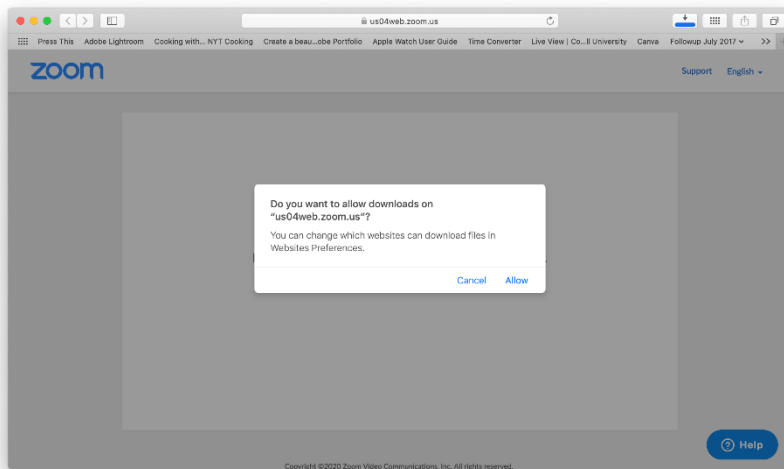


## How To Zoom

### Download and install the Zoom desktop app on your computer (PC or Mac)

Note: Items for intermediate level users are marked with an \*  
Beginners can skip these for now.

1. If you have not already installed the Zoom app on your computer, your web browser will automatically prompt you to download and install the app *when* you start or join your first Zoom meeting. If you don't have the app installed, we recommend you join the meeting a few minutes early to give you time to install the app. You will only have to do this once.

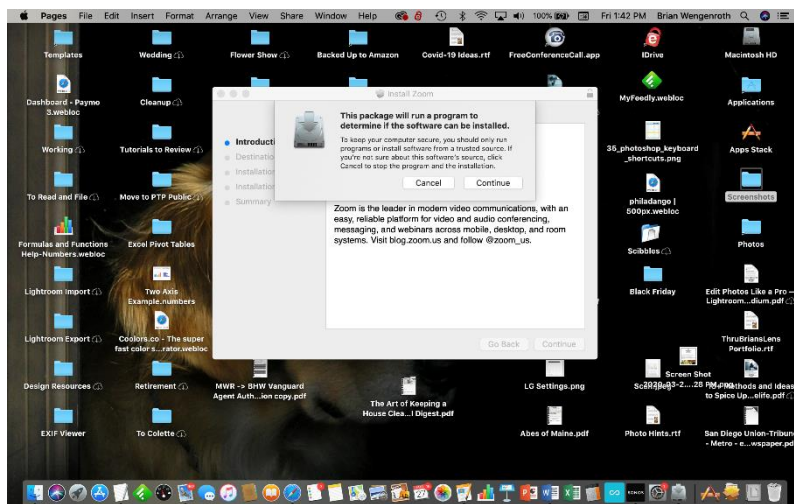


2. Alternatively, you can also manually download the latest version of the Zoom app before your first meeting. Click on the link below to start downloading the app directly from Zoom.

• <https://zoom.us/support/download>

3. Installation on a Mac:

- Once you have downloaded the app, open the downloaded file. It is typically saved to your Downloads folder.
- Follow the prompts to install the application on your computer and grant any permissions requested. The app will be installed in your Applications Folder.

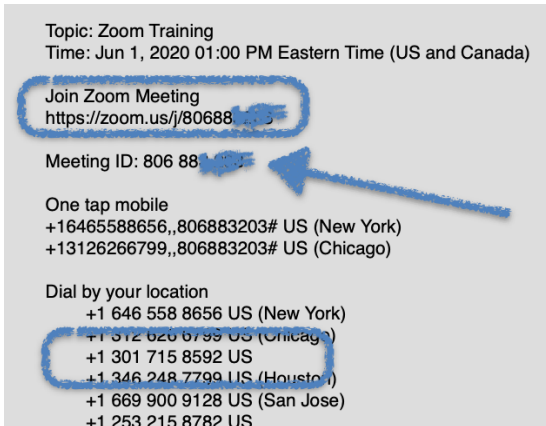


4. Installation on a PC:

- Once you have clicked on the download link, the app should begin installing automatically. If you are prompted to download the app first, click Allow. After the app package is downloaded, the app should install automatically.
- Follow any prompts you receive and grant any permissions requested during the installation process to complete installing the application on your computer. The app will be installed in your Start Menu.

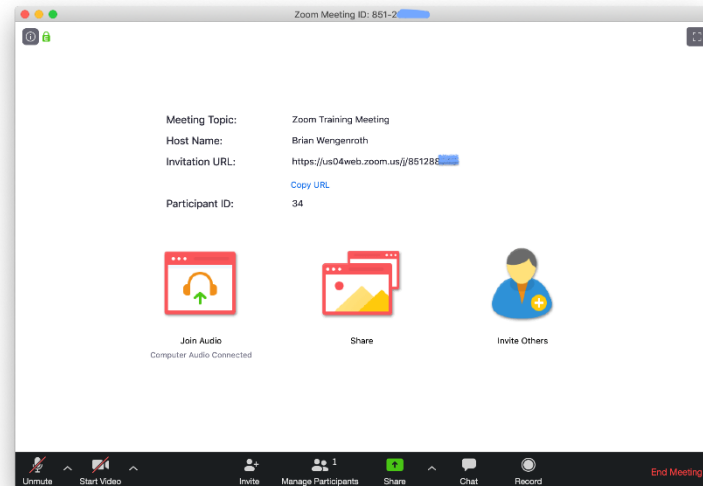
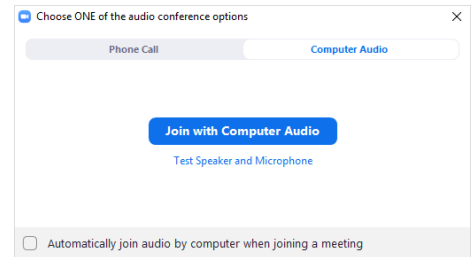
## How to Join a Zoom Meeting or Event

You can join and attend a Zoom meeting or event from your computer, your mobile device (tablet or smartphone), or a landline or cell phone (audio only). You do need to have the app, but you do not need a Zoom *account* to attend a Zoom meeting or event. You will need to download the Zoom app, but you don't have to sign up for an account. You only have to have an account if you want to host your own Zoom meetings.



### Join a meeting from your computer by clicking on the link in an email invitation

1. Click the link on the email invitation below “Join Zoom Meeting”
2. This will launch your browser (Chrome, Safari, Edge, IE, etc.). Depending on your browser privacy and security settings, you may be asked Do you want to allow this page to open “zoom.us.app”? Click Allow. (If you do not have the Zoom app installed on your computer you will first be asked to download & run Zoom (first time only)
3. If you see a pop up message saying “Waiting for the host to start this meeting” it means that the host has not yet joined the meeting. Stay put, when the host joins the meeting you will be connected automatically.
4. When you join the meeting, you may get a pop up window asking if you want to Join With Computer Audio. **Click on that option.** (Note: If you check the box next to "Automatically join audio by computer when joining a meeting", you should no longer get this message).
5. You will now be connected to the meeting.



### Default Screen—No Video yet

6. If none of the participants have video enabled, you get the Zoom default screen (left image).

If the participants have their video turned on, you will see a window with the participants' videos

Click the icon “Start Video” to start your own picture.

## Join a meeting from your mobile device—tablet or smartphone

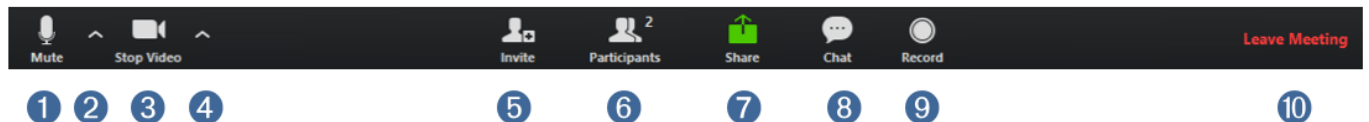
1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store. (see instructions at the beginning of these tutorials)
2. Tap **Join a Meeting** to join without signing in
3. Enter the Meeting ID and password if provided (*it can be found in your email invitation*) in the top box.
4. Enter a display name (how you want to be identified in the meeting) in the second box. If you have a Zoom account and you're signed in, your default name will appear in this box (you can change it if you want).
5. Toggle “Connect To Audio” and/or “Video” on or off according to your preference (Note: if you toggle them to off, you will be prompted to allow access to your microphone and/or camera if you click to turn them on during the meeting)
6. Click **Join**.
7. Click **OK** to give the Zoom app permission to access your microphone and camera if prompted.
8. Select Call using Internet Audio to enable the other attendees to hear you.

## Join a meeting from your phone

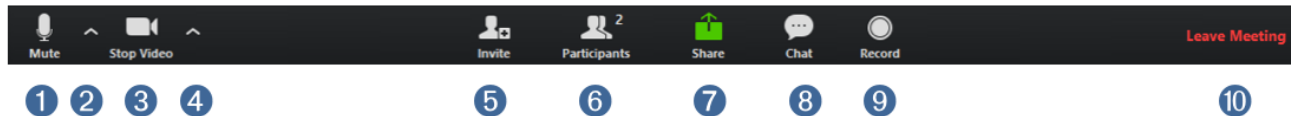
1. If your computer is not working, and you don't know how to use the Zoom app on your phone, you can still participate in a meeting or event from your phone. This is not advisable if you need to open documents during a meeting or see screens.
2. On your phone, dial the telephone number provided in your email invitation. If multiple numbers are provided dial any one of the numbers. Note: this is a long distance call (**it is not a toll free number**).
3. Once connected, enter the Meeting ID number when you are prompted using your phone's keypad.
4. You may be asked to say your name audibly, so the host knows who has joined
5. You will now be able to listen to the meeting and talk to the meeting attendees if the host permits (please always mute your phone's microphone when not speaking).

## Basic Attendee Controls in a Meeting

The attendee controls appear in a black bar at the bottom or the left side of your screen or Zoom app window on your computer or mobile device (on your mobile device, because of the smaller screen, there are fewer controls but they look and operate in a similar fashion). If you don't see the black control bar, move your cursor over the lower part of the screen on your computer or tap on your mobile device screen and they will appear. Attendees have access to these features (from left to right):



1. **Mute/Unmute:** Turns your microphone on/off. If instead of a microphone icon you see the Join Audio icon (a headset with an up arrow), click on that icon and select Join with Computer Audio to connect to the meeting. You will then see the Mute/Unmute icon.
2. **Audio Controls (the ^ arrow to the right of Mute/Unmute):** Allows you to change the microphone and speaker that Zoom is currently using on your computer, test your microphone and speakers (in case participants cannot hear you or you cannot hear them), leave computer audio, and access the full audio settings.
3. **Start Video/Stop Video:** Turns your camera on/off to start or stop your video feed (so that the other participants can see you or not).
4. **Video Controls (the ^ arrow to the right of Start Video/Stop Video):** Allows you to change cameras if you have multiple cameras or access your full video settings.



5. **\*Invite:** In most cases, “Invite” is used by the host, but you may be given this control.
6. **\*Participants:** See who’s currently in the meeting. Clicking on this icon opens a window on the right side of your screen with a list of the current attendees. You will appear at the top of the list. The Participants list also gives you access to these options:
  - **Rename:** Hover over your name and click Rename to change your screen name displayed to other participants.
  - **Mute/Unmute:** Hover over your name and click Mute/Unmute to turn your microphone off/on.
  - **Raise Hand:** places the raise hand icon beside your name and simulates a hand raise.
  - **Other Non-verbal feedback icons** (if enabled by the host): Places an icon beside your name to quickly notify the host.
7. **\*Share:** If the host allows, you can open a document or website on your computer, then share it with the rest of the meeting participants. Stop Share will back you out.
8. **Chat:** Access the chat window to chat with the participants. A window opens on the right side of your screen where you can chat and/or share files with other attendees. *NOTE: If the Participants window is open, the Chat window will open below it.*
9. **Leave Meeting:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

## How to Change the Video Layout

There are 3 video layouts Full Screen/Window: Active Speaker, Gallery view.

**Full Screen**—To optimize your view, you can enter full screen by clicking on the icon with arrows pointing away at the top right corner of your Zoom window or looking for the words *Enter Full Screen* or *Exit Full Screen* or using the Esc key on your keyboard. **NOTE:** you will not be able to see other programs, screens or documents on your own computer with full screen enabled.



1. Once you exit full screen, you will be able to see a reduced size Zoom screen PLUS icons at the bottom or side of your screen for your email, Web browser, documents, etc, and see other active applications or web pages.
2. When exited out of full screen, The Zoom window can be resized by pulling or pushing at an edge.



Thumbnail

**Active Speaker View.** It will switch the large video window between who is speaking. If it is a one-on-one meeting, it will display your video at the top, and the other participant’s video below.

**Gallery View**—You can choose to view your Zoom screen Gallery View. Gallery View allows you to see thumbnail displays of all of the participants in a grid which expands and contracts as participants join and leave the meeting. (Once there are more than 20 or so participants, you will need the side arrows to see other pages of participants). The participant who is speaking will be highlighted with a yellow box around their thumbnail. Click Gallery View in the upper right corner of your Zoom window to enter Gallery View.

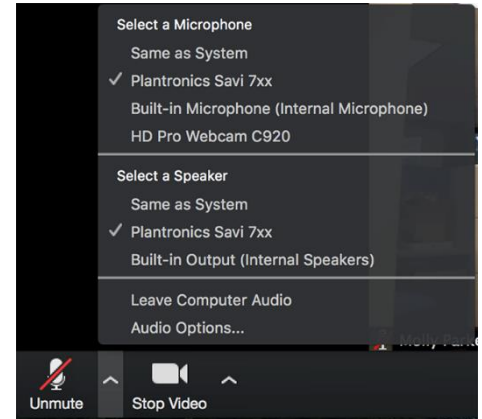


**\*Layout when Screen Sharing is on**—If the host is sharing their screen, you can view the screen share with active speaker or gallery view at the top of your screen or in Side-by-Side Mode (participant videos will be displayed on the right side of your screen). You can switch to Side-by-Side Mode by clicking on the View Options and select Side-by-Side Mode from the drop down menu. See this article for more information about enabling Side-by-Side mode while a screen is being shared. <https://support.zoom.us/hc/en-us/articles/115004802843-Side-by-side-Mode-for-screen-sharing>

## Adjusting Audio Settings

If you are having problems with your audio (you can't hear or others can't hear you) or want to change your microphone or speakers, you can access your audio settings, change your audio devices and test your audio when you are already in a meeting.

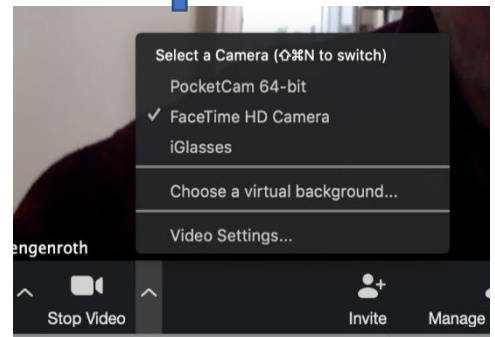
1. Click the up arrow to the right of the Mute/Unmute icon in the black control bar at the bottom of your screen. This will open your audio settings.
2. The microphone and speakers which are currently selected are indicated by a checkmark in front of the name of the device. To change one or both (e.g., to switch to external speakers), click on the name of the device you wish to switch to.
3. If you are having problems connecting with your computer audio or if you don't have a working microphone, you can select the option to **Switch to phone audio...** or click on the Join Audio icon (headsets with and up arrow) if you are not seeing the Mute/Unmute icon. This will give you the opportunity to **Join By Phone** and dial into the conference via telephone for audio. You can continue to participate in the video portion of the meeting via the Zoom app.



## \*Adjusting Video Settings

\* If you are having problems with your video or want to change your video camera (say to an external camera), you can access your video settings, change your camera and test your video when you are already in a meeting. Click the up arrow to the right of the Stop/Start Video icon in the black control bar at the bottom of your screen. This will open your video settings. The camera which is currently selected is indicated by a checkmark in front of the name of the device. To change to a different camera, click on the name of the device you wish to switch to.

**Virtual Background**—If you have a recent model, more powerful computer you can superimpose a picture behind you for a virtual background. We do not recommend you do this unless you know how because it can cause distortions and consumes more bandwidth.



## In-meeting Chat

The in-meeting chat allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to an entire group. You can also share files with other attendees.

1. To start a chat during a meeting, click on the chat icon in the black control bar at the bottom of your screen. If you can't see it, try looking under the "more" menu (three dots in a row)
2. This will open the chat box on the right (if you have the list of participants showing on the right, the chat window will appear below it).
3. Select to whom you want to send the message. The default is Everyone, but you can click the drop down box to select an individual participant to send a private message.
4. Type message in the chat box under recipient and press Enter on your keyboard to send message.
5. When new chat messages are sent to you or everyone, a preview of the message will appear and the Chat icon on the black control bar on your screen will flash orange in your controls.

