

Basic Operation of ZOOM

Zoom is a web-based video conferencing tool with a local, desktop client and a mobile app that allows users to meet online, with or without video. Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all on one easy-to-use platform.

General Instructions / Guidelines

- Always sign into ZOOM a bit early to familiarize yourself with the layout and controls (see below).
- It is possible for your computer to pick up background noise when in a ZOOM Meeting which can be very distracting to other users and disruptive to the meeting itself. **It is critical that all sources of background noise be eliminated (radio, television, pets, other people, printers, etc.).** If necessary, be in a separate room with the door closed.
- When not speaking, mute yourself. Note that the host can mute everyone if necessary.
- If you turn on the video option please remember that other participants can see you as well as everything in your background.
- The quality of the sound and video in a ZOOM meeting is related to the quality (bandwidth) of your Internet service. If the sound begins to breakup or the video signal degenerate turning off your video can help. Also connecting to your internet with a wired connection is better than connecting over wireless.

Connecting to a Meeting

1. Generally, for the ZOOM meetings we will be having you will receive an email with a link to the meeting such as is shown at the right.

Meeting Topic or Title:

Meeting Time:

Link to Join the Meeting – Click on this:

If using your phone for audio call this number:

Mr. Smith is inviting you to a scheduled Zoom meeting.

Topic: Rotary Meeting

Time: Apr 06, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/122801700>

Meeting ID: 122 801 700

Dial by your location

+1 438 809 7799 Canada

Meeting ID: 122 801 700 #

2. After clicking on the link some dialog boxes will open.

One near the top of your screen should look like this.

Click here:

Open Zoom Meetings?

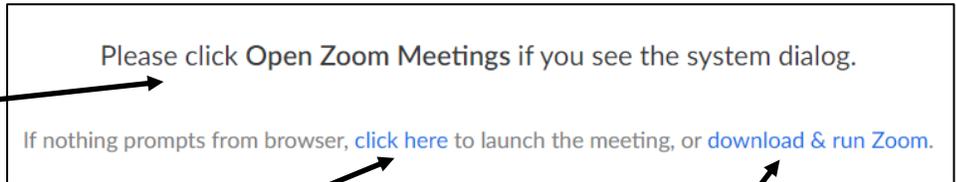
<https://zoom.us> wants to open this application.

Open Zoom Meetings

Cancel

You will also get this dialog box:

This is just telling you to click on the link above:



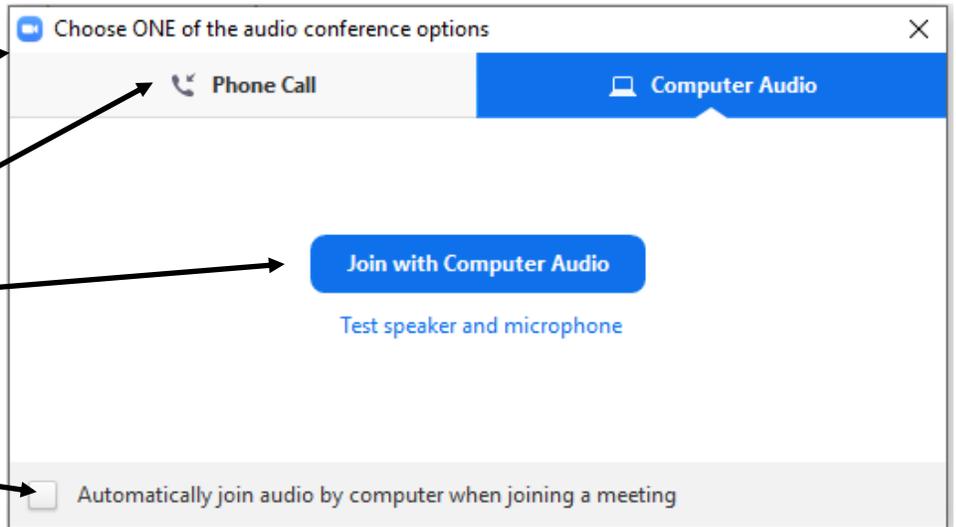
If you don't get the first dialog box you will need to do this, or this (if it is your first-time using ZOOM).

3. When ZOOM begins you will receive this dialog box.

If your computer does not have a built-in microphone click here to use your telephone for the audio.

Click here if your computer has a built-in microphone and you want to use it. You can also attach a headset if you prefer.

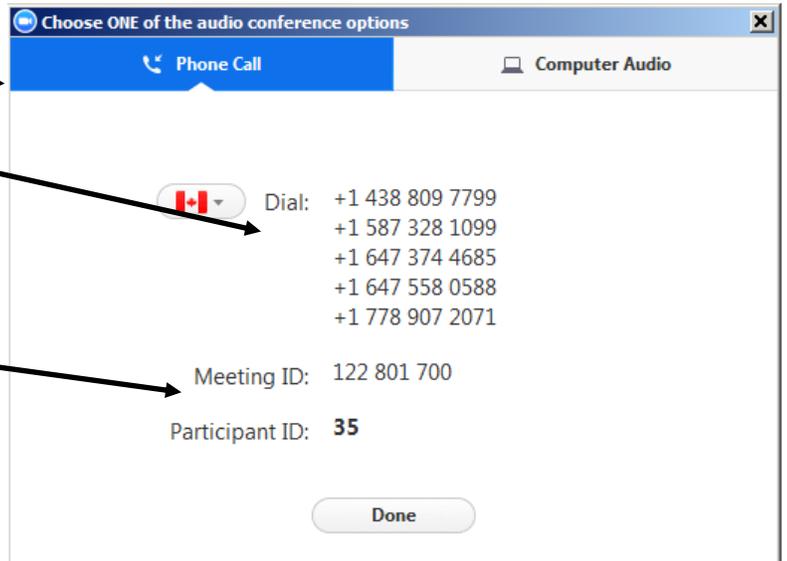
Click this box if you want to use your computer microphone automatically in future meetings.



If you select to use your phone for the audio you will get a dialog box like this:

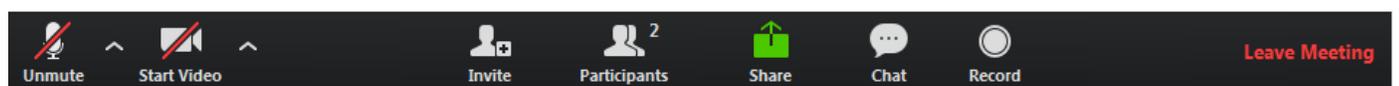
It gives you additional numbers you can use.

You will need to enter both the meeting ID and your Participant ID.



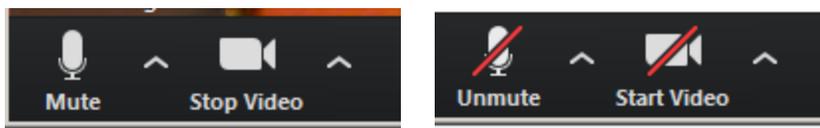
Basic Meeting Controls

Once ZOOM is operating, scroll to the bottom of your screen to access the Tool Bar.

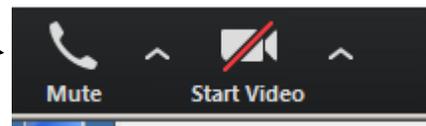


1. Depending upon how the host has set up the meeting you may or may not be Muted, or your Video may or may not be turned on when you start.

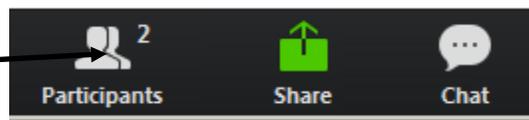
Click on the appropriate icon to turn On/Off Muting or your Video.



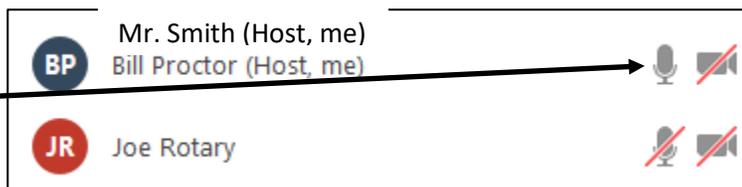
If you are using your phone for the Audio, you have a different icon.



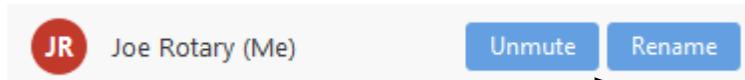
2. The Participants icon indicates the number of people in the meeting. Clicking on this icon . . .



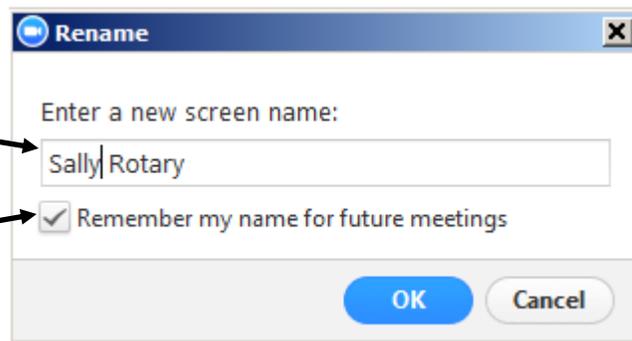
brings up a display at the right of your screen that lists all of the meeting participants. Note that it indicates the current status of the Audio and Video for each person.



Clicking on your name brings up two options. You can use this as an alternate method to Mute or Unmute yourself or to Rename yourself if you want to change your name that ZOOM is using.



When you click on the Rename button you get a dialog box that allows you to change the name. Make the correction and click on OK.

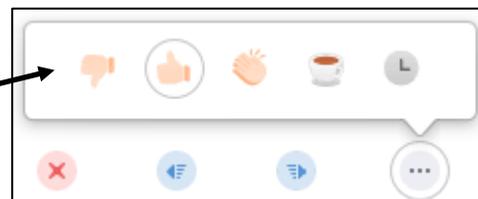


If you want ZOOM to always use this form of your name in future meetings, click here before you click Okay.

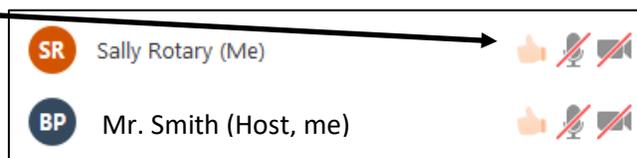
When you have the list of participants showing you get a selection of Non-Verbal icons at the bottom of the list that can be used to communicate with the Host or other participants. You can use the "Raise Hand" tool to let the Host know you would like to speak or the "Yes" and "No" icons to respond to general questions.



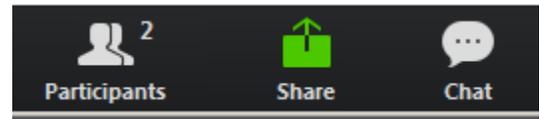
Clicking on the "More" icon brings up these additional icons. The "Thumps Up" or "Thumps Down" are great if voting on a motion is needed.



When a Non-verbal icon is selected it is shown beside that person's name. To clear the image, click on the same icon again.



3. Each participant in a ZOOM meeting (unless disabled by the host) is able to share their screen to show a document, run a PowerPoint, display a website, etc.



Click on the "Share" icon to start.



You will then be shown an image of your screen where you select the document or image or application you want everyone to see. Click on the item and then click on the Share button in the lower right corner.

If you know that you are going to be sharing your screen in a meeting it is good practice to open the item(s) prior to the meeting and have it/them minimized and ready to share.

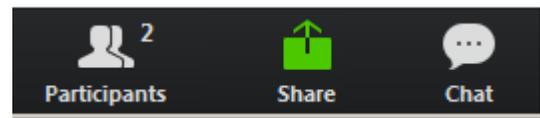
Note that only one person can share their screen at a time.



To stop sharing your screen click on the "Stop Share" button at the top of the screen.



4. The "Chat" tool gives you another way to communicate with others without using the audio.



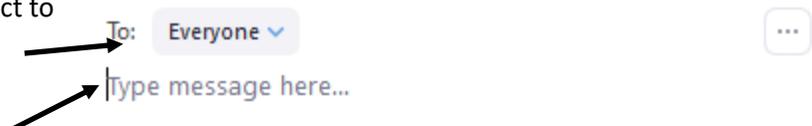
Click on the "Chat" tool to begin.



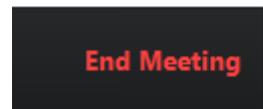
A Chat window then opens on the right below the list of participants.



At the bottom of the window you can select to whom the message is to be sent. You can select an individual or the whole group.



Write your message and press Enter.



5. To leave a meeting click on the "End Meeting" tool at the far right of the Tool bar.

This brings up a dialog box where you can confirm that you do want to leave the meeting.

