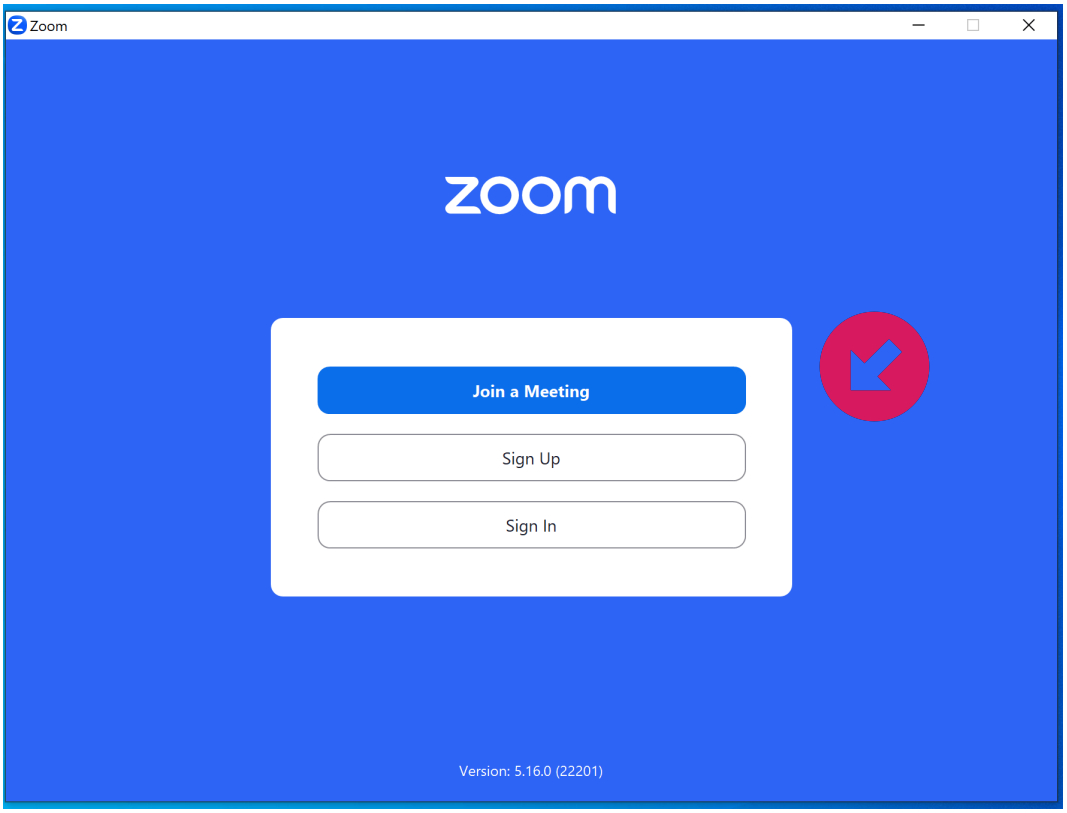
Zoom Workplace Client installation

After you have downloaded the Zoom Installer application, locate the file in your Downloads folder and run to install.

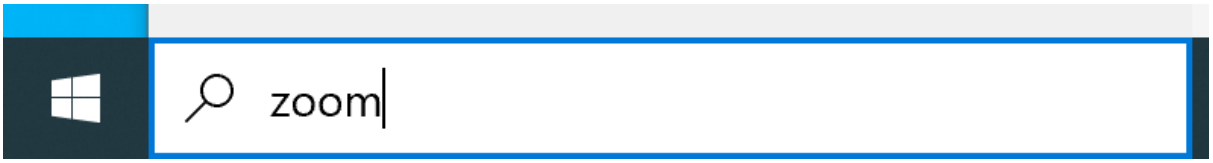


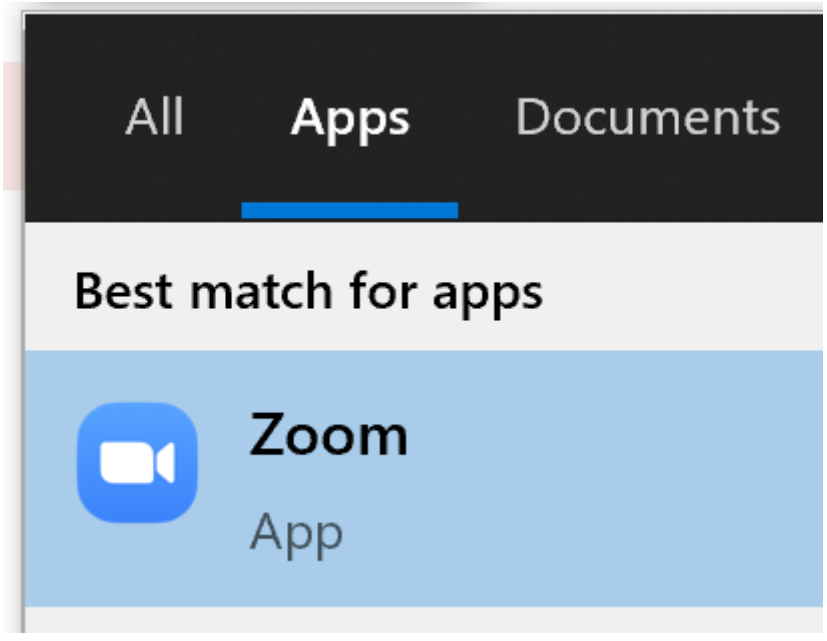
Zoom Installer is preparing to install the client application, and then automatically opens to the Zoom Workplace application log in screen.





If you need to manually load the Zoom Workspace application, search on the task bar or press Start for your Apps list installed on your Windows computer.





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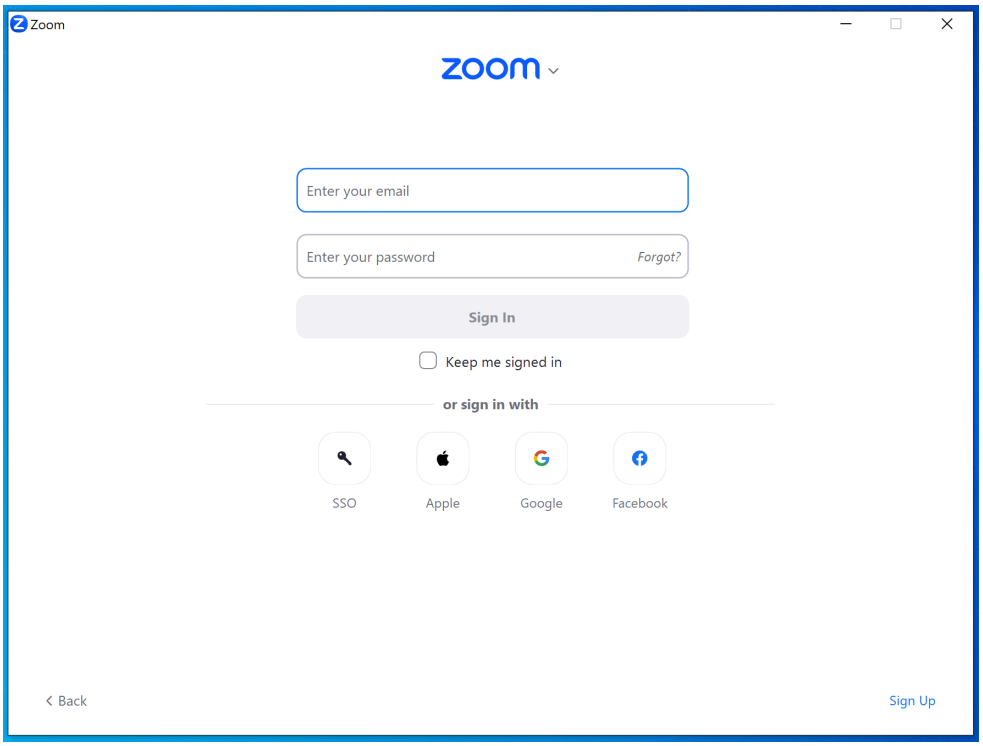
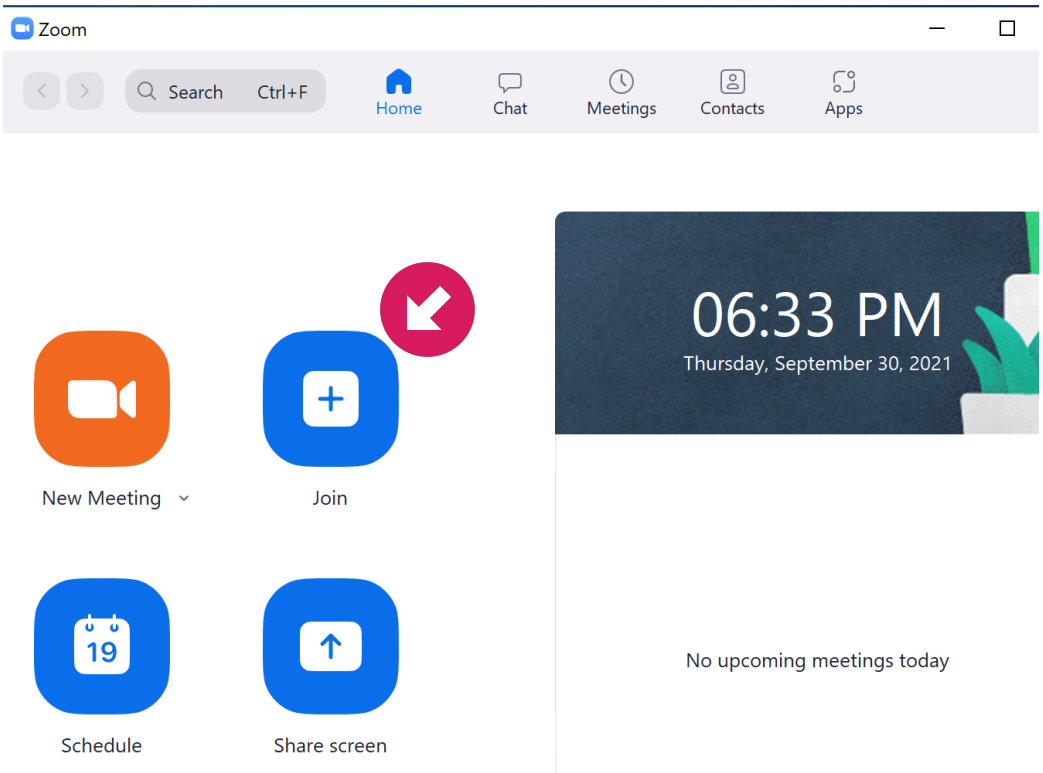
If you already have a Zoom account, you can sign into the Zoom client using your Zoom email/password, or you can sign in by linking to an existing Apple, Google or Facebook account.

Note: You don't need a Zoom account to join a meeting. Refer to start of this guide to join a meeting from an invitation.



Once logged in to your Zoom account, this is the home screen you will see when the Zoom Workplace application is running and logged in to your account.



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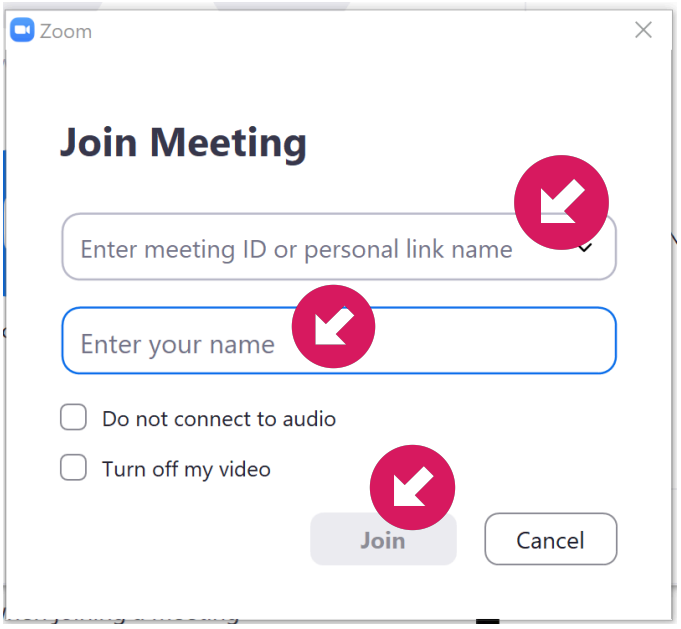
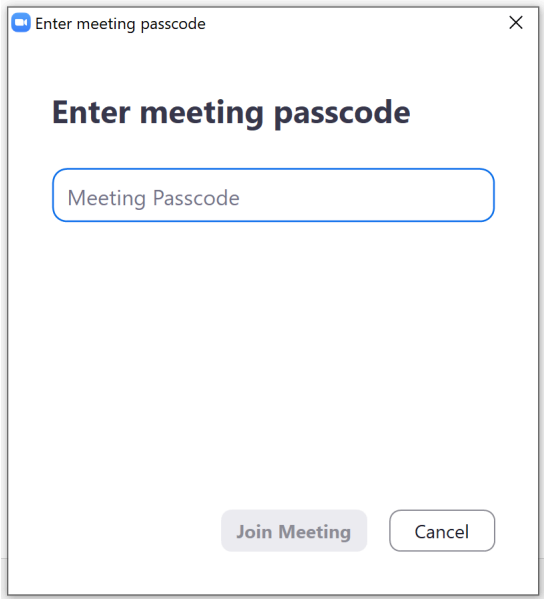
Press the **Join** button to manually join the meeting using Meeting ID and Passcode from your club email.

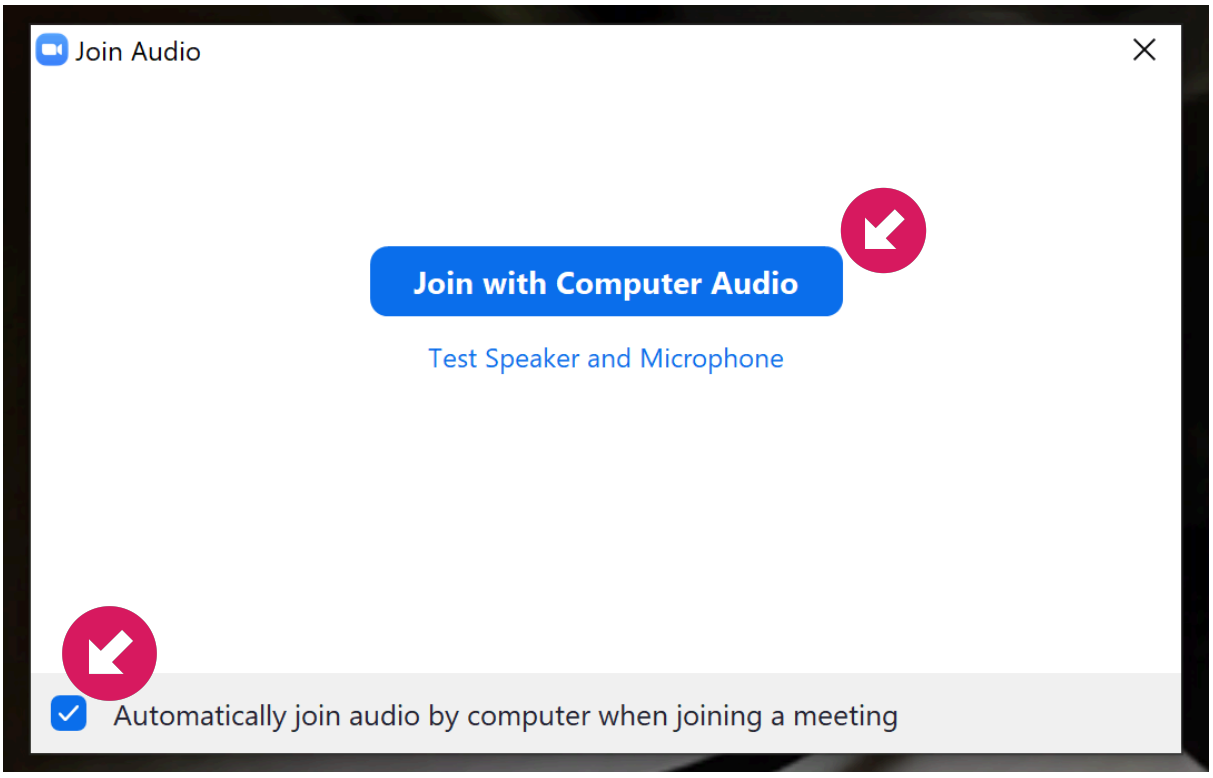
You may have to wait to be admitted into the meeting by the meeting coordinator.





Zoom Audio Setup

- Zoom does **not** automatically connect your computer audio when you join the meeting.
- Accept the '*Join with Computer Audio*' link, and ensure you tick the '*Automatically join audio by computer when joining a meeting*' for future meeting convenience.



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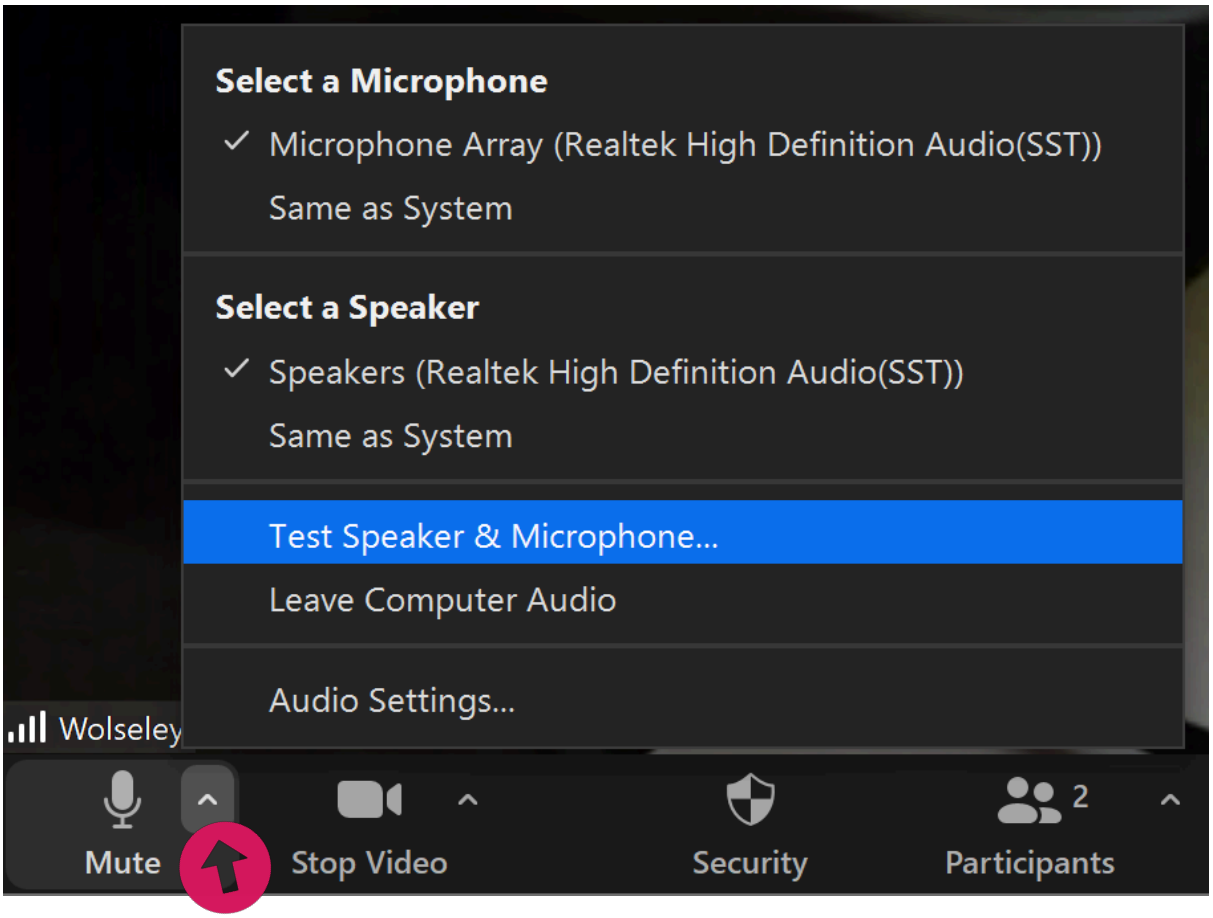
Troubleshooting

- **Meeting participants can't see you / You aren't transmitting video?**
  - If you use other video conferencing software such as Skype or Teams, please ensure to quit those applications before loading Zoom as your computer camera is probably already locked by another application. If not sure, please restart your computer and try again.

- **Meeting participants can't hear you / You aren't transmitting audio ?**
  - Zoom requires you to manually turn on audio after joining a call. Ensure your correct microphone is selected, either the system default or another available camera microphone.
  - Leave the meeting and re-join ensuring you select "*Join with Computer Audio*" option

- **You can't hear anyone on your meeting ?**
  - Is your computer sound muted / turn up external speaker volume ?
  - Ensure your computer system speakers are selected in the Audio settings (press the little arrow ^ next to the Mute button)

- **You can't see anyone on your meeting ?**
  - This can sometimes occur if you have logged into Zoom via a web browser and can take more system resources from your computer to run multiple video streams.
  - For the best meeting experience it is recommended to download the Zoom Workplace application and close all other applications running on your computer before joining a meeting.

- Check your microphone and audio settings from the *Test Speaker & Microphone* menu (press the little arrow ^ next to the Mute button)