

USING ZOOM



Zoom is video conferencing and web conferencing platform to allow multiple people to have remote meetings and events. It is accessible from a computer desktop, mobile device, or tablet.

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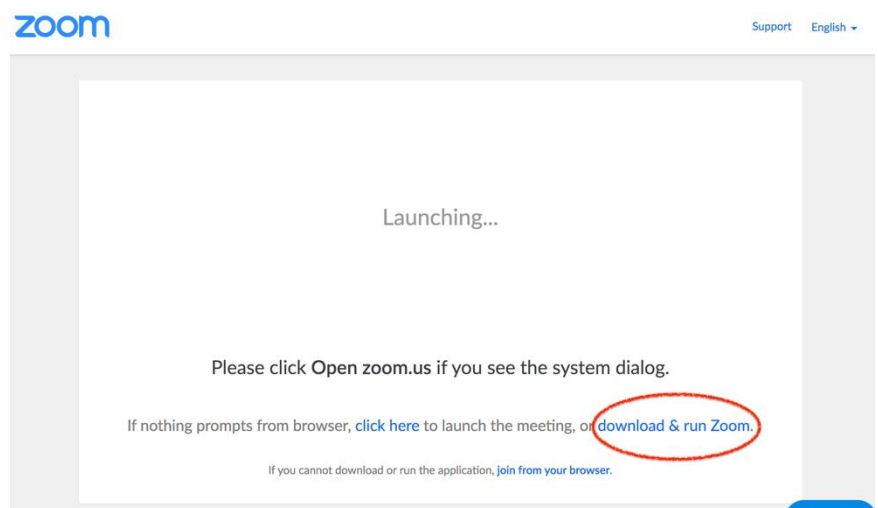
What you will need

- Desktop computer, laptop, or mobile device with video camera/web cam
 - *If you don't have a video camera/web cam, you can still participate in the meeting, but the other attendees will not be able to see you*
- Sound turned on and working microphone (usually built into your laptop or mobile device)
 - *If you don't have speakers and/or microphone, you can use your phone as an alternative option to "call in"*

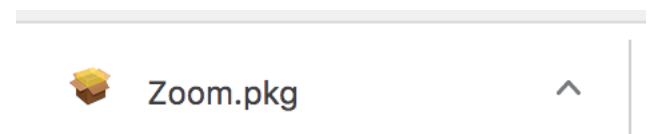
First time user: How to install and join a Zoom meeting with your computer or laptop

1. Open the email with the Zoom meeting information.
2. In the email, click on the URL link to join the meeting:
<http://zoom.us/j/123456789> (EXAMPLE link)

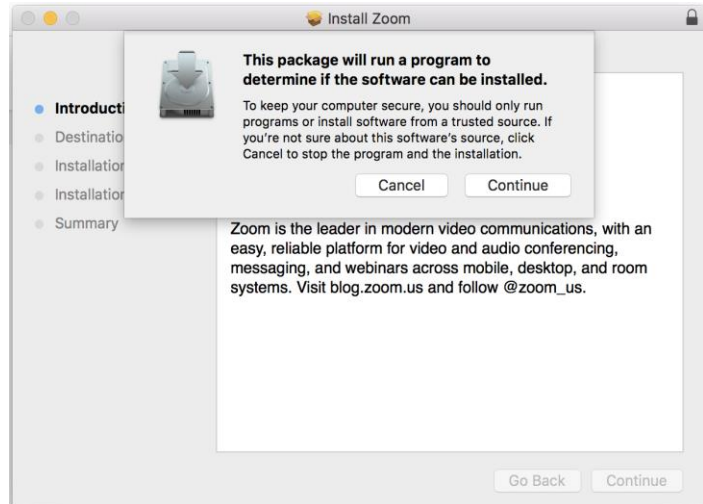
3. After clicking on the link in the email, the Zoom web page will open. If Zoom does not automatically download, click **download & run Zoom**



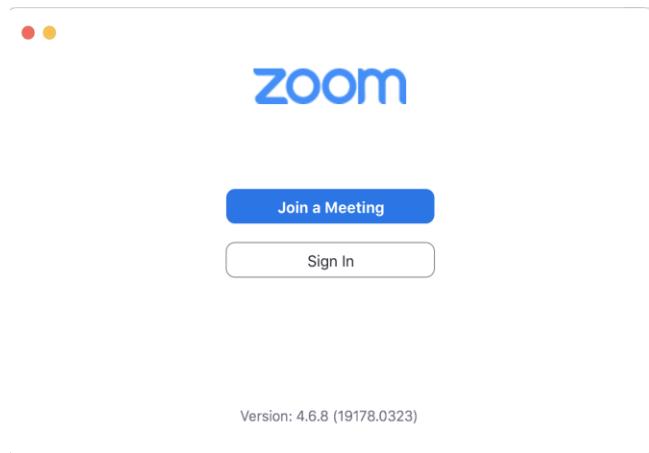
4. After the Zoom application finishes downloading, click to open the download on the bottom left-hand side of your screen. This step may vary depending on the type of computer you have.



5. Follow the prompts to install the application.

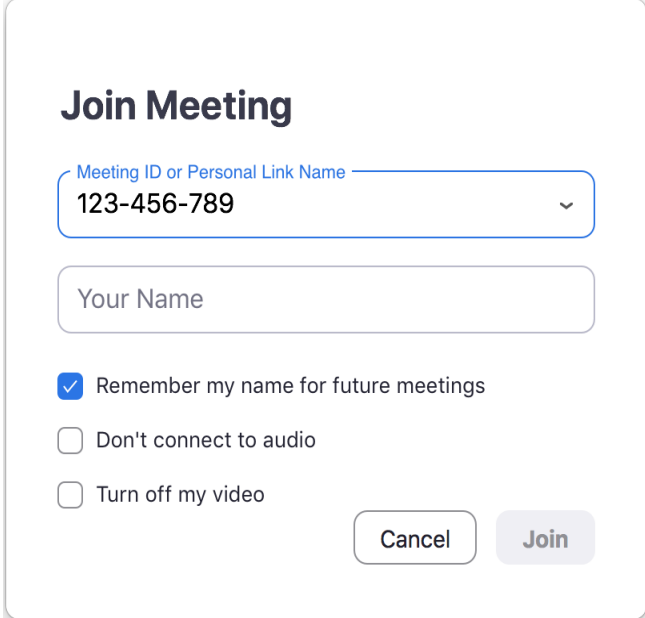


6. After installation, the application will open, and the following prompt will appear. Click **Join a Meeting**.



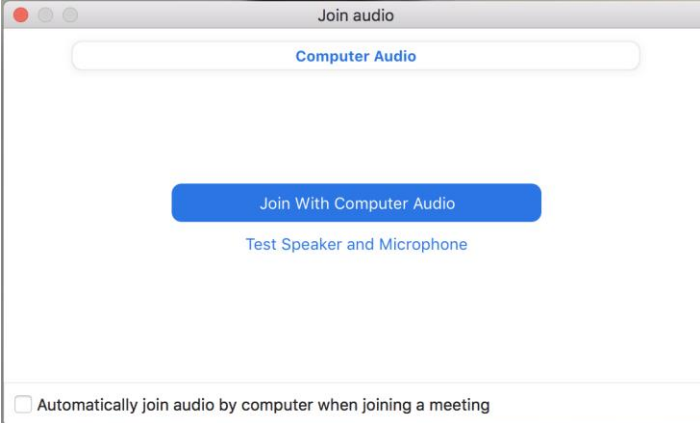
7. Enter the **meeting ID number** listed on the email (e.g. Meeting ID: 123 456 789) this is also the same 9-digit number in the URL link.

8. Then **type in your name** as it will appear to other guests in the meeting. Click **Join**.



The screenshot shows the 'Join Meeting' dialog box. At the top, it says 'Join Meeting'. Below that is a text input field labeled 'Meeting ID or Personal Link Name' containing the text '123-456-789'. Underneath is another text input field labeled 'Your Name'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Don't connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom right, there are two buttons: 'Cancel' and 'Join'.

9. The next prompt will appear. Click **Join with Computer Audio**



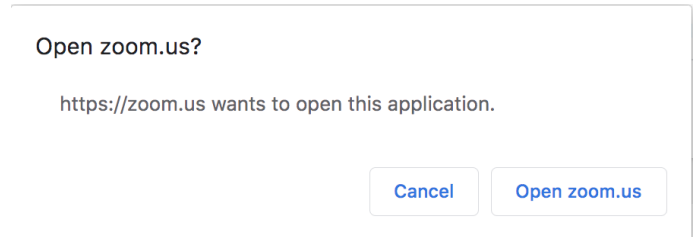
The screenshot shows the 'Join audio' dialog box. At the top, it says 'Join audio'. Below that is a text input field labeled 'Computer Audio'. In the center, there is a large blue button labeled 'Join With Computer Audio' and a smaller link labeled 'Test Speaker and Microphone'. At the bottom, there is a checkbox labeled 'Automatically join audio by computer when joining a meeting' which is currently unchecked.

10. You are now in the Zoom meeting!

How to join a Zoom meeting using your computer if you have already installed Zoom

1. Open the email with the Zoom meeting information.
2. In the email, click on the URL link to join the meeting:
<http://zoom.us/j/123456789> (EXAMPLE link)

3. The Zoom web page will open and the following message asking to open zoom.us will display at the top of the screen. Click **Open zoom.us**



4. This will automatically take you into the meeting!

How to join a Zoom meeting using your iPhone, smart phone, iPad, or tablet

1. **Before the day of the meeting**, download the Zoom app from the App store onto your phone or tablet device.



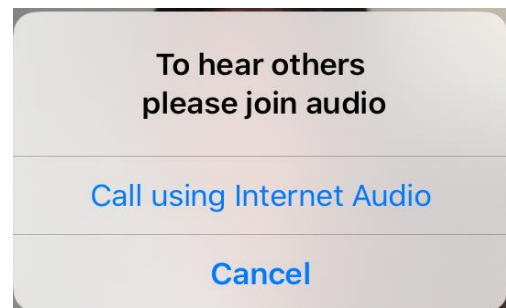
2. **Day of the meeting:** When you are ready to join the meeting, click on the URL link provided in the email sent to you by the host.

Example: <https://zoom.us/j/123456789>

3. The Zoom application will automatically open and a preview of how your video will appear to others will display on the screen. It will ask you if you want to **join the meeting with your video or without**. Click one of the options. (* you can turn your video on/off while in the meeting)



4. The next notification will appear, click **Call using Internet Audio** so that you can hear others in the meeting.

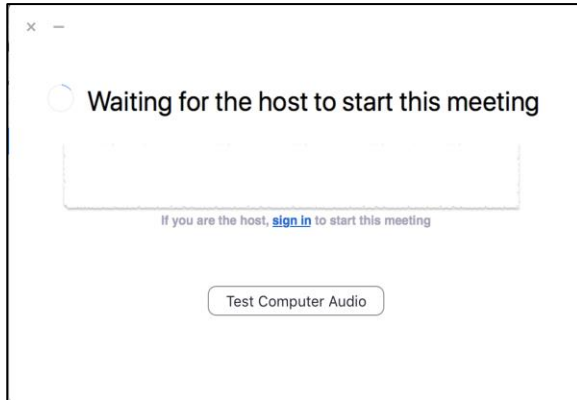


5. You are now in the Zoom meeting!

Notes & Features

Joining the Zoom meeting early?

If the meeting host/organizer has not started the meeting yet, it gives you an opportunity to test your mic and speakers. Click **Test Computer Audio**. Follow the instructions below.



TESTING SOUND

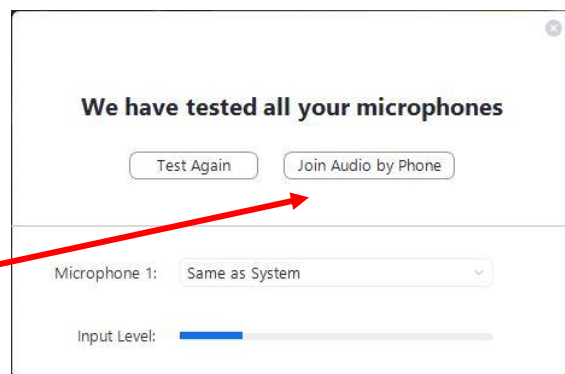
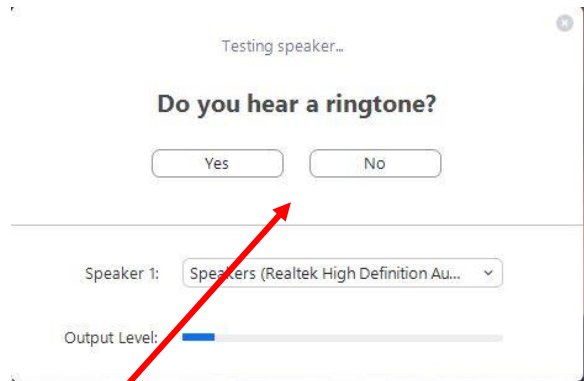
First, Zoom will prompt you to test your sound. Make sure your speakers are on.

Zoom will play a ringtone to test your speakers. If you can't hear the tone, make sure your volume is turned on.

If you cannot hear the tone, select "no."

If you can hear the tone, select "yes" and it will move on to test your microphone.

Zoom will now prompt you to speak out loud to test your microphone. If your microphone is on and working, you are good to go. If you do not have a working microphone, you will be given the option to **call in using your phone**.

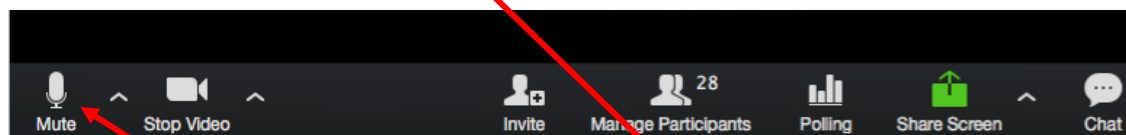


NEED TO USE YOUR PHONE TO CALL IN?

When you received the invitation to participate in this Zoom meeting from the host/organizer, you should have been given a phone number to call, as an alternative option. You may also need to enter the **Meeting ID** when you call in.

Let's learn some features!

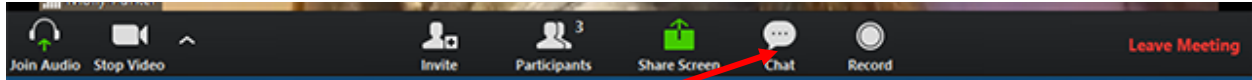
You're now successfully in the meeting!
Do you see everyone?
Can they see you?



It is a best practice to keep yourself on **mute** when others are speaking. Only **unmute** when you are speaking. If not, it can pick up a lot of background noise, which can be distracting to others in the meeting.

The **mute** button is located in the bottom left corner of your screen.

If you would like to stop using the **video function**, so people can no longer see your face, click on "stop video" located next to the mute button.



Want to use the “chat” feature to type your questions/comments to others?

Some helpful tips!

Be patient! This is new technology and can be very confusing! Give yourself plenty of time to learn and don't be afraid to ask others for assistance!

If it is too much at first, maybe try only using the **call-in** function.

If you get any feedback or strange noises, check to make sure you mute everything! Make sure you are only using the computer audio OR your phone—not both.

Share feedback! If there is anything that is confusing or something doesn't make sense, let the meeting organizer know so that they can improve your experience next time!