

# Zoom Instructions

<https://zoom.us/>

Create your own personal zoom account using your email address. To schedule meetings that will be longer than 40 minutes, you will need a Zoom Pro account.

## Setup

Download Zoom onto your computer.

Windows: <https://zoom.us/support/download>

Mac: <https://zoom.us/support/download>

Android: Google Play <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

iPhone/iPad: App Store <https://itunes.apple.com/us/app/id546505307>

## Best Practices

- Use headphones, especially those with a microphone.
- Keep yourself on mute while you are not speaking to minimize background noise.
- Feedback issues? If multiple people are calling into a meeting with separate devices, it will create feedback. Use only one computer, use headphones, or sit in separate rooms.

## Scheduling a Meeting

- Open the Zoom app on your computer. Login.
- Click the "Schedule" icon
- There are multiple settings to turn on and off before scheduling your meeting.  
Recommended settings:
  - **Start:** Choose the date and time
  - **Duration:** If you are on your personal account, your meeting must be 40 mins or less
  - **Meeting ID:** Generate automatically
  - **Password:** Uncheck "Require meeting password"
  - **Video:** This is your personal preference, if you want your video and everyone else's video to be automatically on or off when the meeting begins.
  - **Audio:** Telephone and Computer Audio
  - **Calendar:** Whichever primary calendar you use.
  - **Advanced Options:** I recommend checking "Enable join before host" so that people can join the meeting and begin talking before you join.
- Click "Schedule"!

Schedule meeting

**Topic**

Maria Mottola's Zoom Meeting

Start: Mon March 9, 2020 03:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**

Generate Automatically  Personal Meeting ID 931-720-7215

**Password**

Require meeting password

**Video**

Host:  On  Off Participants:  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from [Edit](#)

**Calendar**

Outlook  Google Calendar  Other Calendars

**Advanced Options** ^

Enable waiting room

Enable join before host

Mute participants on entry

Automatically record meeting on the local computer

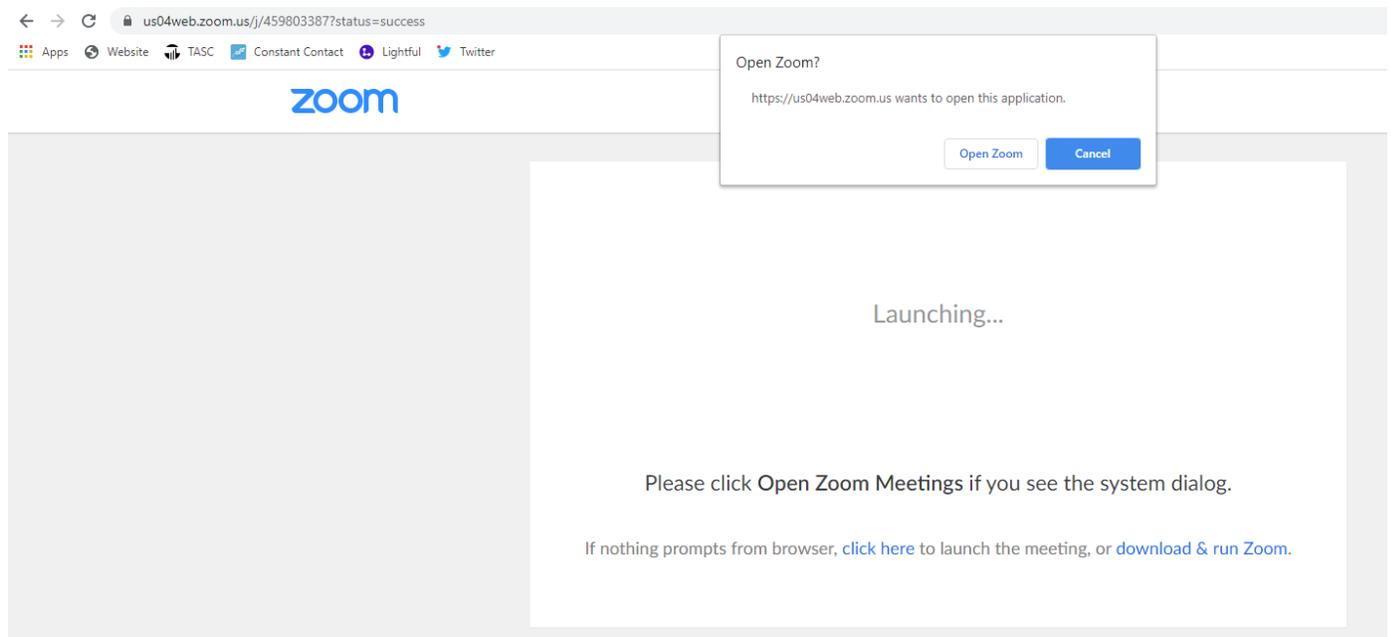
[Schedule](#) [Cancel](#)

- This will open the regular meeting scheduler in your Outlook email, Google calendar, or other chosen calendar. Follow what you usually do when scheduling a meeting. Add necessary participants. They can click on the link that is automatically included in the event body to open the meeting. Send or save.

## Starting Your Scheduled Meeting

It's time for your meeting! The easiest way to start your meeting is to go to the event in your calendar.

- Double click on the event.
- Find the url under "Join Zoom Meeting." It will look something like this:  
<https://us04web.zoom.us/j/459803387>
- Click on the url, or copy and paste into your internet browser (Chrome, Explorer, Firefox etc)
- It will ask you, Open zoom.us? Click "Yes" or "Open Zoom." This will launch the application and open your meeting.



- A window previewing the meeting will open. It will ask you your audio preferences. Choose what is relevant to the device you are using, but usually you will choose "Join with Computer Audio"
- \*Zoom has announced that due to the increased demand, they may limit dial-in capabilities with unpaid accounts, and recommend using your computer audio.\*
- Your meeting has begun! You, the host, have arrived.

## Meeting Settings

Zoom meeting settings are usually at the top and bottom of the screen. They will disappear if your mouse has not been moved for a while. Wiggle the mouse to bring them back.

- Bottom Left: you can mute/unmute yourself and turn your video on and off.
- Bottom Middle:
  - Invite: You can invite new people to the meeting through this button. You can also just send them the url to the meeting – the link you clicked earlier to join or start the meeting. (eg <https://us04web.zoom.us/j/459803387>)
  - Click "Participants" to see a list of names of who is in the meeting.
  - Share: Share your screen! This shows everyone in the meeting exactly what is on your screen. Good if you are showing a tutorial or a powerpoint. Remember to stop sharing when you are finished so that people can't see your screen when you don't want them to.
  - Chat: Open the Group Chat to send a message or a link to everyone in the meeting. If you want to save the chat, click on Chat, and then click on the ... button. It will only save what has already been typed, so if more things are typed after you have clicked "Save chat," you will need to save it again.
  - Record: Records the entire meeting to your computer (video and audio).
- Bottom Right
  - If you are the host, this red text will end the meeting for everyone. If you are not the host, you can just leave the meeting and it will close the Zoom window, with everyone else remaining on the call.
- Top Right
  - Speaker View/Gallery View: This changes how the participants' videos are displayed on the screen. Speaker view keeps whoever is talking in the center of the screen, bigger than everyone else. Gallery view has everyone's video displayed at the same size no matter who is talking.
  - Fullscreen: Click this to enter and exit fullscreen mode
- Top Left: (i) This little information button will show you the details of your meeting. This is a quick way to grab the meeting url if you want to send it to anyone.



Zoom Meeting ID: 998-124-857



Mute



Stop Video



Invite



Manage Participants

1



Share



Chat



Record

End Meeting

## Smartphones

The easiest way to join a meeting on your phone is the same as on your computer – click on the meeting url. You can find this in your email or calendar app on your phone. If you don't have those apps on your phone, open the Zoom app, click "Join," and enter the meeting ID that is listed in the meeting invitation (in your calendar). It will look like this: Meeting ID: 254 139 971.

## Meeting Settings

Tap your phone screen to display the meeting settings. They will disappear after a few moments if the screen is not being touched.

- Middle Screen: Speaker view. The call will automatically open in speaker view, where the person who is speaking is the video you see.
- Swipe forward: This brings you into gallery view, where you can see more than one person at once. In both these views, tap the screen to see the meeting settings listed below.
- Top Left: Speaker on/off. Tap to silence the zoom call, if you temporarily need to mute everyone else speaking.
- Top Right: If you are the host, this red text will end the meeting for everyone. If you are not the host, you can just leave the meeting and it will close the Zoom window.
- Bottom from Left to Right:
  - Mute/unmute yourself
  - Turn your own video on and off
  - Share Content: Share your phone screen exactly as it looks to you. If you want to show an email or something else to everyone in the meeting.
  - Participants: Tap to see a list of everyone in the call. There are options at the bottom of the Participants screen to open a chat, and invite others to the call. If you are the host of the meeting, you can also mute or unmute everyone else on the call.
  - More: Other options listed here, such as viewing preferences.
- Swipe backward: This brings you into Safe Driving Mode. You will be automatically muted and your video will turn off. Tap the middle circle to unmute yourself and speak. Tap again to mute yourself.
- If you are dialing in through your phone, and not in the Zoom app, press \*6 to mute and unmute yourself.

Sprint LTE

5:05 PM

95% 

 On

309-905-127 

End

Password: 064655



Unmute



Start Video



Share Content



Participants



More

## One-on-ones

Want to have a one on one with someone? Just looking to chat? You don't have to go through the scheduling process outlined above to do that. You CAN, but you don't have to. And if there are only 2 participants, you can be on Zoom for an unlimited amount of time, no matter what kind of account you have. One of you can start a meeting, and the other person can join in with the meeting url. The easiest way to do this is:

- Open the Zoom application.
- Click "New Meeting"
- A video meeting window will open. In the top left corner, click the (i) in a circle. Copy the Invitation URL and send it to whoever you're meeting with.
- They can click on the url, open zoom, and be in the meeting with you. Done!

## Troubleshooting

**Zoom Phone Help:** [https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h\\_ec3e0175-70f5-422f-af1c-bc8a95402077](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_ec3e0175-70f5-422f-af1c-bc8a95402077)

To Mute and Unmute with a Phone: Press \*6

### **I can't hear anything! No one can hear me!**

- Make sure you are unmuted, and the audio in Zoom is on.
- If you are using a computer, check your computer's speaker and mic settings to confirm they are at an audible volume.
  - Mac: System Preferences>Sounds
  - Windows: Settings>System>Sound
- Try using headphones with a mic, as the issue may be with your computer or device's microphone and speaker.