



Basic Zoom Instructions for Beginners

How to join a Zoom meeting

1. It is recommended to close any programs on your computer that use your camera like Skype or Facetime.

Have a headset available if possible, to minimize feedback. Cellphone earbuds with in-line mics as well as over the ear headphones work well.

2. You will get an email invitation from the meeting organizer that contains a Zoom link. To join the meeting, click the link or copy the URL into your browser.

The first time you do this, Zoom will load and install a small program. It's a good idea if possible, to do a practice meeting to make sure it is all working.

3. When Zoom asks if you want to open Zoom click Open or Yes.
4. Then click the "Join with Computer Audio" button. You should now be joined to the meeting and able to see other participants if the meeting has started. If you are early you might have to wait for the organizer to start the meeting.
5. To join by telephone, dial the phone number provided in the Zoom email invitation. When prompted, dial the meeting ID number that is also provided. Your phone will be automatically muted once the meeting starts. If you want to speak, press *6 to unmute.



Basic Zoom functions that are useful

6. When you hover the mouse on the screen, in the lower left corner of the Zoom window are the Mute and the Start/Stop Video buttons. It is always good to keep muted unless you are speaking to keep unexpected background noises from interrupting the meeting. If you turn off your Video, your name will appear instead of your video.
7. Another really useful thing to know is in the upper right corner there is a button that allows you to choose Gallery View or Speaker View. In Gallery View you can see all the participants in small boxes on the screen. If there are more participants that will fit on one screen there is a small arrow at the right side to scroll to other screens. In Speaker View, the person speaking will appear larger on the screen.
8. The other function the teacher may want you to use is the Raise Hand function. If you click the Participants button at the bottom of the Zoom window, the Participants window will be displayed along the right side. At the bottom is a button to raise your hand.
9. Some teachers may allow participants to Chat while the meeting is going on. By clicking the Chat button at the bottom of the Zoom window, you can see all of the chat messages and type one yourself.

You can find more help at Zoom help center: <https://support.zoom.us/hc/en-us>

It easy to create a Free account at <https://zoom.us/> - then you can host meetings for your family and friends.