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Zoom Desktop Guide

In this document, you can find instructions about several basic tasks and features. To jump straight to that section, click on the topic.

Joining a Meeting

Muting/Unmuting

Participants List

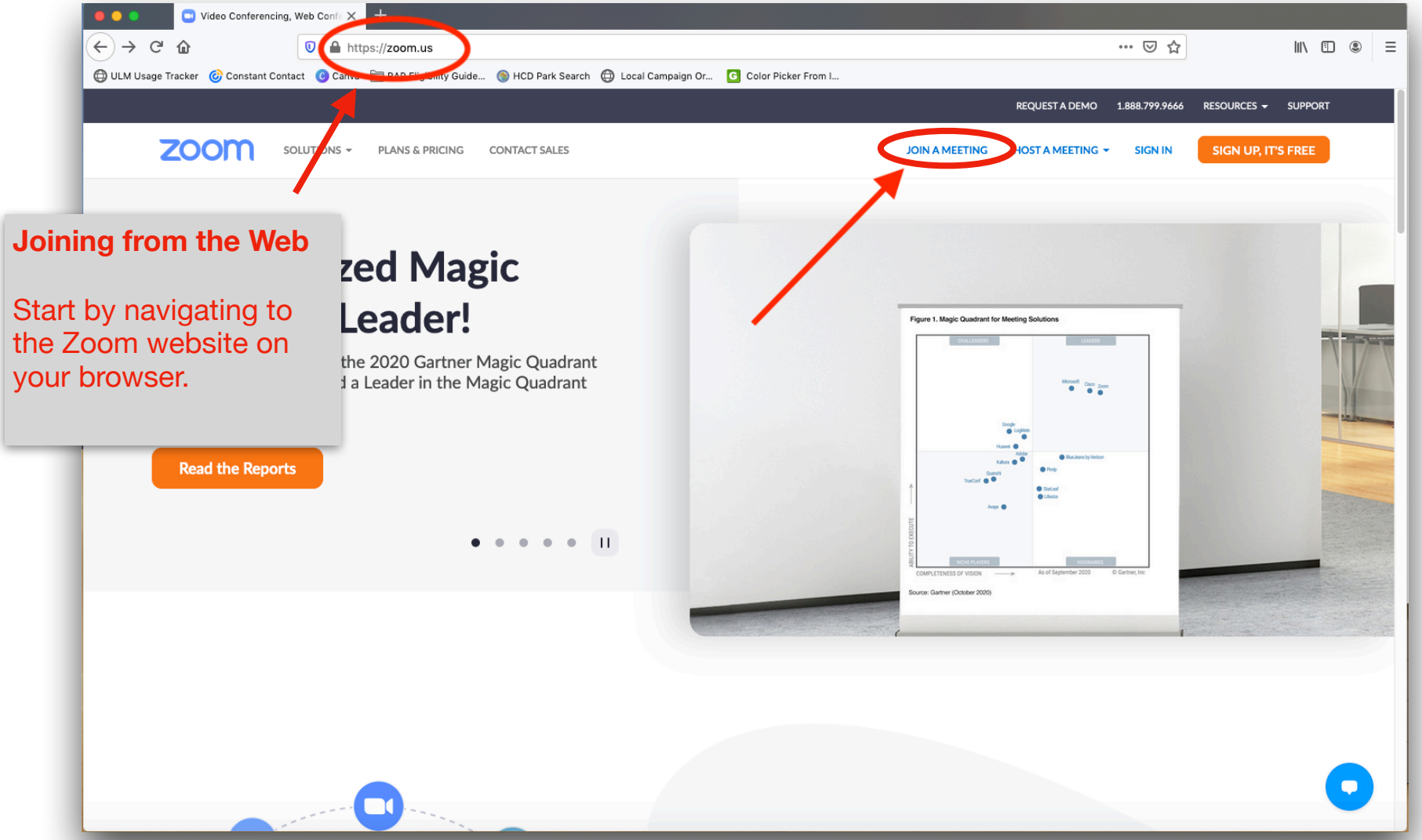
Rename While in a Meeting

Chat Feature

Joining a Meeting

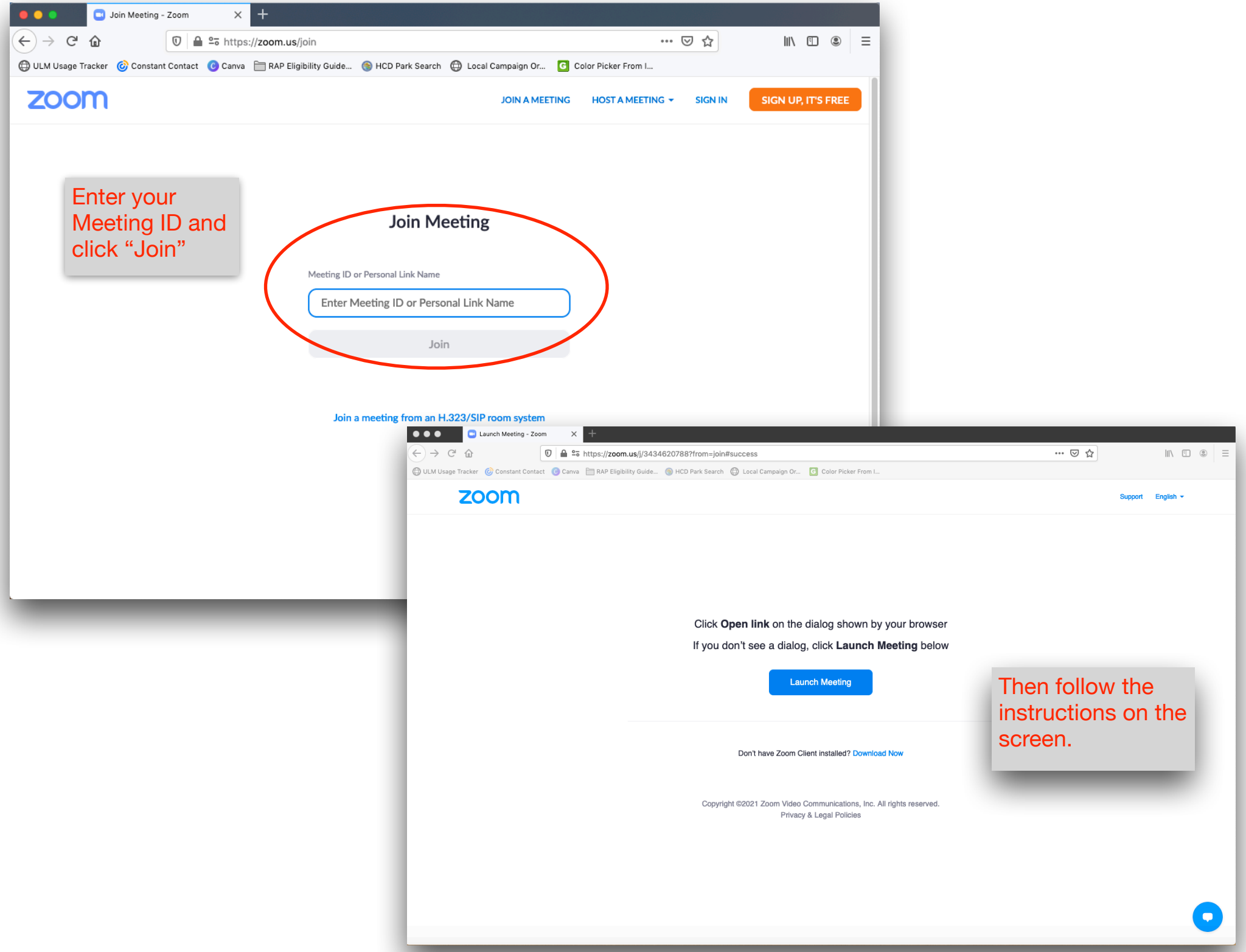
There are a few ways to join a meeting from your computer: using the website and with the Zoom application.

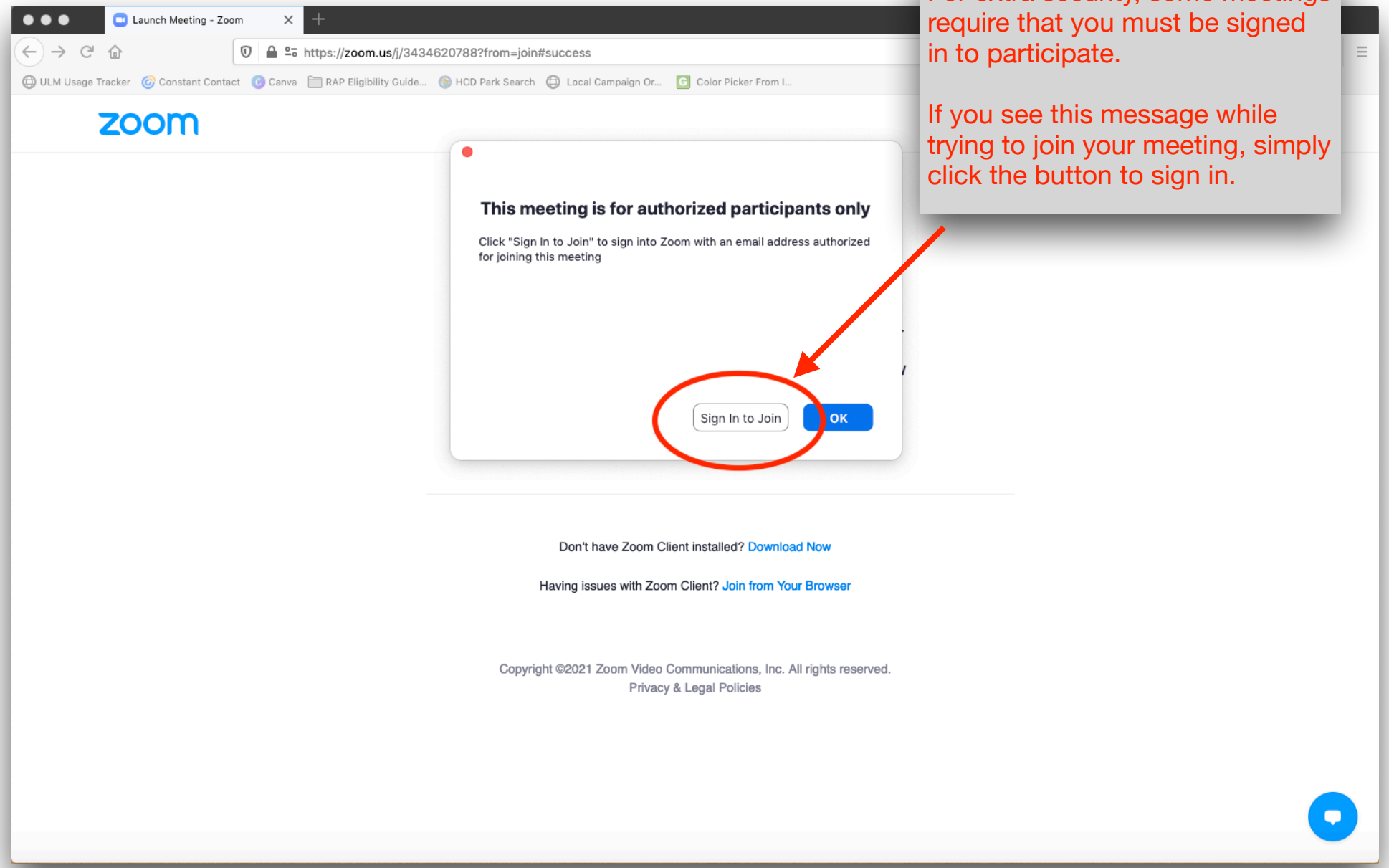
If you have a meeting link, you can click the link to join, or follow the instructions below and manually enter the Meeting ID.



Joining from the Web

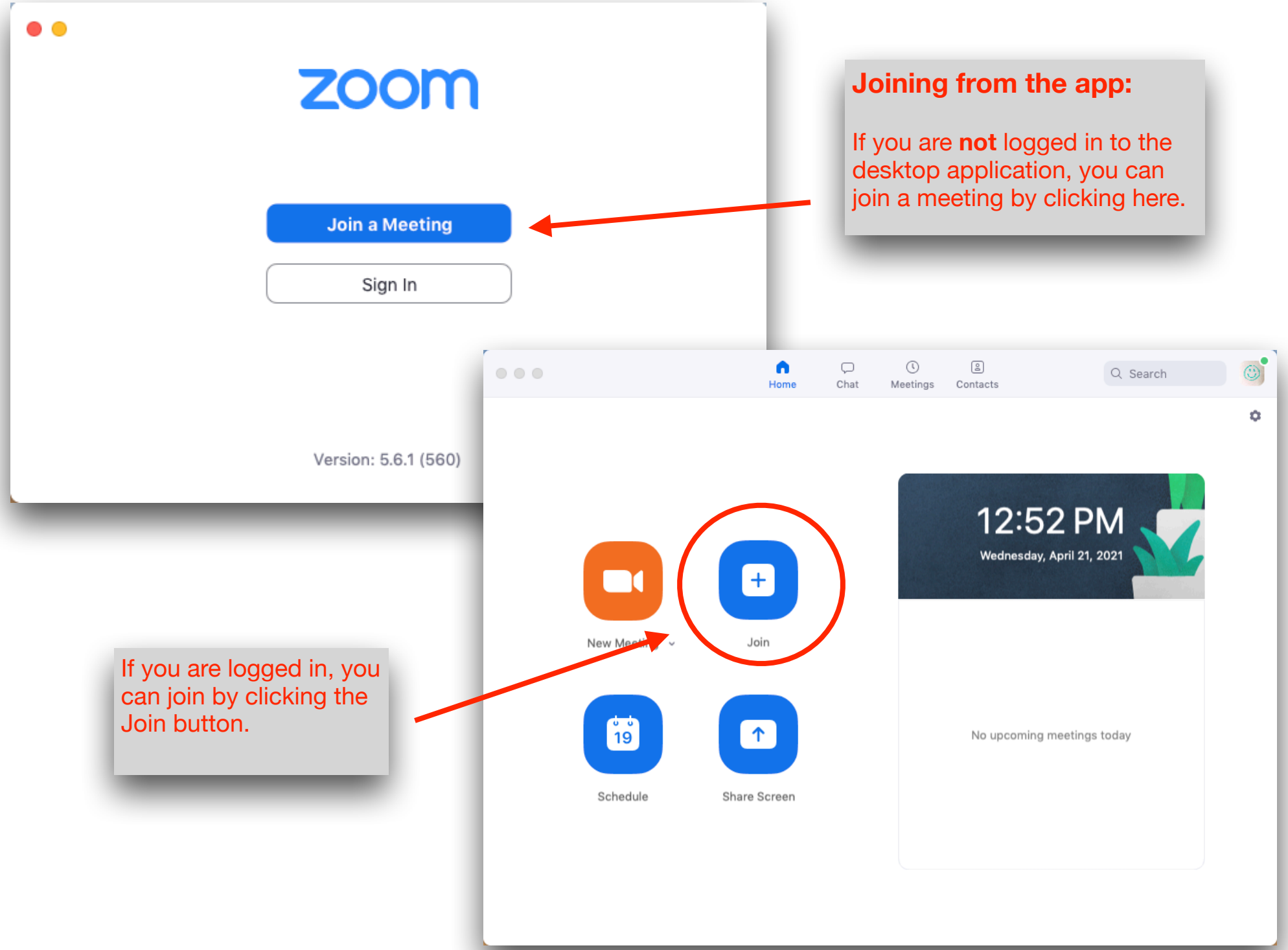
Start by navigating to the Zoom website on your browser.


Join Meeting - Zoom
https://zoom.us/join
ULM Usage Tracker
Constant Contact
Canva
RAP Eligibility Guide...
HCD Park Search
Local Campaign Or...
Color Picker From I...
zoom
JOIN A MEETING
HOST A MEETING
SIGN IN
SIGN UP, IT'S FREE
Enter your Meeting ID and click "Join"
Join Meeting
Meeting ID or Personal Link Name
Enter Meeting ID or Personal Link Name
Join
Join a meeting from an H.323/SIP room system
Launch Meeting - Zoom
https://zoom.us/j/3434620788?from=join#success
Support
English
Click Open link on the dialog shown by your browser
If you don't see a dialog, click Launch Meeting below
Launch Meeting
Don't have Zoom Client installed? Download Now
Copyright ©2021 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies
Then follow the instructions on the screen.



For extra security, some meetings require that you must be signed in to participate.

If you see this message while trying to join your meeting, simply click the button to sign in.



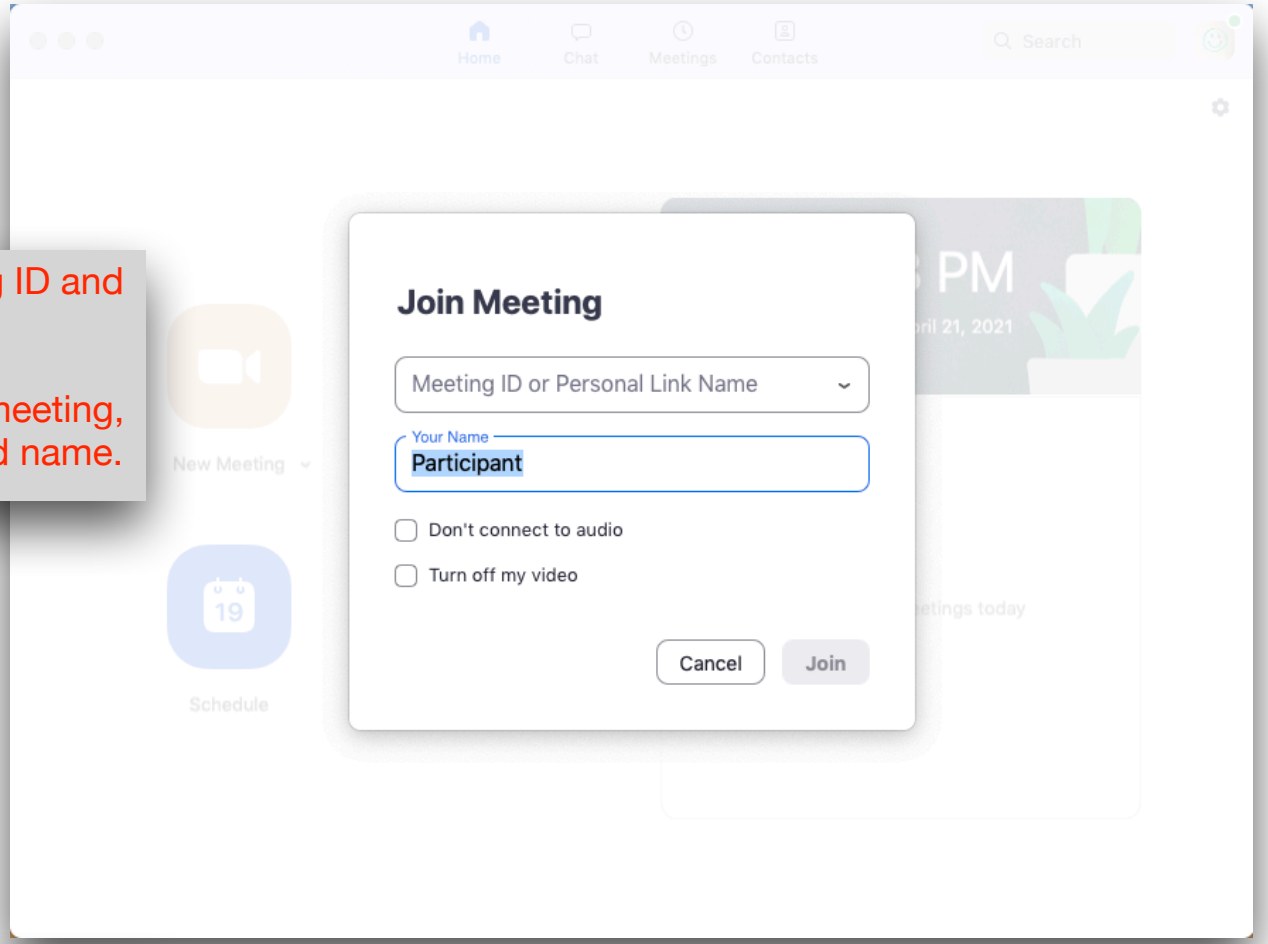
Joining from the app:

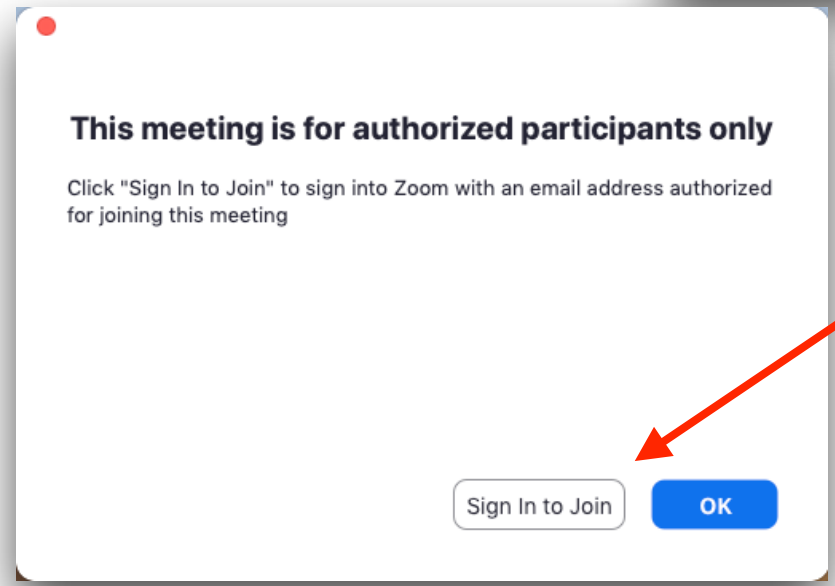
If you are **not** logged in to the desktop application, you can join a meeting by clicking here.

If you are logged in, you can join by clicking the Join button.

In this popup, you can enter the meeting ID and add or change your display name.

If you have previously participated in a meeting, Zoom will display the most recently used name.





For extra security, some meetings require that you must be signed in to participate.

If you see this message after entering your meeting ID, simply click the button to sign in.

Muting/Unmuting

To Mute:

Simply click the microphone icon here.

When you are muted, there will be a diagonal red line across the icon, like on the video icon seen below.

To Unmute:

Click the microphone icon again to unmute.

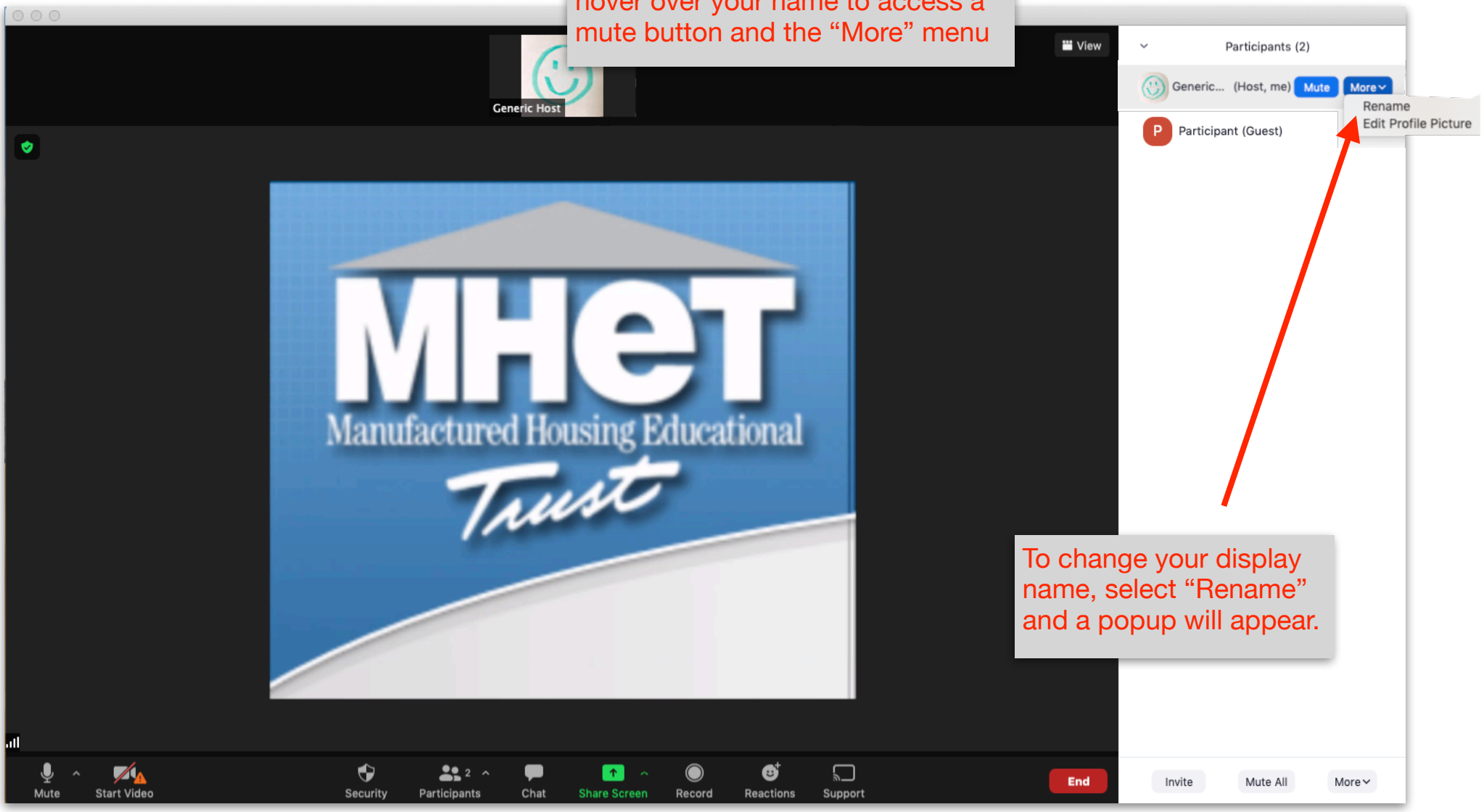
If you need to temporarily unmute, press and hold the spacebar while speaking. Releasing the spacebar will mute your audio again.

Mute
Generic Host
View
You can also mute from your user tile. Hover your mouse over the tile with your user video/name and a mute button will appear.
MHeT
Manufactured Housing Educational
Trust
Mute
Start Video
Security
Participants
2
Chat
Share Screen
Record
Reactions
Support
End

Participants List

The Participants List shows all of the attendees in a meeting.

The Participants List allows you to mute, access additional options menus, and see who is actively speaking.



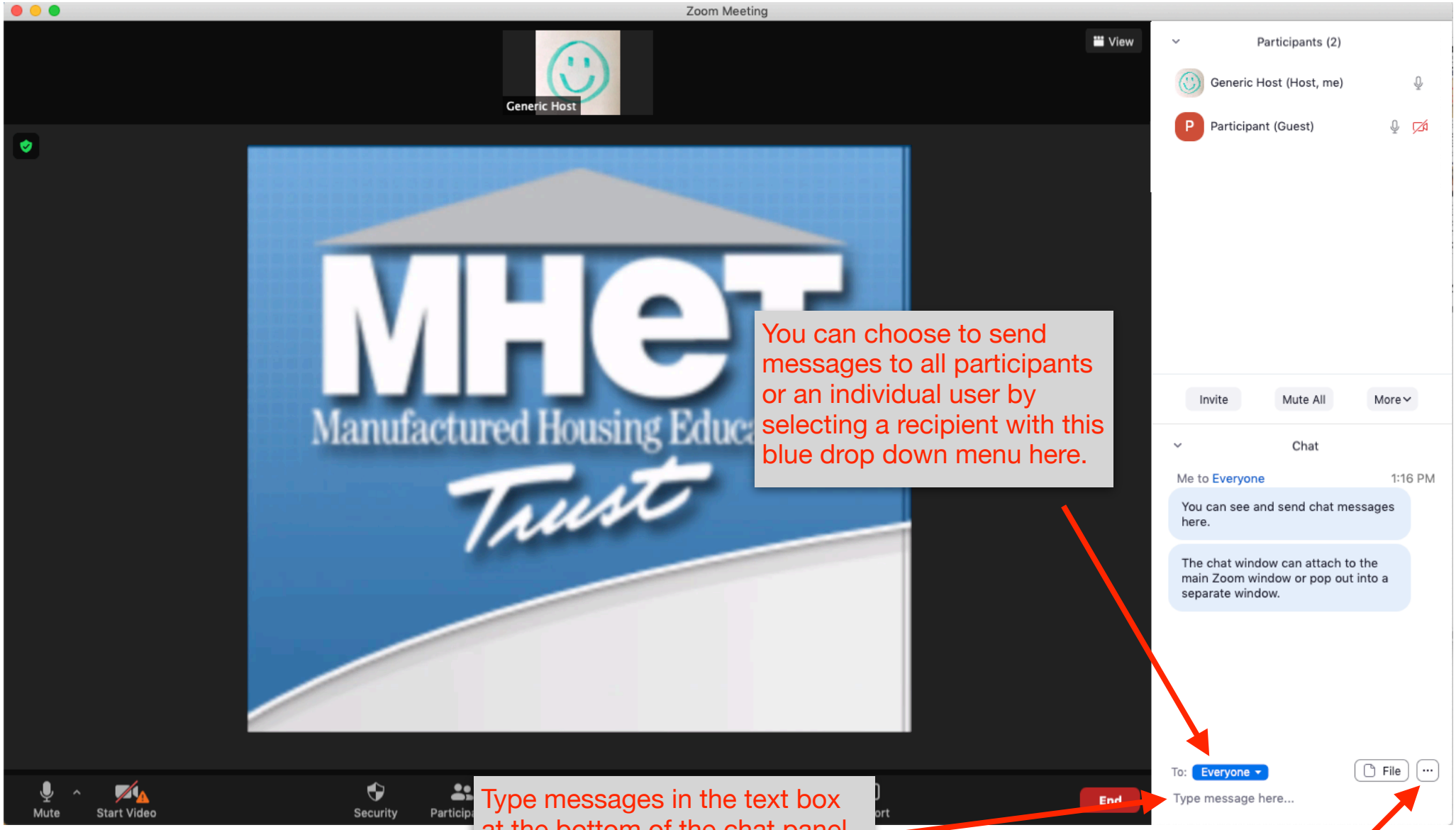
Rename While in a Meeting

Sometimes you may notice after having already joined a meeting that your name is displaying incorrectly. There are a few simple ways to correct this, found in additional menus around the application.

Mute
Generic Host
View
MHeT
Manufactured Housing Educatio
Trust
You can also change your display name by clicking the 3 dot menu button that appears when hovering over your user icon with your mouse.
This will open another menu, where you can select “Rename” and a popup will appear to change your information.
Mute
Start Video
Security
Participants
Chat
Share Screen
Record
Reactions
Support
End

Chat Feature

You can use the chat feature to silently send messages to others in the meeting. You can send chats to individual participants or the group as a whole.


Zoom Meeting
Generic Host
View
Participants (2)
Generic Host (Host, me)
Participant (Guest)
Invite
Mute All
More
Chat
Me to Everyone
1:16 PM
You can see and send chat messages here.
The chat window can attach to the main Zoom window or pop out into a separate window.
To: Everyone
File
Type message here...
Mute
Start Video
Security
End
You can choose to send messages to all participants or an individual user by selecting a recipient with this blue drop down menu here.
Type messages in the text box at the bottom of the chat panel.
To send messages, press enter.
You can access more chat options by clicking the 3 dot menu button.