



GETTING STARTED WITH ZOOM

[PARTICIPANTS GUIDE](#)

Whether on a phone, a mobile device, or a desktop, this guide will assist you with easily connecting with others in order to participate in virtual meetings and programs.

User Manual for Zoom Participants

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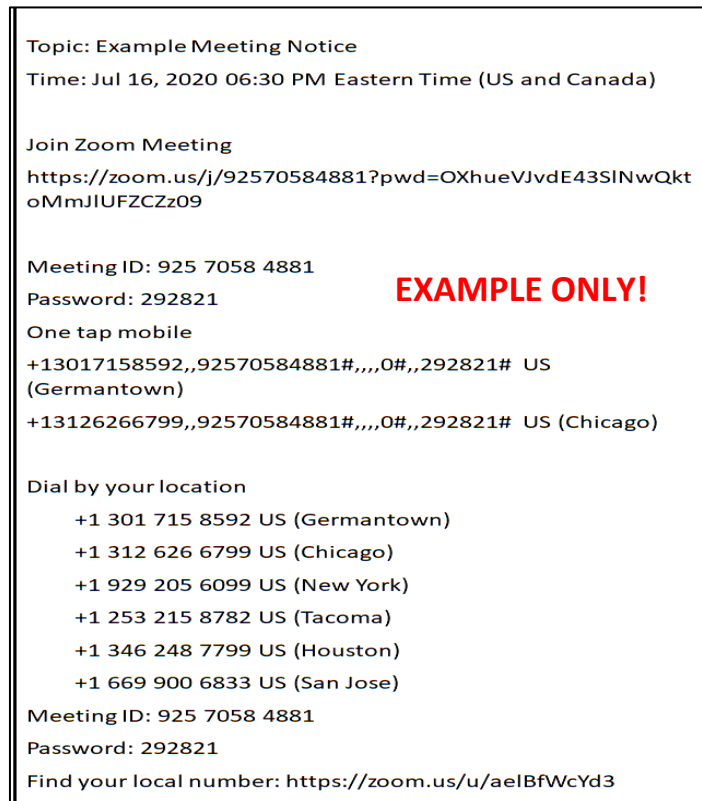
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How to participate in a Zoom session

Zoom is a software program that allows participants to chat live with other participants via their computer or their smartphone/device, using the Internet. If this sounds too intimidating, or you don't have Internet access, a phone call-in option is also available. The phone option will allow the participant to take part in the meeting by audio only, whereas the Internet option allows the participant to see the host, other participants, and any other visuals that might be shared, such as a PowerPoint presentation.

A designated host will setup the call and will send the participants an email (and perhaps a calendar invite) with the information needed to access the meeting.

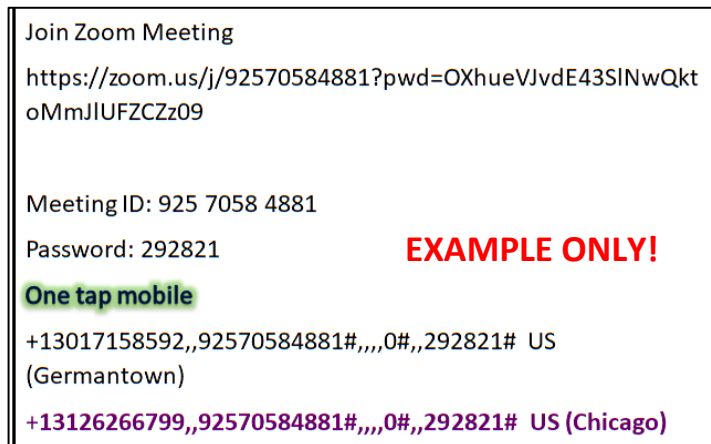
Here is an example of what the meeting invitation will look like when received via email:



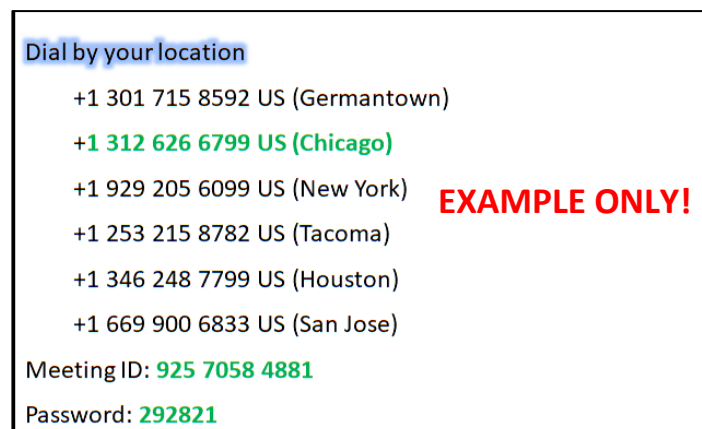
This tutorial will cover three different methods to participate in a Zoom session.

Option 1: Participate by phone (audio only option).

In the email/calendar invitation, there are a few different ways to call-in to the meeting. **If you are using a smart phone**, tap on the US (Chicago) phone number under the “One Tap Mobile” section. A pop-up on your phone will prompt you to hit “Call”. After hitting call, your smartphone will dial the number. A recorded message will welcome you to Zoom and ask for the meeting ID. *This will happen automatically* – just wait a second. If the host has not yet started the meeting, the next teleprompt will ask if you are the host. *Ignore this message*. The next teleprompt will coach you to hit the “#” button if you are a participant, which you should do. If the host has started the call, you may be prompted to say your name. If the host has not arrived yet, just stay on hold until the meeting is started.

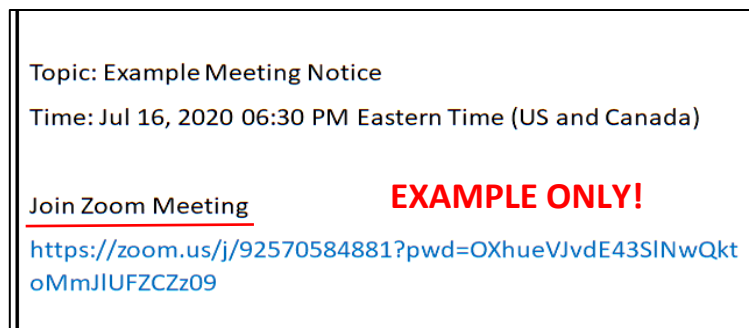


If you are using a landline or flip phone you will manually dial in using the US (Chicago) phone number under the “Dial by your location” section. When prompted, enter in the meeting ID number followed by the “#” button. If you are prompted, enter the password number. If the host has not arrived yet, just stay on hold until the meeting is started.



Option 2: Participate via the Internet on a computer without downloading the Zoom software.

If you want to participate on the call so that you can see others, including any visuals that might be shared, but don't want to download the Zoom software application, this may be the option for you. Note that some functionality may be lacking. In the email/calendar invitation, click on the URL address located under the "Join Zoom Meeting" section (the URL starts with https://).



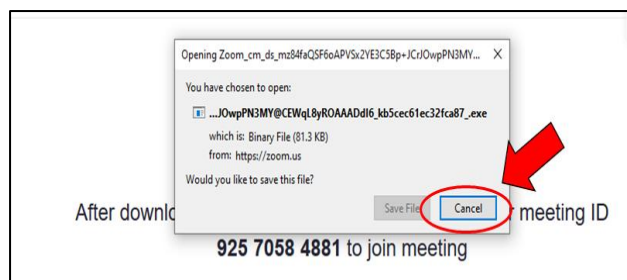
This will automatically take you to the Zoom website via the Internet using your browser. Common browsers include:



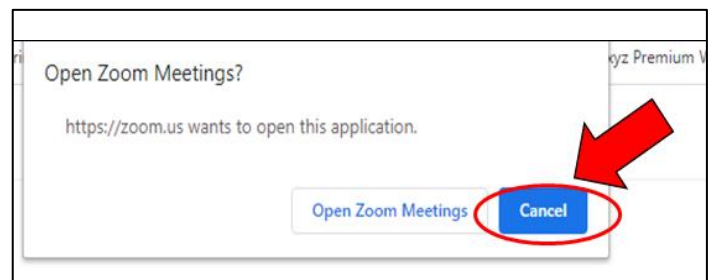
Microsoft Edge, Google Chrome, and Apple Safari symbols

(NOTE: if you are unable to click on the URL link, then highlight it with your cursor, copy it, and then open your browser and paste it in the URL box and hit enter).

At the Zoom website, a pop-up will appear (the pop-up will look a bit different depending on the browser). Click on the 'cancel' button to close the pop-up.

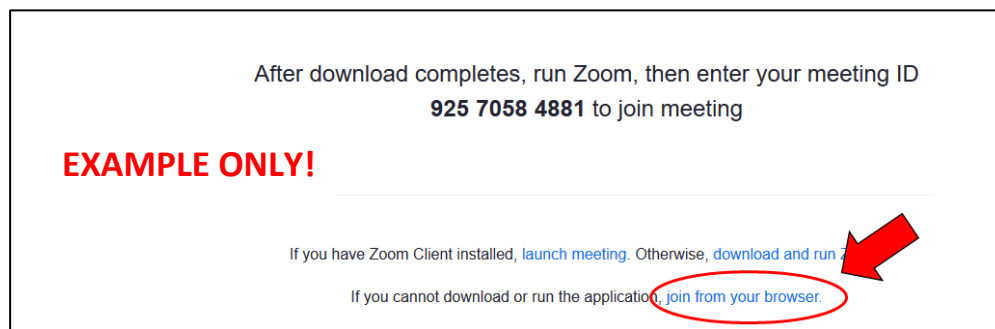


Firefox example

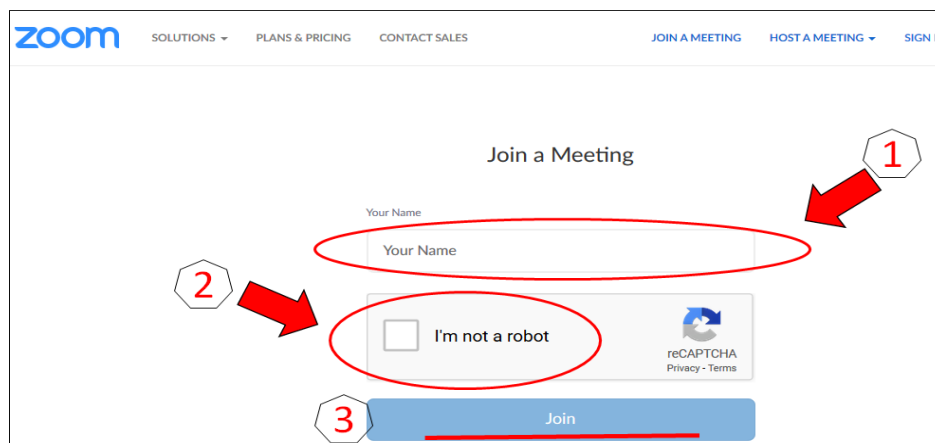


Chrome example

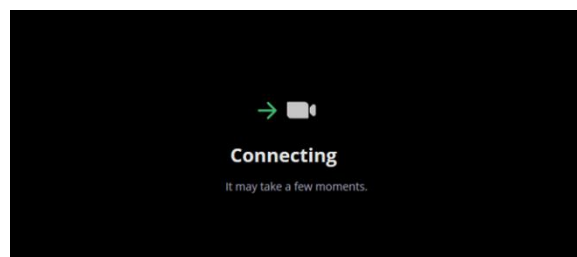
Next click on the “join from your browser” link. This will open the Zoom program in your browser.



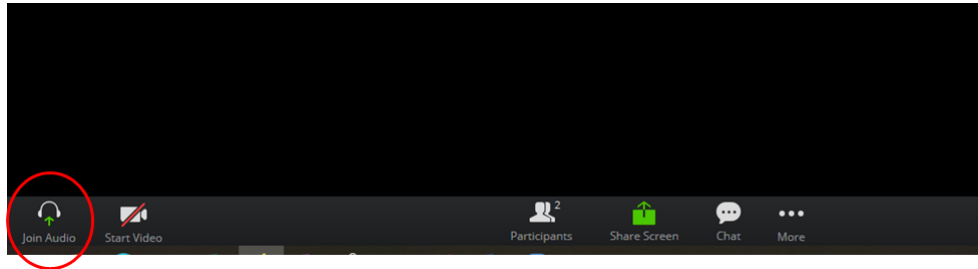
On the next screen, enter your name, check the “I’m not a robot” box and then click on “Join”. *NOTE: If you are signed-in to Chrome, this pop-up might not appear.*



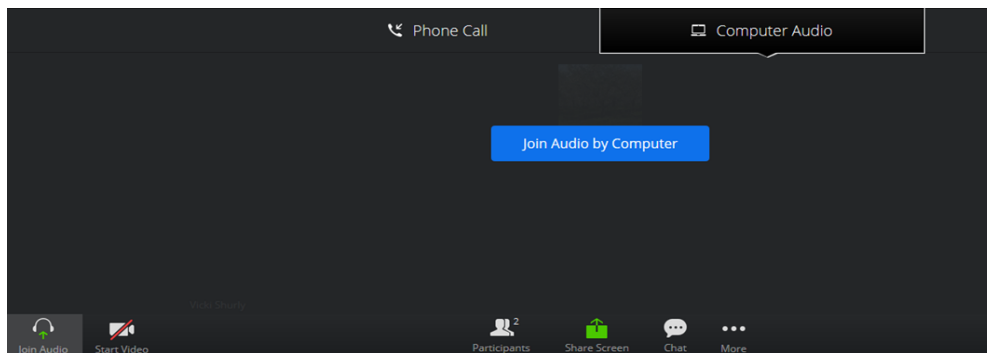
After joining, you may get a message “Please wait, the meeting host will soon let you in”. When the host grants permission, you will be connected.



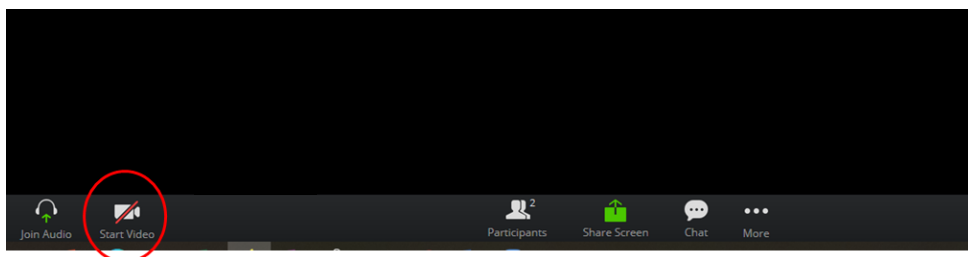
Once you are connected, move your cursor on the screen to enable the menu at the bottom to pop-up. Click on the “Join Audio” icon.



Then click on the option “Join Audio by Computer”. To mute or unmute your audio, click on the “Join Audio” icon.



To enable the video, click on the “Start Video” icon and allow access via Computer.



Your host will assist you with explaining other menu controls, such as chat.

Option 3: Participate by downloading the Zoom software and use the desktop/laptop or smartphone/device application.

The Zoom app is a software application that can be downloaded to your desktop/laptop or your smartphone/device. The benefits of using the downloaded application include full user functionality, the ability to launch the software from a shortcut icon (as opposed to having to log in to a browser), and both audio and visual capability.

The good news is that the process to download the app is a one-time process. But it does require a few steps, but should be easy enough if you follow this tutorial.

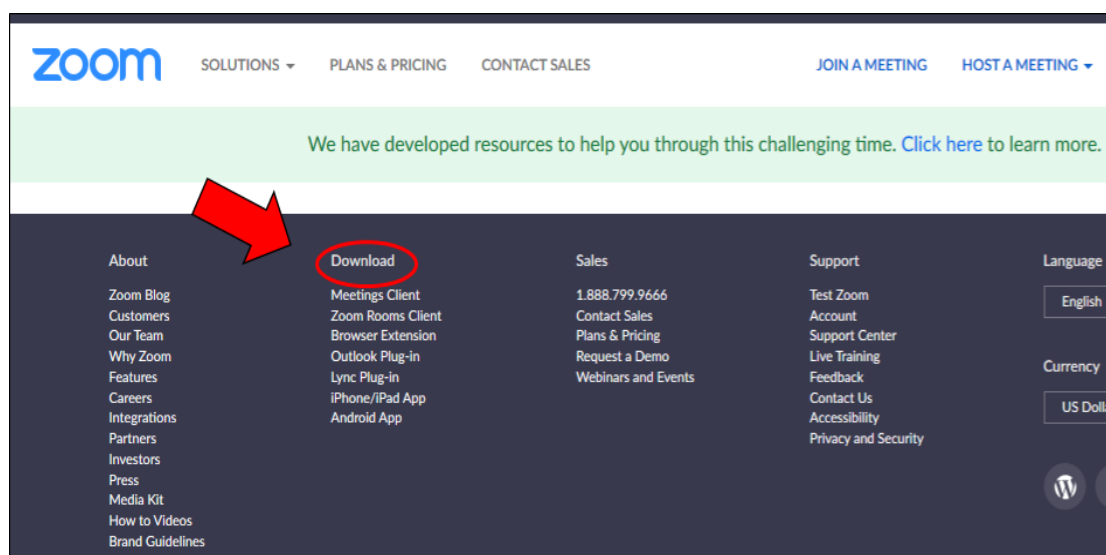
For a Desktop/Laptop:

Start by opening your browser. Common browsers include:

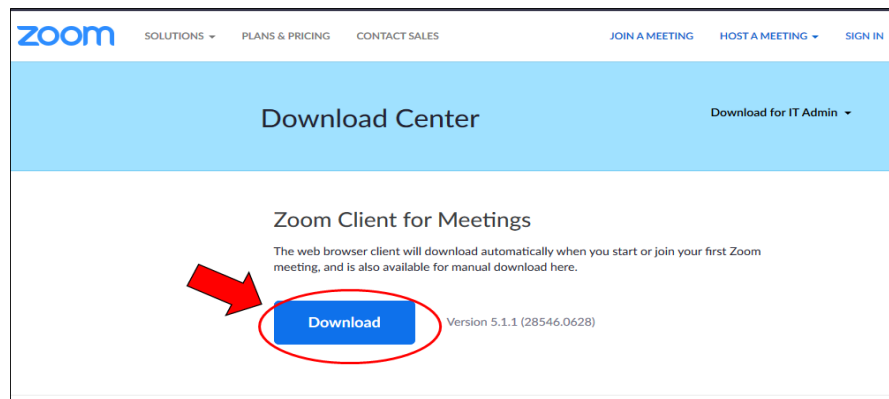


Microsoft Edge, Google Chrome, and Apple Safari symbols

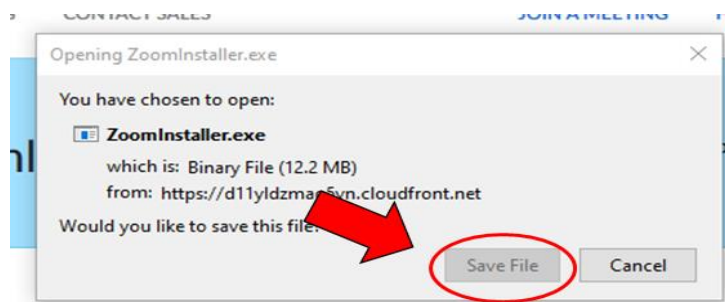
In the address bar, type, or click on this link: <https://zoom.us/> . Once you are at the Zoom website, scroll down to the bottom of the page and click on the Download link.



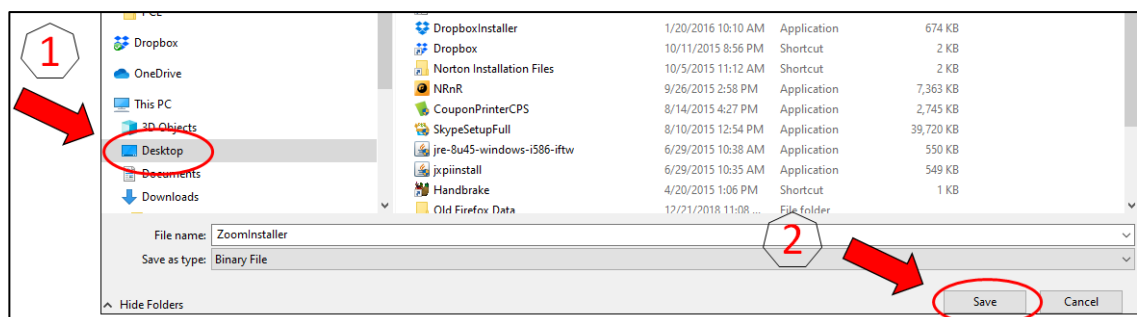
The Download Center screen will appear. Click on the Download button under the option “Zoom Client for Meetings”.



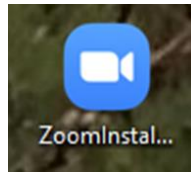
The ZoomInstaller pop-up will appear. Click on “Save File”.



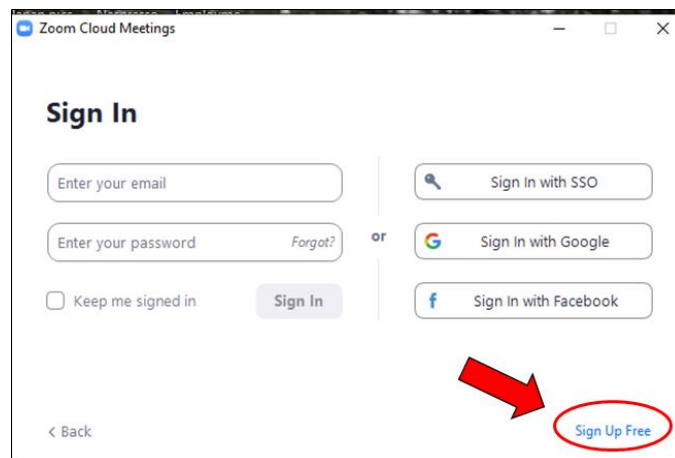
Next it will ask where to save the file by pulling up your file directory. The best place to save it for easy retrieval is to the desktop. (The desktop is your home screen that appears when your computer finishes starting up).



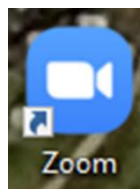
The Zoom Installer icon will appear on your desktop screen. Double click on the icon to allow the application to be installed (it will look like this):



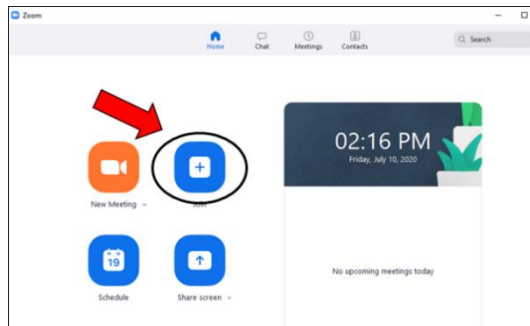
After installation, a Sign In screen will appear. On the right hand side of the screen are options to sign in with an existing Google (i.e. Gmail) or Facebook account username and password. Or you can create a new log-in account through Zoom by clicking on “Sign up Free”. This will take you to the <https://zoom.us> website and where it will provide prompts to assist you through the sign up process. Be sure to write down your Username and Password if you choose this option.



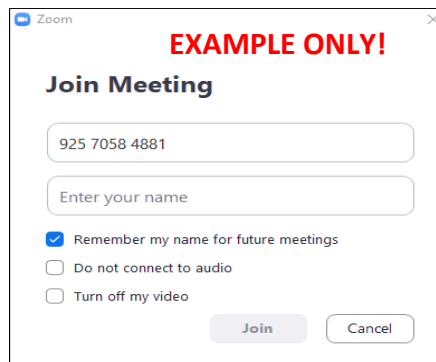
After installation, the Zoom app will be easily accessed from your desktop via the Zoom icon. (It looks similar to the ZoomInstaller icon, so you may want to delete the ZoomInstaller icon by right clicking on it and choosing ‘delete’ from the pop-up menu).



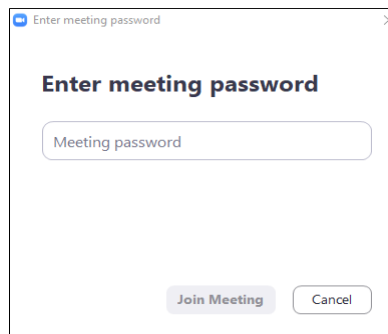
Once you launch the Zoom software and sign-in, click on “Join”:



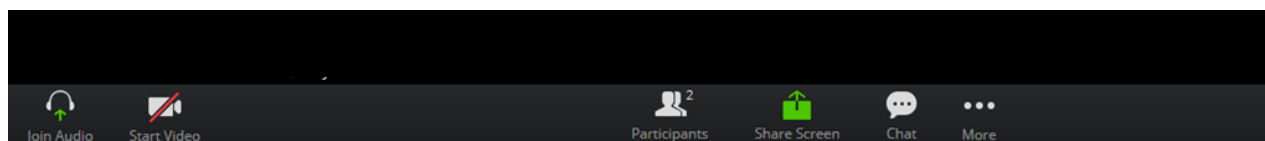
Type in the Meeting ID, which can be found from the email invitation, and your name and click “Join”.



Type in the Password, which can be found from the email invitation and click on “Join Meeting”.



Menu controls will be located at the bottom of the screen. Your host will assist you with any questions that you might have with using the controls.



To enter future meetings, you can either launch the Zoom application and follow the instructions above, or click on the URL address, in the email invite, located under the “Join Zoom Meeting” section (the URL starts with https://).

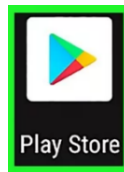
For a Smartphone/Device:

During the application installation process, a series of questions will require a response. ***You will want to allow the application to “access the camera” to join with video and allow “call over the internet” for audio participation.*** Other questions, such as allowing Zoom notifications, adding meeting invites to your calendar, saving your password, etc. are personal preference decisions.

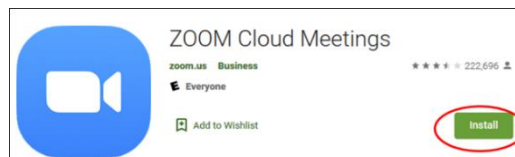
Once you are in the Zoom client, **the menu controls can be found at the top of the screen.** You may need to tap on the screen for the menu to appear.

- **For Android:**

Access the *Google Play Store* from your mobile device. The icon will look like this:



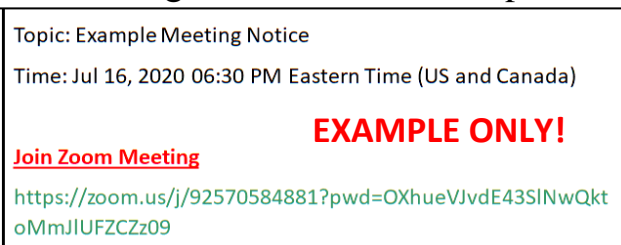
Using the Search function, type in “Zoom Cloud Meetings” and then install it. (It is recommended that your device is connected to WiFi).



After you’re done with the install process, the Zoom icon will show up on your device’s screen. Open the app by clicking on the icon.

You can sign in with your Google (i.e. Gmail) or Facebook username and password, or create a dedicated Zoom username and password by clicking on Sign Up.

To join a meeting, go back to your email on your mobile device and click on the link under the “Join Zoom Meeting” section. This will open the meeting in your Zoom app.



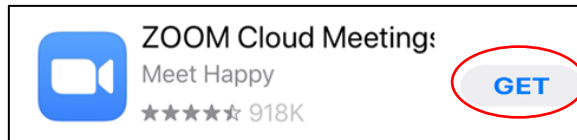
Alternatively, you can open the Zoom app by clicking on the Zoom icon on your mobile device's screen. When it opens, click on "Join a Meeting" and type in the Meeting ID (see example in picture above), located under the "Join Zoom Meeting" section.

- **For iPhones and iPads:**

Access the *Google Play Store* from your mobile device. The icon will look like this:



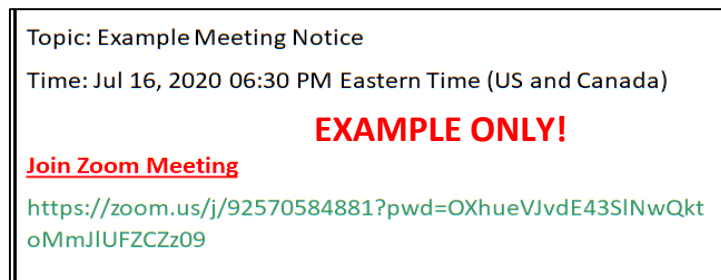
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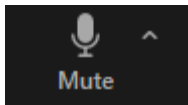
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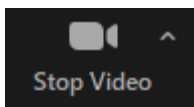
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Basic Meeting Menu Controls

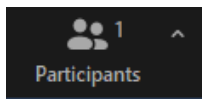
Whether you are using a desktop or a mobile device, the basic meeting controls remain the same. The location of the controls may vary. As previously mentioned, on a desktop the controls will be located on the bottom of the screen. On a mobile device, they may be located at the bottom or at the top, of the screen. If they aren't visible, tap the screen, or move your cursor, to make them appear.



The Microphone icon is used to mute/unmute audio. Click the ^ arrow next to the microphone icon for access to full audio settings.



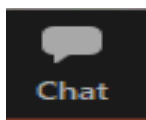
The Video icon is used to turn your camera on or off. Click the ^ arrow next to the video icon for access to full video settings.



The Participants icon is used to show at a glance how many people are participating in the meeting. Click the ^ arrow next to the icon for access to additional settings. NOTE: If the meeting has 49 or fewer attendees, all of them are displayed on a single page on a desktop screen. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page. To enable the full 49 attendees to be displayed, click the ^ arrow next to the video icon, click on Video settings, and enable this setting under the Meetings option.

When using a mobile device, such as an iPad or an iPhone, the amount of thumbnails will be more limited. More information on this, and how to switch from Gallery View (display numerous attendees) to Active Speaker View (display only the attendee currently talking) can be found at:

<https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-Participants-in-Gallery-View?>



The chat icon allows you to send chat messages to other users within a meeting. You can send a private message to an individual user or you can send a message to the entire group. Private messages between participants are not viewable by the host. More information about chat can be found at:

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>