



Zoom:

'Getting started' user guide

It's a matter of trust



1. Zoom: the tool

For many of us, Zoom was not part of our vocabulary a month ago. Now, it is fast becoming the video conferencing tool of choice to help businesses communicate in a remote working environment.



Zoom: what is it?

Many law firms have switched into interviewing by Zoom, as well as having team meetings and internal discussions using the application – and even holding webinars and external training sessions.

But how does it work and what are the key tips for using Zoom?

Please note: your Zoom dashboard may differ from instructions and images used in this guide dependant on using Zoom Client, Zoom mobile app or Zoom desktop.



2. Getting started

You can use Zoom across all platforms mobile, desktop, iMac, etc.



Getting started

- Download the Zoom application, using your email address to set up a profile. It's free! You can use it on your PC/laptop and also on your smart phone too
- Zoom will send you an email verification – say 'yes' and you're ready
- Log in to start a meeting, join a meeting, or schedule a meeting in the future.

Download the Zoom app
for mobile or pc.

It's free to sign up:
zoom.us/signup

Setting up your profile:

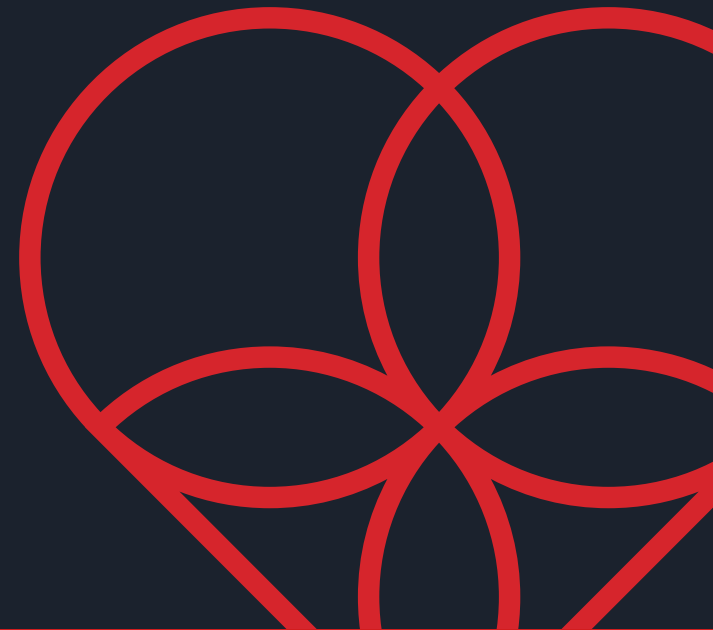
- Add a photo, set your time zone and edit your personal settings

Tip:

Choose a business-like
profile name

3. Join, host and schedule a meeting

You may be invited to join a meeting, start your own instant meeting or schedule a meeting for a future date and invite others to join. You will always need a meeting ID.



Join a scheduled meeting

A. If you have been sent a meeting ID by the meeting host

- Open Zoom and sign in
- Click Join a Meeting and enter the meeting ID and password if required
- Select if you would like to connect audio and/or video and click Join

B. If you have been sent a link and a meeting ID by the meeting host

- Click on the link to the meeting
- Sign in
- Enter the meeting ID and password if required
- Select if you would like to connect audio and/or video and click Join

Join a Meeting

Meeting ID or Personal Link Name

Join

Scheduled meetings

You can schedule a future one-time meeting or a future recurring meeting.

You can invite your participants ahead of time and include the invitation on a calendar or send it out via email.



Hosting and scheduling a meeting:

- Sign into your Zoom account
- On the dashboard click Meetings
- Click Schedule a meeting and enter a suitable name
- Choose time and date
- Select duration and other details as required such as password
- Meeting ID: You can use an automatically generated ID or your own
- Select if you want participants to join with their speaker and/or video on
- Click Save

A screenshot of the 'Schedule a Meeting' form in Zoom. The form is titled 'Schedule a Meeting' and has the following fields and options:

- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 04/23/2020, 3:00 PM
- Duration:** 1 hr, 0 min
- Time Zone:** (GMT+1:00) London
- Recurring meeting:**
- Registration:** Required
- Meeting ID:** Generate Automatically, Personal Meeting ID 325-127-0359
- Meeting Password:** Require meeting password, 985226
- Video:** Host: on, off; Participant: on, off
- Audio:** Telephone, Computer Audio, Both; Dial from United States of America [Edit](#)
- Meeting Options:** Enable join before host

Inviting others to join your scheduled meeting

- You must share the invitation or join link of your meeting once your meeting has been set up
- Click Copy the Invitation and you can send to participant as a calendar invite from outlook or within an email.

Starting the meeting as a host

- a. Use the link sent to participants to access the meeting, Zoom should know you are the host and will start the meeting
- b. Log into your account, your scheduled meetings will be listed under the Meetings tab, click on the meeting you want to run, just click Start.

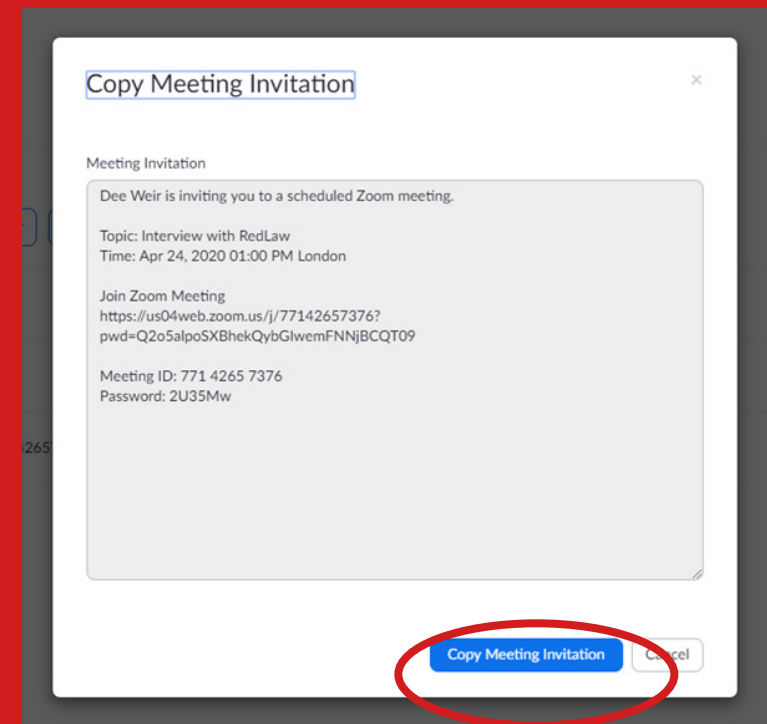
Apr 29, 2020 09:30 AM London

Add to

31 Google Calendar

Outlook Calendar (.ics)

Yr Yahoo Calendar

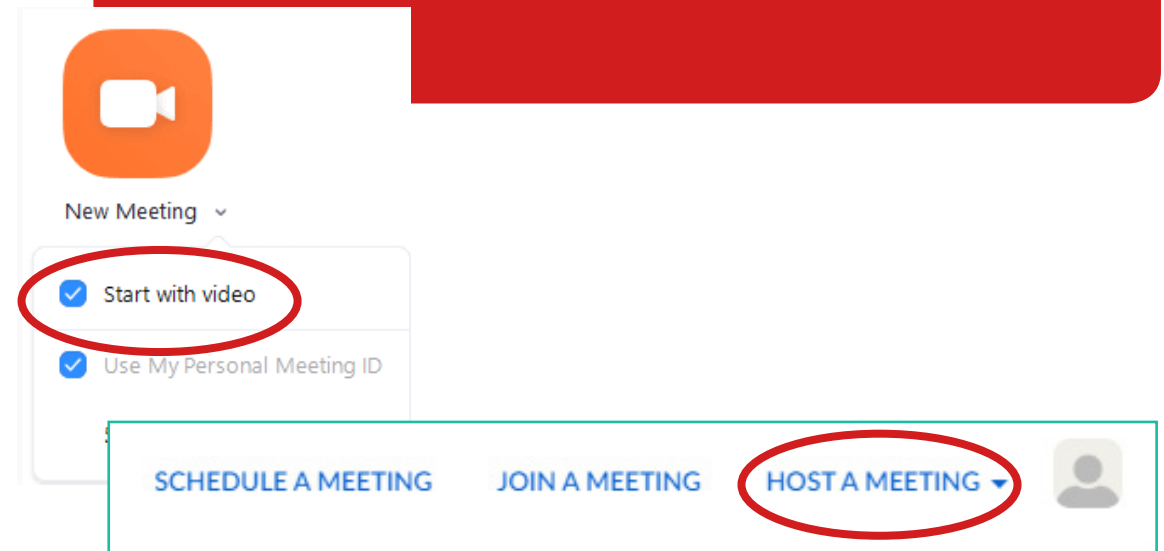


Meet Now / Instant meetings

You can start an instant meeting and invite others to join you meeting at any time by emailing or notifying saved contacts.

Launch an instant meeting

- Sign into your Zoom account
- Under New Meeting select Start with Video, then click New Meeting
- Click on 'Participants' and it will bring up an 'Invite' button – as long as the person you would like to invite is in your contacts (just their email address is needed), then you can invite them to your meeting



4. Interviews: steps for success

In light of recent events, video interviews/conferences (VC) are now playing a key part of the hiring process for many businesses including law firms.

With the replacement of face to face interviewing it is vitally important that you know how to make a great impression via VC to secure that job offer, or make it through to the next interview stage.





Before you get started...

Test the webcam and the audio

A clear reliable picture and good sound quality are absolutely vital components to any VC. It is advisable to test both well in advance of the interview. Allow yourself plenty of time to perfect the sound and visuals which will allow you to portray yourself in the best way possible

Check your internet connection

This may sound obvious, but there is nothing more frustrating than a delayed/jumpy feed so always ensure that you have adequate bandwidth to facilitate the VC



Our top tips
for VC interviews
follows...



Top Tip 1

Prepare:

Prepare yourself in the same way that you would if you were meeting the hiring managers in person.

Research the firm, know why you want to work for the firm, understand the requirements of the role, your strengths, weaknesses and so on.

Top Tip 2

Eliminate all potential distractions:

Turn your mobile phone off, don't allow pets to be with you and don't have the TV on in the background.

Close all web browser tabs and other applications – this will avoid any unwanted notifications and interruptions and will eliminate the risk of your internet slowing down.

Top Tip 3

Location, location, location:

A quiet, well-lit and indoor area is a must. A neutral background, free of any paintings, children's school work or bright lights.

The focus has to be on you and not what is in the background. Limit visual distraction.

Top Tip 4

Dress to impress:

Dress in corporate/professional attire, even for a VC. Try to avoid bright colours or patterns.

Whilst the camera is likely be centred at head height, always wear trousers or a skirt. Better to be safe than sorry!

Top Tip 5

Body language and engagement:

Avoid having any paperwork or referring to notes in front of you to limit fidgeting, a key component of any VC is engagement.

Show you have the interviewer's attention; stay focused and keep eye contact (via the webcam), nod, use facial expressions to show your interest and enthusiasm. A strong upright seated position conveys confidence.

Top Tip 6

Share Screen tool:

A useful tool to add depth to your interviews or meetings. If a business plan is a key component, you can share the screen so the interviewer also has sight and discuss the points together.

Practice using this tool first and ensure you have no other documents/ web pages open which will be viewed.

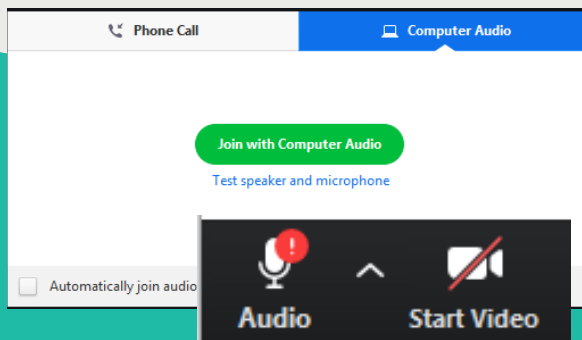
Final checkpoints: Have you...



...joined using audio and / or video?

After joining or starting a meeting, click Join Audio by Computer to connect your computer's speaker and microphone.

You can hide your camera and mute yourself at any time - useful if on a webinar or group call and other family members are at home with you.



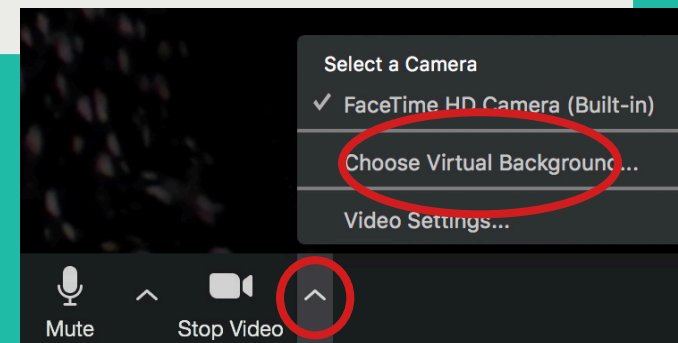
...selected the correct view?

There are 3 video layouts when no one in the meeting is screen sharing: Active Speaker, Gallery, and Mini. When someone is screen sharing, you can use Side-by-Side Mode or view the screen share with Active Speaker or Gallery View. You can also Hide Non-Video Participants.

...added a virtual background?

Using a virtual background can be a useful tool if you need to hide your real life view from your meeting participants.

Your new 'office' in the kitchen may not be the right image you want to portray, or you may want to hide children running around in the background.





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We're committed to adding value to our clients, especially in these challenging times, and aim to provide you with useful market information and current insight. If you would like to discuss video conferencing for interviews, or like further information on any aspect of recruitment raised by the lockdown, please do get in touch.

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