Zoom Meeting Basic User Guide

What You Need To Get Started

You may receive an email or appointment inviting you to a virtual Zoom meeting. That appointment will contain a link to join the meeting. When it's time to join the meeting, you can use the link in the email or appointment to connect to the Zoom meeting. To participate, you will need the following:

- An internet connected PC, laptop, or smartphone.
- Your meeting ID number or link to join the meeting.
- If you're participating with a PC or laptop, you'll need a functional camera and microphone. This is generally an internal camera and microphone, or it can be an accessory that connects to your computer by Bluetooth, or likely USB.
- A smartphone can substitute as well.
- If having trouble with audio on your PC or laptop, you can also call into the meeting for the audio with a phone.
- Pre-installing the Zoom app on your smartphone, PC or laptop can make things quicker.
- It's always best to install and test the app prior to attending a meeting. That will allow you to open the app and then test your video and audio settings to make sure they're working right.

Accessing Zoom as a Participant

What do I need to do when joining a Zoom meeting?

- To join the meeting, click the link in the email or appointment you received.
- On your PC or laptop, you will be directed to the Zoom website where you will download and run the Zoom installer, if you don't already have it installed. If you do have it installed, it will simply ask you to Open Zoom Meetings, which will load the Zoom app.
- You'll be asked whether you want to join the meeting with Computer Audio, or by phone. In most cases, you'll want to make the selections for Zoom to use the Computer Audio.
- If you wish to connect using a smartphone, simply install the Zoom app before attempting to join the meeting, and once you click on the clink, the app will open and join you into the meeting.
- For smartphones, it will just use the phone's camera and microphone.

Participating in a Zoom Meeting

Considerations when participating in a Zoom meeting include:

- Try to be in a quiet place for the sake of the others on the call.
- Log in to every session using your first and last name.
- DO NOT try to attend a meeting in the same room or near another person who is attending the same meeting. This can create very annoying feedback and disrupt the meeting.
- Speak clearly and concisely, projecting directly into the microphone.
- Don't sit with your back to a window or bright light, as you'll likely appear as a dark silhouette.
- Dress appropriately for the meeting you are participating in; you are on camera and speaking on behalf of the entity you are representing.
- Be familiar with how to mute and unmute yourself so as to not disrupt the meeting, or make others wait while you're locating the unmute.
- Keep yourself muted when you're not actively participating in the meeting.
- Be aware that you're on camera and your colleagues can see you and your background. It's easy to forget this fact and do things that you might only do when you're actually alone.
- Familiarize yourself with the features of the Zoom app so that you can fully participate in the meeting.

Functionality of Zoom in the Meeting

The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)
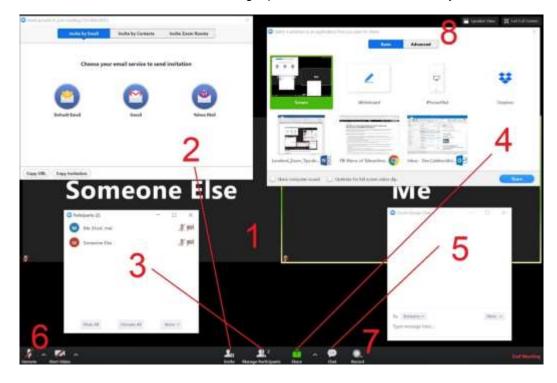

With the Zoom Menu Bar you are able to do the following:

1. Mute/unmute your audio (not the audio of the participants). You can also select your audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID.
4. Open/Close a window of with a list of participants and related details. The participants list allows you to "raise your hand" to let everyone know you wish to speak, and see who else has their hand raised. You can also easily mute/unmute yourself on the participants list.
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
6. Send a message to one person (using private chat) or to all participants.
7. Record the meeting (if you have been granted permission).
8. Leave or end the video meeting.

The Zoom Meeting Windows:

Once you have entered your details and clicked 'Join Meeting' you will enter the meeting and you will see a screen similar to the below. If the host is sharing a presentation, this will show on your screen.

1. Video window

This is where you will see yours and others' videos (if enabled) or screen shares.

2. Invite window

Here, you can send invites via email to others to join the meeting. This will not be accessible of the host has locked the meeting.

DO NOT invite others to a meeting that you are not personally hosting unless you have explicit approval from the host.

3. Participant management window

Here you can raise your hand to tell the host you want to speak.

4. Screen sharing window

- share your computer screen or a specific window
- set up a virtual white board

You can stop sharing at any time by clicking the red "stop share" button.

The host has the option to prevent participants from screen sharing so this option may not be available during some meetings.

5. Chat window

Communicate to the host and other participants via chat.

6. Start/stop video and audio

- Turn on and off your video and audio for your meeting.
- The start/stop video option will only show if you have a webcam connected.

7. Record meeting

To record the meeting, click on the record button. You will then need to ask the host for permission to record the meeting.

8. View

Here you can change how meeting attendee videos are displayed on your screen.

Other Features:

- In the upper right of the video display area, there will be a selection that you can toggle between; Speaker View or Gallery View.
  - Speaker View will show whomever is currently speaking along with a small number of other participants at the top of the screen.
  - Gallery View will fill the screen with a set of video boxes of up to 49 participants, highlighting the participant that is currently speaking. This can kind of look like a "Brady Bunch" screen.
- When someone is sharing their screen, most of the display window will fill up with their screen share. You can select Video Options at the screen to select an option called Side-by-Side. This

option allows you to size/resize both the screen being shared and the participant video to your liking.
- The video panel has a series of options that you can select. You can resize the screen to any size you like on the screen. As well, you can select from the series of icons at the top left of the panel to select between Active Speaker, Gallery View Strip, Gallery View Grid, or Minimize.
- The next time you're on a call, feel free to work with these various view options to find what size and view works best for you.
- Pressing and holding down the Space Bar will allow you to temporarily unmute yourself.

Switching Between Views (Share Screen and Video):

As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed.

If you are in video mode, switch to screen share by clicking "Share Screen" in the menu bar as shown: A window showing all possible options to share displays like above. Click on the item you want to display, which will be highlighted in green, then click "OK":

If you are displaying your screen, switch to video by clicking "Stop Share" from the menu at the top of the screen shown in the red box.

Troubleshooting

I am having trouble joining a meeting. What can I do?
- If you are invited to the meeting and you already have a Zoom account, you can just sign in to Zoom to join the meeting.
- If the meeting space indicates that the meeting has ended or has not started, verify the meeting time. The meeting may have been scheduled for a different time zone.
- If you are asked to sign in to your existing Zoom account and you have forgotten your password, select the "Forgot?" link and follow the instructions on the screen.
- If the meeting window isn't loading, close your browser and try to join the meeting again. Be sure to accept or approve any alerts requiring your approval to install the Zoom meeting application, and turn off any pop-up blocker that could be preventing the Zoom meeting window from opening.

I'm having random issues, what can I try?
- I know we all kind of despise the following response, but it does work a lot of times. You might want to try a fresh restart on your computer. There are many things at play in a Zoom meeting, audio, video, your network connection……   A fresh restart gives you a chance to overcome a potential issue relatively quickly.

Is there any other resources to discover advanced features and other tips and tricks?
- Zoom provides some very useful content at Zoom online training.
- There is a tremendous amount of online resources out there, including YouTube videos. If you have questions about a specific Zoom function or issue, you're likely to find a resource and answer very quickly by doing a Google search for something similar to "Zoom audio settings."