

If you have never used Zoom before

For iPhones, Androids, tablets or iPads, you are best off if you go to the app store and download the app. You don't have to open an account. All you will need to do is then "Join a Meeting." You will select yes for audio and camera. On mobile devices, you will not need a headset or other devices – they are built in and do a pretty good job.

For desktops and laptops, you may want to download Zoom, but again, you don't have to – you just need to join a meeting and say yes for audio and camera.

NOTE: Not all desktops and laptops have a built-in camera and microphone. In that case, you will be able to hear and see what's going on in the Zoom meeting, but they won't be able to hear you. This is when you use the local number provided to call in.

NOTE: The icon for microphone/audio is for others to hear you. To hear what's going on in the meeting, you will need to adjust your own level of sound through whatever speaker you use (the computer, external speakers, earbuds)

Getting into a Zoom meeting

You will be sent a link to click on. The invitation will also include other information in case you need it.

If you have already used Zoom, it should take you right to the meeting.

Depending on your device and if you have Zoom installed or not, you may be asked to put in the Meeting ID number. Possibly also a Password. Also a phone number if you have to call for sound. All of these will be provided in the invitation.

Controls for desktops, phones and tablets

Unless you have it set to always show the controls, you will need to tap in the general area or hover your mouse to open the control bars

The attendee controls are at the bottom of your screen (or for some, along the top), except for Leave meeting which appears at the top-right corner.

Below are the controls for a mobile device.



Laptops and desktops have more options:



Mute / Unmute/Audio: See the icon all the way to the left. It allows you to Mute or unmute your microphone (if enabled by host)

Video: Start and stop your own video (lets everyone see you – good for eye contact).

Participants: See who is currently in the meeting. **Mobile Devices:** icon is most of the way to the left; **computers** – center of the controls.

How to Chat

Chat: If enabled by host, sending messages to the group or an individual. **Mobile devices:** access either by way of Participants on the control panel, or by clicking on More. **Laptops & desktops** – click the icon in the center of the controls.

How to Raise your Hand

First, open the participants list. For most people, there will be a series of options at the bottom of that screen, including a Raise Hand icon. This alerts the host that you want to be able to speak/ask a question or whatever. If you are on a phone, your options are limited, so the closest thing you can do is click on the icon of the Waving of Hand. Remember they can't hear you if you are muted.

Gallery View and Speaker View

There are 2 ways to view the meeting – gallery and speaker. Please note: this is a toggle switch – it tells you what you will get when you click it.

Gallery view – this puts everyone (or most) on the screen, all equal size (like the Brady Bunch). When someone speaks, their box will be highlighted in yellow. This view is good for discussions, general conversation, etc.

Speaker View – this shows everyone in small boxes, with whoever is speaking being jumped to full screen. This is useful when you have a presenter so once everyone is muted, you can focus on the presenter.

Phone – swipe left to add more people to the gallery, swipe right to go to speaker view. Limited to 4 people on the screen.

iPad – on the left side about 2/3 up. You have to tap in that area to see it. It will only show 6 people at a time.

Desktop or laptop - there will be button toward the top right corner.

Zoom manners

Turn off all your other devices: This helps your signal to be stronger. Also, you do not want both your speaker and your phone on in the meeting or near each other (unless you have to dial in) – it creates a really nasty feedback echo loop.

Take turns: Please don't talk on top of each other. It can turn into chaos pretty quickly otherwise.

Mute yourself: If you are unmuted and are eating, answering the phone, dog barking, whatever, please mute yourself (the little microphone icon, or top right corner of the box with you in it).

Remember you're on camera: Be presentable, don't do anything potentially embarrassing.

HAVE FUN!