Attending a Zoom Meeting

Zoom is a cloud-based meeting platform – a video conferencing application that can be used on a computer, a tablet, or a mobile phone. For those of you who are unfamiliar with Zoom, please click on this link and watch this You Tube video describing Zoom.

https://www.youtube.com/watch?v=kh50kVaIdAY

Invitations to attend a Zoom meeting are sent via email. Within the email invitation is a link to the meeting. You need three things to attend a Zoom meeting

1. An invitation
2. An Internet connected computer, tablet, or mobile device
3. The zoom application loaded on either your computer, tablet, or mobile phone.

    NOTE: Zoom gives you an opportunity to create a Zoom account. You won't need to create an account on Zoom to attend a meeting, just download the application using your email, google or Facebook. The Zoom application does not take up a lot of space and is not a threat to your computer's security and they won't share your email with anyone else – don't worry about getting spam.

After reading these instructions, please view the video available on You Tube which describes in more depth using Zoom (a link is provided below).

An example of an email invitation to a Zoom meeting is below. If you are using your computer to login to the meeting you can click on the underlined link that displays in a different color text in your email invitation – see the invitation example:

The person hosting name appears is inviting you to a scheduled Zoom meeting.

Topic: Topic of the meeting
Time: *Date and time of the meeting* Eastern Time (US and Canada)

Join Zoom Meeting
https://us02web.zoom.us/j/87961174316

Meeting ID: 879 6117 4316
One tap mobile
+13126266799,,87961174316# US (Chicago)
+19292056099,,87961174316# US (New York)

Dial by your location
    +1 312 626 6799 US (Chicago)
    +1 929 205 6099 US (New York)
    +1 301 715 8592 US (Germantown)
    +1 346 248 7799 US (Houston)
    +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US (Tacoma)
Meeting ID: 879 6117 4316
Find your local number: https://us02web.zoom.us/u/kdip2L4aj

NOTE: The numbers and meeting information are for example ONLY. Please refer to your email invitation for the link to the meeting and the call-in numbers if you attend the meeting using your tablet or mobile phone.

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Before your Zoom meeting you can view You Tube videos that show you the steps to attend a meeting.   Click on this link to view a Zoom video

https://www.youtube.com/watch?v=mbbYqiurgeo

When you click on the Zoom meeting link the computer displays this screen. Click on **Open Zoom Meetings**
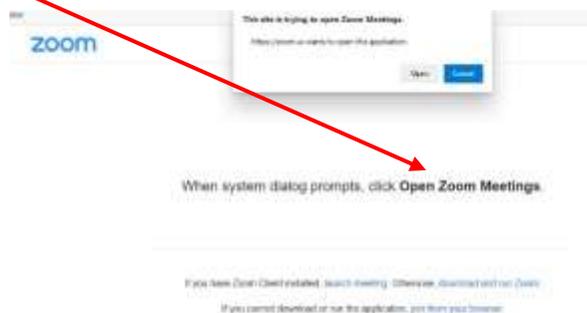
You may arrive at a Zoom meeting before the host. If you encounter the following message you have not done anything wrong. As soon as the host of the meeting logs in you will be in the meeting.
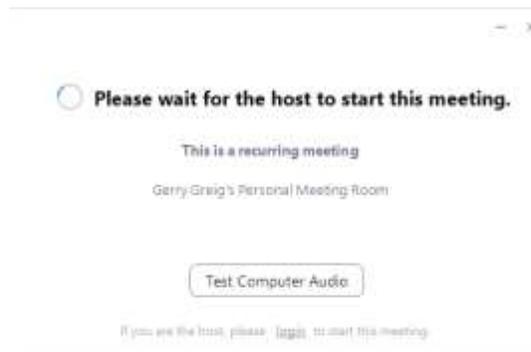
ZOOM MEETING DISPLAY OPTIONS

You can switch the screen display. Three options are:

- Speaker - displays a large view of the person currently speaking,
- Thumbnail - combines the Speaker view with a scaled down version of the Gallery view. A small strip of thumbnails, showing up to 8 participants, displays beneath a relatively larger view of the active speaker.
- Gallery view - displays up to 25 participants on each screen, with the active speaker highlighted.

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Gallery view is the default view.   This is an example of the gallery view

<u>MENU BAR</u>

The Zoom Menu Bar appears at the **bottom of the Zoom window once the meeting begins**. If you don't see the menu bar, move your mouse and hover over the bottom of the screen the menu bar will appear. (The bar disappears after a few seconds when in full-screen mode.) The menu buttons and what they do are:
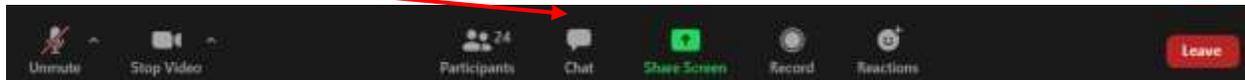

You can:

1. Mute/unmute your audio (not the audio of the participants)
2. Stop/start your video
3. Configure your settings for items such as audio and video
4. Invite more people to join by email, IM , SMS (mobile users) or meeting ID
5. View a list of participants
6. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
7. Send a message to one person (private chat) or to all participants
8. Record the meeting (if you have been granted permission)
9. Leave or end the video meeting

NOTE: The menu bar is explained above. The menu is used by both the host of the meeting and the participants. As a participant you may NOT use number 4. Participants may only use numbers 6 & 8, if during the meeting the host gives you one of those permissions.
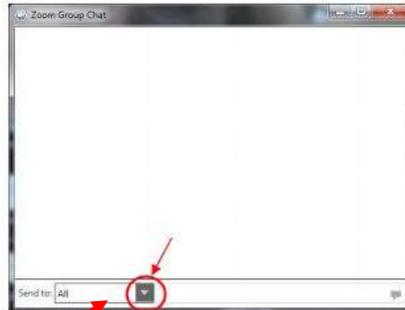
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The chat feature provides the ability to send instant messages during the session. You can send private chat to one person or message all participants. Click on **chat**

The computer displays the chat window

You can message an individual participant via private chat by clicking on the drop-down menu and selecting an individual's name from the list of participants displayed. Messages are sent to all participants by default. To type a message, click inside the window, type your message and press "Enter" on your keyboard to send.

TROUBLESHOOTING

You cannot hear the other participants.
        Make sure your computer speaker volume is turned up.

Other participants can't hear you?
        Make sure you microphone isn't muted

If you would like additional information on Zoom, the Zoom application has training videos and there are a number of videos on You Tube.