

# How to Use Zoom

## What is Zoom?

Zoom is an online group meeting platform that allows us to all join each other in a virtual meeting room. The meeting host will schedule the meeting and provide a meeting invitation which will allow you to join the meeting. You can join the meeting via video where people can see you and you can see others or just through a normal telephone call. If you decide to join using video, your device will need a camera and a microphone. When you join using video you can choose whether you want to be seen or not. If you decide to join via a normal telephone call, then all you need is your phone.

## How do I get setup to use Zoom?

You can access Zoom on your Computer, Tablet, or Mobile Device.

First you will want to [download the zoom app](#) to your Computer, Tablet or Mobile Device.

- For Tablets or Mobile Devices: You can download the Zoom app from your app store (iOS (Apple) or Android (Google)) and then install it.
- For Computers you will need to go to the following link: <https://zoom.us/download>

Once you have downloaded the zoom app you will be prompted to do a few things:

- **Sign up for your own free account:** visit [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email from **Zoom** (no-reply@zoom.us). In this email, click **Activate Account**.
- **Name your device** - please use your first and last name that way we know who you are when you join a zoom call.

## What happens when I join a meeting?

Click the link provided in the invitation, this could be under “Join Zoom Meeting” or just a link.

When you click the link the Zoom app will start up.

- **If you are using a computer** - it will open an Internet page and there will be a drop down menu ,or pop up, asking if you want to open the zoom app. Click “Open Zoom.us” - this will launch the Zoom app.
- **If you are using your phone or tablet** - it will launch the zoom app.

Once you have joined the meeting, one of two things may happen:

1. You will be placed in a waiting room and then let into the call by the host. *Don't worry they will let you in soon, I promise!*
2. You will join the meeting with or without the host

After you have joined the meeting you will see a box titled "To hear others please join audio" and you will have three options:

- Call using Internet Audio;
- Dial In;
- Cancel.

You will want to pick "Call using Internet Audio".

## What if my Video is off?

Don't panic - this is totally normal. The host might have setting that turn everyone's camera off once they join or you might have forgotten to tell zoom what camera you want to use.

Find this button on your screen (if you are using a mobile device or tablet you may need to tap the screen to get these icons to show up):



Click that icon to turn your camera on and follow the prompts.

## Icons to take note of:



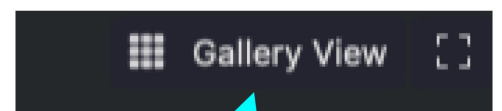
Mute and Unmute yourself

Turn your video on and off

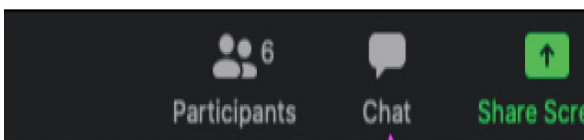
Click this when the meeting is over to leave the call or if you need to go to another zoom meeting.



This is to only view who is speaking during the zoom meeting



This is to see everyone all at once - including the speaker



Click here to see who else is on the meeting

Click here to use the chat box to send messages to others and everyone in the meeting

## Some Things That Are Good to Know

- If you are not talking please mute your audio. Microphones pick up more noise than you think and it can be very distracting to others on the call.
- If you are on a smartphone and using video then you will only see whoever is talking. If you are on a laptop, desktop or tablet then you can see everyone via what is called the gallery mode.
- If other people on the call cannot hear you then you probably have your audio muted. If they cannot see you then you probably have stopped video. However, occasionally something happens with the connection and you will need to get completely out of Zoom and start over. However, most of the time Zoom works great!
- Zoom has a feature that allows participants to share their screen (documents, spreadsheets, etc.). If you are only joining by calling in on your phone, then you will not be able to see those.
- Zoom has a feature that allows participants to chat with one or more participants. This is a useful feature that is normally turned on by the host.
- Zoom has a feature called the "Waiting Room". After you try and join the meeting you will get a message letting you know that the host will let you in the meeting when they join the meeting. Don't worry - they will let you in soon!