# Using Zoom

As we are using Zoom for our meetings this article will provide instruction on how to use the app.

Instructions for the following:
- Creating a Zoom account (recommended but not required).
- Using Zoom on an iPad or iPhone.
  - Installing the application
  - Using the application
- Using zoom on a PC.
- Using zoom on a Mac.
- Using zoom on an Android.

# Create a Zoom Account.

It is not necessary to have a Zoom account, but it does make it easier to use if you have an account. It is suggested that you create a Zoom account.

# Installing Zoom on PCs

1. Go to the Zoom web site. https://zoom.us/.
2. In the upper right-hand corner of the home page at Zoom, click on "Sign Up, It's Free".
3. Enter your birthdate and click "Continue".
4. Enter your email address, and click sign up.
5. Zoom will send you an email. Check your email!
6. In the email, click "Activate Account".
7. Close the email and return to your browser.
8. Zoom is now asking if you are signing on behalf of a school. Click "No," then click "continue".
9. Fill in the form with your name and a password. Be sure to write down the password because you will need it in the future.
10. Click continue and "skip" the 'invite others' menu.
11. You are done.

When you arrive at the meeting there may be several settings to change: The audio and video are turned off by default. Single click on the Audio and Video icons shown below to be seen and/or heard in the meetings. (The red line will disappear.)If you prefer *not* to be seen or heard, no changes are necessary.
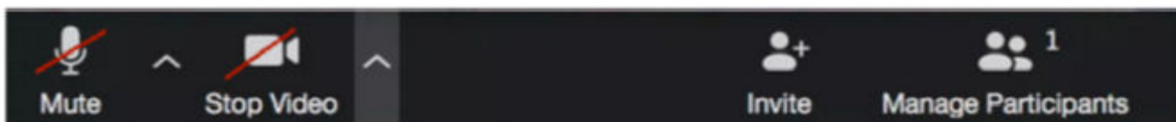
# Installing Zoom on (iOS)



1. Tap on the Apple **App Store** icon on your iOS device to open.

2. Tap on **Search** at the bottom right of your screen.
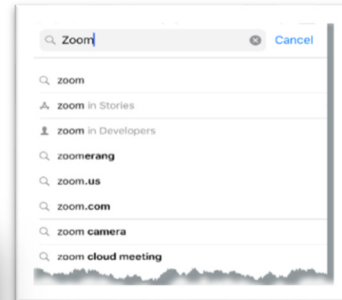
3. Enter **Zoom** in the search text box.

4. Select **ZOOM Cloud Meetings** from the available app choices, and then tap on the **GET** button.

    a. The install process will start
    b. And the button will turn to an icon that says Open. You do not need to open it now, just wait till you get a meeting notice.

5. You are now ready to accept a email that is a request to Join a meeting.

## When you receive an email for a meeting, do the following when it is time to start the meeting:

1. Tap 'Join Meeting' and then Join with or without using your video
2. Then wait for the host to admit you.
3. On the left side of the screen you can change how you are viewing the meeting and what you are displaying if you have allowed video.
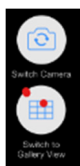
   **Change between the front and back camera**

   **Switch view between "Gallery View" and active "Speaker View".**

**When you want to leave the meeting, tap "Leave Meeting" and the meeting will continue for the other participants. The host can terminate everyone when the meeting is over**.

## This concludes the basics. Check the following for more controls

## The additional attendee controls appear at the bottom of your iPhone and Top of the iPad screen
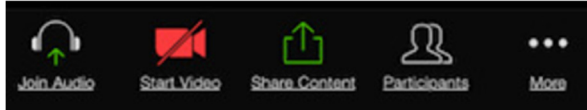


- **Join Audio –**
    1. **Tap join audio then tap 'Call using internet audio".**
    **The icon then changes to**

    **Mute / Unmute:** The Mute and Unmute microphone replaces the Join Audio icon. It can be used to mute and unmute to microphone.

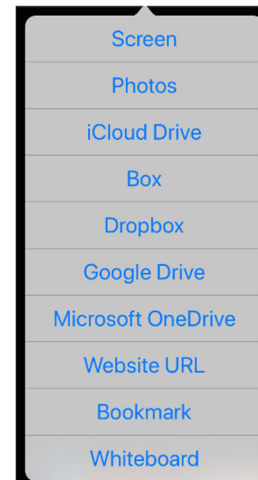- **Start Video / Stop Video**: Turns your camera on or off.

    Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

- **Share**: Start a screen share. Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom.
    - The host and attendee can screen share by clicking the **Share Screen** icon. Tap screen to share screen, (there are many other options here
    - The host does not need to grant screen share access for another participant to share their screen.
    - The host can prevent participants from accessing screen share.

| |
|---|
| Screen |
| Photos |
| iCloud Drive |
| Box |
| Dropbox |
| Google Drive |
| Microsoft OneDrive |
| Website URL |
| Bookmark |
| Whiteboard |

- **Participants: See who's currently in the meeting. The participants** list also gives you access to these options:
    - Tap your name
        - o If you want to rename yourself, tap "Rename"
        - o Tap "Raise Hand" if you want to let the host know you want to speek..
    - Tap "Chat" if you want to make a written comment or ask a question in writing.
    - Tap invite to invite someone to the meeting. The host may not permit this.

- **More**: View non-verbal feedback icons (if enabled by the host).
    - Thumbs up and Clap
    - Meeting Settings – leave it alone for now.
    - Virtual Background – leave alone for now.

- Raise hand - if you want to let the host know you want to speek
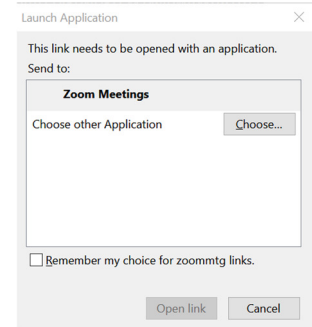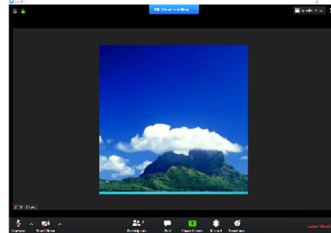
On the left side of the screen you can change how you are viewing the meeting and also what you are displaying if you have allowed video.

Check out this website for a video on how to do this.

https://www.youtube.com/watch?v=TmZVN98TmkA

# How to use Zoom on a PC

1. It is recommended that you set up an account. It makes it much easier to use in the future. So follow the instructions at the beginning of the article.
2. Click on the link that is sent to you in the email that is sent to you.
   a. You may need ot copy and paste it in the address bar of you browser
3. When Zoom come up you will need to click on Open Link
4. The Zoom main screen will appear.
   Your picture will be different

**4.** The controls are Tap Join Meeting and then Join with or without using your video

**5. Then wait for the host to admit you**.

**6.** On the upper right side of the screen you can change how you are viewing the meeting.

**Switch view between "Gallery View" and active "Speaker View".**

**When you want to leave the meeting, tap "Leave Meeting" at the bottome right of the screen. The host can terminate everyone when the meeting is over**.

**That's the basics. Check the following for more controls**

## The additional attendee controls appear at the bottom of your of your screen
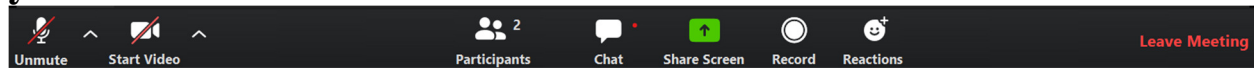
- **Mute / Unmute:** The Mute and Unmute microphone replaces the Join Audio icon. It can be used to mute and unmute to microphone.

- **Start Video / Stop Video**: Turns your camera on or off.

  Video Controls (click the ^ arrow next to Start Video / Stop Video): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.
- **Participants: See who's currently in the meeting. The participants** list also gives you access to these options:
  - Tap your name
    - If you want to rename yourself, tap "Rename"
    - Tap "Raise Hand" if you want to let the host know you want to speek..
  - Tap "Chat" if you want to make a written comment or ask a question in writing.
  - Tap invite to invite someone to the meeting. The host may not permit this.

5

- **Chat**

Used to send messages to meeting host and participants.

- **Share: Start a screen share. Zoom allows for screen sharing on desktop,** tablet and mobile devices running Zoom.
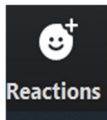  - The host and attendee can screen share by clicking the **Share Screen** icon. Tap screen to share screen, (there are many other options here
  - The host does not need to grant screen share access for another participant to share their screen.
  - The host can prevent participants from accessing screen share.

- **Record**
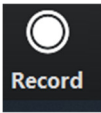
**Need host permission to do it.**

- **Reaction**

You can applaud or thumbs down

Check out this web site if you would like a video on Zoom Meetings.
https://www.techradar.com/how-to/zoom-video-conferencing

# How to use Zoom On The Mac

Add the Zoom app {Have the Security & Privacy screen on System Preferences)

Tap Zoom

There are four choices. Go to the "Join" option & tap

Next screen will request "Meeting ID", Enter the Meeting ID

Then wait for the Host to admit you

Options will be at the top of the screen.

Select:
　　　　Either Front or Back Camera ?
　　　　Gallery View or Speaker View

When you Leave the Meeting tap "Leave Meeting"

# How to get and use Zoom on an Android.

1. Go to the Play Store.
2. Search for Zoom.
3. Install Zoom.
4. Create an Account.
5. Sign In.
6. Join a Meeting with an invitation link or Meeting ID and Password. Start or Schedule a Meeting. Enjoy.
   a. When you get the invitation for the meeting write down the Meeting ID and Password. You may need it to get into the meeting