

How to use Zoom on a PC on meeting day

As easy as 1, 2, 3, 4

How to use Zoom on the meeting day.

The following directions are meant to help you carry out the main Zoom functions for participating in a meeting. If you need help with these instructions or have other questions before or during the training on Jan. 22 or the meeting on Jan. 31, please contact one of the following volunteers:

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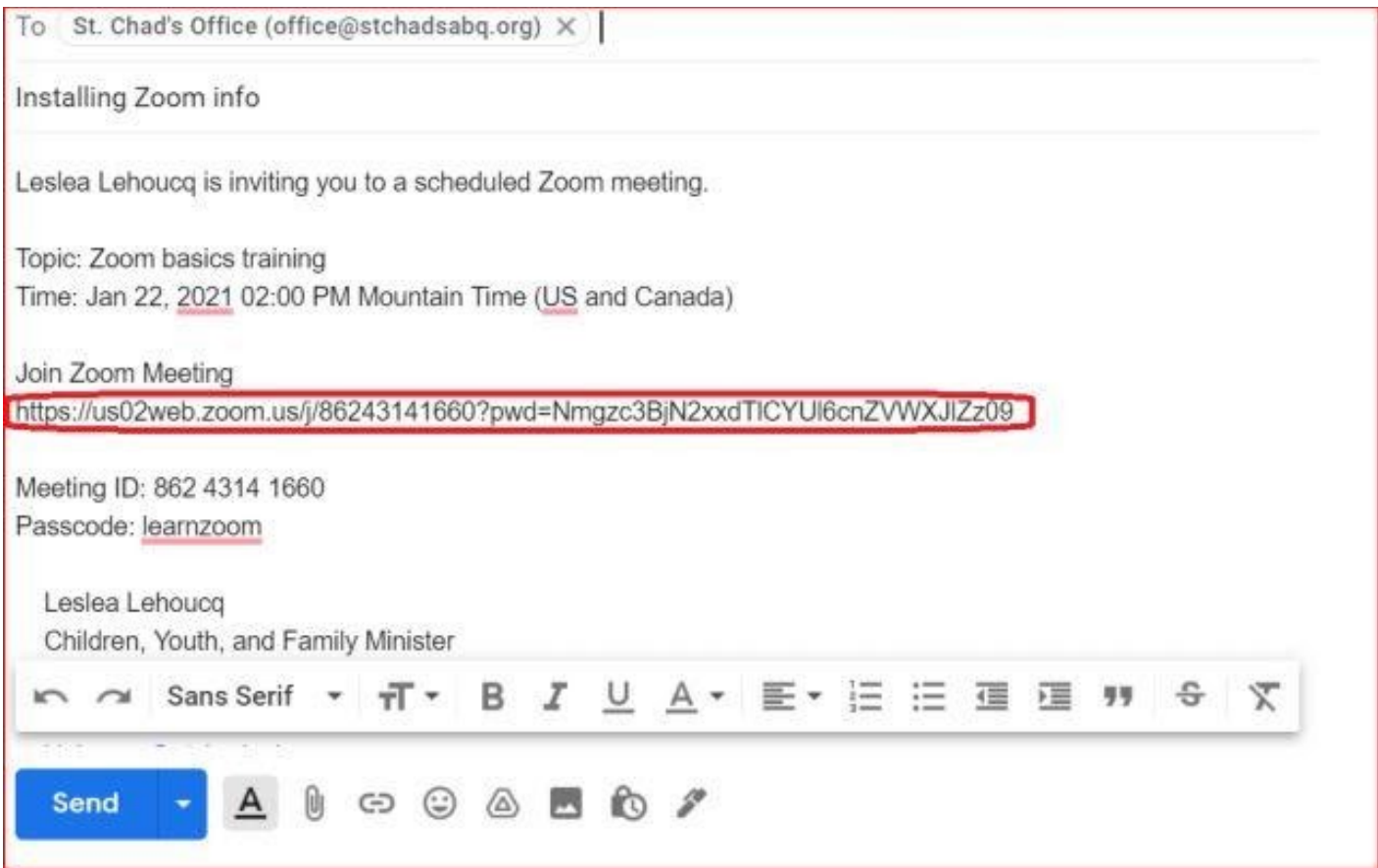
Leslea Lehoucq (coordinator),
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Step 1 (Join the meeting)

On the Day of the meeting, look in your email on your phone for the Zoom meeting invitation.

Below is an email like you will receive to join the meeting. Write down or copy the password, then click the link below **“Join Zoom Meeting.”**

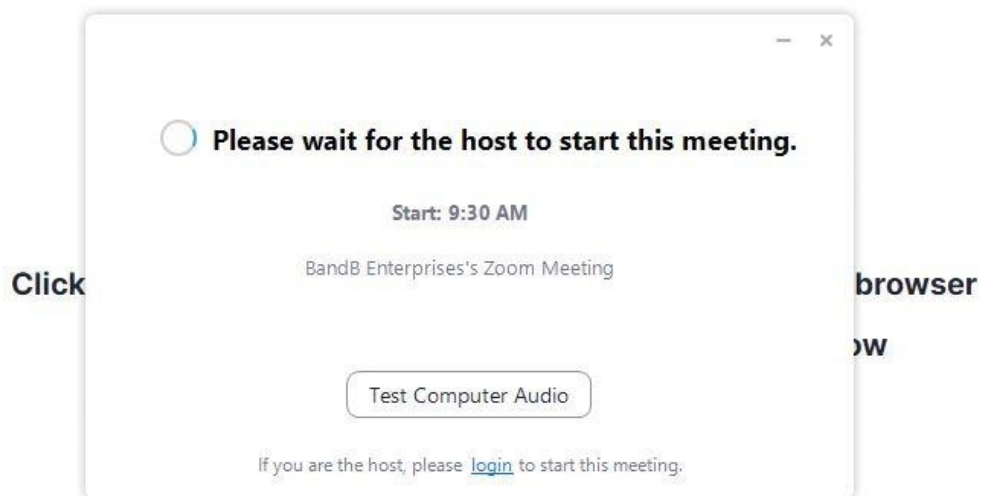
(Note: sometimes the password is included in the link, so you will go straight to the meeting without entering a password.)



The first time Zoom opens it will ask for your name, type in your name then click on “**Join Meeting.**”



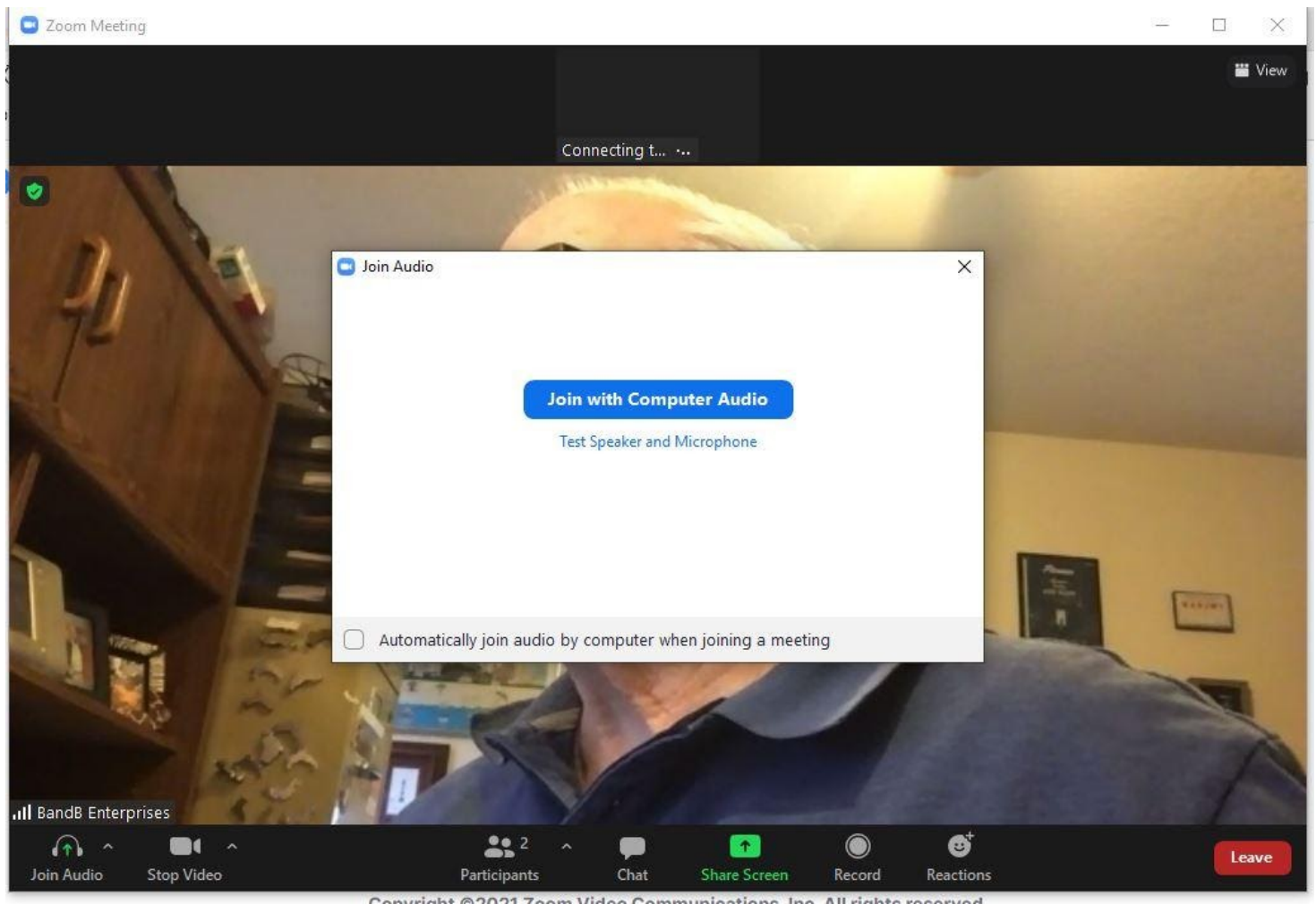
If the meeting has not started yet, you will see something like the below.



Don't have Zoom Client installed? [Download Now](#)

Step 2 (turn on audio)

When admitted by the Host, click on **“Join with Computer Audio”** to be able to hear the meeting.



You may see **Your Host Will Be With Shortly.**

When you are let in, you will see the person speaking.



Note: In the upper right corner click on **“View”** you will see two possibilities: **“Speaker View”** and **“Gallery View.”**

The default **“Speaker View”** is displayed above. Whoever is speaking will be in the large view and others will be in the smaller view across the top. (This is the best view for a large group meeting. But, try **“Gallery View”** to see what it is like).

Note: If the icon buttons disappear, just move your mouse.

Step 3 (How to turn on your Mic)

In order to speak when acknowledged by the Host, you will need to turn on your Microphone.

In the lower-left corner a **“Microphone”** icon with the description **“Unmute”**--is shown with a red slash through it. This means your mic is muted. To unmute, click on it OR hold the space bar.

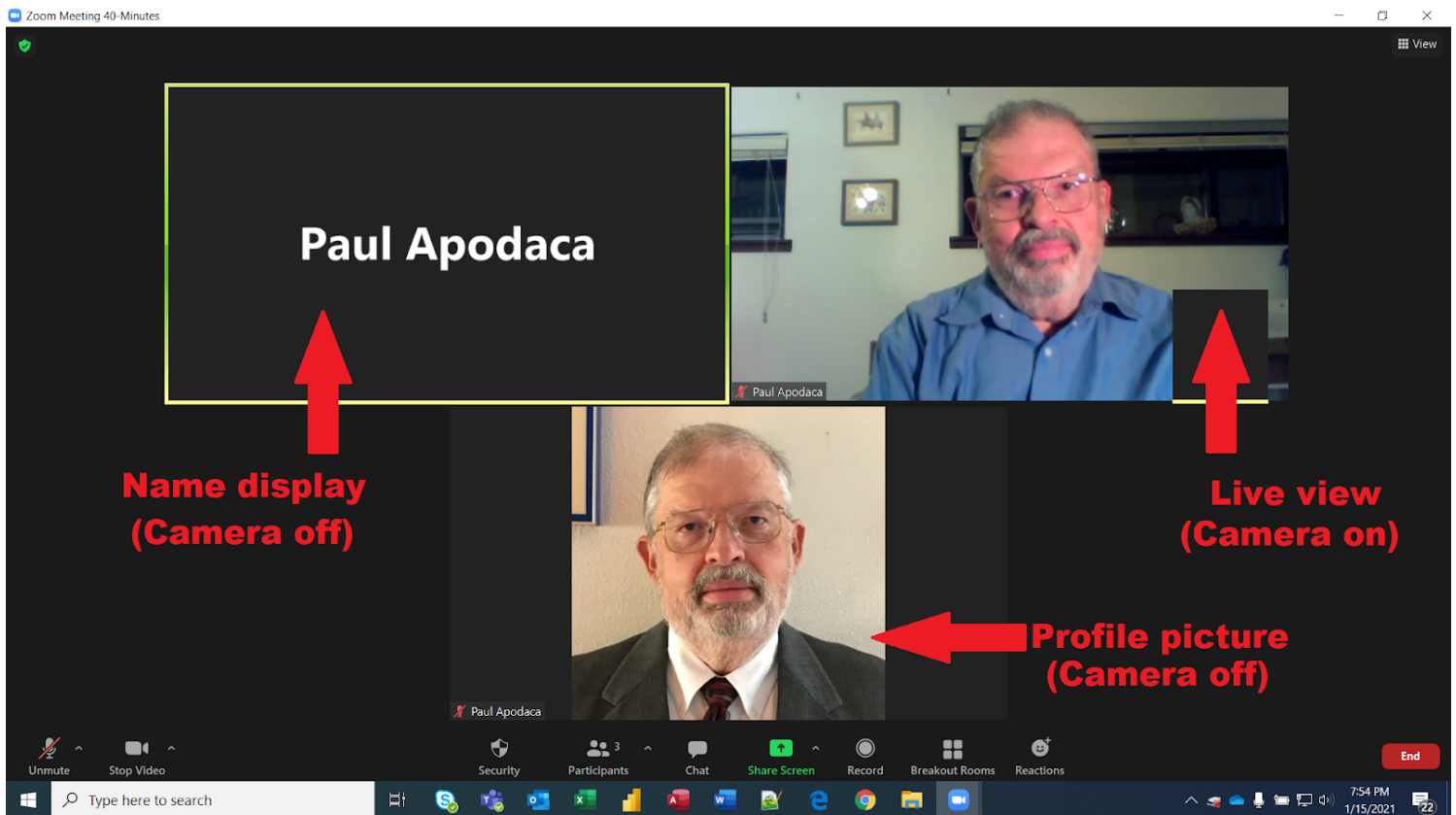
IMPORTANT: After asking your question, Re-click the Microphone OR let go of the **“Space Bar”** to Re-mute your audio.

Your **Microphone** needs to be muted at all times (except when speaking) to keep stray noises from interrupting the meeting.

Note: Notice that bright lights behind you as above spoil your picture!

Step 4 (Turn on/off your camera if you wish)

When you sign into a meeting, your camera will already be turned on (you can see yourself and others can see you) or turned off (your sign-in name will be displayed instead) based on the meeting organizer's settings. For you to change that setting to turn your camera on/off, click the **"Start Video"** button to the right of the "Headphones/ Microphone" icon. You will now see your live video in the lower right corner.



That's it! Now go Zoom!

Some additional Skills

Now for some useful things you can do during the meeting if you wish, but you don't need to use them just to listen.

Raising your hand or expressing emotion

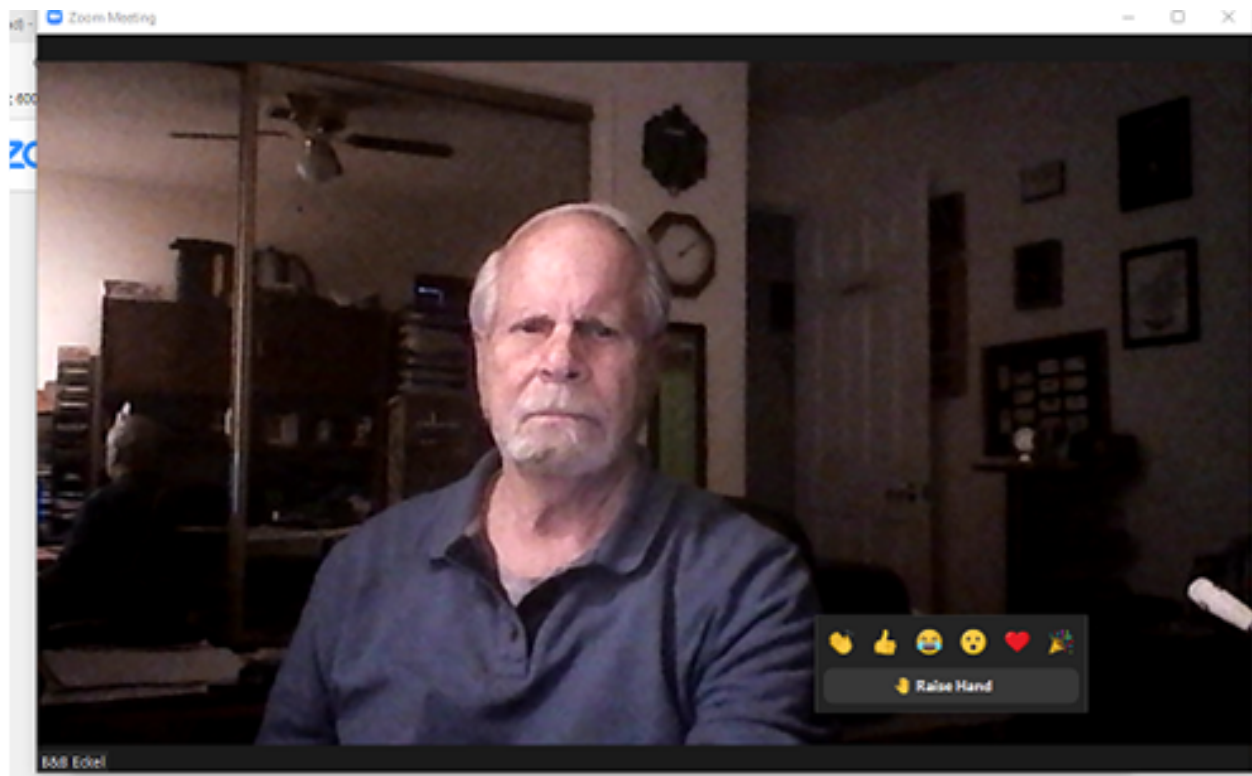
If you want to respond a statement by giving a **“Thumbs Up,”** move the mouse to bring up the icons.

Click on the **“Reactions”** icon in the lower right to bring up a popup box. In the box there are several picture icons. Clicking on one of them will show in your picture box for about 5 seconds.

In order to speak to the entire group, click on **“Raise your Hand”** in the **“Reactions”** box.

A hand will appear on your screen and will stay there until you **“Lower your Hand.”**

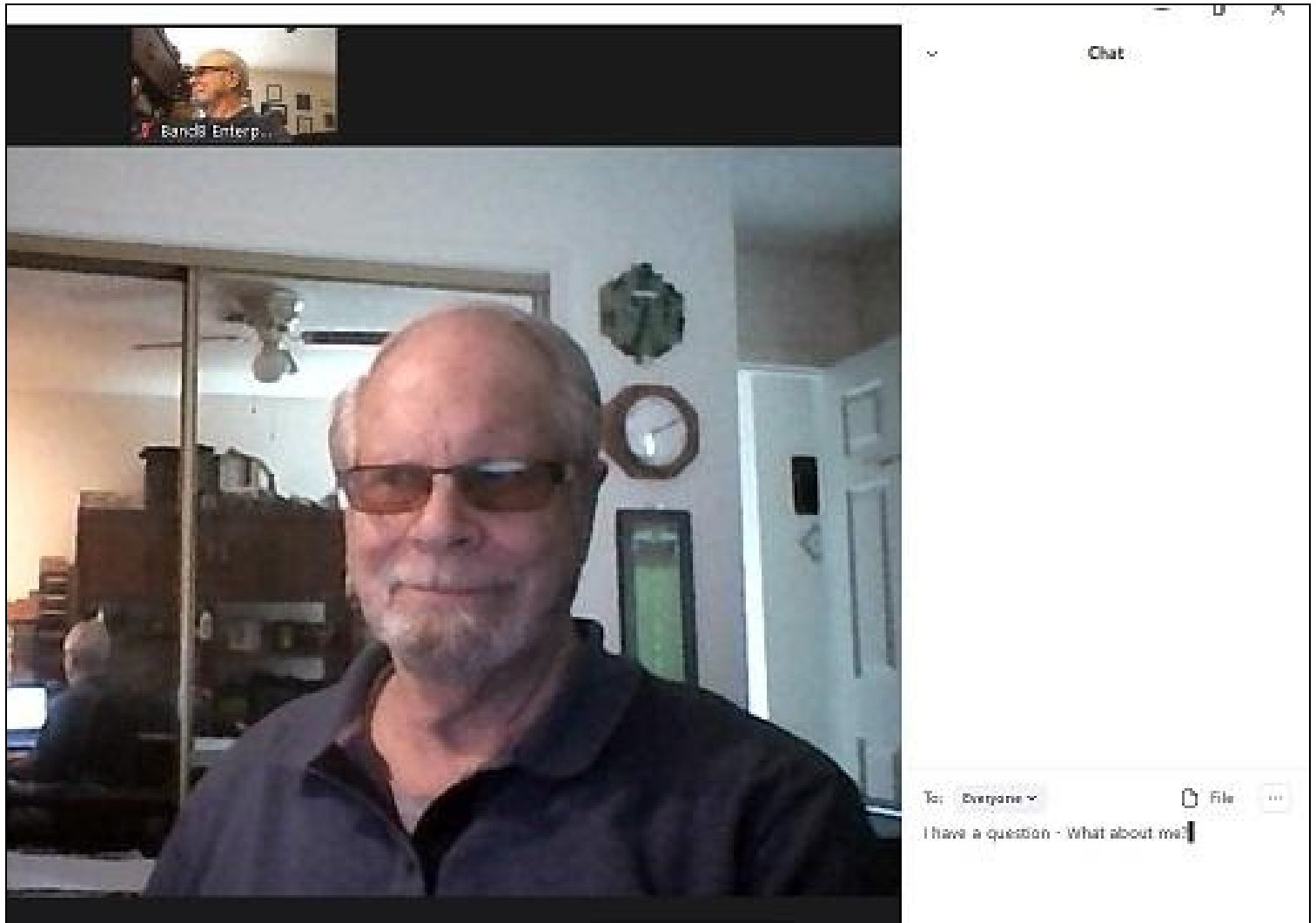
After speaking and re-muting your Microphone, lower your hand by clicking on the **“Reactions”** icon then click on **“Lower Hand.”**



In the screenshot, from left to right, you might choose one of the following to express how you feel about what's going on in the meeting: clapping, thumbs up, laughing so hard your crying, surprise, love, excitement.

Chat (Text a question)

If you wish to ask a question, you can do that by clicking on the “**Chat**,” icon which will bring up a text box so you can ask a question.



The default is to everyone. If you wish to text just to the Host, click on the down arrow to the right of “**Send to Everyone**” and select the person you chose to send to. Then just type in your question and click “**Send**.”

That's it. Just a couple things if you wish to add your thoughts during the meeting, but you don't need to use them just to listen.

