Instructions for connecting to a group meeting with Zoom

To connect to the meeting:

Click this link: https://zoom.us/j/XXXXXXXXXX or copy it into your browser. A browser window will open, and Zoom will initiate a download of the software that you need. Follow the prompts to install the software. This is only done the first time you join a Zoom meeting on a computer or device.

You do not need to sign up for an account with Zoom, and you definitely do not need to enter a "free trial" of a paid account. It is FREE to join the meeting through Zoom. You do need to download the software.

If you would like to watch a video tutorial, here is one on the Zoom website: https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-Setting

Setting yourself up in the meeting:

Please fill in your first and last name so that we know who you are, and click the "join" button. You may be prompted to join with audio and video. If you have a camera attached, you will be prompted to "Join with Video".

If your device does not have a microphone and speaker, you can use your phone for audio. That should be one of the options. Note: If you use your phone for audio, it will be both speaker and microphone, not one or the other.

If you are using a computer with a microphone and speakers, built in or as a headset, you will have better audio using the computer audio option.

Note: You do not need a camera or microphone to join the meeting. The others will not be able to see or hear you, but you will be able to see and hear the meeting and demo. You do need speakers to hear.

You can connect your audio and video so that you can hear the demo, and so that others can see and hear you. Go to the bottom row of the Zoom window, and you will see a row of icons. The far left is a microphone icon. This is where you mute or un-mute your own microphone. Next icon to the right of that is a video camera icon. This is where you turn on or off your video, enabling other people to see a thumbnail of you on live video. Click those icons to turn on or off your audio or video.

Note: The row of icons at the bottom of the screen is hidden if there is no mouse activity. Move your mouse to get the icons back when you want them.

When using zoom you should face a window, or not have a window in view of the camera, and not have a bright light or window behind you. Also, if you do have a camera, please keep movement to a minimum as it is distracting to others on the zoom meeting.

If your video and audio don't connect automatically (or don't work), click on the triangle to the right of the microphone icon, open the dropdown menu, and choose "Audio Settings". Here you can choose which speaker and microphone you are using, and can check them to see if they are working. If you are on a Mac, you might have to go to System Preferences and select which speaker and microphone you want the computer to use.

On the left side of the settings window is a sidebar. Choose "Video" to select which camera your computer will use to connect to the meeting. You can also get to Video Settings by clicking the up arrow to the right of the video camera icon and choosing "Video Settings".

Please keep your microphone muted unless you are asking a question, to keep background noise down. I may mute everyone if there is a lot of noise. You can still un-mute yourself to ask a question.

Using the Chat feature:

There is an icon labeled Chat at the bottom of the Zoom window. Click that and a sidebar opens on the right with a Chat Window. If you are in full screen mode, Chat opens in a separate window. In the "To:" field at the bottom, you can choose from the dropdown who you want to message - either everyone or an individual. Type your message where it says "Type message here", and press Enter to send it.

Asking questions during the meeting:

You can ask questions during the demo, it's not necessary to hold your questions until the end. To ask a question, un-mute your microphone and speak.

If you don't get my attention that way, use the Chat feature to get the Moderator's attention, and he/she will let me know.

Leaving the meeting:

You can leave any time. And you can come back by clicking the link again and joining the meeting. To leave the meeting, click "Leave Meeting" at the lower right of the Zoom window.

Additional controls:

You can change your name later if you didn't do it when you joined. Right click on the "…" icon on your thumbnail video, or click "More" in the Participant window, and select Rename.

Click the Participants icon at the bottom of the screen to see who all has joined the meeting.

You can connect to the meeting with your laptop or phone, and connect it to your TV with an HDMI cable (the phone would need an adapter).

Viewing the meeting in Full Screen:

You can make the Zoom window take up the full computer or TV screen by double clicking on the large video in Speaker View. Double click again to exit Full Screen Mode. There is also an icon for full screen in the top right corner of the window. In Full Screen, the film strip becomes a separate window. You can minimize the film strip by clicking the flat line icon at the top left of that window. You can also click and drag the film strip (minimized or not) anywhere you want.

Speaker view, Gallery view:

When you join the meeting, it opens in Speaker View, and you see a large video and a film strip of thumbnails (the other participants' videos). Before the meeting starts, the person who is speaking is shown in the large video. Once the meeting starts, the host or co-host will spotlight the demonstrator's video so that is what everyone sees no matter who is talking. In Speaker View, the words "Gallery View" (or a grid icon) are in the upper right corner of the Zoom window. Click this for Gallery View.

In Gallery View, you see a grid of small videos of the participants. The person who is speaking has a yellow border. Click the words "Speaker View" in the upper right corner of the window to return to Speaker View. Gallery View can be nice for socializing before the meeting.

Tablet/Phone support:

If you are using a tablet or phone, you need to go to the App Store or Google Play to download the Zoom App

Start the App, and type in (or choose) the meeting ID

The Zoom session should start. You have all of the above functionality, but the buttons may be in different places. Tap the screen to display the buttons.

On an iPad, the Chat feature is under the "…" button in the top right corner.

Keep in mind that the meeting streams in HD, so you may be using a lot of data.

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By Phone: Dial one of these numbers

When you are asked for a meeting ID put in this number **XXX XXX XXXX**

When asked for your personal ID press **#**