

What is Zoom?

Zoom is a great source for online meetings or webinars. It allows for meeting facilitation through video, online chat, interactive features like “raise your hand” or “yes/no,” and more. This resource is designed to introduce you to Zoom and its features so that you are prepared for productive virtual meetings via Zoom.

Getting Started

How to Join a Meeting

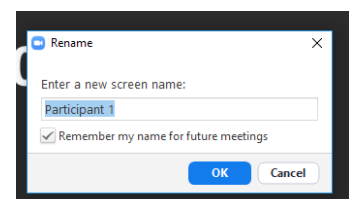
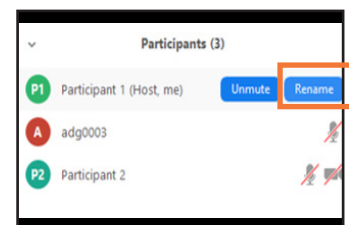
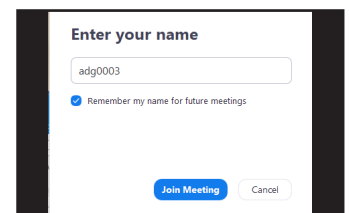
1. When you are preparing to join a Zoom meeting, you will receive an email. Within the email, click the meeting link.
2. Select “Download & Run Zoom.”
3. After Zoom has been downloaded, select “Join Meeting.” This should take you to the Zoom meeting where your face and other participants will appear.
4. You can choose to allow use of audio and/or video.

Zoom is compatible with many devices, including smart phones, tablets, iPads, laptops, and desktop computers. If you do not have access to a smart phone or your device does not have audio capabilities, you can call in using an in-country number and keying in the meeting ID. The phone number and meeting ID will be listed in the initial email.

How to Change Your Screen Name

Your screen name should clearly identify you to other participants. If you find that your name does not appear correctly on the screen, you are able to change your name. If you are uncomfortable with participants viewing your full name, you can also change your screen name to include less personal information.

1. When you join a Zoom meeting, you might be prompted to enter a name (featured right). However, you can also change your display name using the “Rename” function.
2. Place your cursor over the screen and a menu will appear that has a number of controls: unmute, start video, share content, participants, and more.
3. Select participants. A list of participants should appear. Find your screen name on the list. Hovering over or selecting your screen name will cause a “Rename” option to appear. Select this option and type in your desired screen name.
4. If you cannot find the rename feature, the meeting host can manually rename you. Please contact them using the chat feature.



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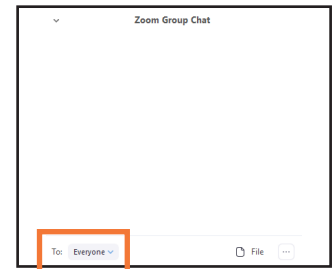
Utilizing the Menu

The menu houses many valuable features to maximize your experience in Zoom. The menu bar will disappear if you are inactive, but you can place your cursor over the screen and it will reappear. Below are a few ways to use the menu.

Join the Chat

Using the chat feature, instead of speaking aloud, will encourage a minimum amount of interruptions, which will allow the meeting to run smoothly. The use of the chat is great for questions as well, so you can type your question and the facilitator or other participants can address the question. The chat can be viewed by everyone or direct chat messages can be sent to specific participants.

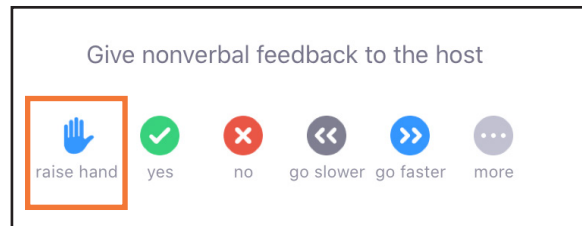
1. Locate the chat icon on the menu bar and click it. A chat screen should open.
2. By default, your chat messages will go to everyone. To send a direct chat message, click on "everyone" and select the participant(s) you would like to receive your message (pictured right).



Raise Your Hand

When large numbers are participating in an event, it might be appropriate to request an opportunity to speak using the "Raise Your Hand" tool.

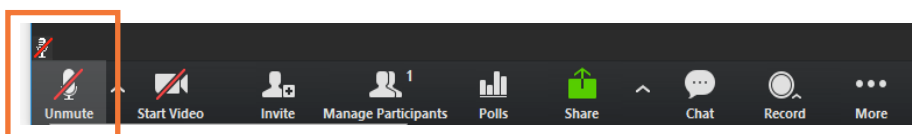
1. On the menu, select the icon that is three dots. This icon has nonverbal ways to communicate with the host, including the ability to raise your hand, say yes or no, or suggest the speaker go slower or faster (pictured below). Select the "Raise Your Hand" option.



Mute the Audio

Muting yourself would be appropriate in a large group setting because of the increased chance for multiple, simultaneous background noises. If you want to add to the conversation while a speaker is talking, you can use the chat feature instead of speaking aloud.

1. On the far left of the menu bar, you will click "mute." This will immediately mute your microphone so that others cannot hear you. Once you are muted, a red line should appear over the microphone (pictured below).



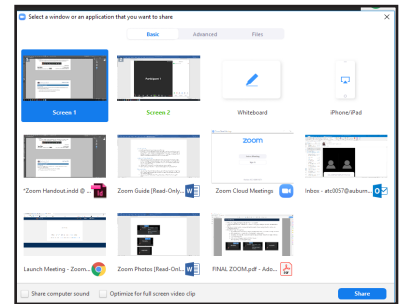
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Utilizing the Menu (continued)

Share Your Screen

Zoom allows the host and participants to share their screen. This can be helpful when demonstrating how to access materials or when viewing files as a group.

1. Locate the share icon on the menu bar and click it. A share window will pop up (pictured right).
2. Select to either share your whole screen or an individual menu.



Zoom on Different Devices

Zoom is compatible with desktop computers, laptops, smart phones, tablets, and phones without internet access (e.g., a landline or cell phone). However, some features may be limited on certain devices. For example, if you are using Zoom on your phone or tablet, you are unable to use the “chat” feature while watching the screen. You have to choose between staying on the “chat” or watching the video. You can test your video and/or audio through Zoom’s support services.

Tips and Tricks

- Make sure your camera is at eye level, your face is visible, and the video is not too dark. You can accomplish good lighting by placing yourself in a room where the window is in front of you rather than behind you.
- Make sure you have a background that is not distracting, a blank wall is always a good choice.
- Keep background noise to a minimum, or mute yourself and use the chat and interactive features instead.
- Hold off on eating, avoid multitasking, and remember, if your video is on, people can see you!
- If you are having tech problems, visit support.zoom.us/hc/en-us. This link will guide you to one-minute video instructions, live support, as well as frequently asked questions for a variety of topics.