

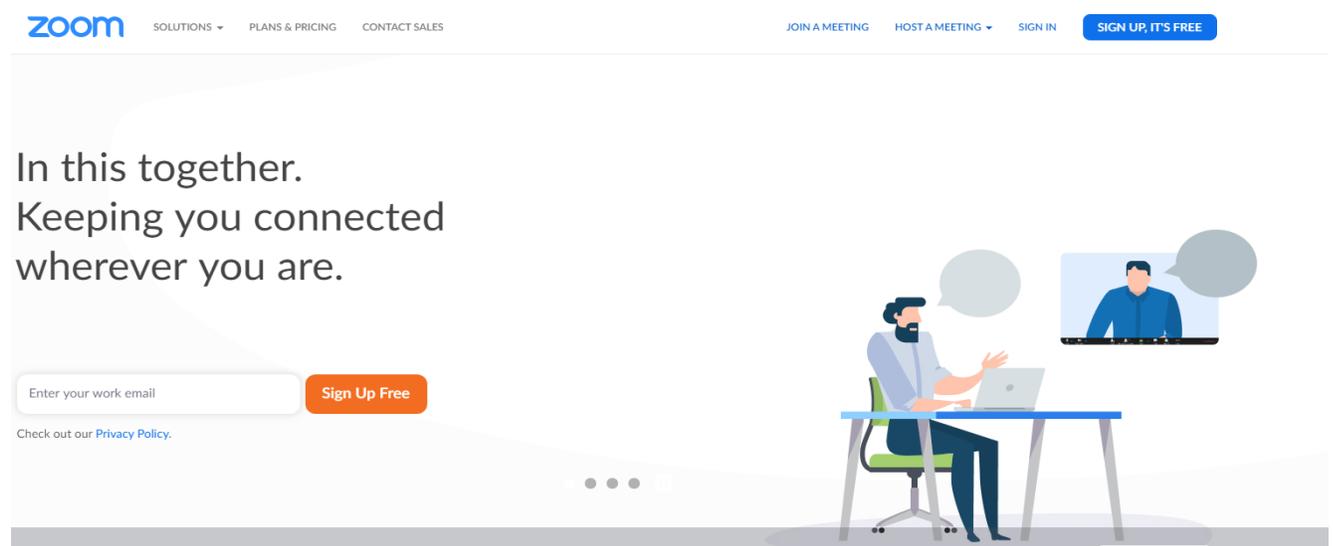
## Zoom and You: Community over IP

### What is Zoom?

Zoom is an online video-conferencing platform, similar to GoToMeeting or Skype (but with more group features). It can run on any device, either from a desktop or laptop computer, a tablet, or mobile phone. It is also free-to-use if you are using it to simply join a meeting.

### How can I download Zoom?

Zoom can be found on a desktop computer by going to [www.zoom.us](http://www.zoom.us). Zoom can also be found on either the Apple App Store or Google Play.



Once the application is downloaded and installed on the device of your choosing, you can then join or host a meeting.

### Do I need to download Zoom?

Not necessarily – if you are joining a Zoom meeting only by phone, you do not need to download Zoom. The organizer of the meeting should be able to get the phone number and meeting ID to enter for you to be able to join.

*For organizers: the phone number for the meeting can be found in the Zoom dashboard, under meetings. Click on a scheduled meeting to view the details, then click "Copy the Invitation" on the right near the Join URL. The phone number can be found under "One Tap Mobile" or by using one of the phone numbers listed along with the meeting ID. The information should look similar to this:*

Join Zoom Meeting  
<https://zoom.us/j/3721261856>

Meeting ID: 372 126 1856

One tap mobile  
+13462487799,,3721261856# US (Houston)  
+16699006833,,3721261856# US (San Jose)

Dial by your location  
+1 346 248 7799 US (Houston)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US  
+1 301 715 8592 US  
+1 312 626 6799 US (Chicago)  
+1 646 876 9923 US (New York)

Meeting ID: 372 126 1856  
Find your local number: <https://zoom.us/u/abKSfziidB>

### How can I join a meeting?

The organizer of the meeting should provide you with details for the meeting, either by providing a 10-digit meeting ID, or details as noted above.

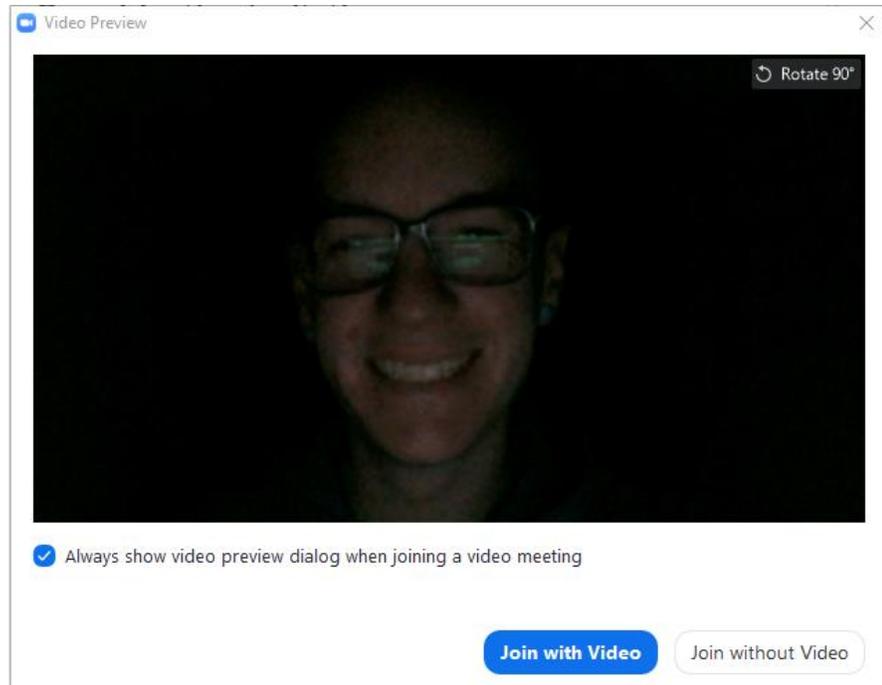
- If you were given a link, such as at the top of the image above, you can click on it directly to be taken to Zoom, where it will automatically launch the Zoom client (or download and install it if not already present) for you.
- If you were given only a 10-digit meeting ID, that can be entered by going to [www.zoom.us](http://www.zoom.us) and clicking on 'Join A Meeting' in the top right of the page.
- If you are using the mobile app, launch the app and you should be presented with a page similar to the one in the image on the right. Click 'Join a Meeting', where you will then be able to enter the meeting ID provided to you by the organizer of the meeting.



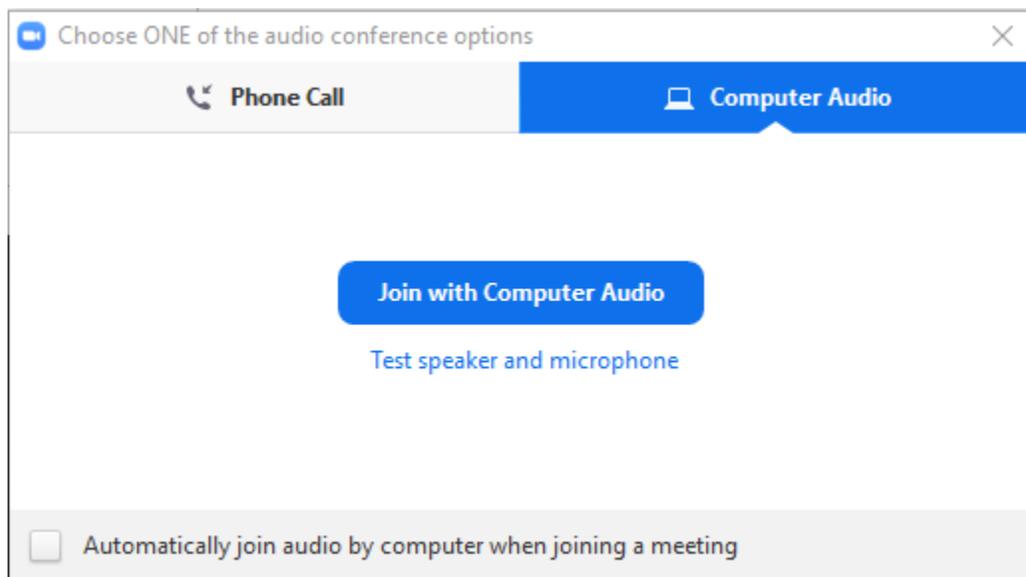
### What happens when I join a meeting?

Once you join a meeting, you should be greeted by a dialog that asks if you want to join the meeting with video or without video, like the image on the right.

Once you click on either option, you will join the meeting automatically.



You should then be greeted with a question asking you if you want to join the audio conference or not:



Note that you have two options here:

**Join with Computer Audio:** this option uses your computer's audio, using both your microphone and your speakers to play the meeting.

**Phone Call:** this option uses your phone for audio only – not video. If your computer does not have a microphone built in, you can use this option to join the audio part of the conference via your phone, but

still record video using your webcam. If you are using a laptop or have an external webcam connected to your PC, it is likely that your computer has a microphone.

**NOTE: If you join a meeting and it is already in progress, for courtesy, please mute your microphone. You can do this in the Zoom window by pressing the mute button in the lower left hand corner, or by pressing Control+A (if you are on Windows).**

### What do I do when I'm in a meeting?

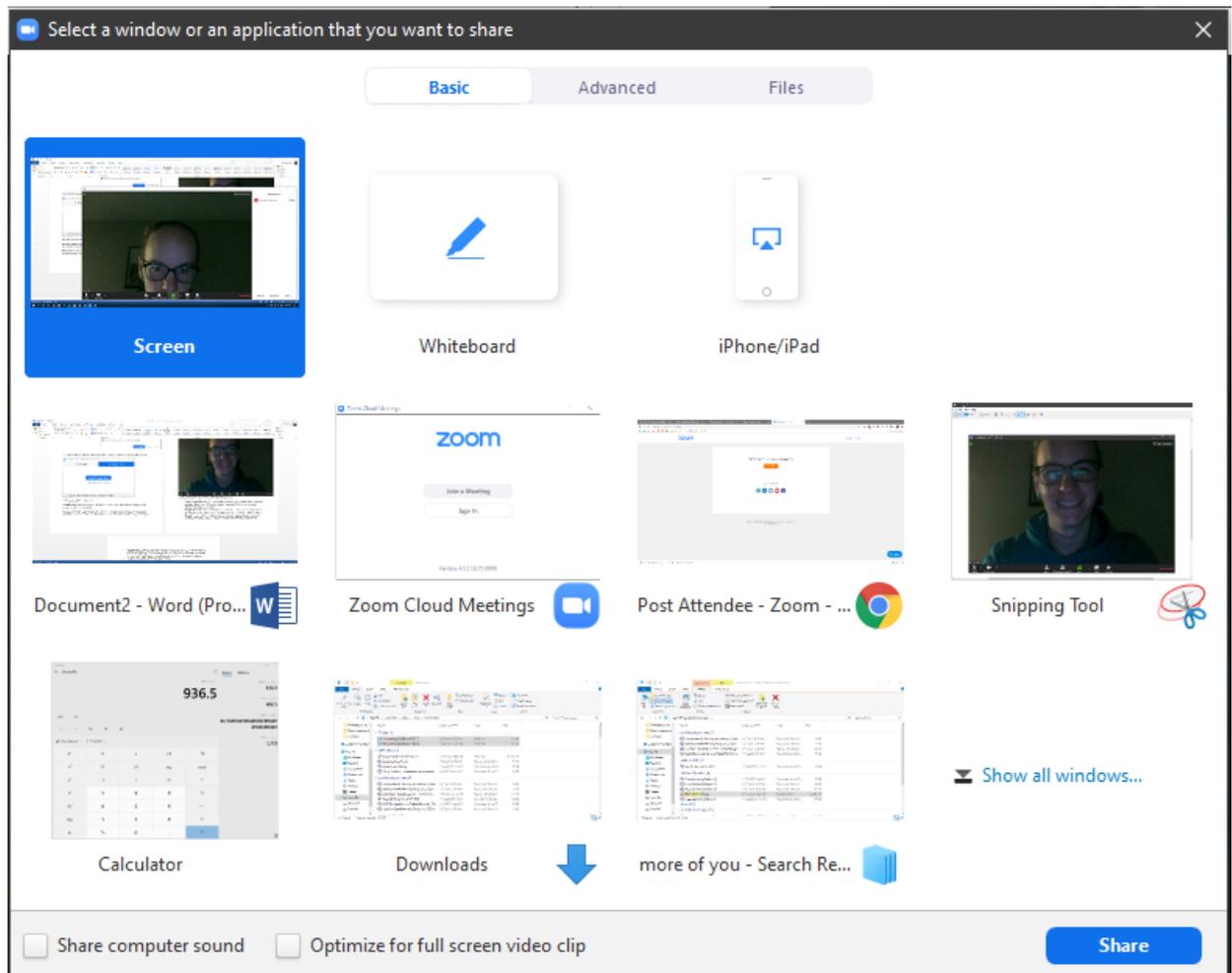
When you are in a meeting fully, you should be presented with the following window:



The options along the bottom bar from left to right are as follows:

- **Mute:** this button controls your microphone and whether or not you are muted. To mute, click the button. To unmute, click the button again. If you are on Windows, you can use the Control+A shortcut to mute as well.
- **Stop/Start Video:** This button stops and starts your video. If you are stepping away from the webcam for a moment, you can use this to stop your webcam and display your name with a blank picture instead. When you return, click the start video button to start the video again.
- **Invite:** you can use this button to invite others to the meeting by sending them an email.

- **Manage Participants:** If you are simply a participant in the meeting, you can use this button to open a pane on the right to view the people also in the meeting. If you are hosting the meeting, you can use this button to mute or unmute other participants, or rename them if necessary.
- **Share:** you can use this feature to share your screen, in order to show the other participants of the meeting images, slides, videos, or anything else you can see on your computer's or phone's screen. When you click the share button, you are presented with a number of options:



- To share your main screen and everything on it, click the first button.
- The Whiteboard button provides you a space to draw on the screen, if you are illustrating something.
- The iPhone/iPad button allows you to use your computer to share content from a connected iPhone or iPad. Note: I haven't used this button on Windows before, so I am not certain of its functionality.
- The remaining options are your open windows on your PC – if you want to share only a specific window as opposed to the entire screen, click on one of the options to select a specific window to share. Any content outside of the window will not be shared with the other participants.
- You can also click the 'Share computer sound' button to also play the sound from your computer over the stream. This is useful if you're showing a video, for example.

- **Chat:** this button allows you to text chat the participants of the meeting. You can use this to chat to the entire meeting, or to a specific participant privately, separate from the main chat of the meeting.
- **Record:** you can use this button to record the meeting, if you are the organizer. This will provide a video file of the meeting for future review.
- **Leave/End meeting:** if you are only a participant in the meeting, click this button to leave the meeting entirely. If you are the organizer of the meeting, you can use this button to end the meeting.
- **Enter Full Screen/Gallery View/Speaker View:** in the upper right hand corner of the window, you can click the Enter Full Screen button to maximize the Zoom window. If there is more than one participant in the meeting, you will also see a **'Gallery View'** or **'Speaker View'** button alongside this button, which switches between the following views:
  - o **Gallery View** allows you to see everyone in the meeting at once, Brady Bunch style.
  - o **Speaker View** hides the other participants in the meeting in a smaller window alongside the meeting, and puts the video of the person speaking in full screen automatically.

#### **Tips and Tricks:**

- Again, as a courtesy, please mute your microphone if you are joining a meeting that is already in progress. Furthermore, please ensure you are muted if you are not speaking – this provides a better experience for the other members of the call and reduces background noise. If you are prepared to speak, **please do so!** Simply unmute if you are prepared to share, but ensure you are muted again once you are done.
- Verify your internet speed is fast enough to adequately support video chat. Zoom recommends 1.2mbps for speaker view and 1.5mbps for gallery view (recommended) – you can check your internet speeds on [www.fast.com](http://www.fast.com).
- Verify your webcam/microphone configuration is adequate. Most devices have a webcam and microphone built in, including most laptops and almost all tablets and phones. Zoom is supported on most mobile devices, as well as Windows/Mac OS. For the best quality, we recommend a headset as they generally have better microphones as well as allowing you to better hear everyone.
- During the call, we recommend using gallery mode. This will allow you to see everyone at once, rather than just the person currently speaking. You can enable this by clicking the button next to the full screen button in the upper right hand corner of the window, as described above.