

A Guide to Zoom



How to get Zoom, Join a Zoom Meeting and Participate on Zoom On a Computer or by Phone!

What is Zoom? Zoom is a video calling platform that runs on your computer, tablet or phone. Zoom allows you to video call with a large group of people. Before you can join a Zoom meeting, you need to have zoom downloaded onto your device and you need to have a Zoom account. This guide will help you get set up on zoom to join and participate in Zoom events!

1) How to Download and Install Zoom On a Computer

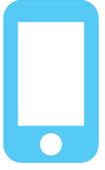


Step 1: Go to zoom.com/download

Step 2: Under "Zoom Client for Meetings," click download

Step 3: If you are using a Mac, click on the Zoom.pckg in the download folder, the program will open and guide you through the installation process. If you are using a PC, click the "ZoomInstaller.exe file" to install the program.

2) How to Download and Install Zoom on a Phone or Tablet



Step 1: Go to the app store or the google play store

Step 2: In the app or google play store, search “Zoom Cloud Meetings”

Step 3: Click the “get” or “install” button

Now you have zoom downloaded and installed on your preferred devices, and it is time to create a Zoom account.

3) Creating a Zoom Account

Step 1: Open the zoom application on your device or go to zoom.com

Step 2: Click on “Sign up” and follow the steps

Step 3: A confirmation email will be sent to you from Zoom. From this email, you will set your password.

Step 4: Open zoom on your device and log in

4) Joining a Zoom Meeting

There are a few different ways you can join a meeting. You will likely get an email inviting you to a Zoom meeting that will look like this:

"Emily is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting

Time: Oct 1, 2020 12:30 PM Vancouver

Join Zoom Meeting

<https://us04web.zoom.us/j/78653610674?pwd=aEVYQ2RZd3VIUGlaWE1iYlVsSFVZdz09>

Meeting ID: 786 5361 0674

Passcode: 6fepe9

One tap mobile

+13462487799,,81481000095# US (Houston)

+16465588656,,81481000095# US (New York)

Dial by your location

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 814 8100 0095

Find your local number: <https://us02web.zoom.us/j/kOtoVmgPA>

Link in Invitation Email

Step 1: When you get invited to join a zoom meeting over email, when it is time for the meeting click the meeting link (highlighted in blue).

Step 2: You may get redirected to the Zoom website, if you are asked if you want to open Zoom, click "Open zoom.us". And the application will open and connect you to your meeting.

Join Through Zoom's Website

Step 1: Go to zoom.com/join

Step 2: On the webpage, enter the meeting ID (highlighted in yellow) and the meeting password if necessary.

When you successfully join a meeting, Zoom opens, showing you a preview of your camera image. Then click either "Join with Video" or "Join without Video." Next, Zoom asks about audio. Click "Join with Computer Audio" so you can hear and be heard in the meeting.

Call Into a Meeting By Phone

If you don't have access to a computer, tablet or smartphone, you can participate in zooms with a simple phone call.

Step 1: Find the local number in the zoom invitation.

There will be a list of phone numbers to dial by location.

To get a local Canadian number you click on the "find your local number link" (highlighted in green). This will take you to the zoom website with all the numbers, scroll to Canada and use the 778 number.

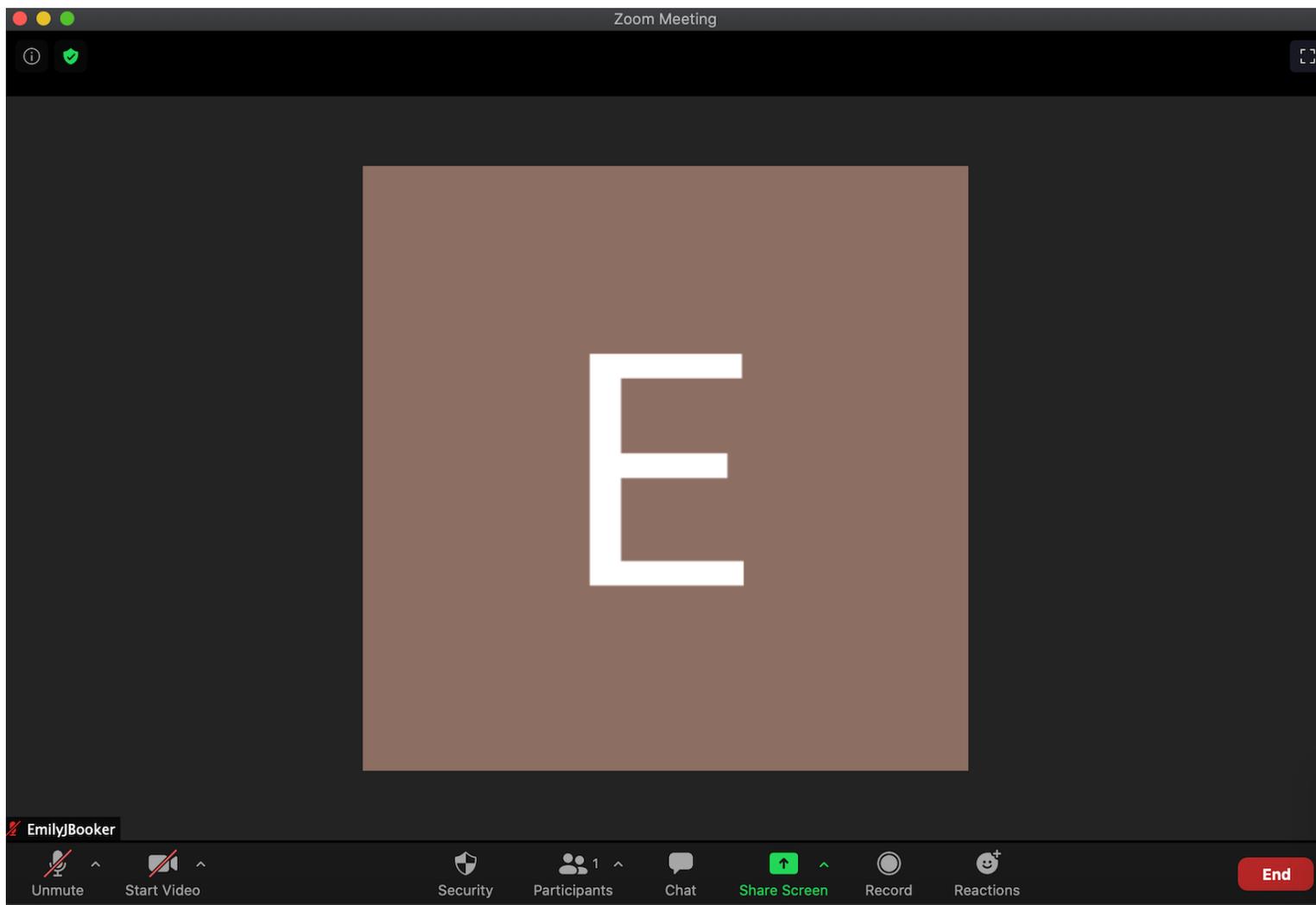
Canada's number is: **+1 778 907 2071**

Step 2: When you call the local number you will be prompted to put in your meeting ID, which is also in the email invitation.

If you do not have an email address but want to participate in a zoom event, you can always call the Alexandra Neighbourhood House and ask for the local zoom number and the meeting ID.

5) Participating in a Zoom Meeting

Now that you have joined a zoom meeting, here are some tips to make the most out of the experience. Below is what your screen will look like while you are in a zoom meeting.



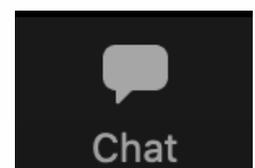
Video and Microphone



Microphone: By clicking on the microphone icon you can mute and unmute yourself. When you are on mute, there will be a red slash through the icon and no one will hear you. When you aren't speaking, it is good to be on mute to minimize background noise for everyone.

Camera: By clicking on on the camera icon you will be able to turn on and off your camera. When your camera is turned off there will be a red slash through the icon and no one will be able to see you.

Chat



Clicking on the chat icon will open the chat window. Keep in mind, the host can download all chats after a meeting so nothing in the chat is entirely private.

Still unclear? Check out this video tutorial: https://www.youtube.com/watch?v=9isp3qPeQ0E&ab_channel=CreativeLifeCenter