

Connecting on-line via Zoom for a meeting - Written by a non-techie...:-)!

Equipment:

You can join into Zoom on your computer, laptop, tablet or cell phone. You can also “dial in” to a Zoom call with an ordinary telephone and participate by listening in.

Tablets, cell phones and most laptops come with a camera installed; if you are using a desktop computer, you will probably need a web camera (“webcam”), which is a small camera you purchase separately and fasten to the top of your screen. You may also want to get a headset or a set of earbuds, as the audio is better quality with these.

Connecting to Zoom:

You do not need a Zoom account to use Zoom, but you will want to install the Zoom app (application) on your tablet or phone if that is what you are using. If you are using your laptop or desktop computer, you only need to go to zoom.us, and look for the “join a meeting” link.

You will be sent an email invitation with a Zoom link (a series of letters and numbers underlined), the Zoom connecting code (a series of numbers) and a passcode (numbers or letters).

A - If you are connecting directly from the email onto your computer, laptop or tablet, simply click on the Zoom link in the body of the email, and it will take you right to the meeting. You will see a prompt to “connect with video”. Click on that.

Then, you will see your face on the screen, and another prompt, “connect with computer audio”, or “connect with internet audio”. Click on that, and you will see the words – “Please wait, the host will let you in soon.” Once they let you in, you will be in the Zoom meeting.

B - If you are not able to connect directly, as in a tablet or cell phone, you can connect as follows:

Open the Zoom app, and you will see an outline and a blue-highlighted “Join a Meeting”. Click on that. You will see a prompt for putting in the first

code. Enter it exactly as it shows in the email. This will be followed by a prompt asking for the passcode. Enter it exactly as it shows in the email. You then will be given a prompt to “connect with video”. Click on that.

Then, you will see your face on the screen, and another prompt, “connect with computer audio”, or “connect with internet audio”. click on that, and you will see the words – “Please wait, the host will let you in soon.” Once they let you in, you will be in the Zoom meeting.

C - You can also connect via telephone. In the emailed invitation, there will be a phone number. You call that number and follow the prompts to enter the meeting code and pass code. You will then be in the meeting. You will not see or be seen, but you can hear and you may participate in the conversation.

Once in the Meeting:

On the bottom of your screen on a laptop or desktop, or on the top on a tablet, there will be “icons” – a little microphone and a camera. You can mute yourself by clicking on the microphone, and turn the camera off by clicking on the camera, and vice versa. Also, on the top left of your screen, you will see a square grid like a tic tac toe square. That is “Gallery View” – click on that and you will see everyone’s faces on your screen, touch that again, and it will go back to one person on the screen.

There are other options including Participants, Chat, etc. that you can learn to use as you become proficient. The host will guide you through the next steps.

All the best with it, and don’t be afraid to ask for more help if you need it!