

Getting Started with Zoom

1. A person hosting a Zoom meeting will send a link that can be opened in an Internet browser on your computer or mobile device. Click this link in the email or page that it appears on. You can also copy the link starting with "https" from the email and paste it into the address bar of your Internet browser.

Join Zoom Meeting

<https://zoom.us/j/97291735351>

Meeting ID: 972 9173 5351

One tap mobile

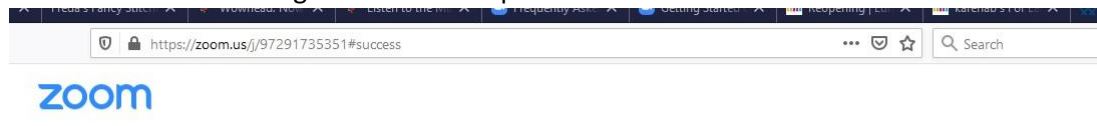
+19292056099..97291735351# US (New York)

2. Your browser will show a screen telling you when the system dialog prompts, click Open link.

When system dialog prompts, click **Open link**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

3. Immediately after that it will pop up a window asking if you want to launch the Zoom meeting as an application. Select the Zoom meeting line and click 'Open link'.

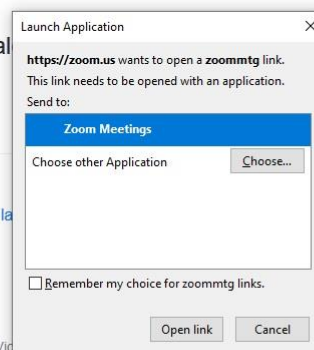


When system dial

If you have Zoom Client installed, la

Zoom.

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4. You may get a prompt asking you to either Join a Meeting or Sign In. If you are just joining a meeting as a participant and not hosting it, you do NOT need to sign in. You can just click the Join option.
5. When Zoom has finished setting up, it will connect you to the meeting
6. If you have a camera on your computer or device and Zoom detects it, Zoom will ask if you want to use it. Click yes if you want people to see you with your camera. It will also ask if you want to use audio. Click yes to the audio. You don't need to use your camera if you don't want to but you should use the audio.

7. The default view for a meeting will show you everyone currently attending the meeting in their own windows on the meeting screen. At the bottom of the meeting screen are also buttons:
 - a. *Mute/Unmute* – mutes your microphone. When the meeting starts you will not be muted.
 - b. *Stop Video* – this will turn your camera on or off.

In the centre bottom of the screen are the following:

- c. *Participants* – you can click this to open a window on the upper right side of the meeting screen listing all the participants in the meeting. This is handy if there are a lot of attendees and you want to see a list of them.
- d. *Chat* – you can click this to open a window on the lower right side of the meeting screen where you can send text messages to either Everyone or certain attendees. Try not to use chat to Everyone unless necessary because it can make things cluttered for attendees.
- e. *Share Screen* – if the meeting host has allowed attendees to share their screen, this will let you share your screen to present items on it to other attendees. For our meeting the only person who will likely need to share their screen will be the President or meeting host.
- f. *Record* – allows a meeting recording
- g. *Reactions* – this allows you to display an emoji graphic that other attendees can see.

At the very bottom right of the meeting screen is a Leave button. When you click this your meeting window will close and you will be taken back to your browser's Zoom page. You can then close the Zoom tab on your browser, or close your browser.

At the upper right of the screen is a button that lets you switch between Speaker View (this may be what you see when you first run Zoom) and Gallery View. Gallery view lets you see all speakers at once. Speaker view shows some speakers in a row at the top with the person currently speaking centered at the bottom.

Helpful Zoom Etiquette Notes

8. Zoom is very sensitive at picking up sound, and it will highlight the attendee it is currently detecting sound from. If you don't need to speak it will be helpful for others if you put yourself on Mute.
9. When you are starting the meeting you will likely be asked for the name you want other attendees to see. Please put your name so it can be recorded by the secretary for attendance. If you don't do this at the start it can be updated later by right-clicking your meeting window and selecting 'Rename'.
10. It is possible to change your background and you may see some attendees doing this. How to set this up is not covered in this guide. If you do want to set your background note that Zoom may not show you clearly against your background if you are wearing dark clothing.

If you need additional help with Zoom, here is a page from Zoom you can check for more information.

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>