

Introduction to Zoom Video Conferencing

Zoom is an application that allows users to make free video calls with an individual or group of people. They refer to video calls as “meetings”. For instance, Zoom can enable a user to participate in an in-person gathering being held at a distant location, like an information session or support group. Using a personal laptop, tablet or smartphone, and a connection to the Internet at home, anyone can get a Zoom account.

Like many applications, Zoom requires new users to sign-up with an existing email address and to establish a strong, unique password. A confirmation email from Zoom will be sent to the address provided, so when signing-up, be sure to have access to the email account.

WHAT IS THE EMAIL ADDRESS YOU USED TO SIGNUP FOR ZOOM?

WHAT IS THE PASSWORD YOU CHOSE?

As you complete the sign-up process, Zoom will ask new users to install software or an app on their device needed for Zoom to work. Once this quick installation is finished, the device being used will be ready to participate in a Zoom video conferencing call.

Understanding the Zoom app



New Meeting ▾



Join



Schedule



Share Screen ▾

New Meeting

Start a video call and invite participants by sending them your Personal Meeting ID.

Join

Join a video call you were invited to by entering the Meeting ID you were provided.

Schedule

Set a date and time for a video call you want to host and invite others to participate.

Share Screen

Enable others to see your devices' screen from their own computer/tablet/smartphone.

How to join a Zoom meeting

There are 2 simple ways you can join a Zoom meeting that you've been invited to:

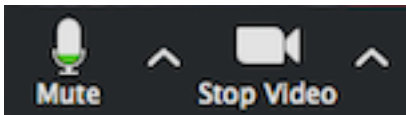
1. Open the email sent to invite you to the Zoom meeting. The email will have a link in it you can click that will automatically open the Zoom application and start the video call.
2. Ask the host of the meeting to send you the Meeting ID
 - Use the "Join" button to access a text box you can enter the Meeting ID into. Afterwards, click "Join" again, which will automatically open the Zoom application and start the video call.

New users should select "Join with computer audio" when prompted, to ensure they can hear and be heard by other meeting participants.

When you have successfully joined a Zoom meeting, you'll be presented with what's called a "Meeting Room", which is a screen that will likely display the live video of other participants.

**If the host is not active yet, wait until they start the meeting.

Basic controls when participating in a Zoom meeting



Mute/Unmute microphone

Usually muted unless you are the participant speaking.

Start/Stop video

Turn the camera on or off.



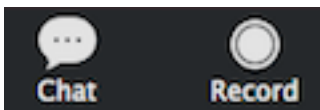
Manage Participants

NOTE: this says "Participants" if you are not the host of the meeting.

Select "raised hand" to let the meeting's host know that you would like the opportunity to speak and/or ask a question. A prompt will appear on the host's screen.

Share

Share your screen with other participants.

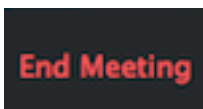


Chat

Allows everyone in the meeting to communicate by typing messages.

Record

Record the meeting on your computer to watch later.



End Meeting

Stop the video call (hang up).