

GETTING STARTED with ZOOM

A Guide for First-Time Meeting Participants using Desktop/Laptop Computers

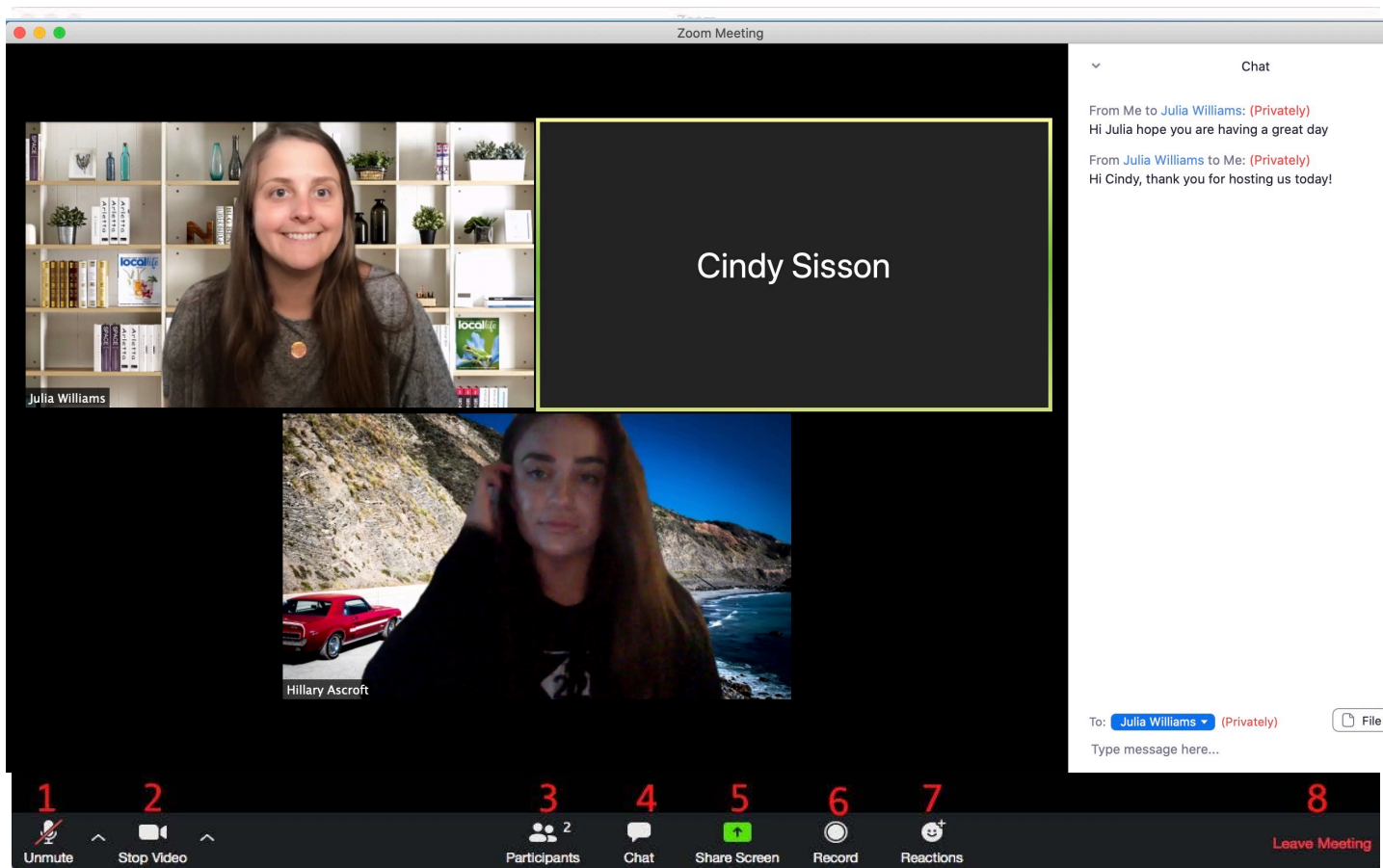
THE 11 ZOOM BASICS

This guide is about understanding the concept of Zoom, setting it up & using it. Zoom is a cloud-based software application program which offers video conferencing which can be used on desktop/laptop computers, tablets and smart phones. In the Zoom-world, videoconferences are called “meetings”. It has been very popular for families, businesses and friends during COVID-19’s lockdown. The Basic service is free, and it allows meetings of up to 100 people at 40-minutes or less. Zoom offers monthly-fee packages with additional features.

To be able to use Zoom, you will need 5 things: good Internet bandwidth (2.0 Mbps up/down) + desktop or laptop computer (Windows 7.0 or higher or Mac 10.10 or higher) + competent use of email + webcam + microphone (often built into the camera or your computer, sometimes external).

- 1) Zoom can be used on any browser, but it seems to function best with Google Chrome browser. *The browser does make a difference so please note these instructions were made for using Chrome & they may vary slightly depending on browser and computer setup.*
- 2) A “Zoom Meeting” must have a host, who has an account with Zoom. *You do not need a Zoom account to be able to participate in a Zoom meeting.*
- 3) The host invites people to a meeting via email – *giving the name of meeting, day, time and including a clickable link that takes you to the “meeting room”.*
- 4) The participant clicks on the live link ([underlined blue words](#)) sent via email by the host.
- 5) Then you will be asked to download/run Zoom. *This step varies based on your existing computer/device setup. Follow the instructions Zoom gives you to proceed.*
- 6) Audio Set-Up: Follow the Zoom instructions, which will automatically come up on the screen to set-up & test your audio functions.
- 7) Next, JOIN WITH COMPUTER AUDIO + wait for the host to “admit” you into the meeting.
- 8) The MEETING ROOM screen looks like what you see on the next page!
- 9) Note the “view options” in the top-right corner of your monitor. *You’ll probably prefer the Speaker View to the Gallery View because you’ll be side-by-side all the meeting participants, just like in the screenshot below.*
- 10) Note the toolbar at the bottom of the screen. *Also note the numbers on the graphic below, which correspond with the numbered explanations about the TOOLS.*
- 11) Note that “waking up” the tool bar is easy. *Anytime you want to see the Meeting Room toolbar, hover your cursor anywhere on the screen.*

When you’re ready to learn more of Zoom’s features, including becoming a host, we have a HOW TO GUIDE with those details.



Welcome to the MEETING ROOM + The Toolbar

Congrats, you have made it into the Meeting Room! The above image is what it should look like (with you and your participants faces, of course). **Hover your mouse over any part of the screen and the toolbar will appear.** Here's what each of the 8 tools do:

- 1) **Un-Mute:** Your sound is off, by default. To be heard during a Zoom meeting, you need to click on the microphone-icon, removing the red line. During a meeting, you can mute your sound so others cannot hear you. You should mute while you are not speaking so that background noise is not a distraction
- 2) **Start Your Video:** Your video is off, by default. We've removed the red line already, as you can see above. You can start and stop your video at any time throughout the meeting. *Note: Audio will still function, unless you click mute.*
- 3) **Participants:** This shows you how many and who else is in the meeting.
- 4) **Chat:** Have a "texting" conversation with other participants – individually or as a group – on the side bar, which opens when you click Chat.
- 5) **Share Screen:** This is the most "advanced" feature of this tool bar. Share your computer screen with the group. It also gives other fun options, such as a White Board.
- 6) **Record:** Excellent for people with Zoom accounts. Record all or part of the meeting. The recording is saved to your Zoom account under "Meetings" available for download & streaming.
- 7) **Reactions:** Send a smiley or a hand clap to the whole group.
- 8) **Leave Meeting:** Click here when the meeting is over, or when you are ready to leave.

Zooming Etiquette: **a)** Your face should be "lit". If you have bright lighting behind you, your face will appear to be in the dark. We suggest closing blinds to minimize light flooding into the room. **b)** Be fully dressed. **c)** Be mindful of background noise. **d)** Consider muting your microphone except when you are talking. **e)** Position your camera properly.