

HOW TO USE ZOOM Meetings



Internet



Video Display



Webcam



Microphone



Speakers

Things you need for a ZOOM Meeting

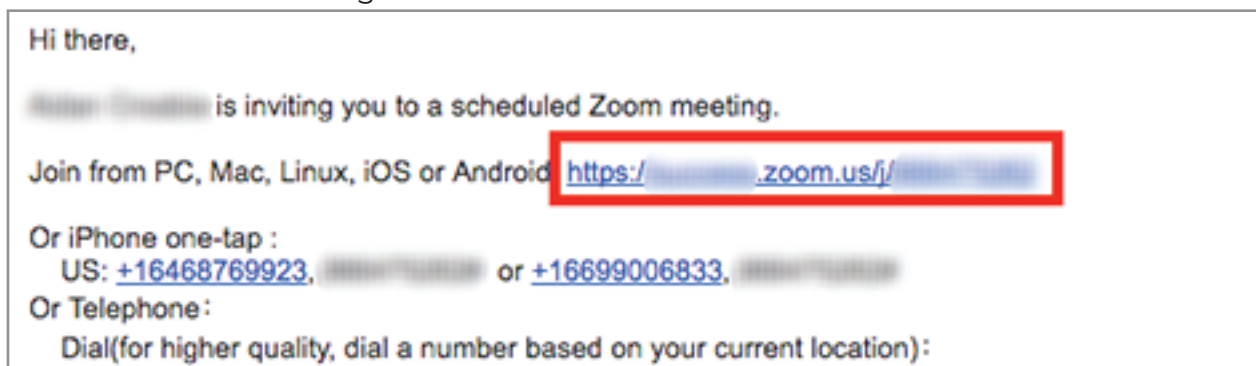
For a ZOOM Meeting, you need to think of what you need. A way to connect to internet, a way to see it, a way to show yourself on camera, a way for people to hear you and a way for you hear it.

In short, you'll need:

1. A laptop or desktop computer
2. Internet (connected via WiFi or Ethernet Cable)
3. A way to display the video call (Laptop, TV monitor or Projector)
4. Webcam (laptop's or computer's webcam or external webcam)
5. Microphone source (laptop, webcam*(some have it built in), phone or microphone stick)
6. Speakers (laptop, phone, external speakers or TV)

Connect to Zoom

1. Get your laptop or computer connected to the internet via WiFi or Ethernet cable.
2. Check your email for the ZOOM invite that you got from the Office Manager. It should look something like this:



3. Click on the link that is in the red rectangle box in the picture above.
 - If that doesn't work then open any browser (Chrome, Safari, Edge, Explorer) and go to join.zoom.us and enter in the Meeting ID provided in the email or by the host.
4. It'll take you to the zoom website and you'll be prompted to download a Zoom file. Download it and click it to install it.

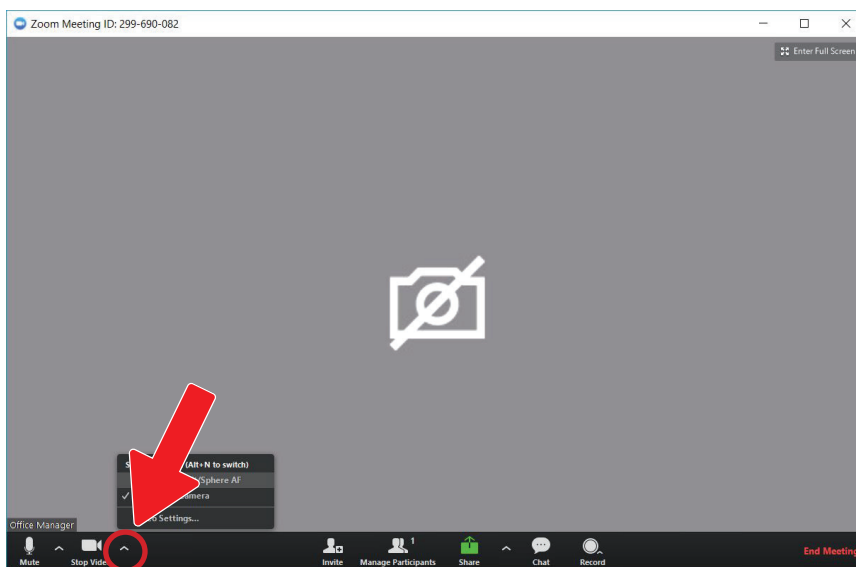
Join a Meeting

Meeting ID or Personal Link Name

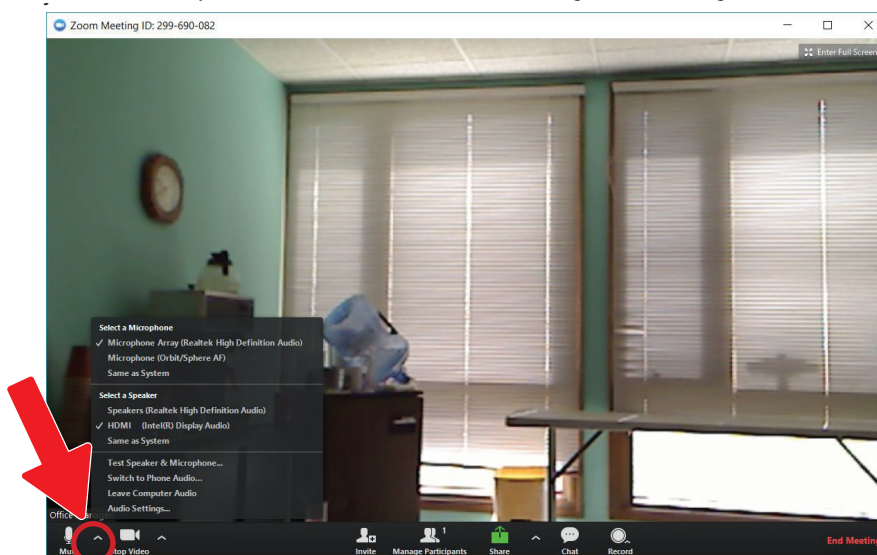
Your meeting ID is a 9, 10, or 11-digit number

Join

5. If the meeting has already started, it will ask if you want to “Join by Phone” or “Join by Computer.”
 - If you want the microphone and speaker to be from your phone then click on “Join by Phone” and follow its steps. This is the best option if it’s just you that’s joining the call. Or if you want use your phone and join the call like it’s a conference call.
 - If it’s a group of people with you, then it might be best to click on “Join by Computer” option so you can select the microphone and speaker options.
6. Then a window will open and you have joined!
7. To select which webcam to use... click on the “^” arrow right next to the “Video” icon. You can select the source there (laptop/computer’s built in webcam or an external webcam that you can plug in) or you can turn it off by clicking on the video icon.



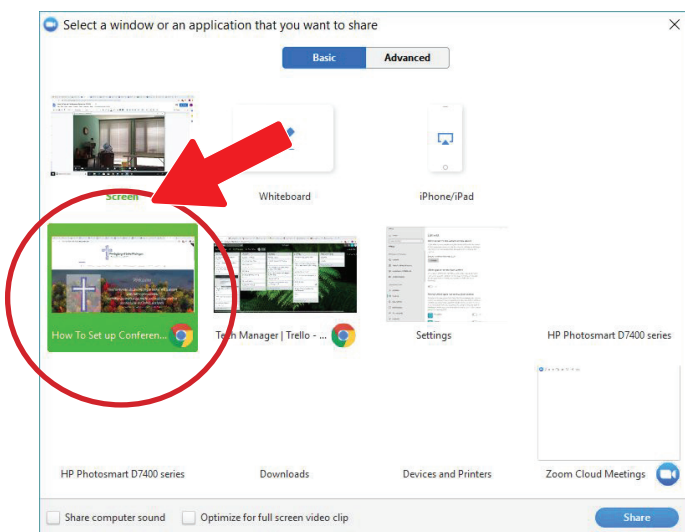
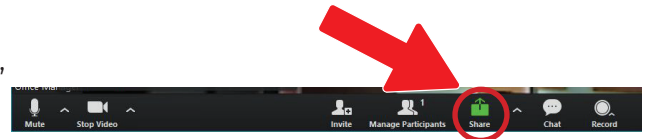
8. This only applies if you clicked on “Join by computer.” If you want the microphone to come from your computer, external webcam (some have a built-in microphone), or a microphone stick that you plug into your computer then select the “^” up button next to the microphone icon. Select where you want your sources to come from.



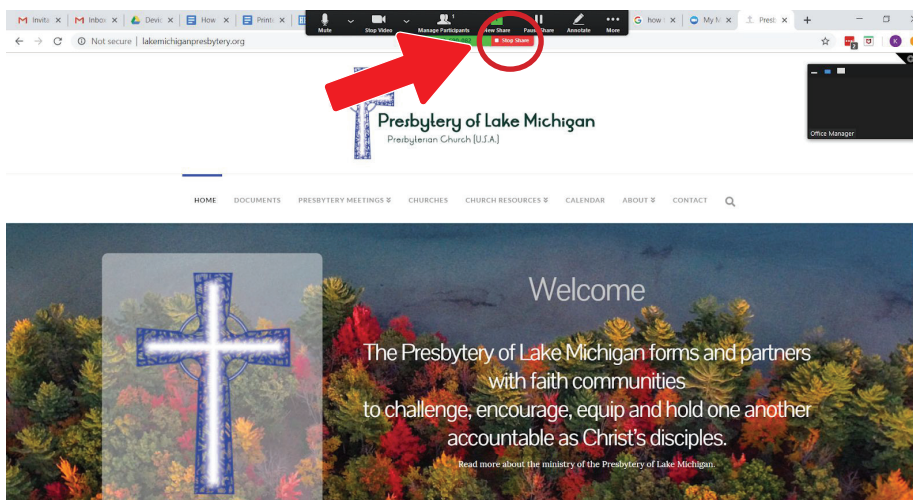
9. This section is also where you select where you want the sound to come from by clicking on the option(s) under “Select a Speaker.” You can select your laptop/ computer’s built in speakers, or external speakers if you plugged them into the laptop/computer or by connecting it to the TV via HDMI, you can use the TV’s speakers. It all depends on what you set up.

Sharing your screen

1. If you want to share what is on your laptop, click on the green “Share” button at the bottom of the Zoom module.
2. Then a window will pop up. Select which window you want to share in Zoom and then click on “share”



3. Then it should start sharing the screen you selected.
4. If you're done sharing your screen. Click on the “Stop Share” button that is at the top of the screen underneath the black box.



Test your set up ahead of time

It's always a good idea to test your set up ahead of time to make sure that your internet connection works, sound, microphone and video works.

You can do that by going to <https://zoom.us/test>

Example of a Set Up for 1-3 people

If you're with a small group then your laptop/computer should be good enough to provide everything you need - video, sound, and microphone.



Example of a Set Up for 4+ people

If you're with a big group of people, it might be best to project your laptop/computer's screen onto something like a TV monitor or a projector. You would connect the laptop with the projector/TV using a cable. You'll want to use a webcam. External webcam might be best so that the person or people joining in the ZOOM meeting can see the group. External webcam often has a built-in microphone in it. You'll want to hear the people on the call so you can do that by connecting it to the TV and use the TV speakers. Or you can connect it to external speakers.

Resources

If you want to watch a video on how to join a ZOOM Meeting go to:

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

