What Is Zoom?

[Zoom](#) is a cloud-based video conferencing platform that can be used for video conferencing meetings, audio conferencing, webinars, meeting recordings, and live chat.

What is a Zoom Meeting?

A "Zoom Meeting" simply refers to a meeting that's hosted using Zoom, and attendees can join the meeting in-person, via webcam or video conferencing camera, or via phone.

Try Zoom Free

This is the best option if you're testing out Zoom. With the free version of Zoom, users can hold an unlimited number of meetings, but group meetings with multiple participants are capped at 40 minutes in length, and meeting can't be recorded.

Tips for the Participants

When joining a zoom meeting you will receive an email invitation with a link from the host. Click on it 5-10 minutes before the meeting begins to give yourself enough time to download Zoom. Follow the prompts on the screen.

Watch this video tutorial on how to join a meeting
https://www.youtube.com/embed/hIkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

Things to Remember:

- **Be on time**
- **Mute yourself when you enter a meeting and always when not speaking** (you will see a mute button on your lower left screen once you enter the meeting)
- **Un-mute yourself and look into the camera** on your computer when speaking.
- **Use the chat window to the right** on your screen to type in comments and to let the host know if you have any problems or questions as well as communicating with other Zoom meeting participants.

Tips for the Host

1. Close anything you don't need on your computer Keep your screen 'clean' so you can focus on your session. Close any documents and applications you were working on if you don't need them when you're in Zoom.

2. Check your headset and any materials/audio/video are working. We'd always recommend using a headset unless you're in a completely noise-free area – the sound quality for other participants will be so much clearer that way.

3. For a smoother start, **mute participants**

Example Introduction to Your Meeting Participants

1. *Welcome! Thanks for coming today and **coming in on time**. A quick moment for housekeeping…*
2. *I have **muted everyone by default** so we won't be disrupted by late-comers. But, when you want to talk just click the microphone icon in the bottom bar to mute or unmute yourself. You can also choose to have your camera on or off.*
3. *Please **mute your microphone when you're not speaking**. That helps minimize that 'presenting underwater' sound… and interruptions from your barking dog.*
4. *When I'm talking or sharing my screen, **please write in the chat box** and let me know if you can't see or hear something.*
5. *You're welcome to use the chat box throughout. I may not be watching closely when I'm talking but I'll do my best. Would anyone like to volunteer to keep track of the chat box so I can come back to your questions at the end?*

Video Tutorials How to Use Zoom
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials

More Help Topics
https://support.zoom.us/hc/en-us?flash_digest=a4226f75925cc97c4dfa88cba6f39238e4b57e1f