



# McLean

## Guide to Using Zoom

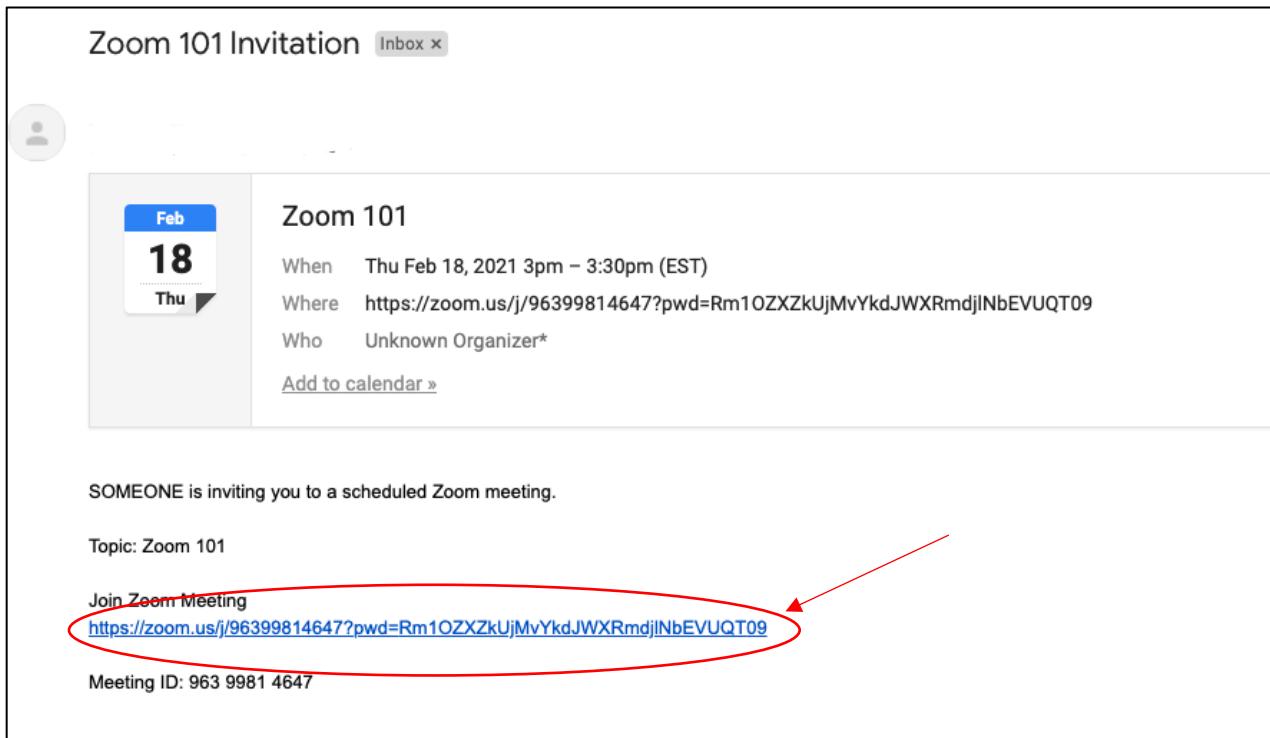
### Getting Started

Zoom is a video conferencing program that allows you to connect with many people at one time. This quick, three-step guide is meant to help you get started using Zoom so you can connect with people no matter the distance.

Before joining a Zoom meeting on a computer or tablet, you can download the Zoom app from the [Zoom Download Center](#). Otherwise, you will be prompted to download and install Zoom when you click a join link.

### Step 1: The easiest way to join a Zoom meeting is to simply click on a meeting link

When you sign up for a Zoom event, a confirmation is sent to you via email. In this confirmation email, the Zoom meeting details will include the link. An example of what this looks like is below. Depending on your device, browser or email service this may look slightly different.



Zoom 101 Invitation Inbox x



**Zoom 101**

When Thu Feb 18, 2021 3pm – 3:30pm (EST)  
Where <https://zoom.us/j/96399814647?pwd=Rm1OZXZkUjMvYkdJWXRmdjNbEVUQT09>  
Who Unknown Organizer\*

[Add to calendar »](#)

SOMEONE is inviting you to a scheduled Zoom meeting.

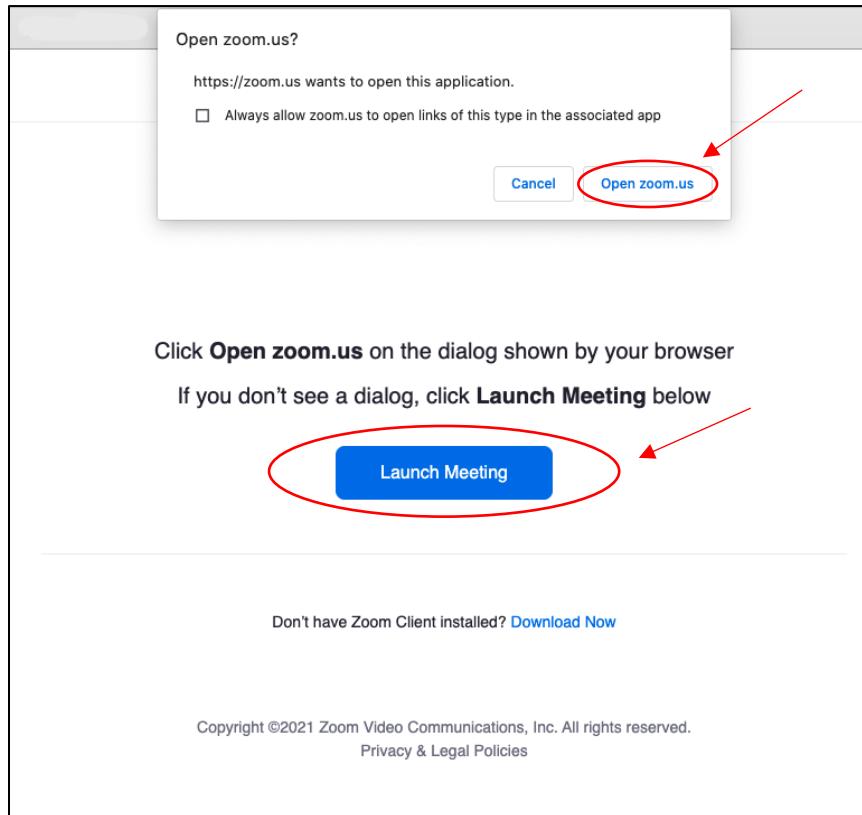
Topic: Zoom 101

Join Zoom Meeting  
<https://zoom.us/j/96399814647?pwd=Rm1OZXZkUjMvYkdJWXRmdjNbEVUQT09>

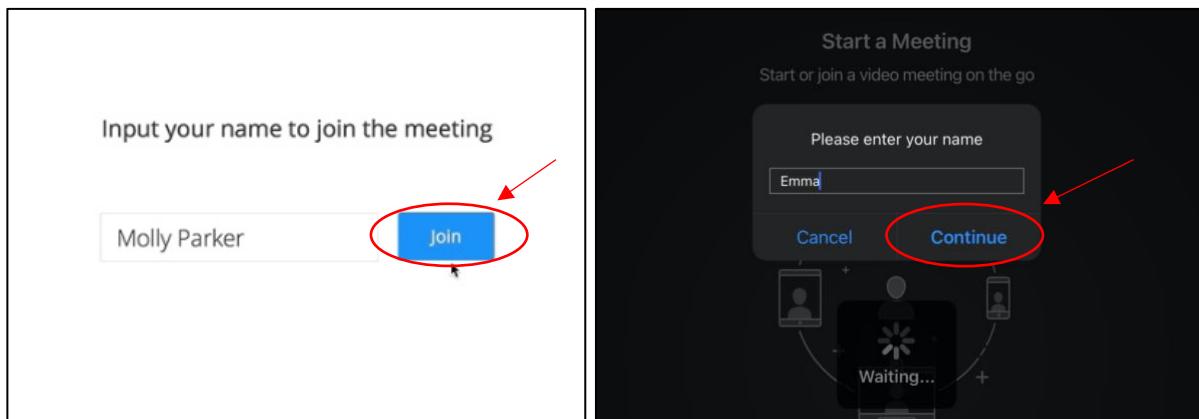
Meeting ID: 963 9981 4647

## Step 2: Launch the meeting

When you click on the “Join Zoom Meeting” link, a new window will appear saying that Zoom is launching the meeting. If you haven’t previously downloaded the Zoom app, the window will prompt you to download and install the app before the meeting can launch. If you are joining on an iPad or tablet, the Zoom app will launch the meeting.



## Step 3: Once the meeting launches, type in your name and click “Join” or “Continue”

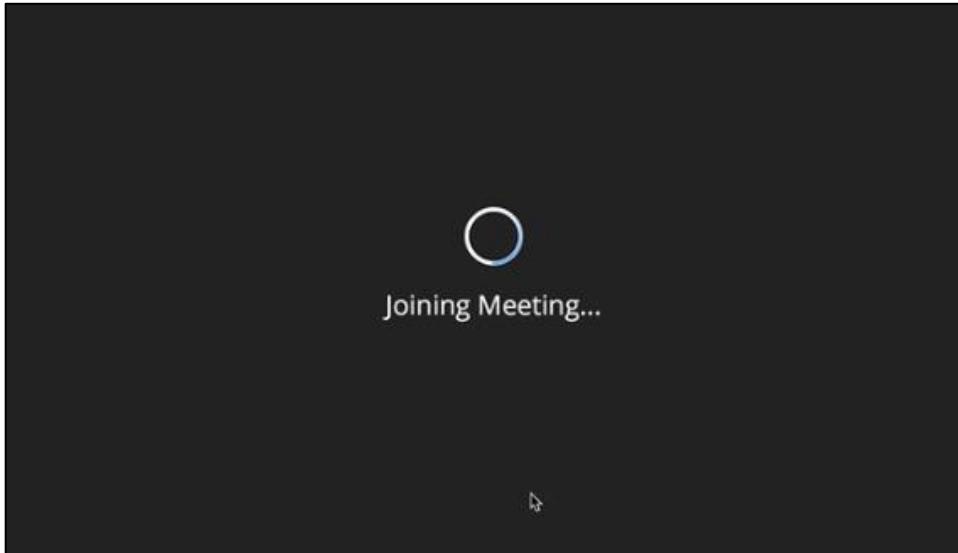


How it looks on a computer

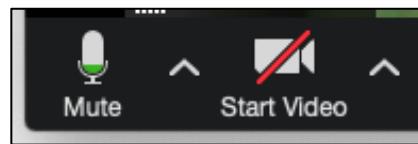
vs.

How it looks on an iPad

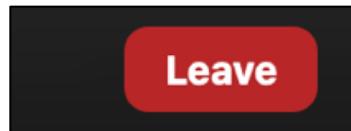
And that's it, your Zoom meeting will load!



In the case of most Zoom events, your microphone will be muted, and your camera will be turned off. If the event allows for it, you can unmute to speak and/or share your camera to be seen.



These are the microphone and video buttons. When they have a red slash, they are turned off.



On the right side of the meeting window, there is a button that says "Leave" – clicking on this will exit you from the call.

## Video Resources

If you would like to refresh your knowledge or see these steps further visualized, these videos will walk you through joining and using Zoom step-by-step.

- From Zoom: <https://youtu.be/hIkCmbvAHQ0>
- From Creative Life Center on YouTube: <https://youtu.be/9isp3qPeQ0E>
- From Senior Tech on YouTube: [https://youtu.be/g4VZ9\\_MP\\_x8](https://youtu.be/g4VZ9_MP_x8)