



Zoom **Beginner's Guide**

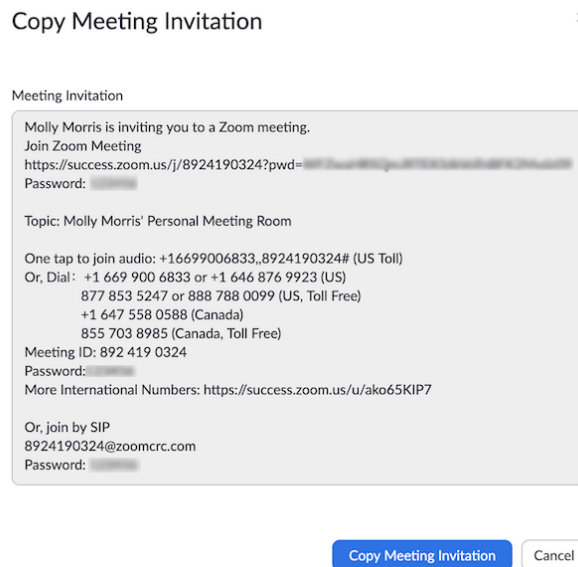
This is a quick guide for beginners who just want to attend a ZOOM meeting. Zoom is in great demand because of the COVID-19 quarantine and the ZOOM service and its programs are changing daily. This document reflects the displays for version 5.0 of Zoom.

ZOOM is an internet-based (“Cloud-based”) meeting platform that provides SHARED video and sound across virtually all desktops, laptops, and mobile devices. You do not have to be registered on the ZOOM website¹ to use it. You don't need to install an app. You can join any ZOOM meeting simply by being invited. Just make sure you have a working device with camera², speakers, a microphone, and an up-to-date Operating System³ and Internet Browser.⁴

How to: **Join a Meeting**

➤ **Using an invitation email (or calendar item). ****Preferred Method******

1. Open the email or calendar item and click the Meeting Link provided. You can also copy the URL into your browser if you need to.
2. The link contains the meeting ID and password (encrypted) and should take you straight into the meeting.



¹ Website URL: www.zoom.us

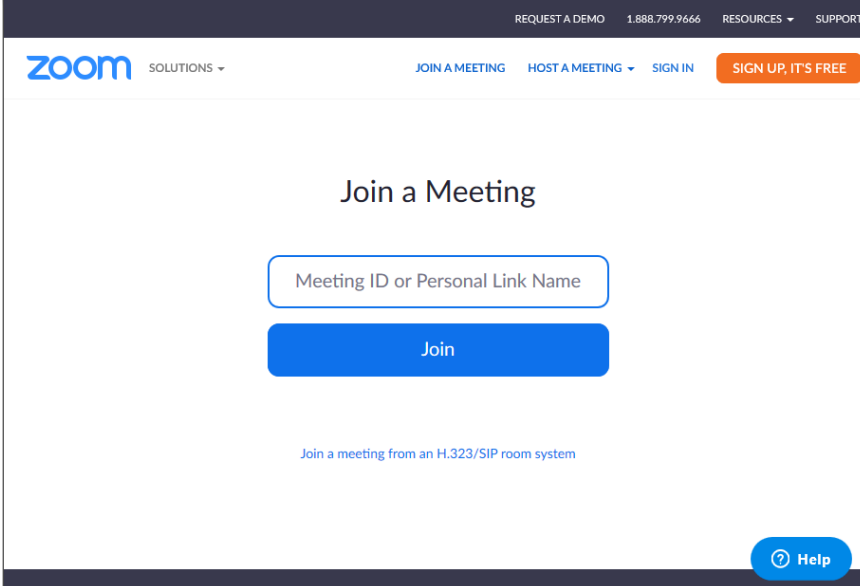
² An HD camera is nice but any webcam will do.

³ Windows 7,8,10 (any), Apple MAC-OSX (any), iPhone and iPad iOS (any), Android (Any), Blackberry OS (Any)

⁴ Internet Browsers: Edge (v12+), Chrome (v30+), Safari (v7+), or Firefox (v27+)

➤ **Using only an Internet Browser**

1. Find out the Meeting ID and password for the meeting.
2. Open your browser – any browser. Go to www.zoom.us/join



The screenshot shows the Zoom website's 'Join a Meeting' page. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo, 'SOLUTIONS', and navigation links for 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a 'SIGN UP, IT'S FREE' button. The main content area is white and features the heading 'Join a Meeting'. Below the heading is a text input field labeled 'Meeting ID or Personal Link Name'. Underneath the input field is a large blue 'Join' button. At the bottom of the main content area, there is a link that says 'Join a meeting from an H.323/SIP room system'. In the bottom right corner of the page, there is a blue 'Help' button with a question mark icon.

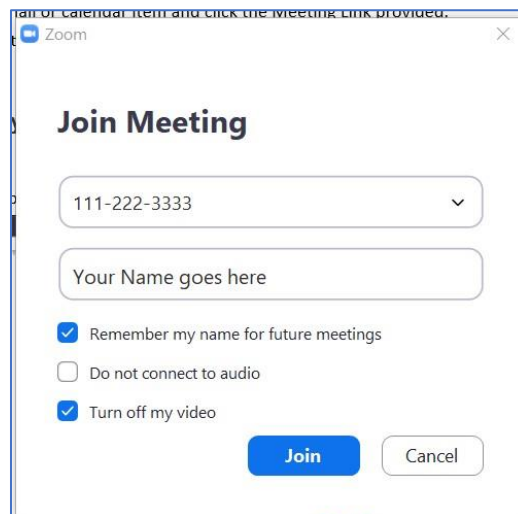
3. Provide the Meeting number and click 'Join'.

➤ **Using the installed ZOOM app**

1. Launch the app...



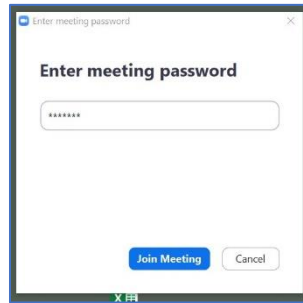
2. Click on "Join a Meeting"...



- enter the Meeting ID (or select one from the dropdown list)
- enter a display name for yourself which others will see on your image
- Check "Remember my name.."
- Un-check "Do not connect to audio"
- Un-check "Turn off my video"

and click "Join".

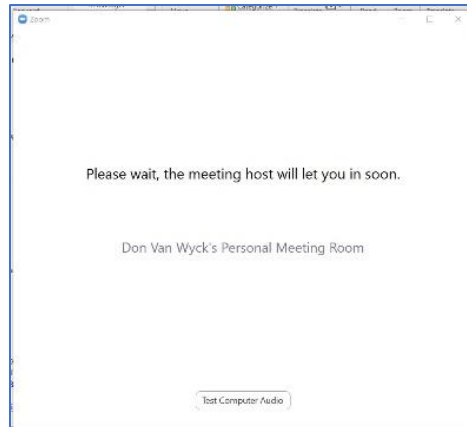
3. If the Meeting requires a password, provide it:



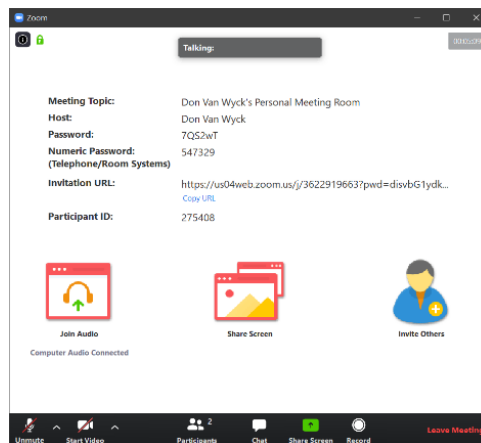
4. You are in the meeting now.

How to: In the Meeting

No matter how you managed to “log in” to the meeting you should may be held in a waiting room until the host admits you...



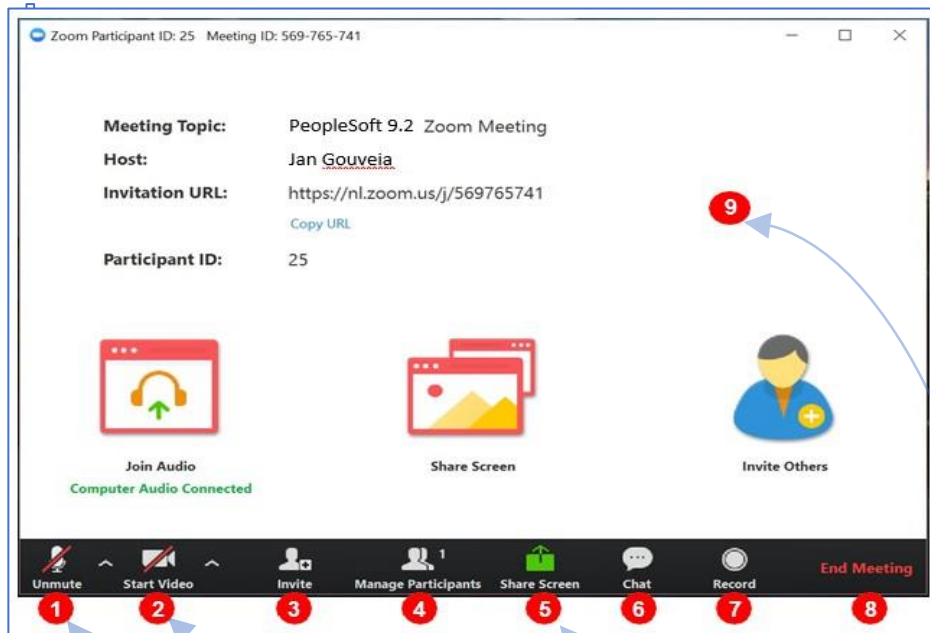
When the host finally admits you, you should see something like this...



If necessary, un-mute your sound and Video and away you go...

Main ZOOM Screen – Windows 10

Take a moment to familiarize yourself with the ZOOM user interface:



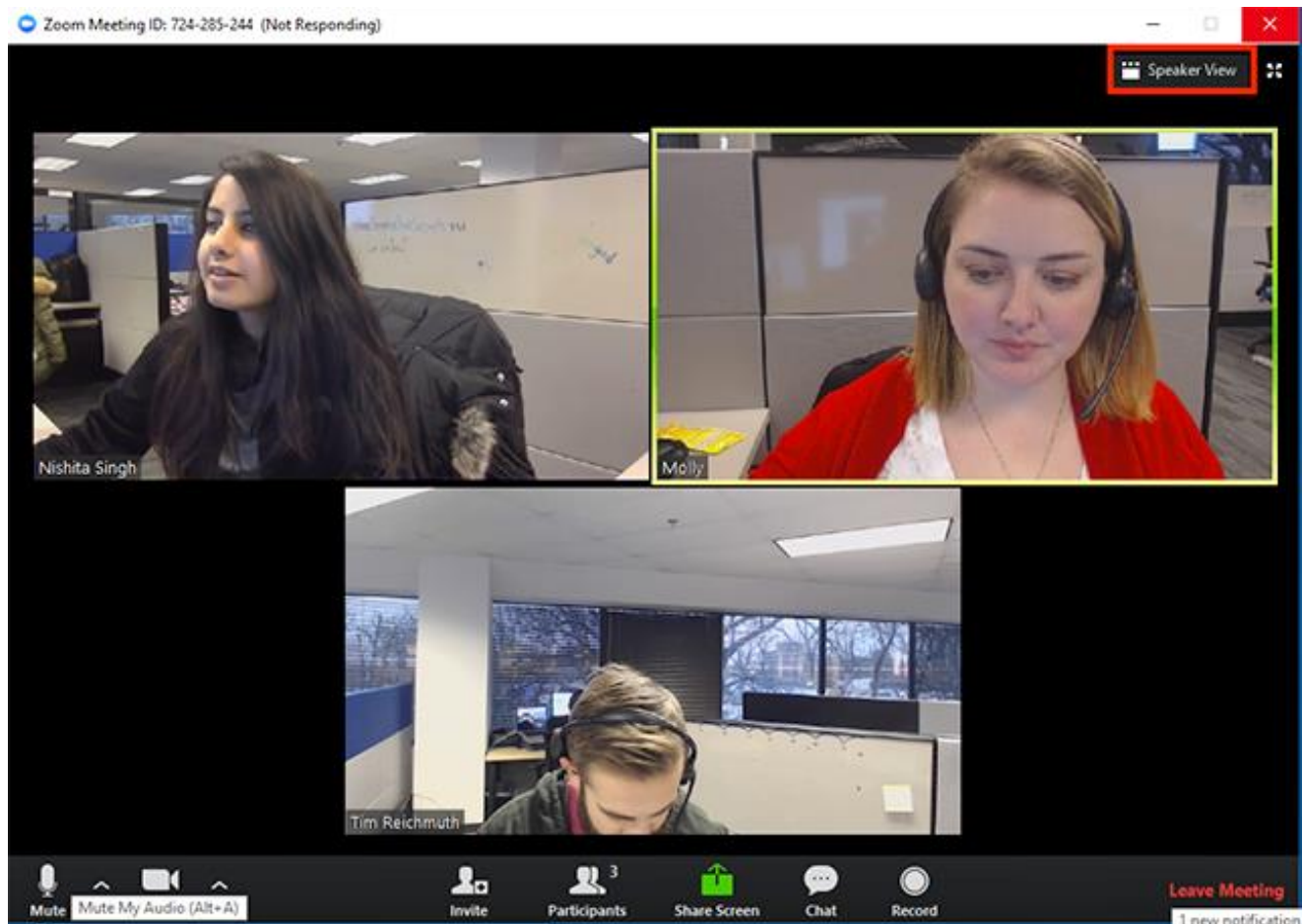
Legend:

1. Mute (or Un-mute) you microphone. Here, it is shown muted.
2. Start or stop your video feed. Here it is shown stopped.
3. Invite new participants to the meeting.⁵
4. View the list of meeting participants in a popup.
5. Share your screen.
6. Open the Chat window in a popup.
7. Record the meeting.¹
8. Leave the meeting
9. Video Display when there is video to show.

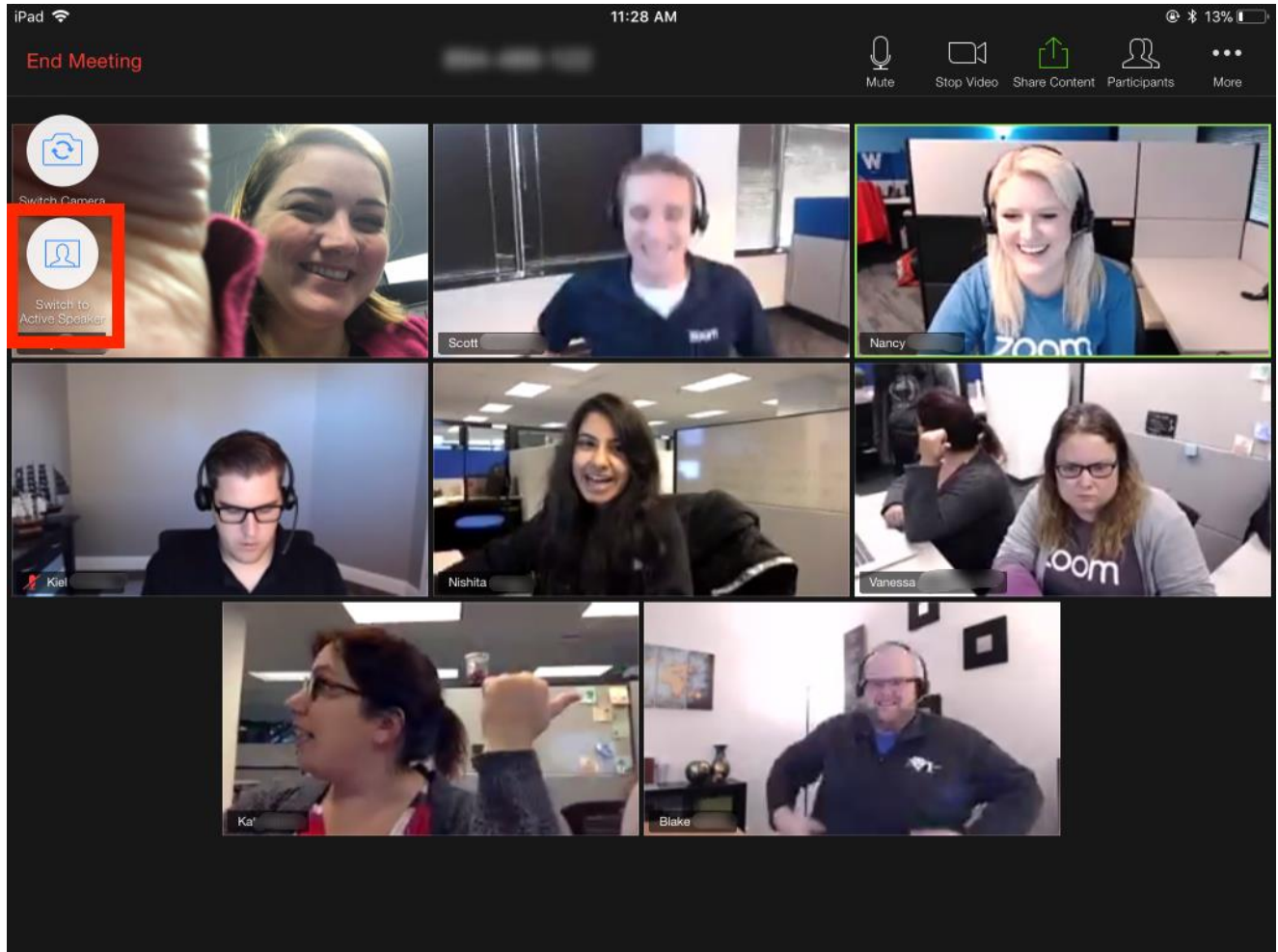
⁵ Host or Co-host Function

ZOOM QUICKSTART GUIDE

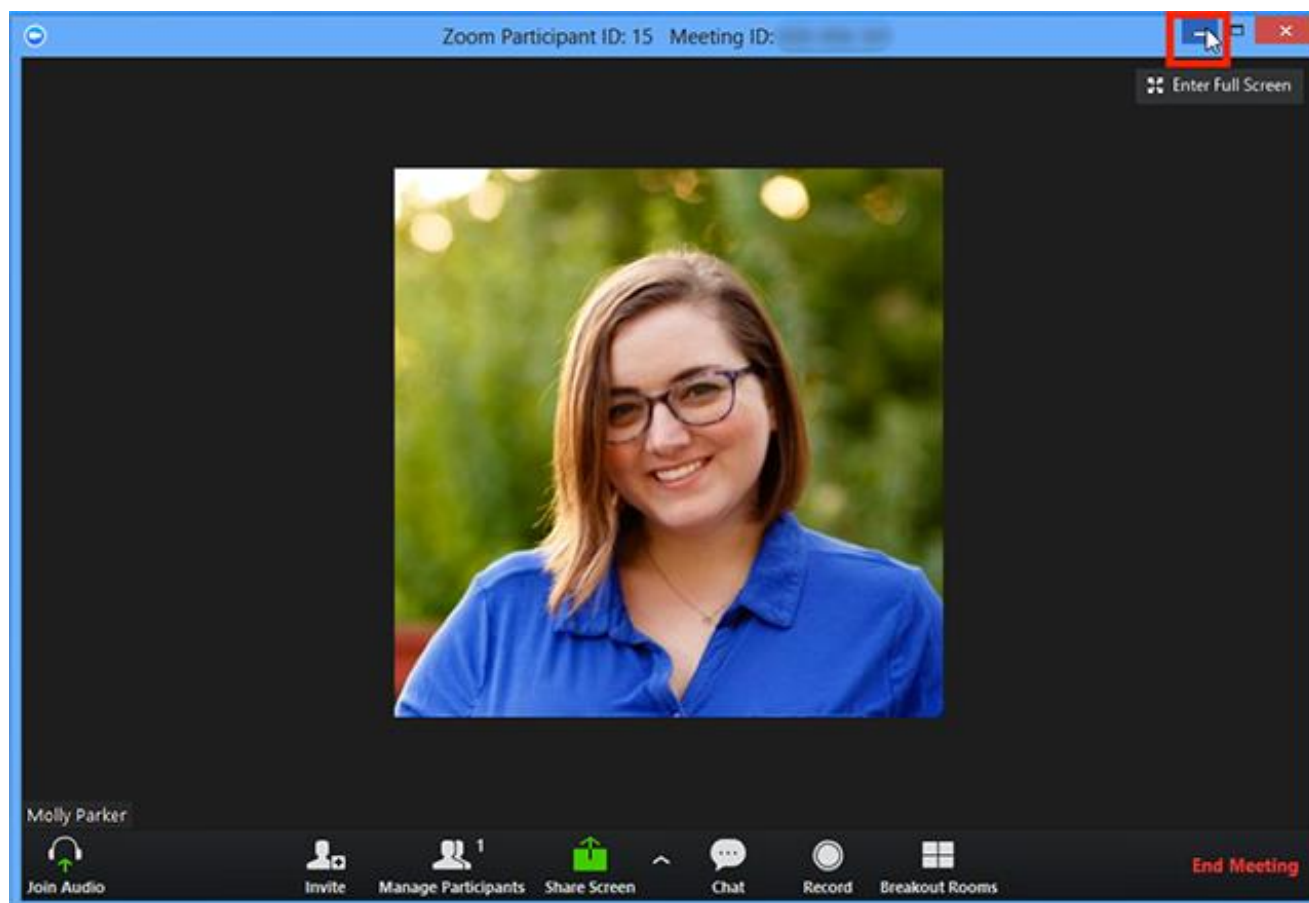
Example of Zoom Main Screen on Windows 10



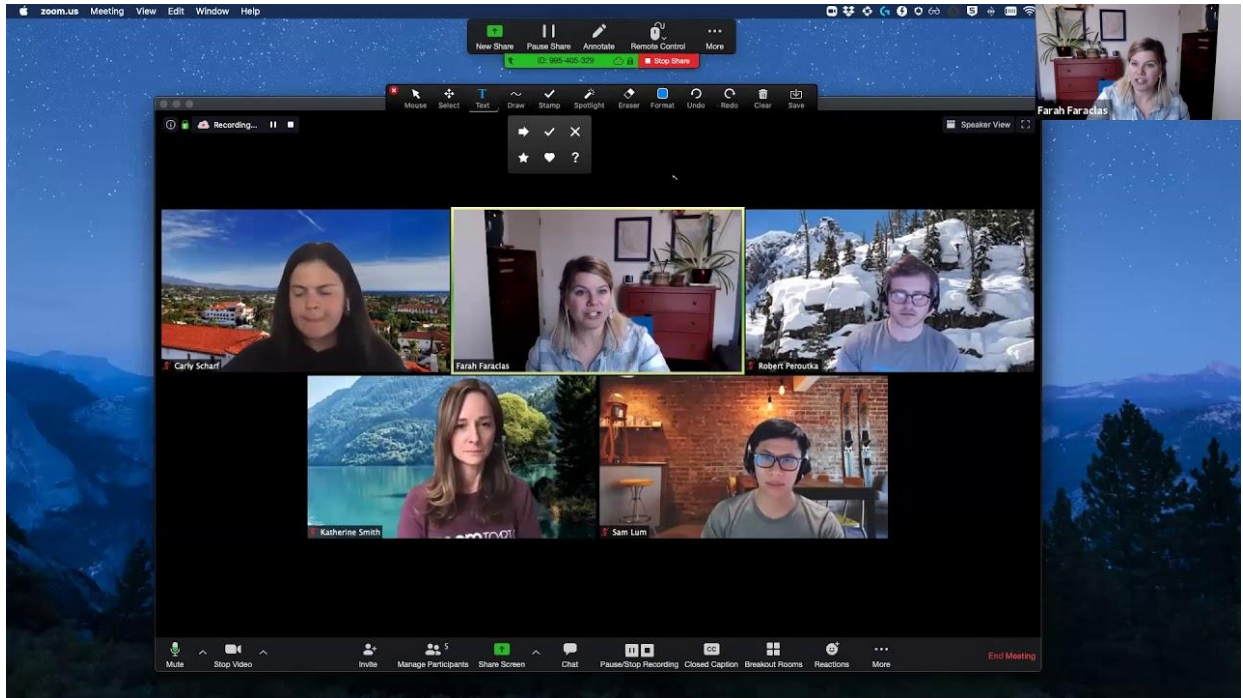
Main Zoom Screen – iOS (iPhone, iPad)



Main Zoom Screen – Android (Samsung, etc)



Main Zoom Screen – MAC/OS



And Another Example:



Operating System Support

Zoom support for operating systems is beyond the scope of this document: Please refer to this help page at Zoom: <https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux> for more information.

Note that most current O/S's and versions and many legacy systems are supported. Best approach is to give yours a try to find out.

Mute/Un-mute Audio and Adjust Audio Options

Using audio in a ZOOM meeting requires you that you have a microphone and speaker on your computer or that you use a plain-old telephone⁶. The use of telephones is not available in all meetings. Check the icons in the menu bar and the participants panel to determine your current audio setting.

1. To un-mute yourself and begin talking, click the microphone icon in the bottom-left bottom corner of the meeting window. If you have a keyboard, you can press and hold the space-bar.
2. To mute yourself again, click the microphone icon in the bottom-left bottom corner of the meeting window. A red slash will appear over the microphone icon indicating that your audio is now muted.
3. To test your computer microphone and speakers, click the up arrow to the right of the microphone icon and select "Test Speaker & Microphone".

Start/Stop Video **and** **Adjust Video Options**

1. Click the Start Video button in the menu bar at the bottom to begin your video.
2. Click the Stop Video button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the up arrow to the right of the Video icon and select Video Settings.

NOTE: When video is activated, display options are available in the upper right of the screen and in the upper right of each participant's window in both Speaker View and Gallery View.

⁶ Most meetings don't include telephone support – This is the host's decision.

Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals. Note that when you join a meeting, any messages posted in chat prior to you joining are not visible to you.

Send a Message to Everyone

1. Click the Chat button in the menu bar to open the Chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send the message.
4. To save the chat transcript, click the More button at the bottom of the chat panel and select
5. Save Chat.



Save chat option selected from the More button at the bottom of the chat panel

Send a Private Message

You can send a private message to a single person by clicking the down arrow in the To: field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone.

Quick Tips for Using ZOOM

- **Mobile Users:** Mobile apps will appear differently but contain most of the same features.
 - For help using ZOOM on iOS (iPhones, iPads, etc) [Click Here](#)
 - For help using ZOOM on Android Cell Phones (Samsung, LG, Nexus, Nokia, Panasonic, Sony, Motorola, etc) [Click Here](#)
 - For help using ZOOM on Blackberry (Blackberry phones)
- **MAC/OS Users:** <https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>
- **Windows Users:** <https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>
- Or visit the ZOOM Help Center: <https://support.zoom.us>

- Before your first meeting (or anytime you need to) join a **test** meeting at <https://zoom.us/test> to get the hang of it or to test a feature. You will be by yourself, but you can work at your leisure.
- If you are using an **external** camera or microphone, plug them in before opening the ZOOM application.
- **Only one microphone and speaker system** should be active in each location to avoid feedback and echo problems. If you must use more than one device, turn off the sound on all but one of them.
- It is helpful to others if you mute yourself when you are just listening and not speaking. On some keyboard systems you can use the space bar to toggle the audio mute as a kind of “talk” button – like a walkie-talkie.
- Use the Chat feature to ask questions or make comments in text.