



# 1 WHAT IS ZOOM?

**ZOOM™** is a video conferencing tool that will allow you to connect with multiple people at a time, using audio and video. This guide is meant to help you get **ZOOM** set up. The good news is - it is actually VERY easy!

This guide will help to walk you through downloading Zoom, connecting to a meeting, participating in a Zoom meeting and Zoom etiquette. It is not intended to help you set up and run your own meetings or explain the more advanced capabilities available to meeting participants.

Zoom is a program that runs on your computer, phone, or tablet. The free version of Zoom should meet all of your needs. You don't need to sign up for a Zoom account to use it (unless your host has told you otherwise). A Zoom account IS needed if you want to host and schedule your own meetings – see <https://zoom.us/signup>.

There is extensive, but often overly detailed and technical, help in the [Zoom Help Center](#). A good place to start is the [GETTING STARTED](#) section. There is also a good [library of short video tutorials](#) on various aspects of Zoom functionality. Lastly, please note that the implementation, and therefore the presentation of information while using Zoom varies depending on the version of Zoom, device used and its version of Windows/IOS/Android/Linux/... As such the image shown herein may be slightly different on your device than the author's. Functionality is almost equivalent across all platforms.

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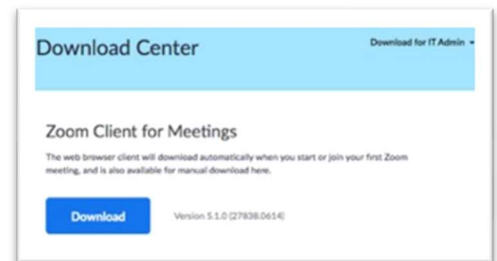
## 2 DOWNLOADING & INSTALLING THE ZOOM CLIENT

[If you have already used Zoom on your computer, phone or tablet, you can skip this section!]

### 2.1 DOWNLOADING ON A COMPUTER

If this is the first time you want to meet using Zoom on a particular device, there are 2 simple ways of getting the Zoom software downloaded:

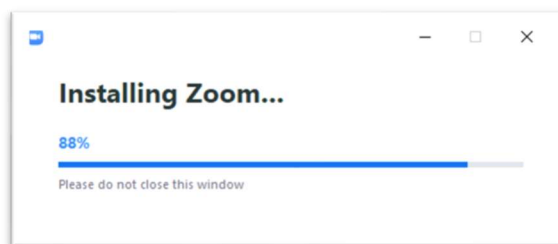
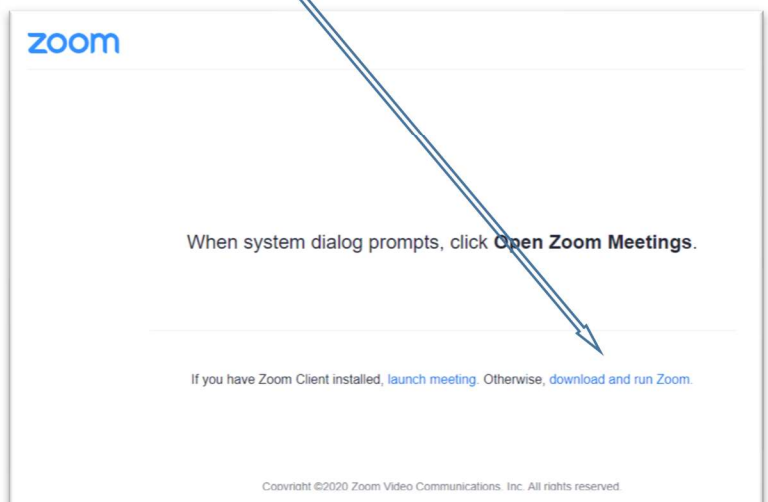
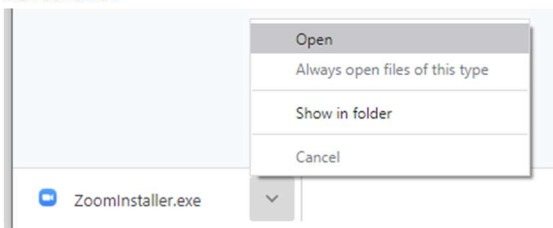
- 1) Manually download it from the Zoom [Download Center website](#). Click the **Download** button in the **Zoom Client for Meetings** section to start the download.
- 2) If you have an email inviting you to a Zoom meeting, click on the link below **"Join Zoom Meeting"**, to open the browser window below right.



Join Zoom Meeting  
<https://us02web.zoom.us/j/81022177846?pwd=dGUzcXE5ZzBq>

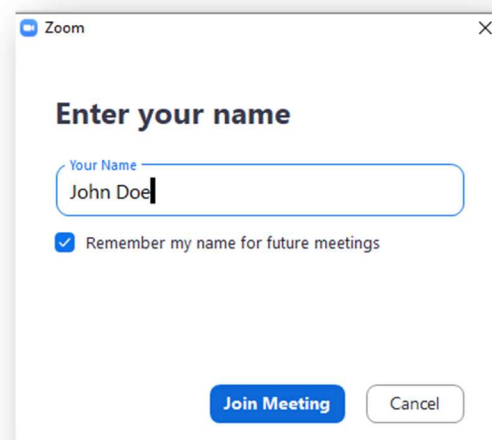
Click on [download](#) and run Zoom.

Once the Zoom program is downloaded, open the **Zoominstaller.exe** file (Windows) or **Zoomusinstaller.pkg** (Mac) to initiate the installation of the Zoom Client for Meetings software.



When the installation finishes, the Zoom application starts automatically. You will be asked to enter your name as you want it to be shown during any Zoom meeting. You may also change the text of your name shown during a meeting, e.g., use a nickname for informal meetings.

It is recommended that you try out the [Zoom Meeting Test](#) utility described in §2.3 JOIN MEETING below.



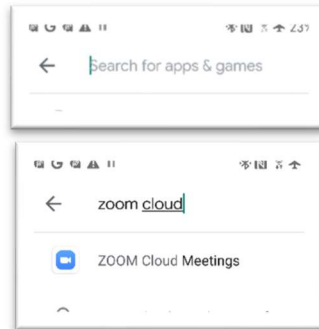
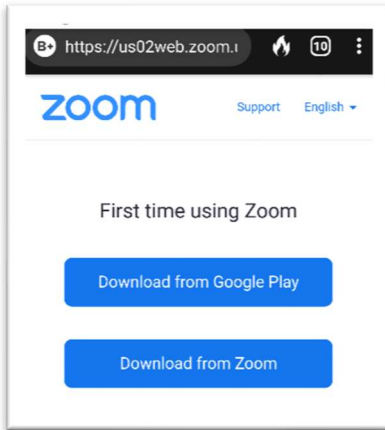


## 2.2 DOWNLOADING ON A PHONE OR TABLET:

If you have never used Zoom on your phone or tablet, just click on the invitation email's link to **Join Zoom Meeting**.

Your browser will open and identify that it is your **First time using Zoom**.



Click on [Download from Google Play](#) (Android) or [Download from AppStore](#) (Apple) and then in the "Search for apps & games" field enter "zoom cloud", then pick

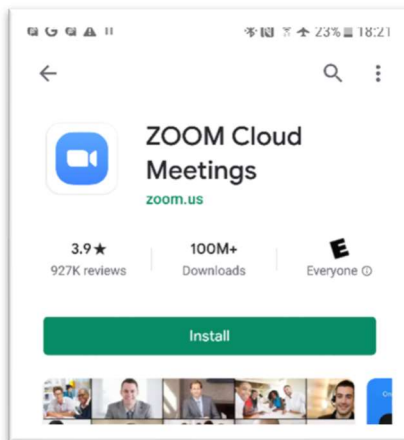


ZOOM Cloud Meetings

which opens  Google Play

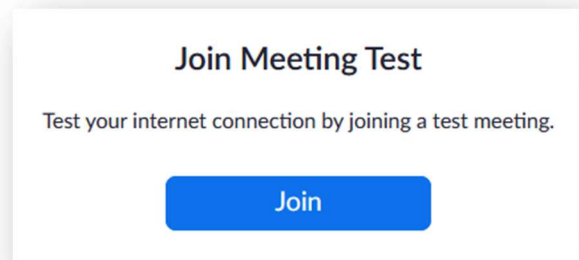
or Apple's  App Store.

Click  or  to have the app activated on your device.



## 2.3 JOIN MEETING TEST

It is highly recommended that after installing **Zoom** that you click to use the [Join Zoom Meeting Test<sup>1</sup>](#) to familiarize yourself with the Zoom features in this document and to also test your microphone/speakers before joining a scheduled Zoom meeting. You can also retest your [video](#) or [audio](#) while in any Zoom meeting. More details on how the **Meeting Test** works can be found on the Zoom Support site [here](#).



<sup>1</sup> Type <https://zoom.us/test> in any browser window.

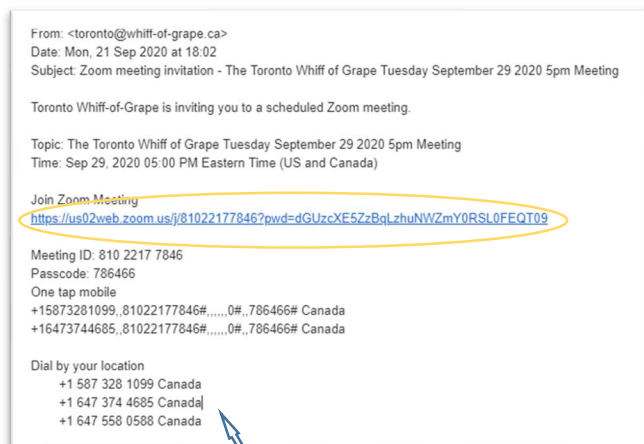


## 3 Joining A Meeting

There are two ways to join a Zoom meeting, with:

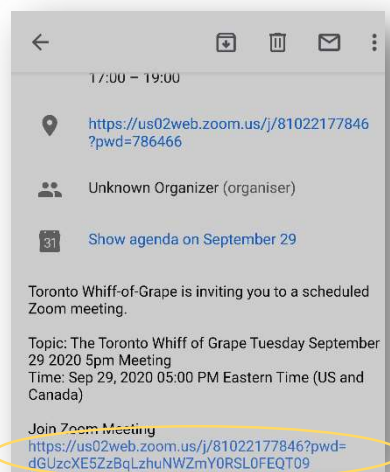
- i. full audio and video functionality on an **internet connected** device; or
- ii. audio only functionality by calling in **by phone**.

- 1) **Join via Internet:** To engage in a full video and audio meeting, click the link below **"Join Zoom Meeting"** in your invitation email. The next sections describe joining by computer or by smartphone/tablet.



### Before reading this section ...

You might find it useful to first watch the [Joining a Meeting](#) video and read the content on the [Zoom Help Center: Joining a meeting](#) webpage.

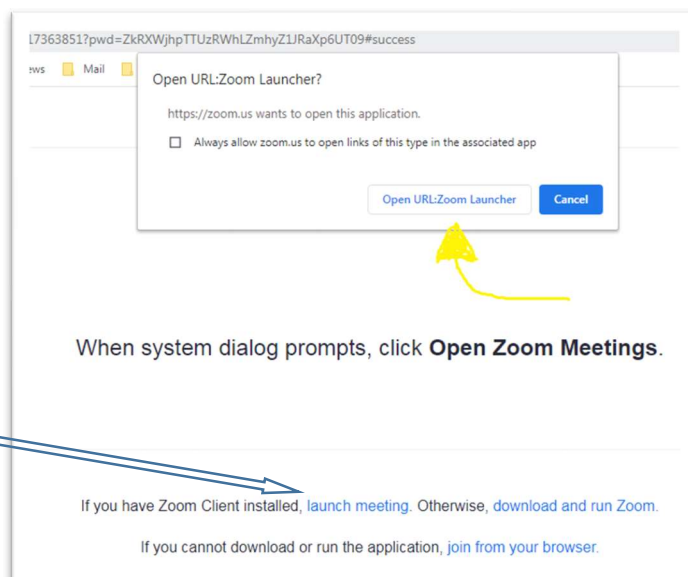


- 2) **Join by telephone:** If you don't have an internet connection, you can still participate by phoning in to one of the **"Dial by your location"** numbers listed in the email to listen and talk only. You'll be greeted with the instructions to join - **"Welcome to Zoom. Enter your Meeting ID, followed by #"** Then you need to **"Enter your Participant ID, followed by #"**. Enter the passcode and follow any other instructions if prompted.

### 3.1 JOINING THE MEETING ON A COMPUTER

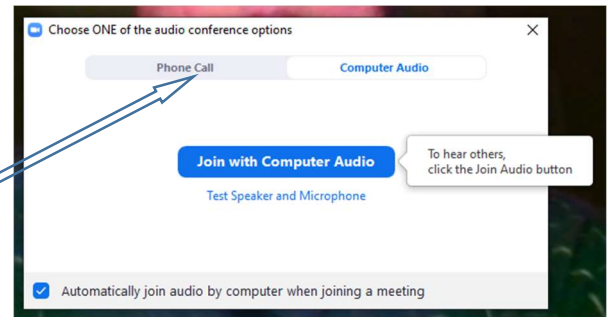
After clicking on the **"Join Zoom Meeting"** link, your web browser will open on the **Open Zoom Meetings** webpage and show the **Open URL: Zoom Launcher?** pop-up. Click the button that says **Open URL:Zoom Launcher**. (If you previously checked ☒ **Always allow Zoom to open links of this type**, the pop-up will not show up and you should go directly into the Zoom meeting.)

If the pop-up does not show and/or the meeting doesn't start, you should click on the **launch meeting** link.

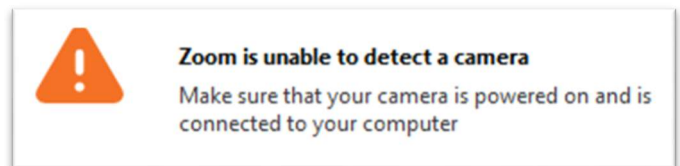




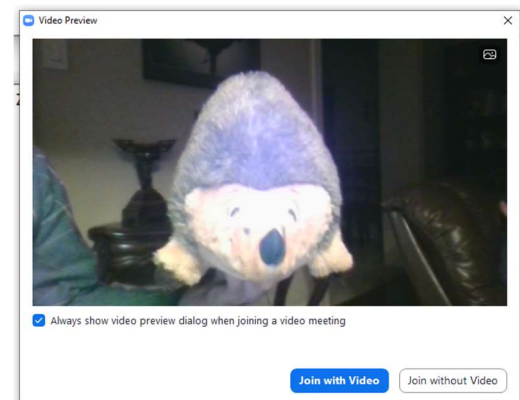
The **Audio conference options** window pops up, unless you previously checked ☒ *Automatically join audio by computer when joining a meeting*. You have the chance to *Test Speakers and Microphone* before joining the meeting using your devices mic and speakers. If your microphone and speakers do not seem to work properly, click on the **Phone Call** tab and you will see the dial-in by phone numbers to use as your audio connection to the meeting.



If you get the error, **Zoom is unable to detect a camera** then your device probably either has a physical camera on/off switch that needs to be switched on or the USB cable to your external camera device hasn't been plugged in properly.




The **Video Preview** window then opens up (if you did not previously check ☒ *Always show video preview dialog when joining a video meeting*) so that you can see how you look before choosing to *Join with Video* (camera on) or *Join without Video* so that others will just see your name. You can turn Video on later should you choose.



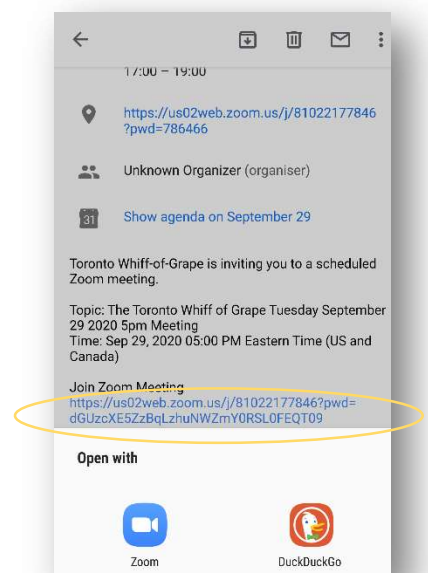
## 3.2 JOINING FROM YOUR SMARTPHONE OR TABLET

There are two easy ways to join on a phone or tablet.

- 1) **Using the invitation email:** After clicking on the meeting link in the invitation email, click in the **Open with** pop-up on , then enter the name you want to appear in your video window.


Please enter your name

Cancel
OK



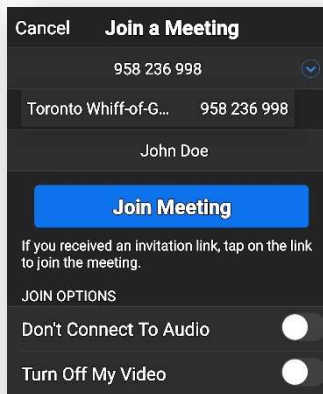
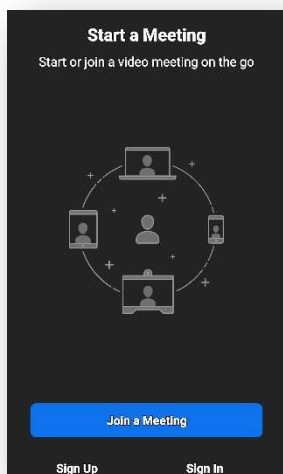




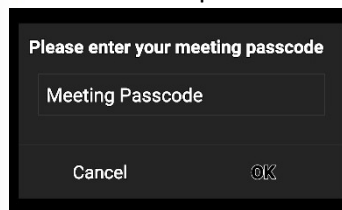
- 2) **Directly with the Zoom App:** You can also join a meeting by tapping the **Zoom** app icon . Have the details from the email invitation at hand.

Click [Join a Meeting](#)

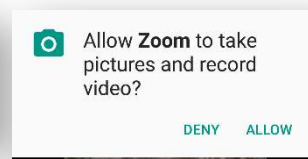
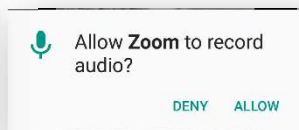
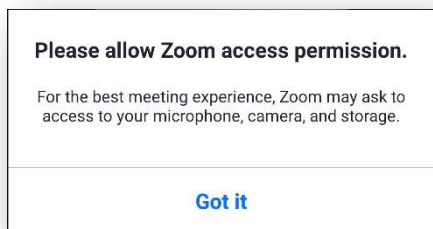
Enter the Meeting ID from the email and the name you want to appear in your video window.



Then enter the passcode if requested



The first time you use Zoom on an Android device, you may have to give the **Zoom** application permission to access your device's mic, camera and storage.

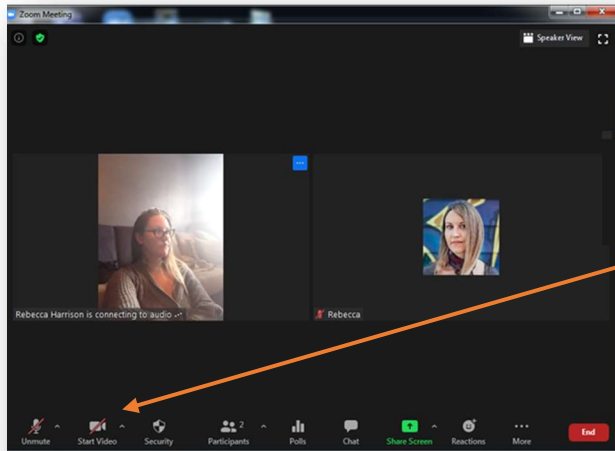




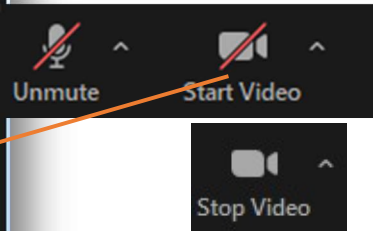
## 4 PARTICIPATING IN A MEETING

Once you have joined the meeting, you can see and hear unmuted participants. Each participant is represented by a thumbnail image that displays their name & camera view (if they have chosen to Join with Video).


### 4.1 VIDEO (SHARE YOUR LIVE IMAGE)

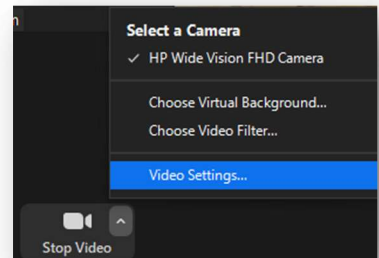


If your device has a camera and just your name in large letters is displayed, then your Video is Stopped. Move your mouse in the Zoom meeting window to make the tool bar at the bottom of your screen visible.



If the camera icon has a red line through it, your camera is off, and no one in the meeting can see you. Click the camera icon to toggle your camera on and off as needed.

Clicking on the  will let you choose and set all the video options available



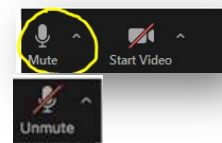
### 4.2 AUDIO (CALL OVER INTERNET)

Typically, the microphone in most devices is quite sensitive and not directional, so if you are unmuted, it can pick up a lot of distracting background noise. The mute icon, which looks like a radio announcer's microphone, is in the bottom left corner of the Zoom screen. If the microphone has a red line through it, you are muted, and no one in the meeting can hear you. Click the icon to unmute yourself if you want to talk in the meeting. (If the Host has muted all participants, you will have to bring up the Participants list and click on **Unmute Me** to ask the Host to be unmuted.)

If the microphone has no red line through it, any sounds in your locale will be heard by other participants.

If you are on mobile phone or tablet, the mute and video buttons can be found at the bottom of your screen. If not visible, touch the screen to make them appear and then tap them to mute/unmute or toggle your camera on/off.

If you have dialed into the Zoom meeting using a telephone number, use \*6 to mute/unmute yourself.



**Unmute Me**



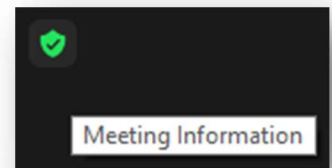
### 4.3 MEETING INFORMATION

Clicking on the little green check-marked shield in the upper right corner of the screen (or in the top middle of a phone/tablet device) will display all of the connection details of the current meeting. Notice that if the Passcode contains a non-numeric character, a separate numeric-only passcode is provided for Joining by Phone audio sign in.


**Toronto Whiff-of-Grape's Zoom Meeting**

Meeting ID	824 3415 5856
Host	Toronto Whiff-of-Grape (You)
Passcode	9a95453
Numeric Passcode (Telephone/Room Systems)	7964175
Invite Link	<a href="https://us02web.zoom.us/j/82434155856?pwd=ZTdCaEdHNEE4NDZNWHFNeWhpV1o5QT09">https://us02web.zoom.us/j/82434155856?pwd=ZTdCaEdHNEE4NDZNWHFNeWhpV1o5QT09</a> <a href="#">Copy Link</a>
Participant ID	103950
Encryption	Enhanced

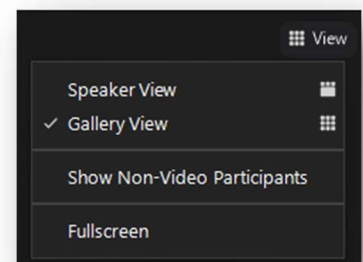
You are connected to Zoom Global Network via data centers in Canada



### 4.4 VIEWS – VIDEO LAYOUT

On a computer, you can change the screen display so that you can either see a) only the person who is speaking or b) thumbnails of up to 49 of the people in the meeting. You may toggle back and forth between views by clicking on the  View icon at top of your screen on the right-hand side and then choose the view. It is also recommended that you use **Fullscreen** view.



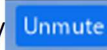
Zoom allows you to rearrange the video thumbnails in the **Gallery View** in any order you want, during a Zoom meeting. Zoom calls this feature [Custom Gallery View organization](#). You can move the videos to show you or other participants anywhere you like... except if the host has turned on "[Follow Host's Video Order](#)". In that case, participants cannot rearrange the video order. With Follow Host's Video Order enabled, if the host puts videos in a certain order, the participants will also see their videos in this order. If a participant tries to move, they will get a warning message that they can't rearrange. More on the Changing the video layout can be found [here](#).

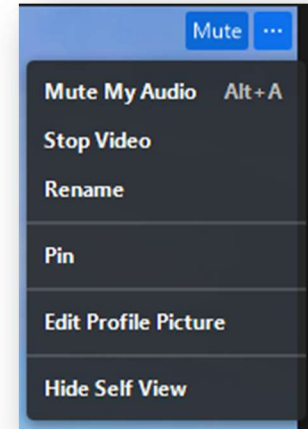







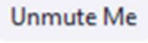



## 4.5 CONTROLLING YOUR OWN IMAGE VIEW

You can also control your personal meeting setting by clicking on the  icon in the upper right of your thumbnail image. It displays a menu of actions you can take. Pin will ensure the image pinned always stays in the view of active users. A convenient way of toggling your mic on/off is to click on the  /  icon.




## 4.6 PARTICIPANTS


To see a list of all the participants in the meeting click on the  icon. You can see if they are muted or have their camera off. For yourself, the entry with (Me) listed, you may control your mic and camera as well as setting a status indicator that the Host should respond to, e.g.,  to suggest we all take a break,  to have the Host contact you. Another key use of this list is to ask the Host to  if participants have been prohibited from unmuting themselves.

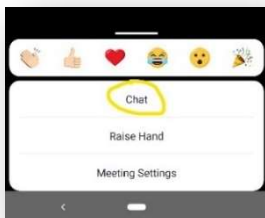
To Raise/Lower Hand on a mobile device, click the  icon to bring up the menu to Raise Hand or Lower Hand (if already raised.)

## 4.7 IN-MEETING CHAT

During the meeting, you may wish to share comments or ask questions of others non verbally. The chat function allows you to type messages to **Everyone** in the meeting or (**privately**) to just one specific participant.

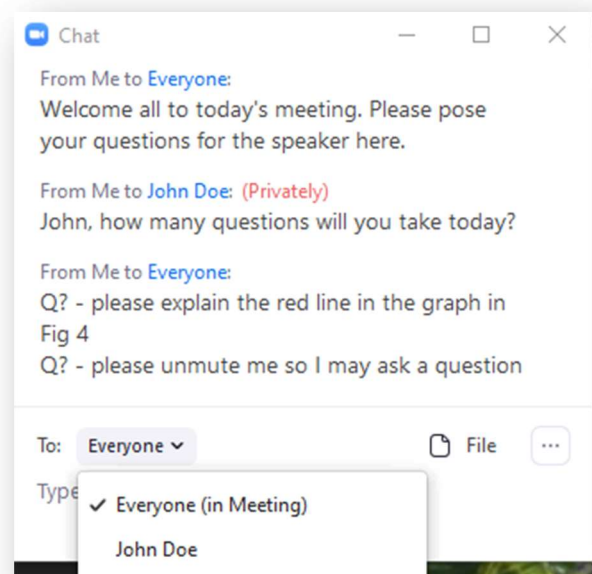
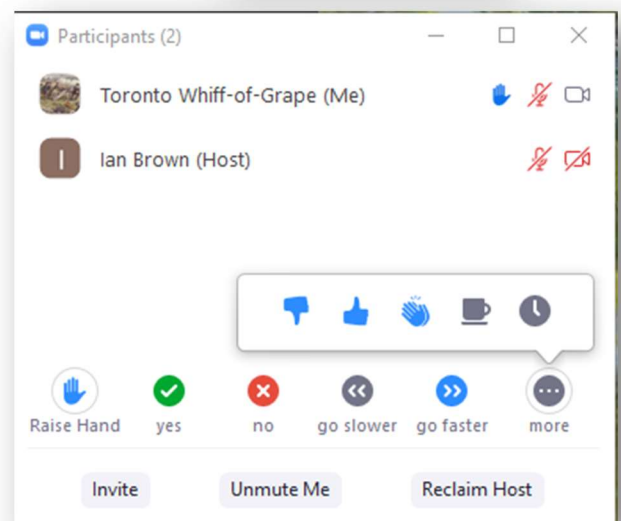
On a computer click on the  icon at the bottom of the screen.

On a phone/tablet click the  icon in the bottom right corner and choose Chat in the pop-up menu to open the Chat panel.



The Chat panel can be expanded and/or made free floating if desired.

**Questions for the speaker** should be sent to **Everyone** and prefaced with "Q? – "






## 4.8 BREAKOUT ROOMS

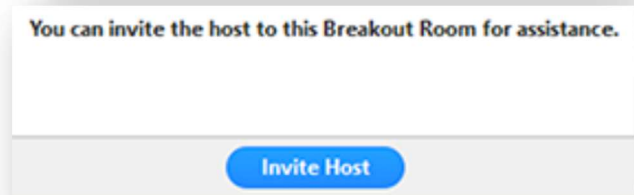
Breakout rooms allow people to talk in smaller groups. If breakout rooms are being used, you will either be assigned to a breakout room by the Host or the Host may choose just to let Zoom randomly assign you to one or allow each participant to choose the room they would like to enter. When breakout rooms are opened, you may receive a message that looks like the one to the right.

If you see this pop-up window, click the blue *Join Breakout Room* button to join your breakout room.




If you need help in the breakout room, click on the Ask for Help  icon in the meeting controls. You can then invite the Host to join the room to resolve the issue.

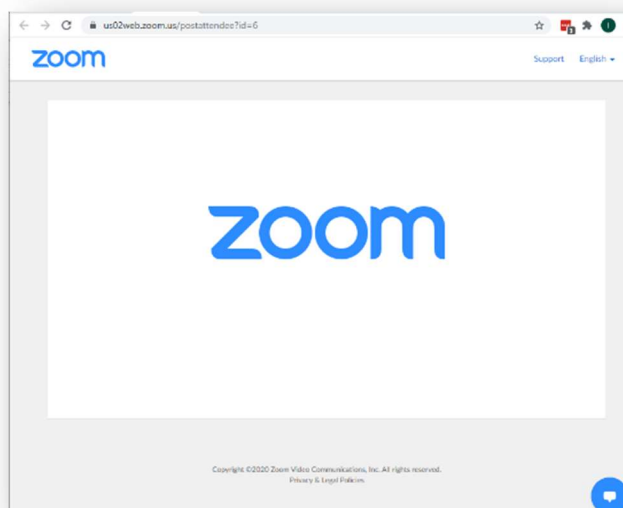
At the end of the breakout session, the Host will begin a count-down timer, which when it expires, will close all the breakout rooms and everyone will be brought back to the main room.



## 4.9 LEAVE THE MEETING

Click on the  icon in the lower left corner of the meeting window or on the normal Close Window icon in the upper right corner. To prevent premature departure from the meeting due to accidental clicks, you will be asked to confirm that you actually want to leave before Zoom closes. If the meeting settings permit it, you may rejoin the meeting – perhaps you need to transfer from a desktop PC to a smartphone/tablet so you can be mobile and still remain in the meeting.




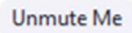
At the end of your meeting, your browser will show the post-attendee screen (below) which you can just close.





## 5 ZOOM ETIQUETTE

Here are some simple tips to help a Zoom meeting run as smoothly as possible:

- 1) Try to join the Zoom meeting before the “official”: stated start time. If you arrive before the meeting begins, Zoom offers you the option to ensure you have your audio and video set up properly.
- 2) Stay active and involved for the entire meeting. If you have to step away, turn off your video
- 3) There will be one speaker at a time. If you are speaking, please respect the agenda and stick to your allotted amount of speaking time.
- 4) Mute when you are not talking or a background disruption happens (click the microphone icon  at the bottom of the screen – if it has a red line through it, you are muted).
- 5) Engage other attendees through the  Chat function when you are muted or a presentation is occurring. Pose your questions to the Speaker copying **Everyone**.
- 6) If you wish to say something, you should Raise Your Hand  using the participant list. If you are not able to unmute yourself, the Host may have chosen to mute all participants – use the  button in Participants list to request the Host to unmute you