

New to Zoom? Here's some help!

Zoom software allows people to share audio and video in a live session. A “host” schedules a meeting and allows “participants” to join it. The software can seem confusing at first, but is easy after that. You can join a meeting using a browser on phone, tablet, laptop, or other device that runs on a PC, Mac, iOS, or Android system. You can also join with any telephone (for audio only).

For a short video with screenshots, see <https://www.youtube.com/watch?v=9isp3qPeQ0E>

Registering for a session

- In many cases the number of participants is monitored by requiring early registration. Using the link provided by the host, enter your name, email address, and any other info requested.
- The host will send you a message confirming your registration. That message will have instructions for joining the session by computer/tablet/other browser device (by link or meeting ID and password) or by phone (by specific phone number to call)

Calling in by phone for audio (sound) by itself, or if device has no speaker/microphone:

- Your invitation and/or confirmation after registration will list the phone numbers to call to join the session. You will then need to enter meeting ID and password when asked.
- Be aware that if you join by phone, your phone number will be displayed in the list of participants.
- The Zoom session is free, but if your phone is charged per-minute, that fee will be billed.

Joining a meeting through browser, for video:

- Use the session link sent by the host to open zoom.com. That window has a choice “If you have Zoom client installed, launch meeting. Otherwise, download and run Zoom.” For your first time, click on “download and run Zoom.” This will put a small bit of software on your device.
- A separate small pop-up window near the top of the screen asks “Open Zoom Meetings? Click on that button. Depending on how the host created the meeting, you may have a choice of joining with video and/or with computer audio.
- You may be asked to wait until the host permits you to join, or a window may open right away. You can use the usual controls to make the window full screen.

Understanding Zoom video options and controls

Location for controls depends on your device. Move your cursor around the screen until icons are displayed. Available options are decided by the host, and may be turned on/off during a session.

- **Mute/Unmute:** Turns your microphone on or off (if your device has one).
- **Stop/Start Video:** Turns the camera on or off (if your device has one).
- **Chat:** Opens/closes a window to read or type messages. Type your message in the field at the bottom of that window. You may be able to choose sending a message to a single participant or to “Everyone.”
- **Participants:** Opens/closes a list of everyone participating in the session.
- **Rename:** Lets you change the name displayed just for this session. Otherwise your “device name” shows on the participant list and your box on screen. (Does NOT affect device name.)
- **View:** Click “Speaker View” to see just the speaker (and possibly a shared screen) or “Gallery View” to see all participants in equal-sized boxes.
- **Full screen enter/exit:** Expands your Zoom window to the full screen or shrinks it so you can see other windows.

- **End session:** Click on “End” to end the session, and then on “Leave” button to leave session.