

The Basics of Zoom Meetings

How to Download Zoom

1. If you have not used Zoom on the computer or device that you have selected to use to join a Zoom meeting, you may want to go to the link below which is the free download center for Zoom. Just select the one that goes with your device.

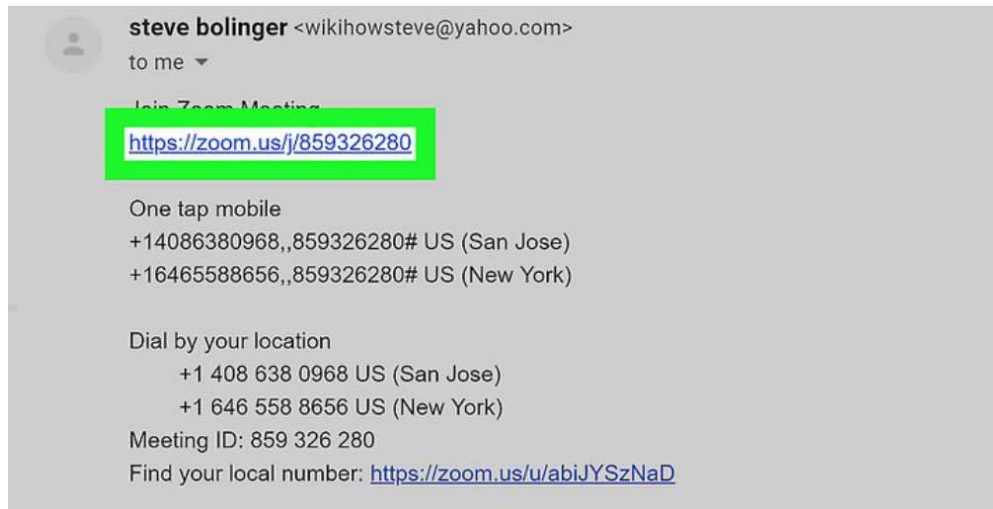
https://zoom.us/download#client_4meeting

2. You should also be able to find Zoom downloads in the app store of your device.

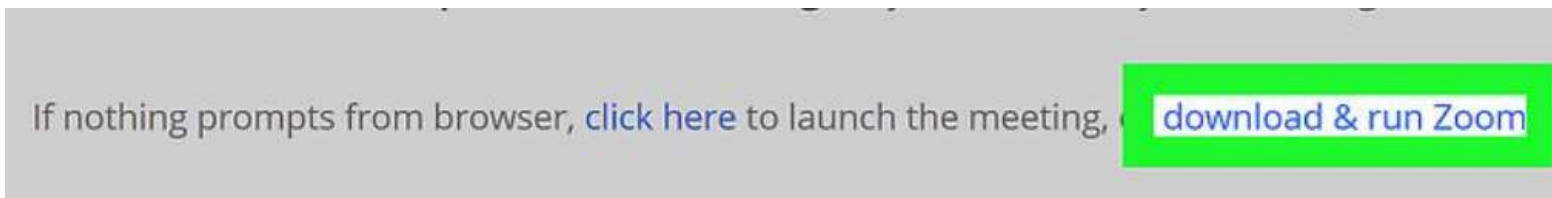


How to Join a Zoom Meeting with an Email Invite

1. Open your mailbox, find and click the invitation email.



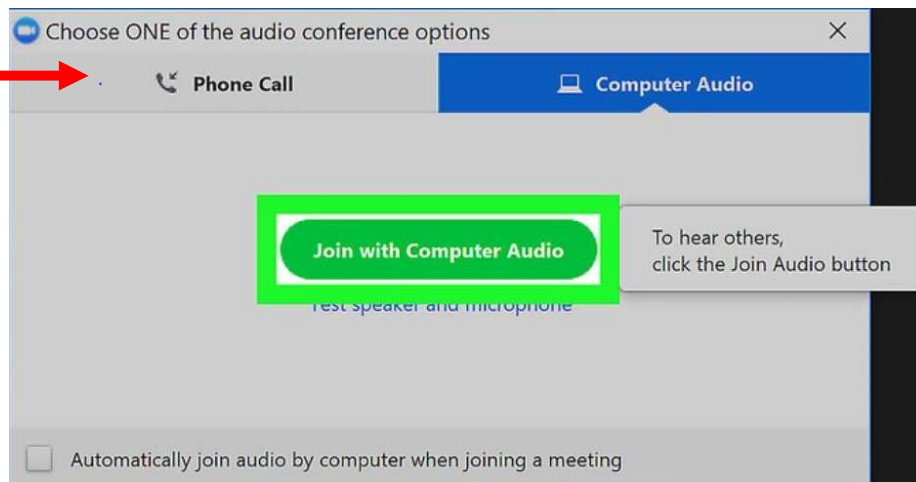
2. Click the invitation link in the email. If you are automatically connected and are not asked to download Zoom skip to step 3. Otherwise click download and run Zoom.



Click on “download here” if a download does not start automatically. If you are prompted, click “Launch Application” in the pop-up window. This will automatically prompt you to download the Zoom launcher to your computer. This will cause the zoomlauncher.zip file to automatically download onto your computer. Continue if prompted to install Zoom. Then reopen your email and click on the meeting link again and you should be automatically connected to the meeting.

3. You should automatically connect to the meeting. You will see something like the picture below:

Click if phone call is selected



This indicates that the computer audio will be also joined. If you have trouble with the computer audio then click “phone call” and there will be information on a number to call and a dialing code. Do not use both computer audio and telephone because there will be horrible screeching sounds for everyone in the meeting.

If the host has not started the meeting then you will see a message “ Please wait for the host to start this meeting”

A Helpful Video

Note: You will mostly be using the second approach that is mentioned in this video regarding how to start a Zoom meeting.

Just click the link below to view video.

<https://www.youtube.com/watch?v=kh50kValdAY>

How to Mute Your Microphone During the Meeting

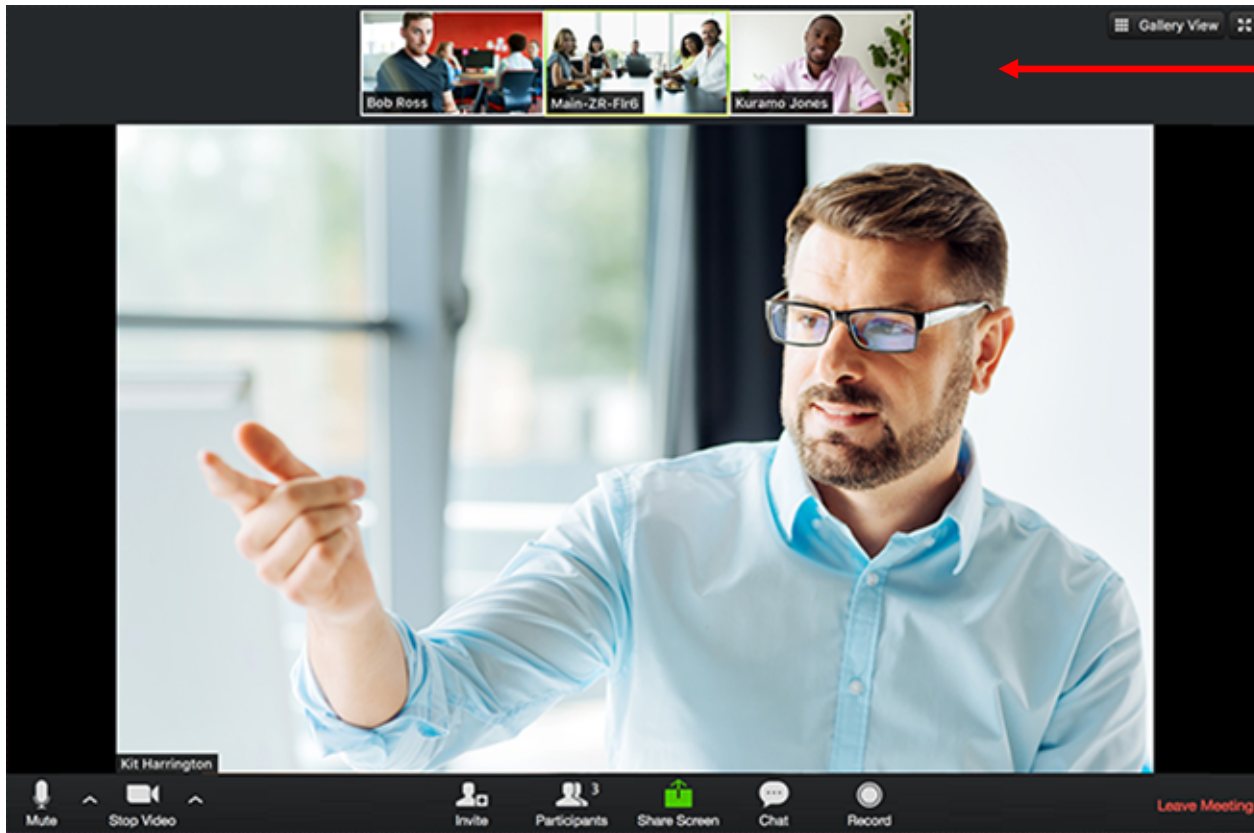


This is the microphone. To mute yourself during the meeting, just click on it and you will see a red slash through the icon . To unmute just click again and the red slash will disappear and everyone will hear you.



Please mute to prevent others from missing what people are saying. The background noise can get really distracting.

How to Use Zoom



This shows you everyone who has joined the meeting. If arrows are present, you can click on it and it will scroll to more individuals who are joined in the meeting

The person speaking shows up on the main screen



This turns the camera on and off. To turn it off, just click on it and you will see a red slash through the icon and others will not see you. To turn it on just click again and the red slash will disappear and you will be visible to the everyone.



If you click this you will get a Galley View of everyone on the meeting. If you click a second time it will return to the original view.

If you click on the “Leave Meeting” you will exit the meeting and Zoom

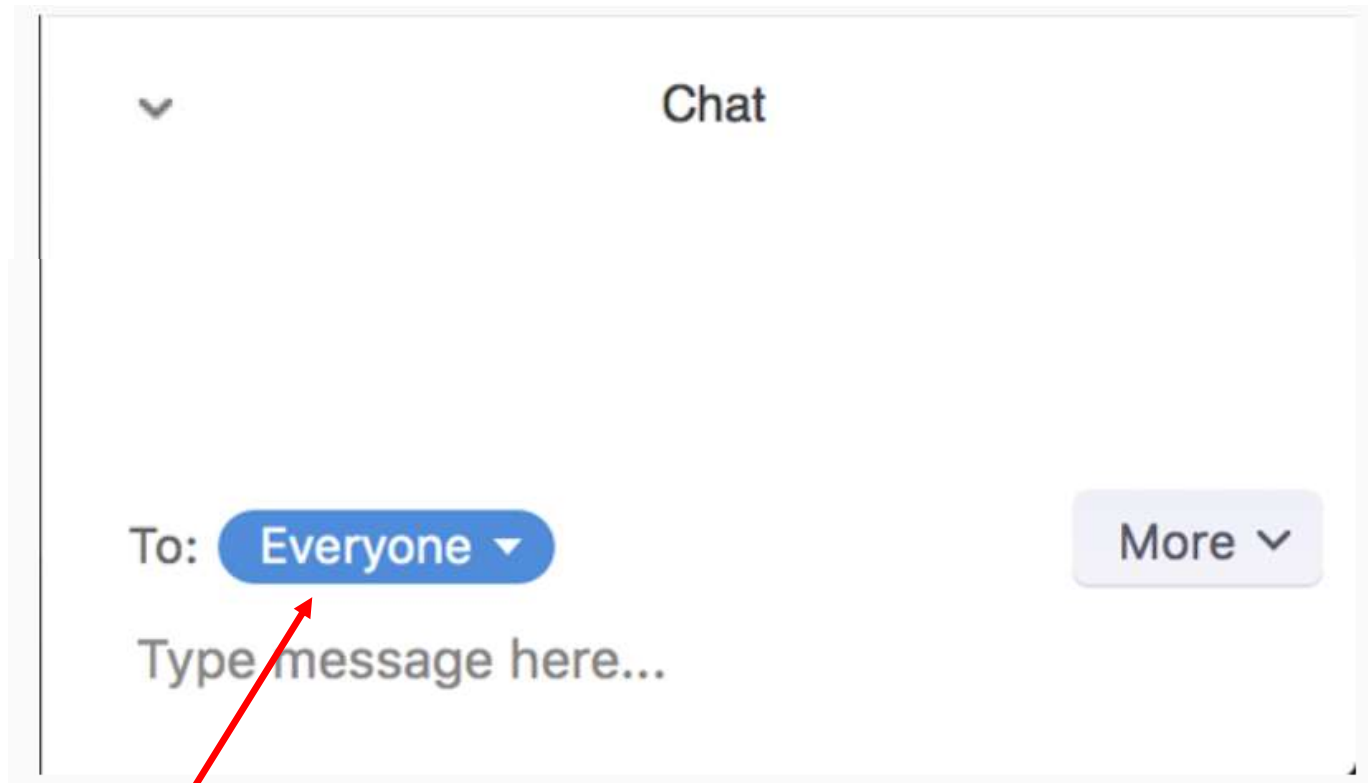
The first carat is for the microphone and the second is for the video. For example, if you have a headset and computer microphone, Zoom may have difficulty selecting the correct one. You can check by selecting the corresponding carat to see what Zoom is using.



Number of participants who joined the meeting.

This is the chat button. If it flashes an orange color then someone has texted you. Also you can click on it and send a message to everyone in the meeting or to an individual person

When you click on the chat icon, a chat box will appear to the right.



When you click here, you can select who you want to send a message to. Then type your message below and hit enter.