ZOOM TIPS

TO GET YOU STARTED LEARNING ONLINE

1   JOIN A MEETING

Pre-requisites:

- Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting.
- If you are joining via telephone, you will need the teleconferencing number provided in the meeting invite.

Open your web browser (E.g., Google Chrome, Safari, Microsoft Edge or Internet Explorer)

1. Go to **zoom.us/join**
2. Follow the directions and prompts to download the Zoom Application
3. You will be prompted to automatically join your Zoom meeting with the unique URL you were provided

If the Zoom Application does not download, you can join with your web browser:

1. Go to **zoom.us/join**
2. Enter your Meeting ID provided by the host/organizer
3. Click Join

Join a Meeting

Meeting ID or Personal Link Name

Join

Please note: depending on the web browser you are using, you may be prompted to perform additional tasks. More detailed information on joining a meeting can be **found here**.

The feature is simple to use and can protect your privacy. With the camera on your handset or computer, you can apply the built-in background features provided by zoom, or upload an image of your choice.

Pre-requisite:
- In order to apply the background feature, you must download/install the Zoom application on your computer or device and register for a free account
- Download instructions for a Windows or Mac computer, can be **found here**
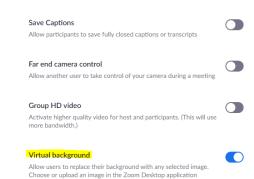- Download instructions for a Tablet or Mobile Phone, can be **found here, click the link** that pertains to you

Mobile

- Using Android Fingerprint Authentication
- Using Siri with Zoom
- System requirements for iOS, iPadOS, and Android
- Getting Started with iOS
- Getting Started with Android
- Getting Started with BlackBerry

To Enable the Virtual Background as a Zoom User:
1. Make sure you have followed the pre-requisites steps identified above
2. Sign in to your Zoom account
3. Navigate to **"Settings"** then **"In Meeting (Advanced)"**
4. Click the button to enable the Virtual Background
5. More detailed information **found here**

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Save Captions
Allow participants to save fully closed captions or transcripts

Far end camera control
Allow another user to take control of your camera during a meeting

Group HD video
Activate higher quality video for host and participants. (This will use more bandwidth.)

Virtual background
Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

To Use a Virtual Background:
After you have signed in to your Zoom account and enabled the virtual background feature, follow the steps below.

1. Click your profile picture or initials in the upper right-hand corner
2. Click settings
3. Select Virtual Background
4. Choose an image provided by Zoom or upload your own
5. More detailed information **found here**

Questions? Click here for a full listing of Zoom tutorials and trainings.

EKU
TRAINING RESOURCE CENTER

Source: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials