

## Zoom Online Meetings

To Join in a Zoom meeting, your computer must have Video (a camera) and Audio (speakers and a microphone).

**If you do not have a computer with these capabilities, you can join by phone by simply calling into the phone number in the email and following the prompts.**  
(see the document entitled “Join By Using a Phone”)

You will receive an invitation in your email with a link to join the Zoom meeting.

1. When you click on this link, the first thing you will see is a web page open with a little box that says, “Open Zoom Meetings?” Click on “Open Zoom Meetings” bubble at the bottom right
2. Next you will see another box open up with a smaller box in front with a video feed of yourself. Maximize this screen and click on “Join with Video”
3. A window will open to the meeting and you will see all of the participants in little picture squares, (similar to the TV show Hollywood Squares).
4. Underneath your video feed, there is a black bar with a menu (on some computers you will have to scroll down with your mouse for it to appear).
  - a. On this menu you have the ability to mute or unmute yourself by clicking on the first icon (a picture of a microphone, if it has a red slash – you are muted – no one can hear you).
  - b. If you click on the Participants icon, a white column will open up on the right side of your screen. This is where you can see all the people in the meeting. At the bottom of this column, you will see the options to click on “unmute me” or “Raise Your Hand”. These are requests for the Host of the meeting. If you click on Raise Your Hand it will put a little green hand in the upper left corner of your video feed. This lets the Host know that you would like to speak.
  - c. When you click on the Chat Icon, a little box will appear at the bottom of the white column. You have the option to send a private message to someone in the meeting or you can type a message that will post in the column for everyone to see.
  - d. The last icon is “Reactions”. When you click on this icon you can respond to something someone is saying by either clapping or giving a thumbs up.

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5. During Zoom meetings, You Should keep yourself muted until it is time for you to share or the Host calls on you. This helps reduce the background noise in your area so that others can hear what is being said.
6. During Zoom meetings, you should adjust your camera so that your face is at the center of the screen. It is very annoying for others to see only the top of one's head or the bottom portion of one's body.
7. You can leave the meeting at any time by clicking on the Red Letters at the bottom right of the black Menu bar and then clicking on the little white box that appears asking you to confirm you want to leave the meeting.

Here is a link to Zoom Support which has many helpful directions and videos to help you learn how to use this application.

<https://support.zoom.us/hc/en-us>