

Zoom

Zoom is a tool for online meetings and holding online classes. It allows you to communicate with audio, video and text, as well as to share your screens and give presentations.

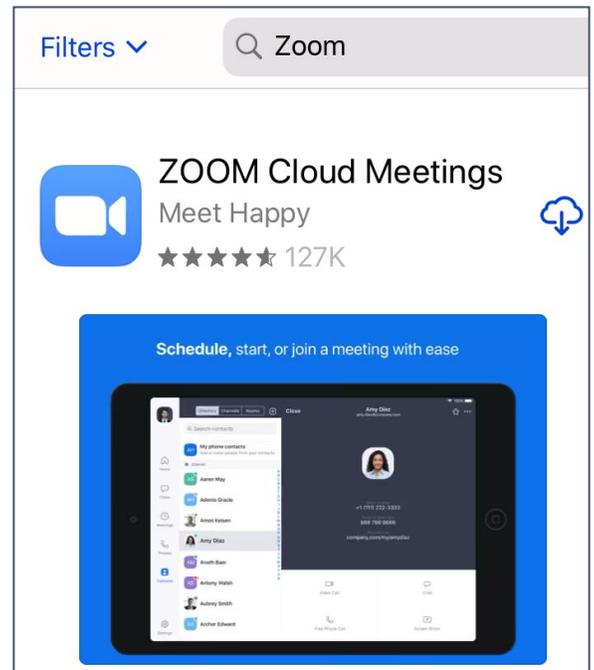
You can use Zoom on your computer, tablet, or smart phone. Joining an online class or meeting requires no more than installing the app and entering the meeting ID and password (if one is required). You can sign up for an account, but you don't have to.

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Installing on a Tablet or Phone

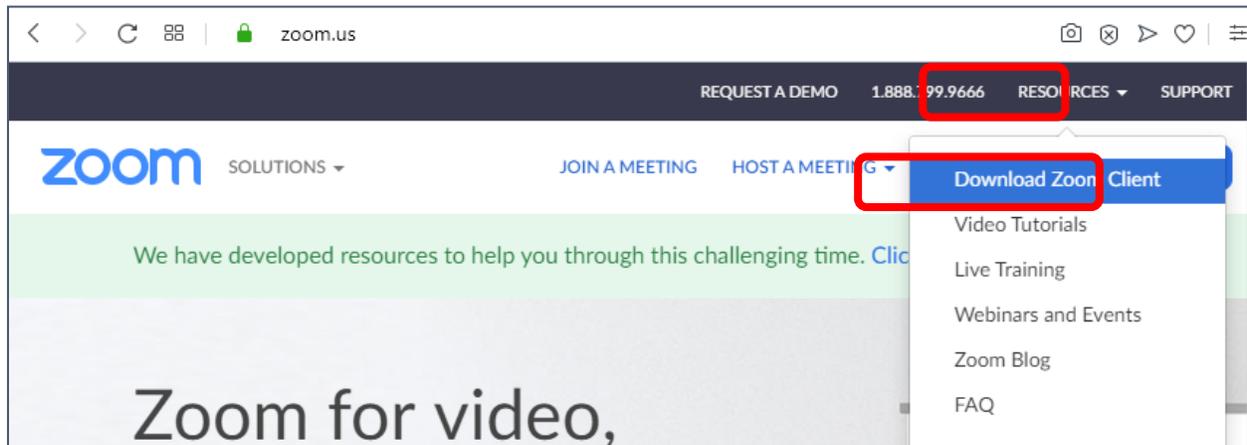
When you search the app store or play store, you need to make sure you are installing the Zoom Cloud Meetings app.



Installing Zoom on a Laptop or Computer

Your computer should have a microphone, camera, and speakers to use Zoom. Most newer laptops should come with all three. For desktop computer you might need a webcam.

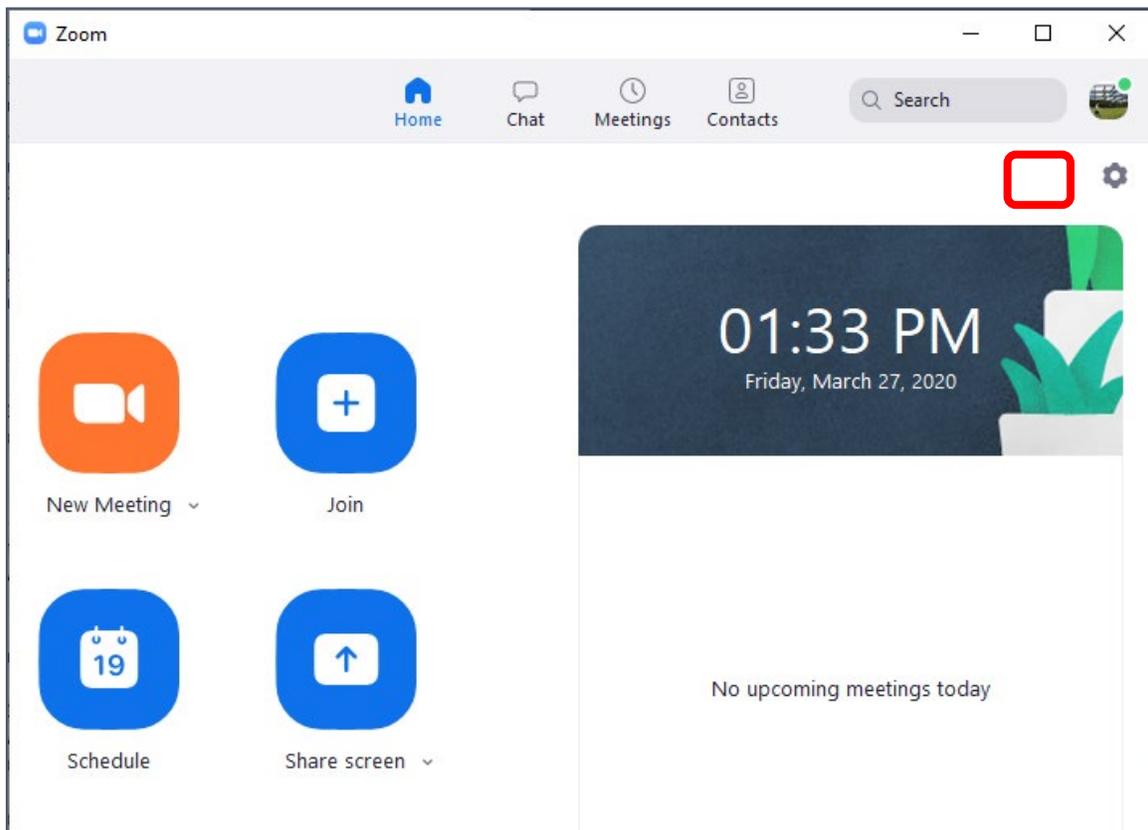
1. Go to the Zoom website: <https://zoom.us>.



2. At the top right corner of the screen, hover over **Resources**, and then click **Download Zoom Client**.
3. In the Download Center, find **Zoom Client for Meetings** and click **Download**.
4. Download and install as you would other programs.

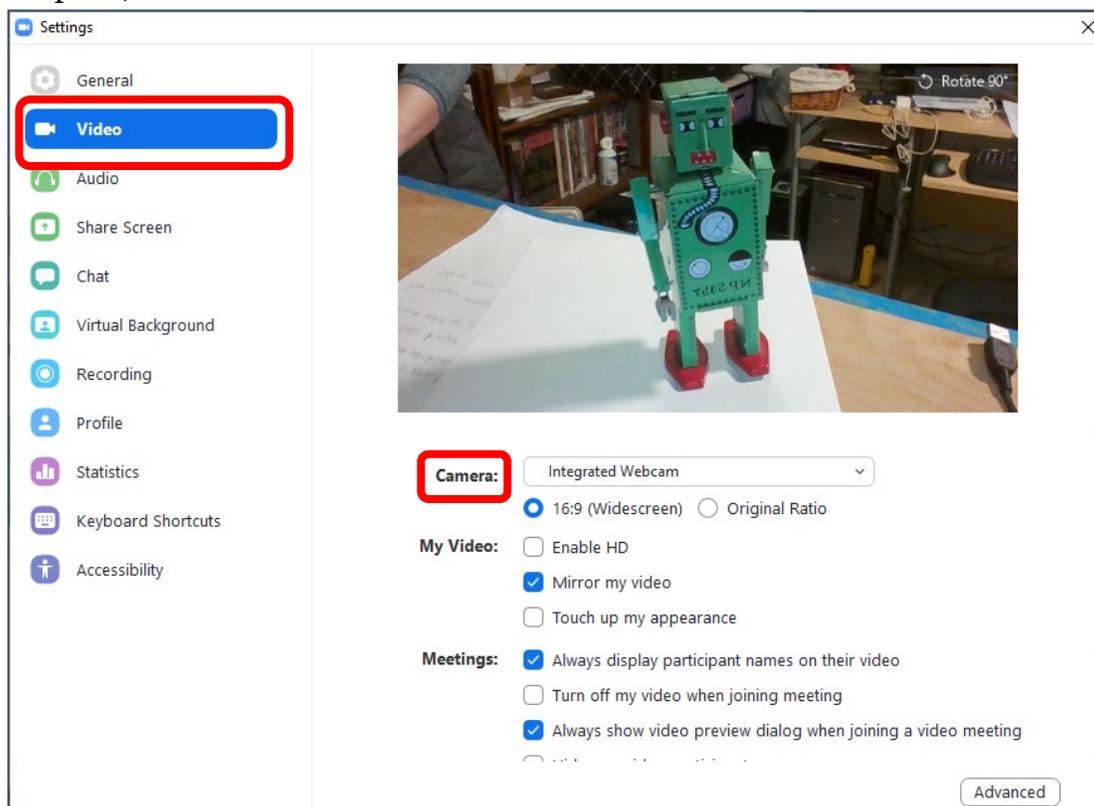
Testing Zoom On your Computer

1. Open the Zoom app.
2. Log in. You can create a free account if you do not already have one.



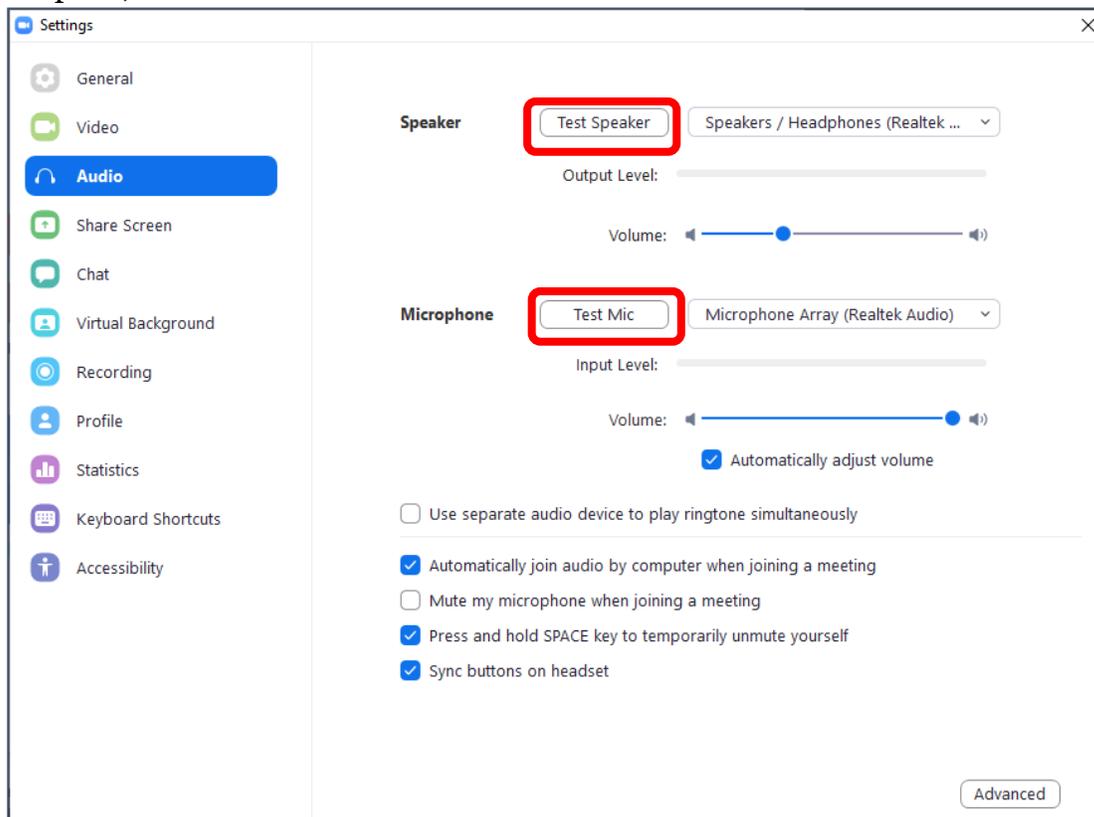
3. Click on the gear icon in the top right corner.

4. In the left pane, select **Video**.



5. If your video image does not appear, see if there are other options from the **Camera** menu.

6. In the left pane, select **Audio**.

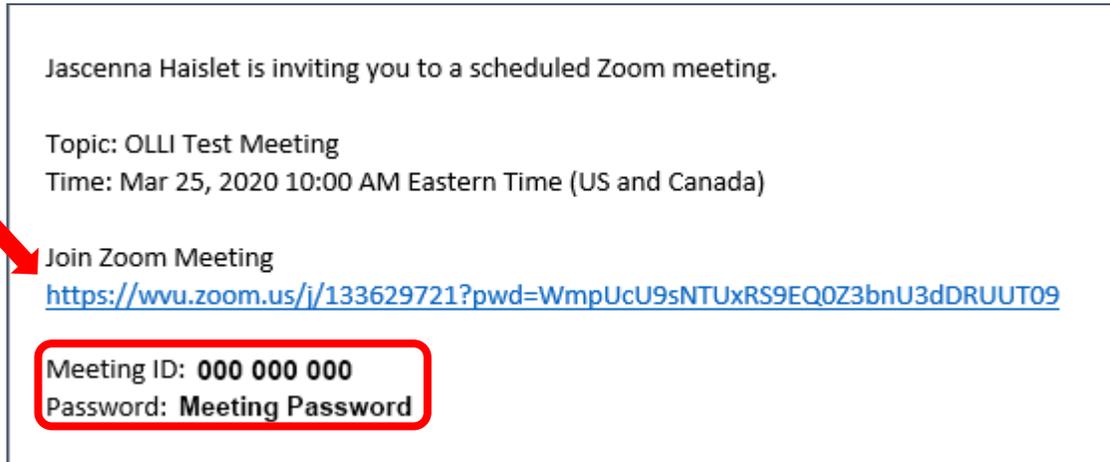


7. Test the **Speaker** and the **Microphone**.

8. Close the window when you are done, and then you can join a meeting!

Joining a Meeting

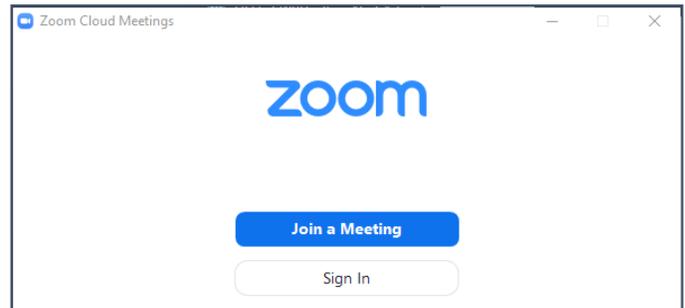
You will receive the location of your meeting room, most likely in an email. In most cases, clicking on the link within the email will take you straight to the meeting room: nothing else to do!



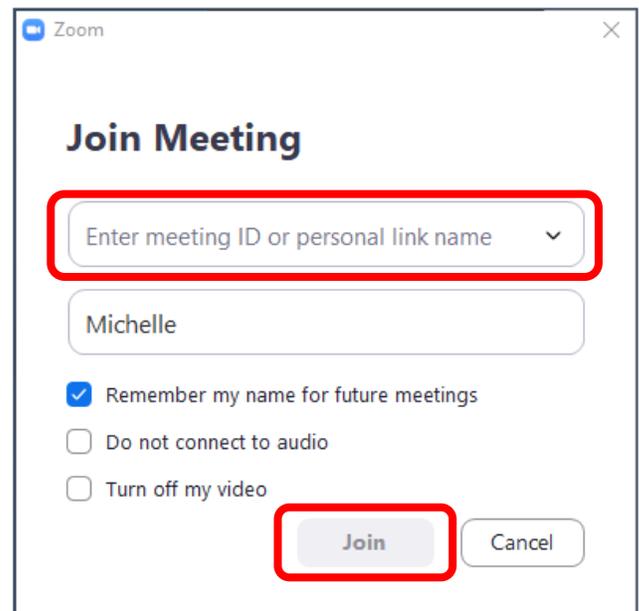
But if the link does not work for you, you can follow these steps.

Joining a Meeting on a PC

1. Open the Zoom client. You can always find it from the Windows / Start Menu, and scrolling down to the bottom of the list to Zoom.
2. Zoom launches. If you do not see the window, look for the Zoom icon on your taskbar and click it, to bring the window to the front.
3. Click **Join a Meeting**.

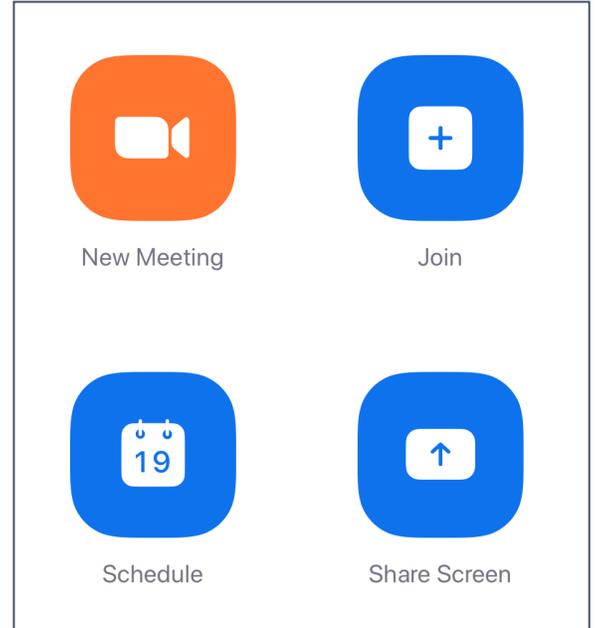


4. From the email message, copy the **Meeting ID**.
5. Paste the meeting ID into the box that requests it.
6. Enter the name you would like displayed to the other participants.
7. Click **Join**.

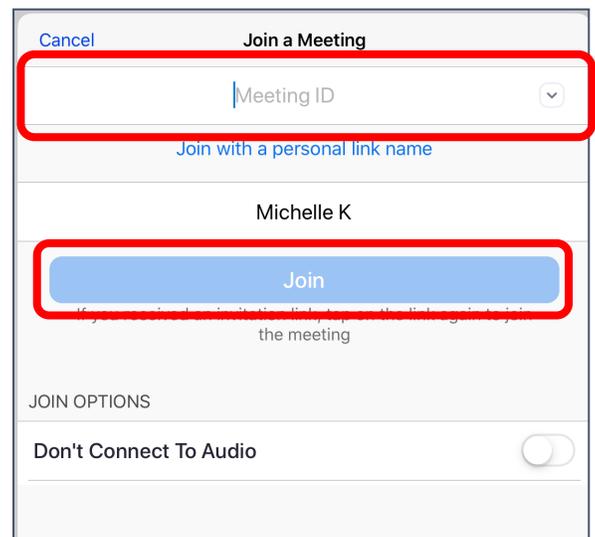


Joining a Meeting on an Apple Device

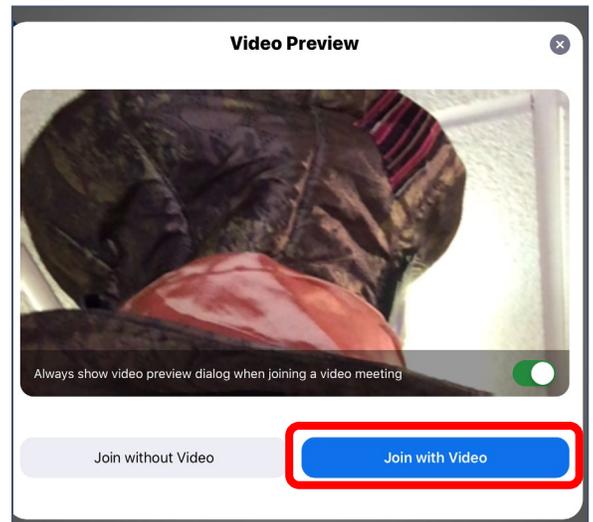
1. Open the Zoom client.
2. Zoom launches.
3. Click **Join a Meeting**.



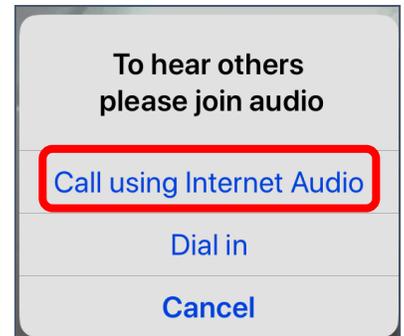
4. From the email message, enter the **Meeting ID**.
5. Paste the meeting ID into the box that requests it.
6. Enter the name you would like displayed to the other participants.
7. Click **Join**.
8. If there is a meeting password, enter the password.



9. If prompted, select **Join with Video**.



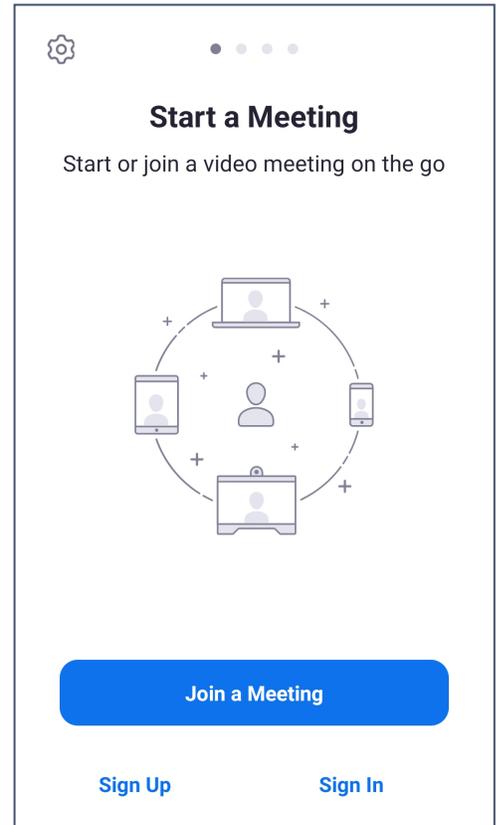
10. If prompted, select **Call using Internet Audio**.



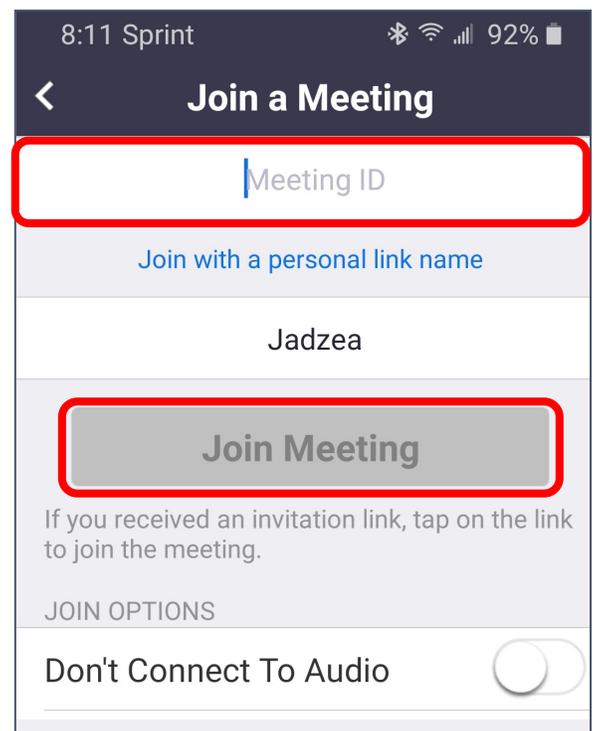
11. You have now joined the meeting!

Joining a Meeting on an Android Device

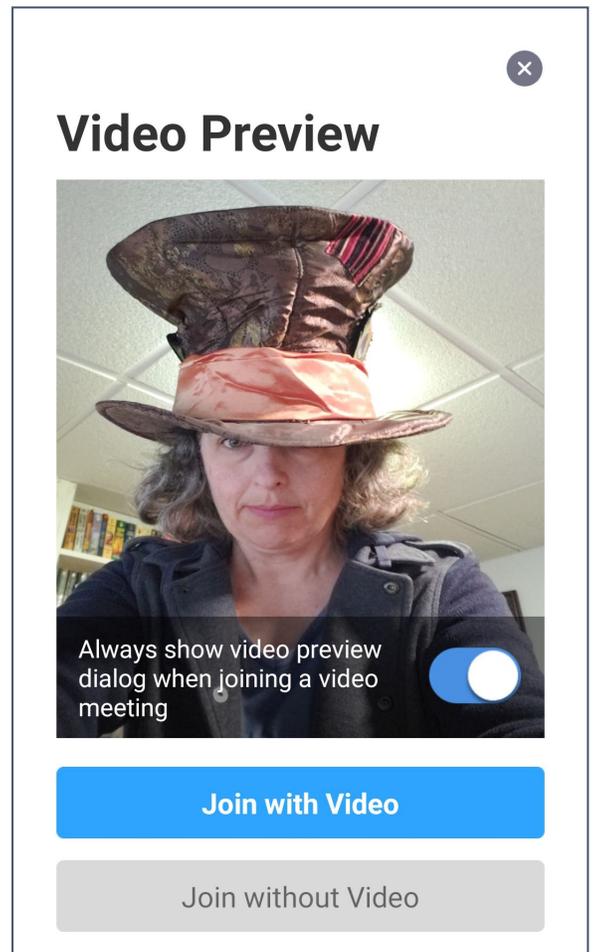
1. Open the Zoom client.
2. Zoom launches.
3. Click **Join a Meeting**.



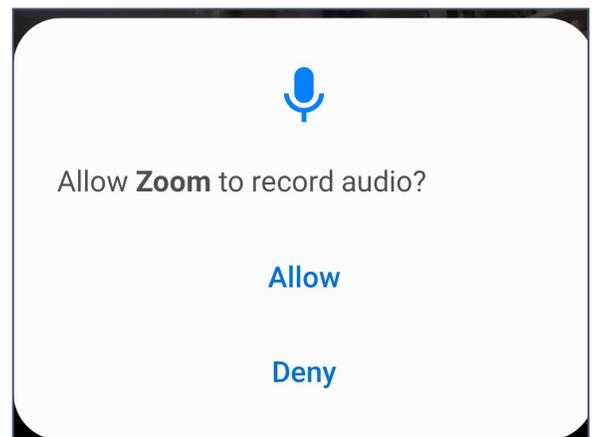
4. From the email message, enter the **Meeting ID**.
5. Paste the meeting ID into the box that requests it.
6. Enter the name you would like displayed to the other participants.
7. Click **Join Meeting**.
8. If there is a meeting password, enter the password.



9. Tap **Join with Video**.



10. Tap **Allow** to let Zoom use your microphone.

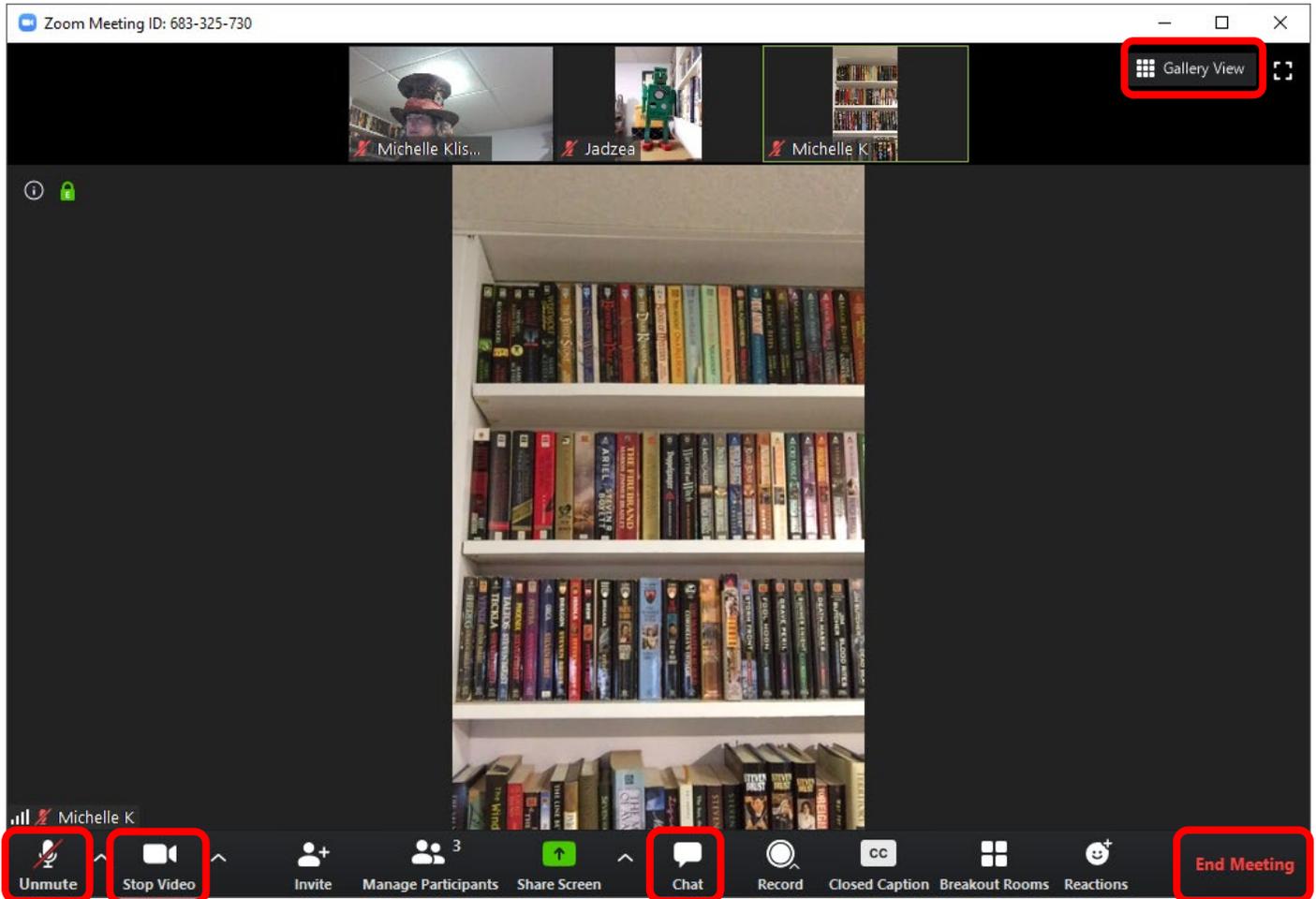


11. You have now joined the meeting!

Options in a Meeting

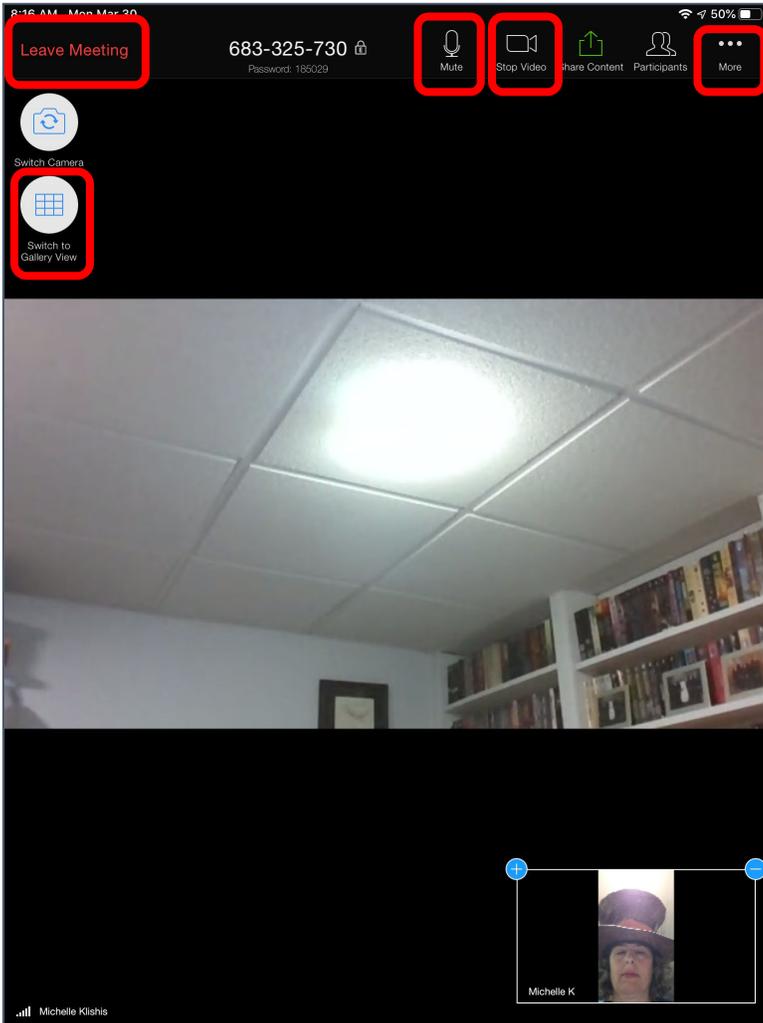
Once you're in a meeting, the controls are similar, although they may be in different places, depending upon what device you are using.

I'll point out the ones you're most likely to use.



The options you definitely want to be aware of are:

- Mute / Unmute**
- Stop Video**
- Chat**
- Gallery View**
- End / Leave Meeting**



Please also check the following videos!

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

<https://youtu.be/9isp3qPeQoE>