

ZOOM

THE BASICS

WHAT IS ZOOM ?

ZOOM IS A WEB-BASED VIDEO CONFERENCING TOOL THAT ALLOWS USERS TO MEET ONLINE, WITH OR WITHOUT VIDEO.

ZOOM WORKS ON MANY PLATFORMS, SUCH AS COMPUTERS (LAPTOPS/TOWERS/ALL IN ONES), TABLETS, AND PHONES. (VIDEO CONFERENCING REQUIRES A CAMERA ON YOUR DEVICE)

THIS IS A FREE PROGRAM/DOWNLOAD

THERE IS NO CHARGE TO USE THE ZOOM CONFERENCE TOOL

ZOOM

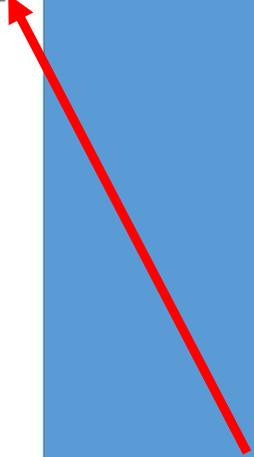
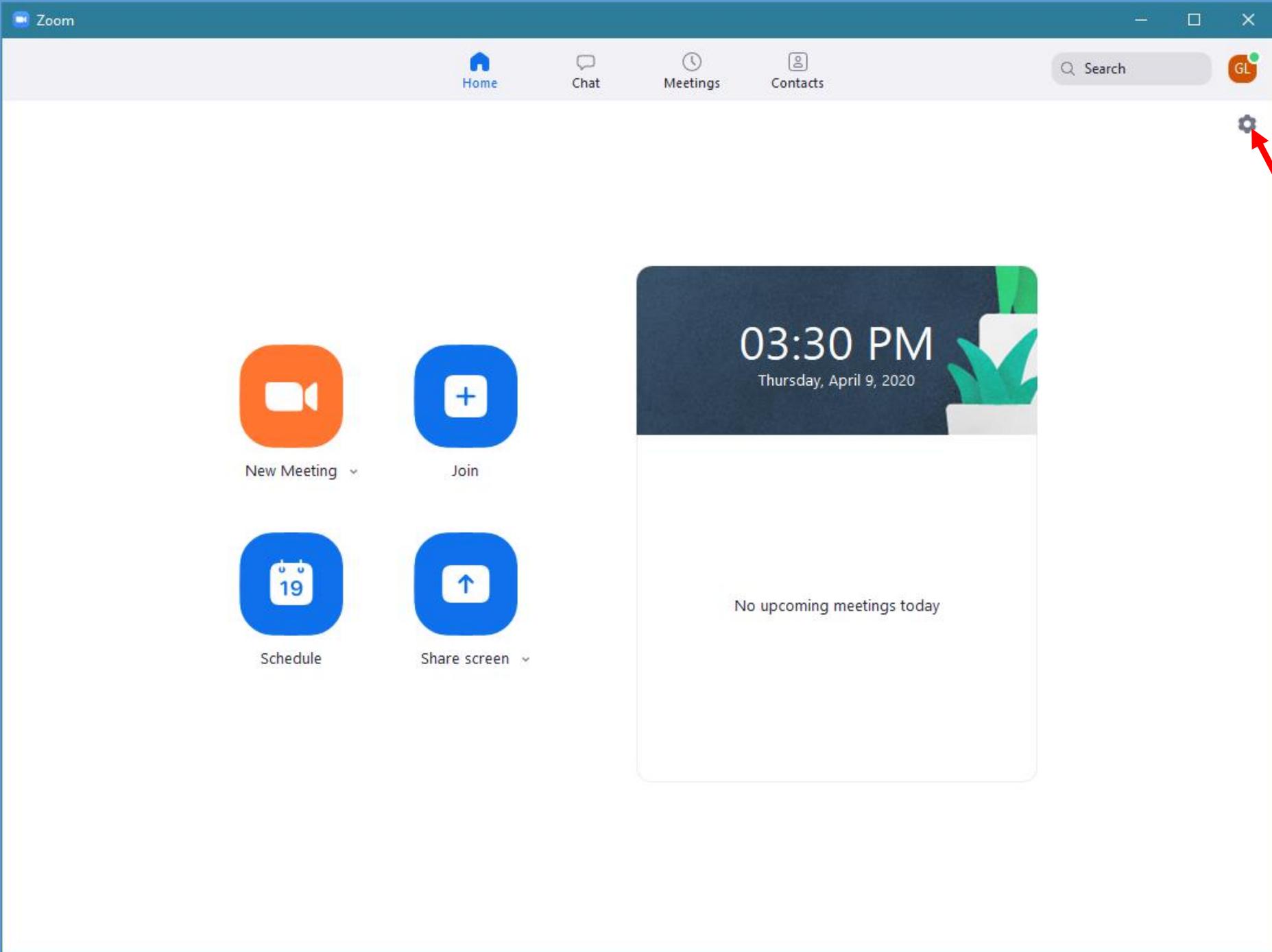
ON YOUR COMPUTER

(WE'LL LOOK AT PHONES AND TABLETS SHORTLY)

CHECK AND VERIFY YOUR SETTINGS

BEFORE STARTING YOUR FIRST SESSIONS, YOU SHOULD CHECK YOUR VIDEO AND AUDIO SETTING TO MAKE SURE YOU CAN BE SEEN AND HEARD.

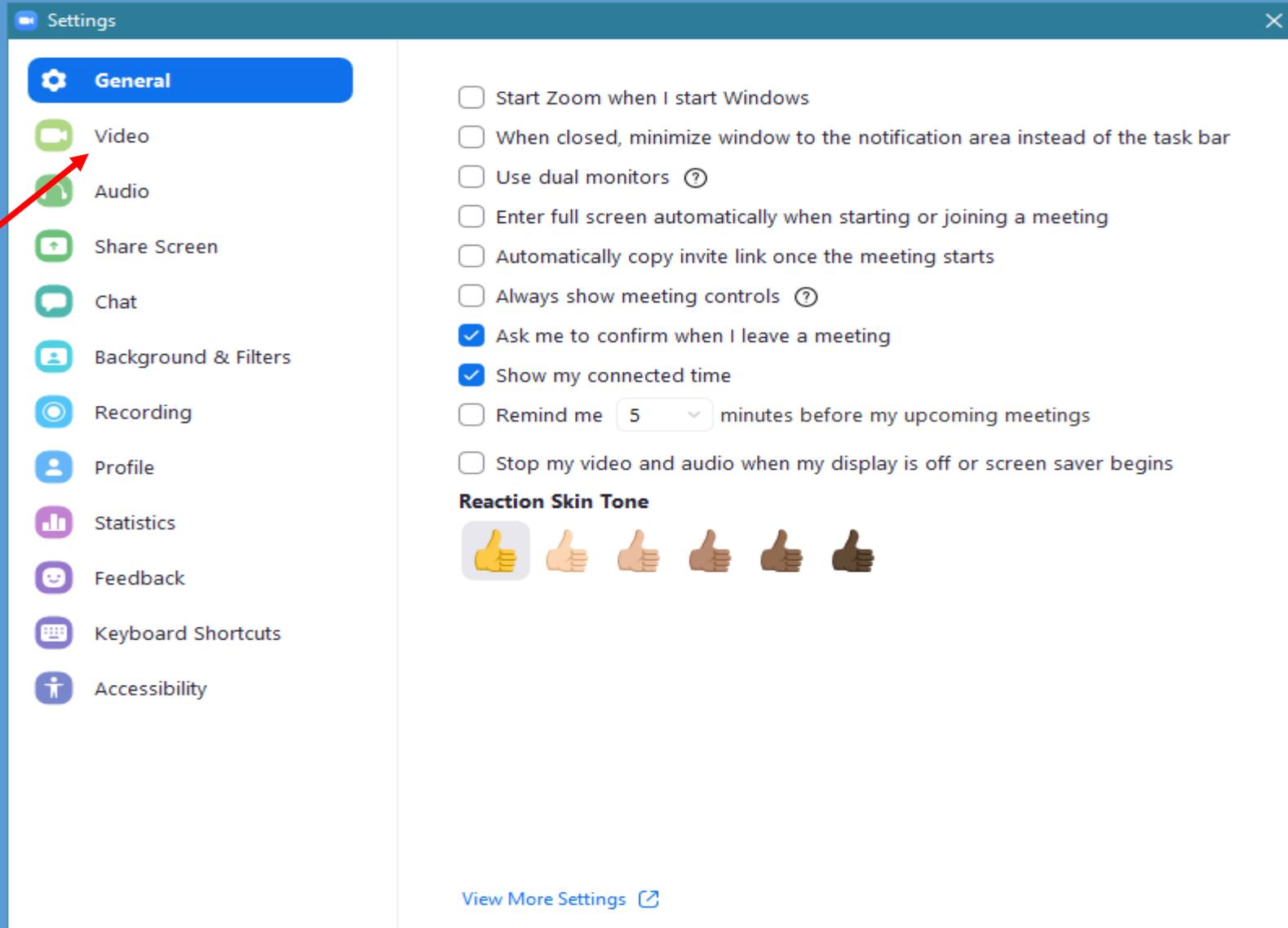
ON YOUR COMPUTER, CLICK ON THE SETTINGS ICON (UPPER RIGHT) TO OPEN THE SETTINGS MENU.



SETTINGS

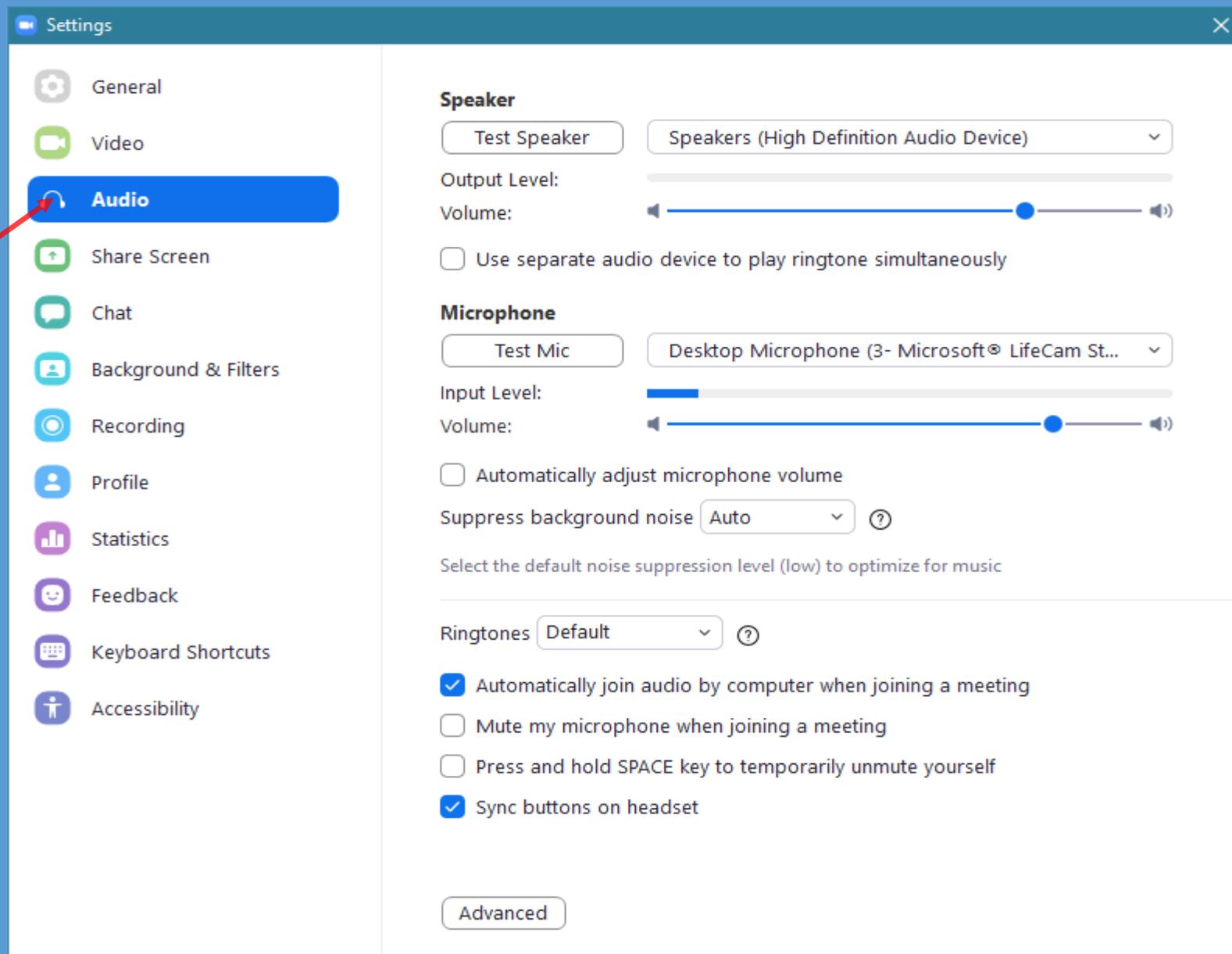
CLICK ON THE VIDEO SELECTION TO VERIFY THAT YOUR CAMERA IS ACTIVE AND THAT YOUR SETTINGS DISPLAY PROPERLY

VIDEO SELECTION



CLICK ON THE AUDIO SELECTION TO SEE IF YOUR MICROPHONE AND SPEAKERS ARE OPERATING CORRECTLY

AUDIO SELECTION



Settings

- General
- Video
- Audio**
- Share Screen
- Chat
- Background & Filters
- Recording
- Profile
- Statistics
- Feedback
- Keyboard Shortcuts
- Accessibility

Speaker

Test Speaker Speakers (High Definition Audio Device)

Output Level:

Volume:

Use separate audio device to play ringtone simultaneously

Microphone

Test Mic Desktop Microphone (3- Microsoft® LifeCam St...)

Input Level:

Volume:

Automatically adjust microphone volume

Suppress background noise Auto ?

Select the default noise suppression level (low) to optimize for music

Ringtones Default ?

- Automatically join audio by computer when joining a meeting
- Mute my microphone when joining a meeting
- Press and hold SPACE key to temporarily unmute yourself
- Sync buttons on headset

Advanced

JOINING A MEETING

OPEN THE 'ZOOM' PROGRAM (APP) AND CLICK ON THE 'JOIN' ICON.

WHEN PROMPTED, ENTER YOUR DESIGNATED MEETING ID PROVIDED BY THE HOST OF THE MEETING (USUALLY IN A PRIOR EMAIL.

SOMETIMES A PASSWORD WILL BE REQUIRED. YOU SHOULD BE GIVEN THIS ALSO.

YOU MAY THEN BE ASKED TO WAIT FOR THE MEETING HOST TO ADMIT YOU TO THE MEETING. BE PATIENT.

YOU'RE IN!!!!

JOIN A MEETING (ALTERNATE)

**IF YOU RECEIVED A MEETING INVITATION IN AN EMAIL THAT CONTAINS A LINK TO THE ZOOM MEETING, YOU CAN ALSO USE THAT LINK TO JOIN THE MEETING.
JUST CLICK ON THE LINK AND YOU WILL BE CONNECTED.**

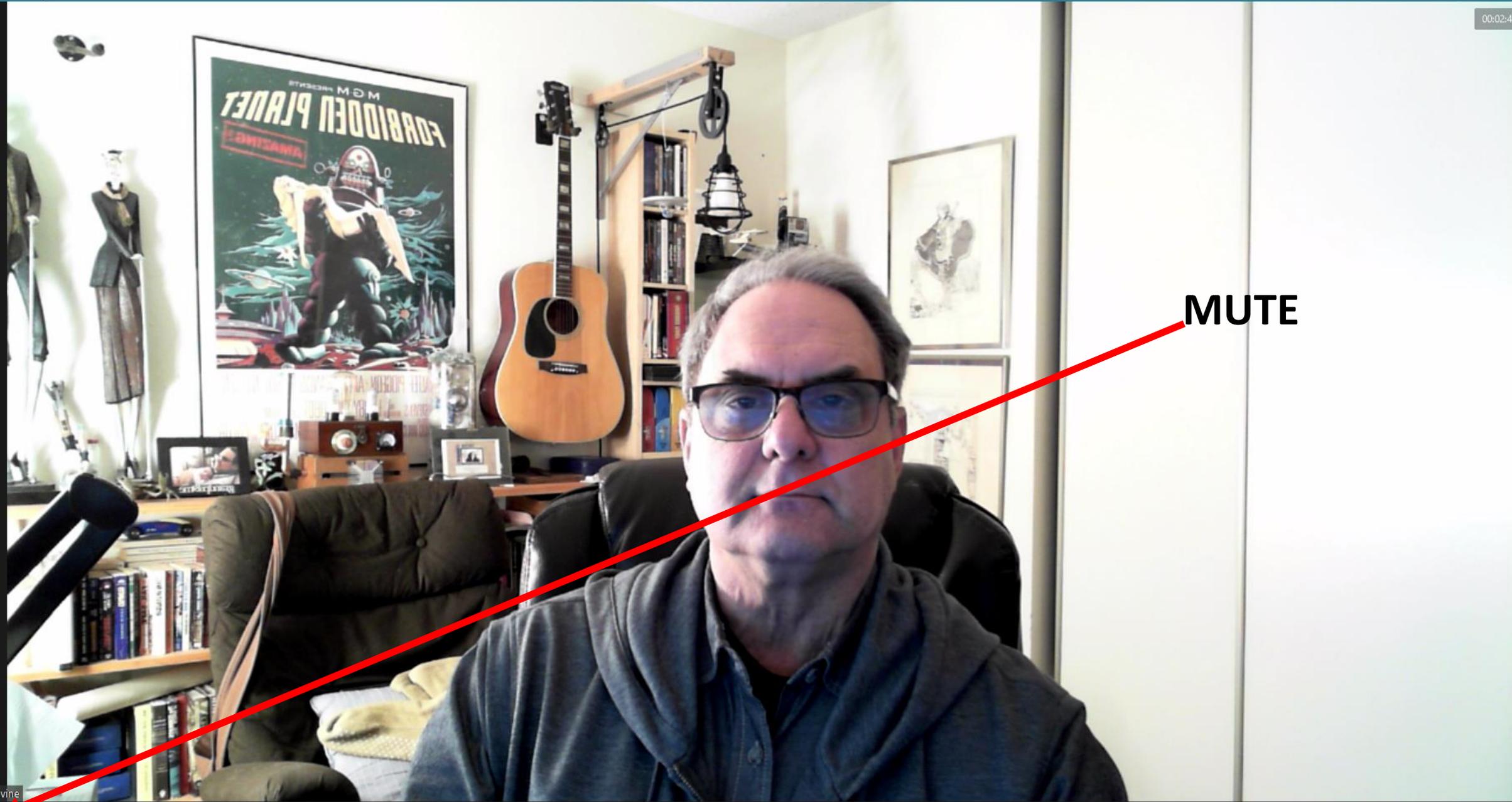
CHECK YOUR MUTE SETTINGS

- SEE NEXT PAGE FOR DETAILS

CHECK YOUR MUTE SETTING

IT IS QUITE BENEFICIAL TO JOIN A MEETING 'MUTED'. THAT WAY, ANY EXTERNAL SOUNDS IN YOUR HOUSE WILL NOT BE HEARD, TO DISTURB OTHER CONVERSATIONS IN PROGRESS. CLICK THE MICROPHONE ICON ON THE LOWER RIGHT HAND CORNER OF THE SCREEN. THE ICON WILL BE X-ED OUT, TO SHOW YOU ARE MUTED.

WHEN YOU WANT TO SPEAK, YOU CAN CLICK IT AGAIN TO UNMUTE, OR, PRESS THE SPACE BAR ON YOUR KEYBOARD. THIS WILL UNMUTE YOU FOR AS LONG AS THE SPACEBAR IS PRESSED.



MUTE

Gary Levine



Mute



Stop Video



Security



Participants



Chat



Share Screen



Record



Reactions

End

SEEING EVERYONE?

MAKE SURE THAT YOU ARE IN 'GALLERY' MODE, TO SEE ALL MEETING PARTICIPANTS.

IN THE UPPER RIGHT HAND CORNER YOU SHOULD SEE AN ICON THAT SAYS 'VIEW'. CLICK ON IT TO SEE WHICH MODE YOU ARE IN. MAKE SURE 'GALLERY VIEW IS CHECKED'. YOU SHOULD BE ABLE TO SEE ALL PARTICIPANTS IN THEIR OWN WINDOW.

SPEAKER/GALLERY VIEW ICON



CHAT FUNCTION

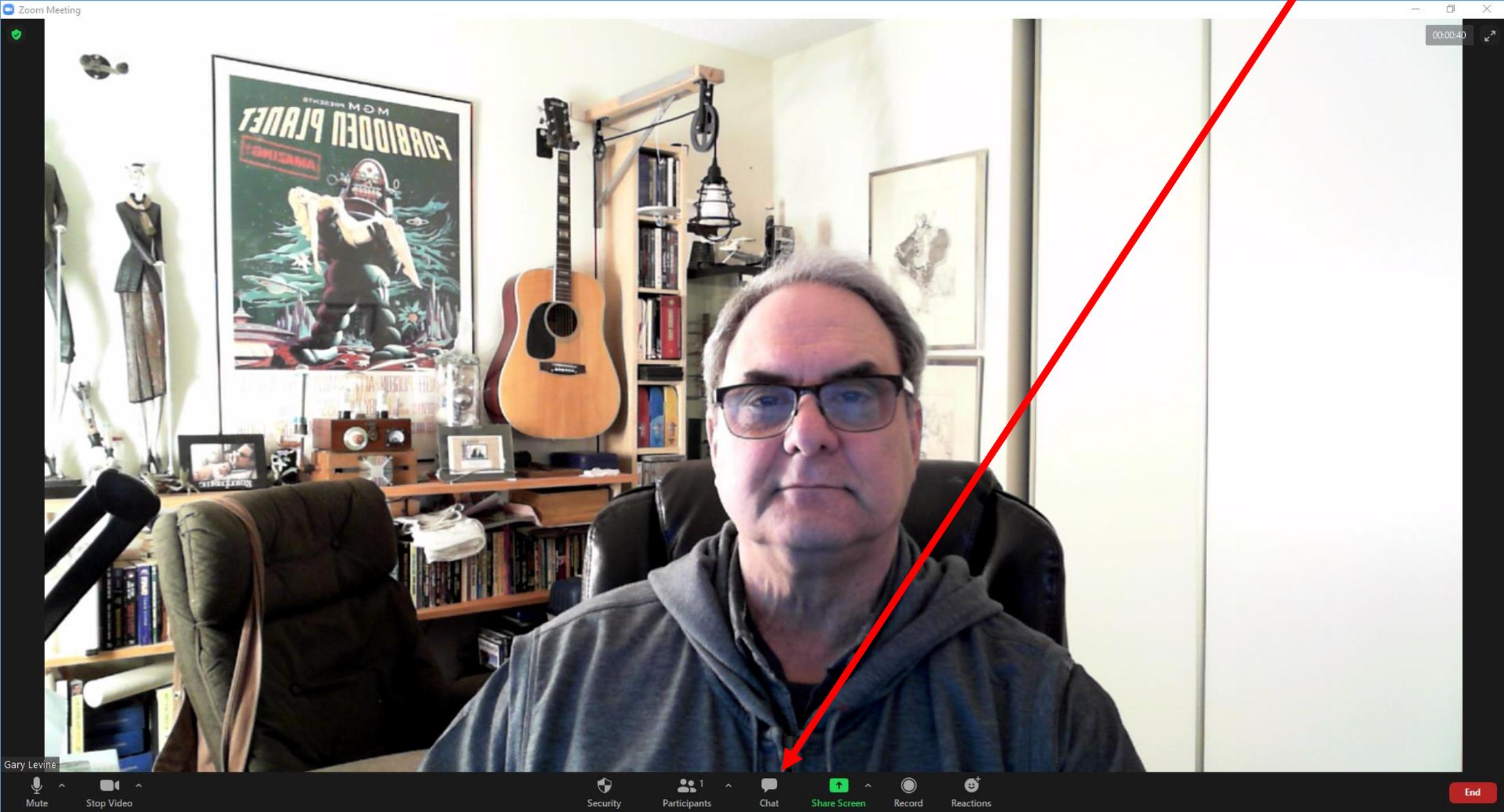
ZOOM GIVES YOU THE OPPORTUNITY TO CHAT PRIVATELY WITH OTHER PARTICIPANTS.

IF YOU ARE THE HOST, OR IF THE HOST GIVES PERMISSION, YOU CAN CHAT WITH ANYONE WHO IS ON THE MEETING.

WITHOUT PERMISSION, YOU MAY ONLY CHAT WITH THE HOST.

VIDEO IS REQUIRED TO CHAT.

LOCATE THE 'CHAT' ICON ON THE BOTTOM OF YOUR SCREEN.CLICK ON IT



A CHAT WINDOW WILL OPEN UP ON THE RIGHT SIDE OF THE SCREEN

The image shows a Zoom meeting interface. The main video feed displays a man with glasses and a grey hoodie in a room with a guitar and a poster. On the right side, a chat window is open, titled "Chat". A red arrow points to the chat window. The chat window includes a "To: Everyone" dropdown, a "File" icon, and a text input field with the placeholder "Type message here...". The Zoom meeting controls are visible at the bottom, including "Unmute", "Stop Video", "Security", "Participants", "Chat", "Share Screen", "Record", "Reactions", and "End".

**AT THE BOTTOM OF THE CHAT WINDOW, CLICK ON 'EVERYONE'.
IF YOU HAVE PERMISSION TO CHAT WITH ANYONE, JUST CLICK ON
THEIR NAME, AND START TYPING YOUR MESSAGE IN THE BOX.
PRESS 'ENTER' WHEN COMPLETE.**

**YOUR MESSAGE APPEARS AT THE TOP OF THE CHAT WINDOW, ALONG
WITH ANY REPLIES FROM OTHERS.**

**IF YOU HAVE NOT BEEN GIVEN PERMISSION, THE ONLY NAME THAT
WILL APPEAR IS THE HOST, WHO YOU MAY CHAT WITH.**

**YOU MAY ALSO SEND A CHAT MESSAGE TO 'EVERYONE'. THIS WILL GO
TO ALL PARTICIPANTS.**

REMEMBER: CHAT WILL ONLY WORK WITH VIDEO ENABLED.

Zoom Meeting

0 11:17

Chat

Gary Levine

Unmute Stop Video Security Participants 1 Chat Share Screen Record Reactions End

To: Everyone File

Type message here...

CHAT

**THE CHAT FUNCTION WILL WORK ON A PHONE AS WELL.
JUST CLICK 'MORE' AND SELECT THE CHAT FUNCTION.
SAME OPTIONS APPLY.**

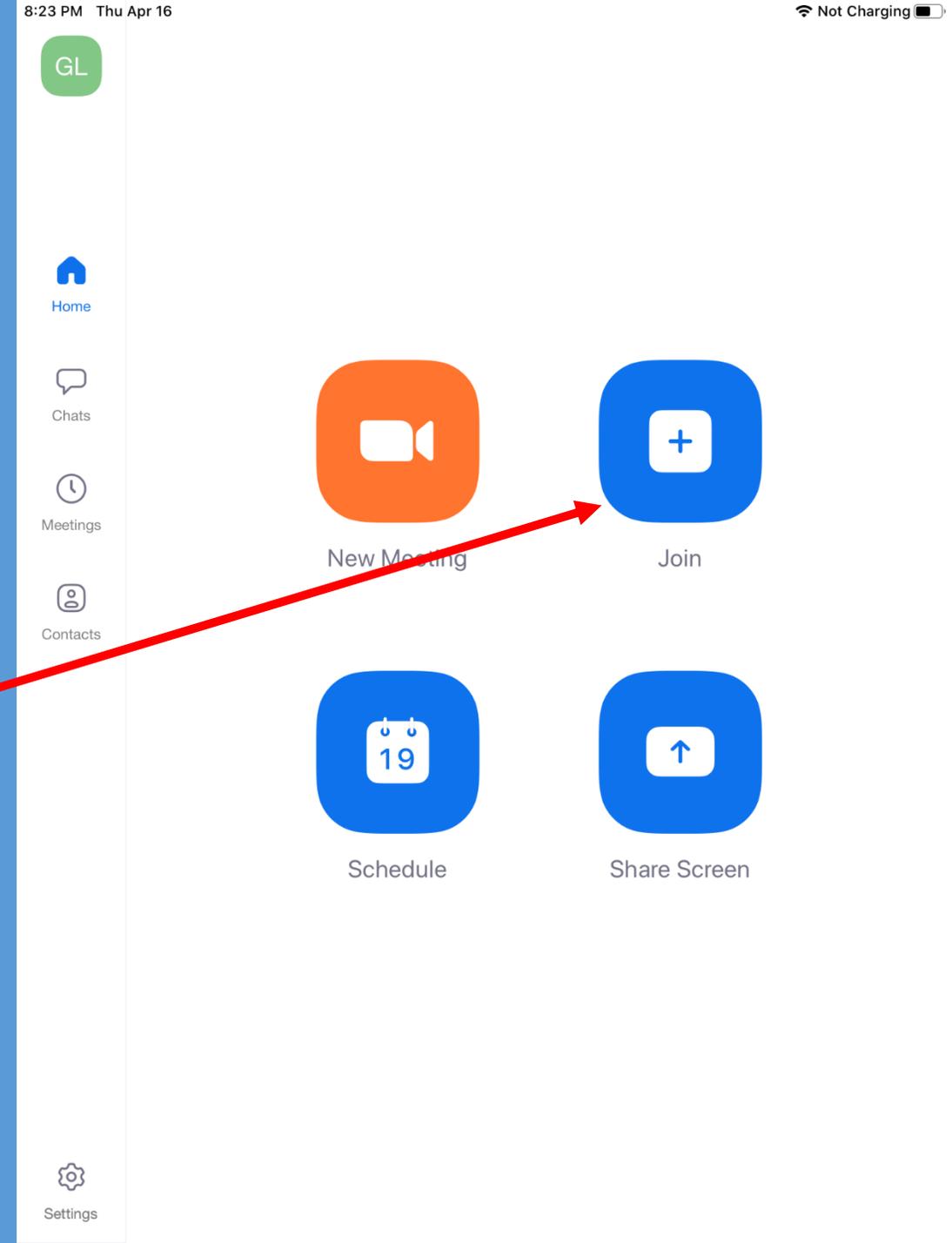
**IT IS NOT RECOMMENDED TO USE THIS ON A PHONE, AS THE SCREEN WILL
BE HIDDEN BEHIND OTHERS PARTICIPANTS AND WILL BE DIFFICULT TO
READ.**

ZOOM ON A TABLET

JOIN A MEETING

OPEN THE 'ZOOM' PROGRAM (APP) AND
CLICK ON THE 'JOIN' ICON.
WHEN PROMPTED, ENTER YOUR
DESIGNATED MEETING ID PROVIDED BY
THE HOST OF THE MEETING (USUALLY IN A
PRIOR EMAIL.

YOU'RE IN!!!!



**THIS IS YOUR HOME SCREEN ON A
TABLET.
DEPENDING ON YOUR TABLET
MODEL, IT MIGHT LOOK SLIGHTLY
DIFFERENT.
APPLE VS ANDROID TABLETS HAVE
THE SAME CONTROLS THOUGH.
ALL FUNCTIONS ARE AVAILABLE**



ICON SETTINGS

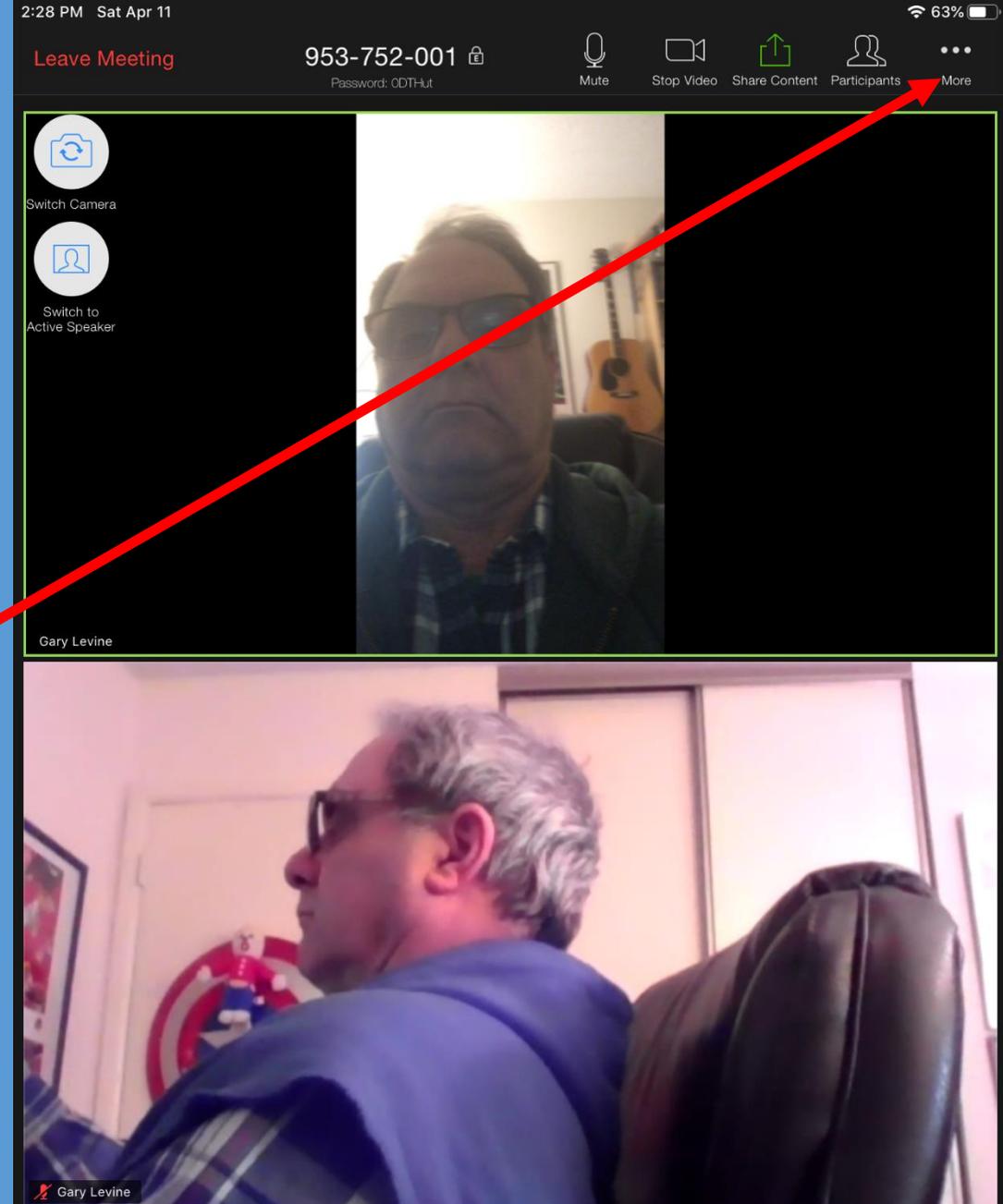
TO SEE YOUR ICONS AND SELECTIONS WHILE IN A MEETING, TOUCH THE SCREEN TO SHOW THEM. YOU SHOULD MAKE YOUR SELECTION WITHIN A FEW SECONDS THOUGH, AS THEY WILL BE HIDDEN AGAIN SOON.

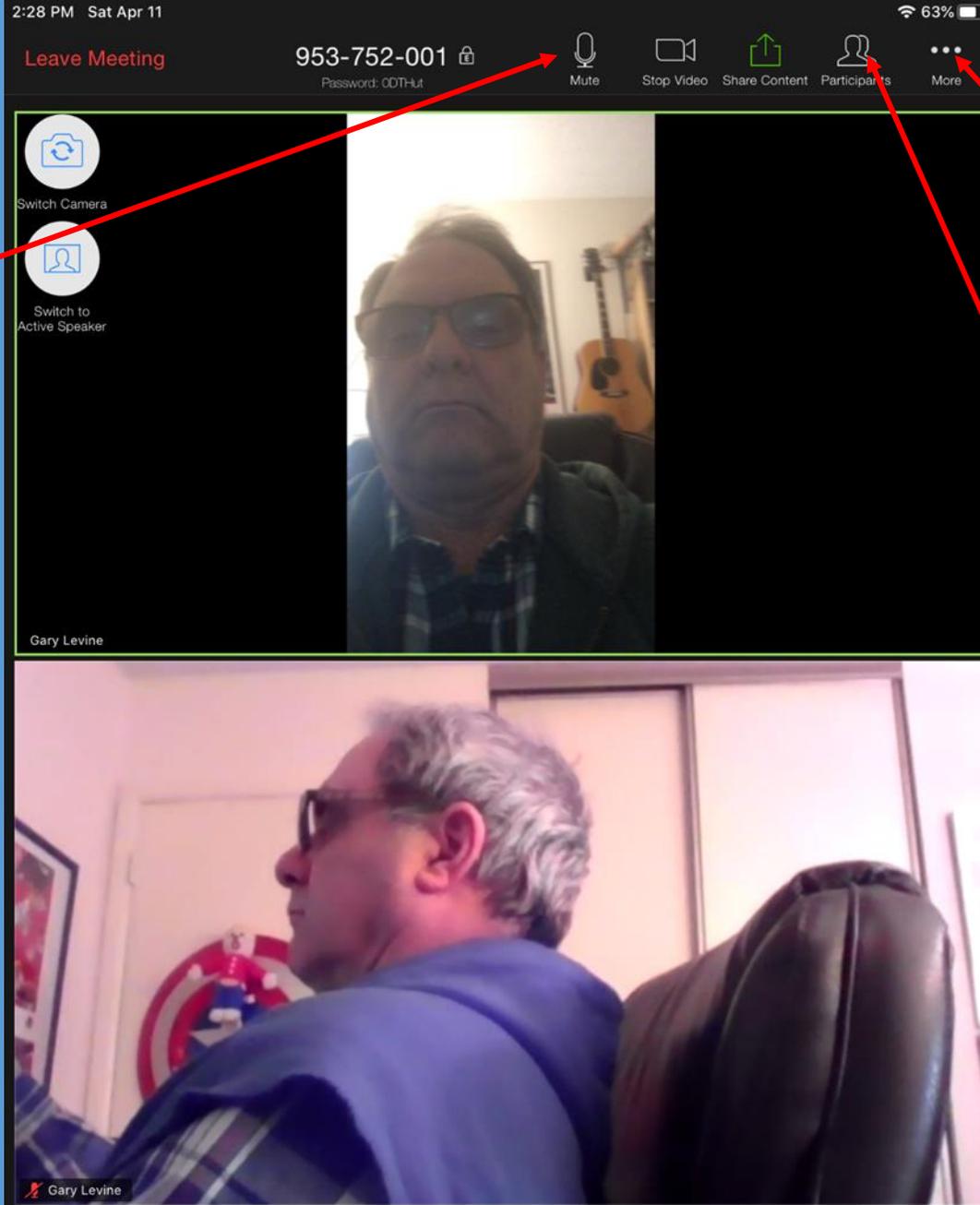
YOU CAN KEEP THESE ICONS VISIBLE BY TOUCHING THE SCREEN AND TAPPING THE 'MORE' ICON ON THE UPPER RIGHT ...

TAP 'MEETING SETTINGS'

TAP 'ALWAYS SHOW MEETING CONTROLS'

ALL FUNCTIONS WORK THE SAME AS ON PHONES, JUST THE ICON POSITIONS ARE DIFFERENT





MUTE

MORE SELECTIONS

PARTICIPANTS

TOUCHING THE 'MORE' ICON ... SHOWS THIS MENU.
HERE YOU CAN ADJUST YOUR MEETING SETTINGS.



Chat

Meeting Settings

Minimize Meeting

Virtual Background

Raise Hand

Disconnect Audio

Cancel

CLEARBROOK COMPUTER GROUP

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