Tips and Hints for Using the Zoom Meeting App

Zoom is an electronic or virtual meeting format. You can access it using a computer, an Android phone or tablet, or and Apple phone or tablet. If you don't have a computer, smartphone or tablet with a camera, speakers, and a microphone, you can also connect to a Zoom meeting using a land-line or cell phone. See **Using Zoom With a Telephone** on page 4 for details.

The screenshots in this document are taken from a laptop computer. For specific help in using Zoom on an Android device, try this link: https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android

For assistance with an ipad or iphone, try here: https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS

JOIN A MEETING

1.   If you have the link from the email invitation, click on it:

2. If you don't have the link, open your web browser (computer) or open the Zoom app on your Android or Apple device. From a web browser, go to www.zoom.us. Click "Join a Meeting."
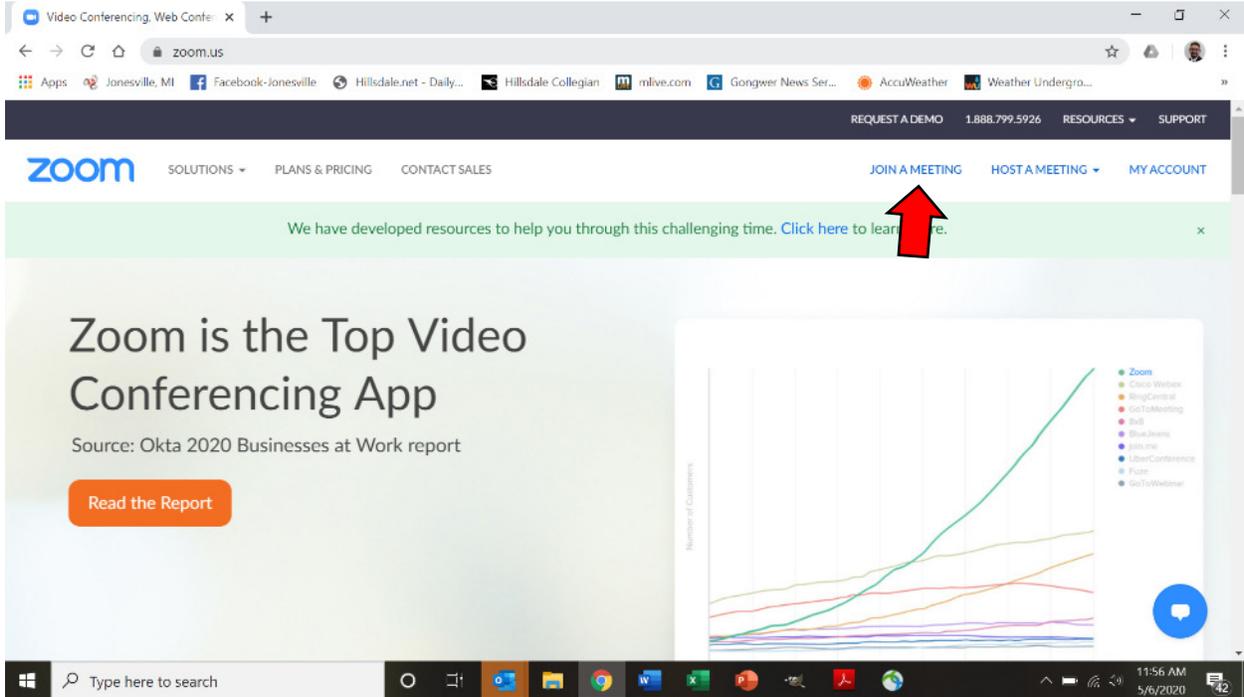
3. Enter the Meeting ID from the meeting agenda or email invitation:
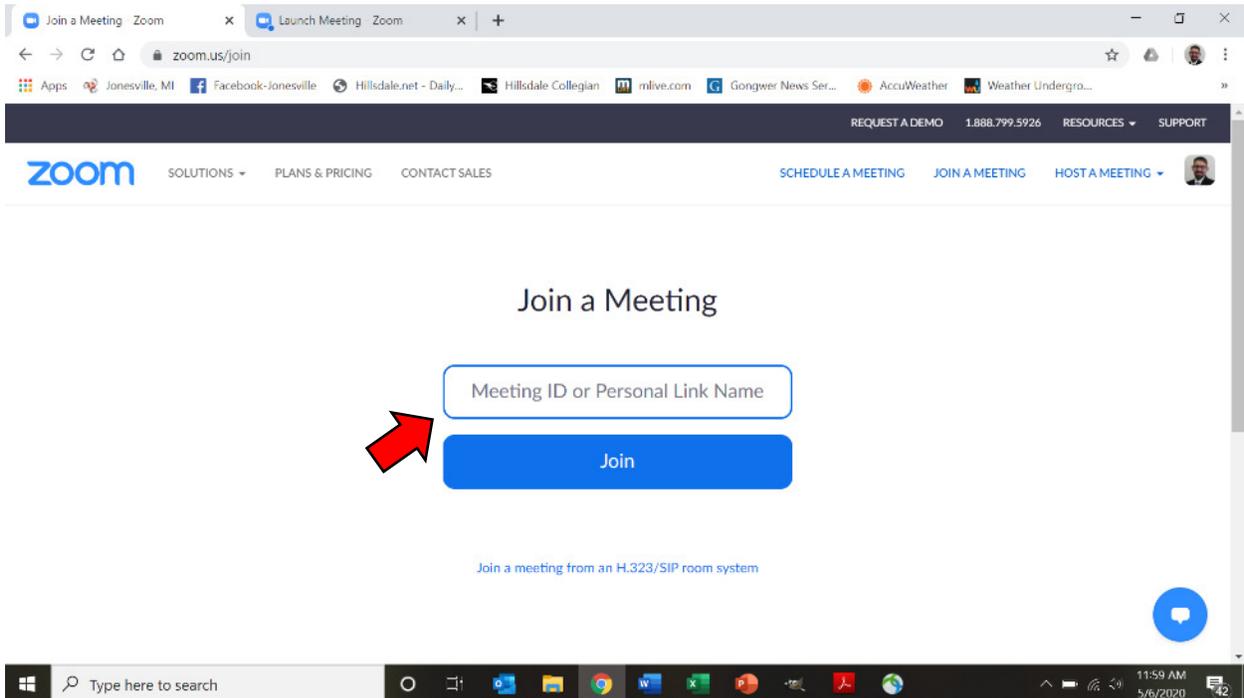
4. Enter the Meeting Password from the meeting agenda or email invitation:
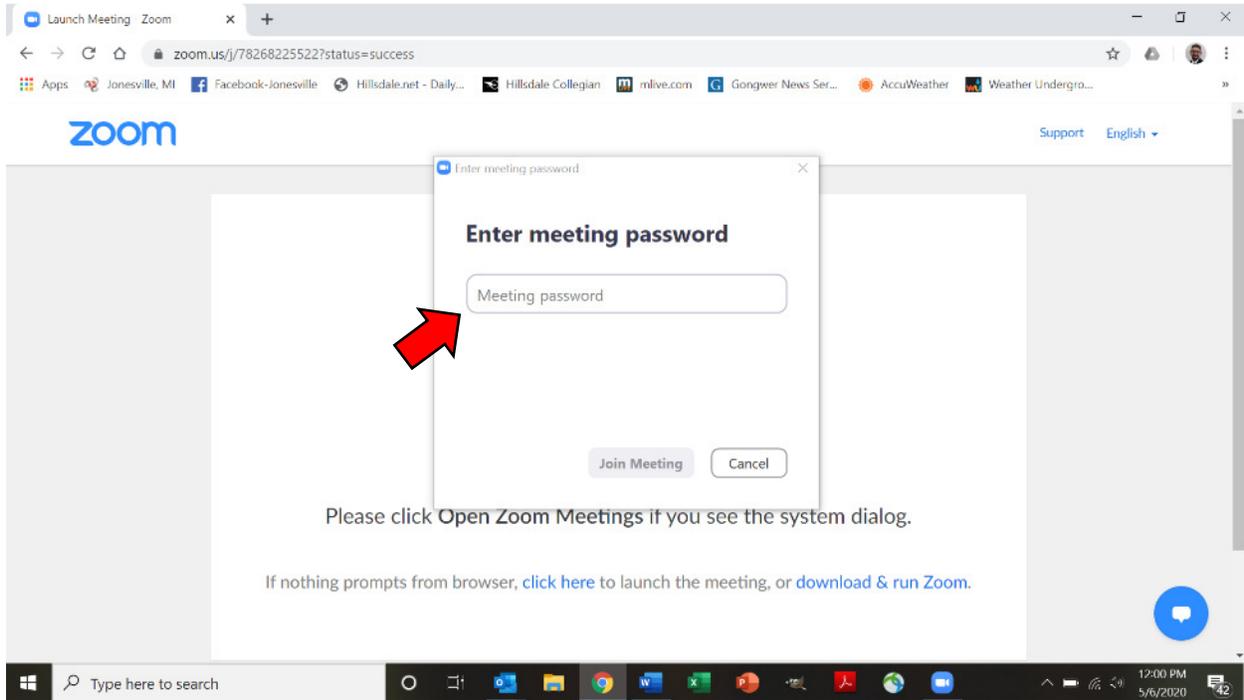
5. Your computer may ask if you want to download and install Zoom the first time you use the app. Or it may ask if you want to open Zoom. Follow the prompts to download, install, and open. These prompts may look different on different web browsers:
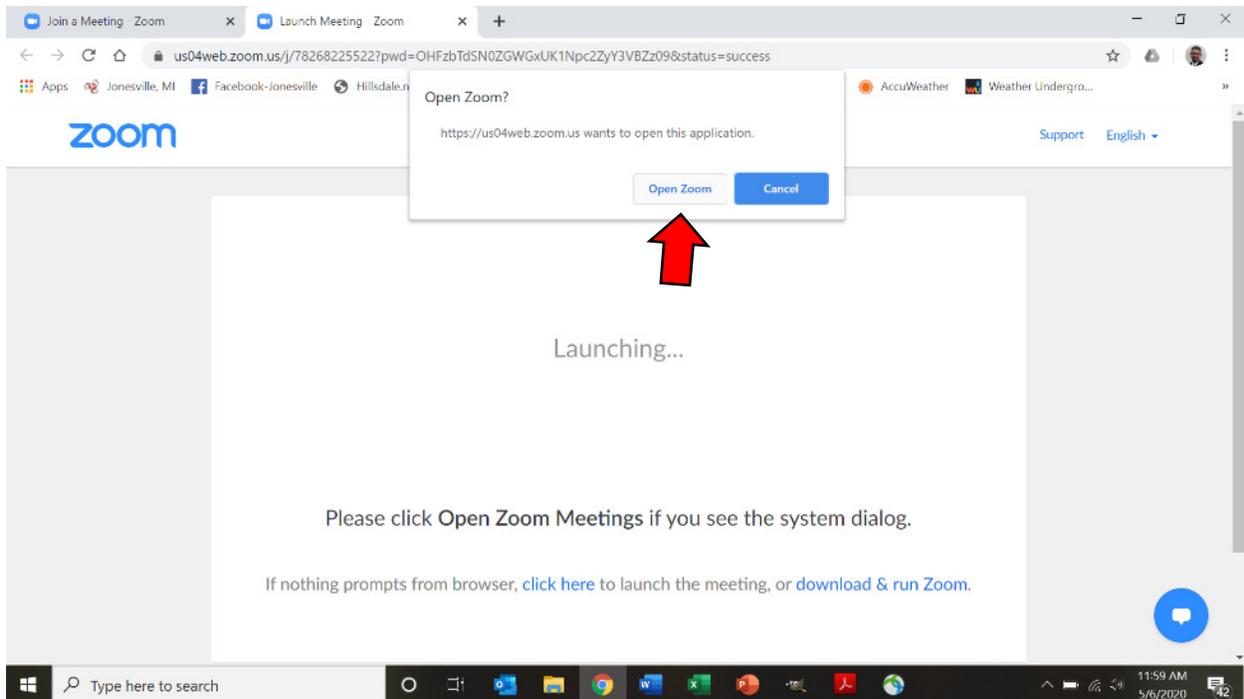
6.   You will get a chance to preview your computer video before you join the meeting. Note that your video and audio controls for the meeting will be near the bottom-left of your screen. Participants in the meeting will not be able to see or hear you if video and audio are turned off. Follow any prompts from your device asking for permission for Zoom to use your audio and video:
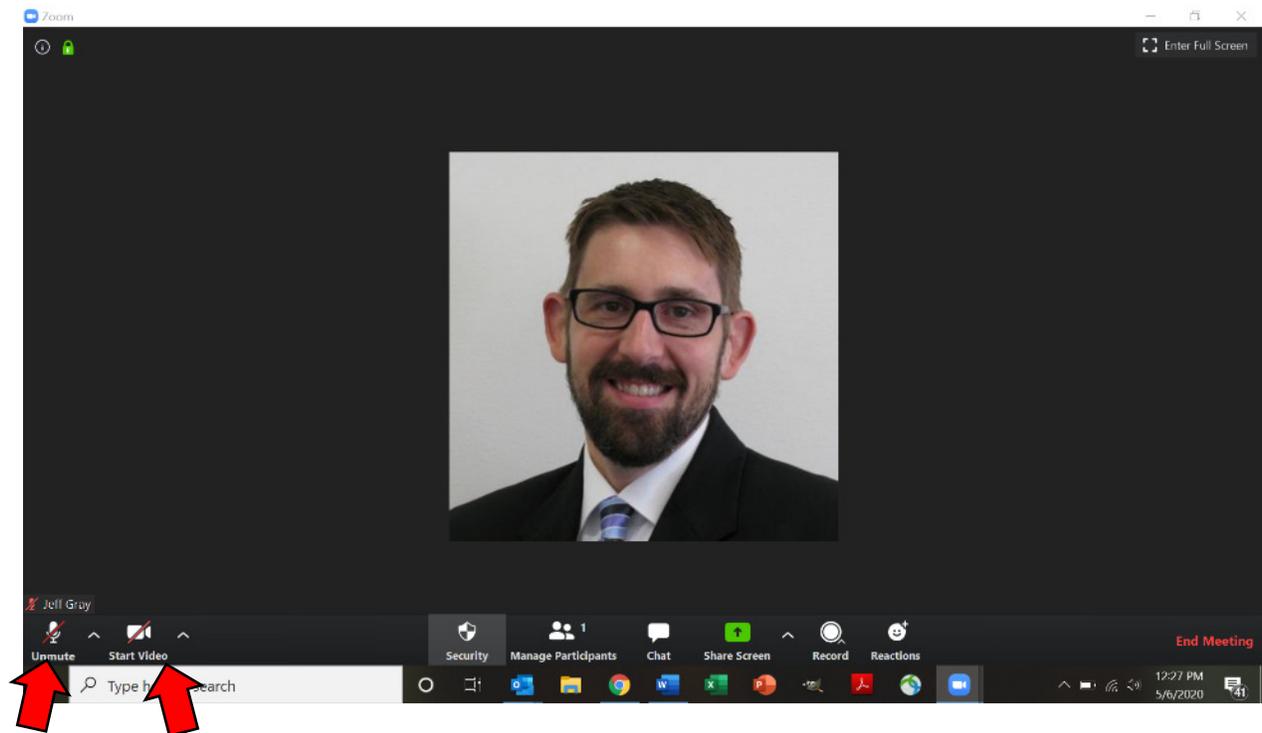
7.   You may need to wait for the meeting host to admit you to the meeting. Once that occurs, you should be able to see and hear other participants in the meeting.

USING ZOOM OVER THE TELEPHONE

If you do not have a computer, smartphone or tablet that has a camera, speaker and microphone, you will need to call in to Zoom in order to hear and speak during the meeting. From your telephone, dial one of the two call-in numbers: 1-929-205-6099 or 1-312-626-6799. When prompted, enter the Meeting ID from the meeting agenda, and the Meeting Password.

You can use the call-in feature with a desktop computer that does not have a webcam. You will be able to see video on the screen and use the telephone to listen and speak. You may need to mute any speakers on your computer to avoid feedback during the meeting.

OTHER TIPS

- Select a quiet location with proper lighting and without a window behind you. Be mindful of how you are dressed and what is in your background.
- Remember that other meeting participants can see and hear everything that you are doing and that is going on around you at all times.
- To avoid distractions for others like barking dogs or noisy children, mute your microphone (bottom left corner of the screen). Click to mute and click to unmute. You can temporarily unmute your microphone to speak by pressing and holding the spacebar on your computer; then release the spacebar to return to mute.