



UNOFFICIAL USER GUIDE

INTRODUCTION

ZOOM is an easy to use video conferencing program for computers, tablets, and smartphones that will allow you to connect with 1 to 500 people at a time.

You can use **ZOOM** either **through a web browser or by downloading client software**. The web browser option lets you use some of **ZOOM's** features without downloading plug-ins or software. However, the **web** client has limited features. Recommendation: Whenever possible, download the **ZOOM** Client for the best experience.

The **ZOOM** client can be download automatically when you start or join your first **ZOOM** meeting, and is also available for manual download. Click the appropriate link to download **ZOOM** on your device.

- Windows & Mac: <https://zoom.us/download> (*download the **ZOOM** Client for Meetings*)
- iOS: <https://itunes.apple.com/us/app/id546505307>
- Android: <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

GETTING STARTED

There are two ways to join a ZOOM meeting:

- Click on a **ZOOM** meeting link (more information below)
- Set up a **ZOOM** account (not discussed in this document)

THE EASY WAY: Click on a ZOOM Meeting Link

A **ZOOM** meeting can be sent to you via email. Sometimes, a person may share a meeting link with you via a calendar invite to your email. The invite should provide:

- a link to the meeting (similar to <https://us02web.zoom.us/j/89344138142>)
- a Meeting ID number
- and possibly a meeting password.

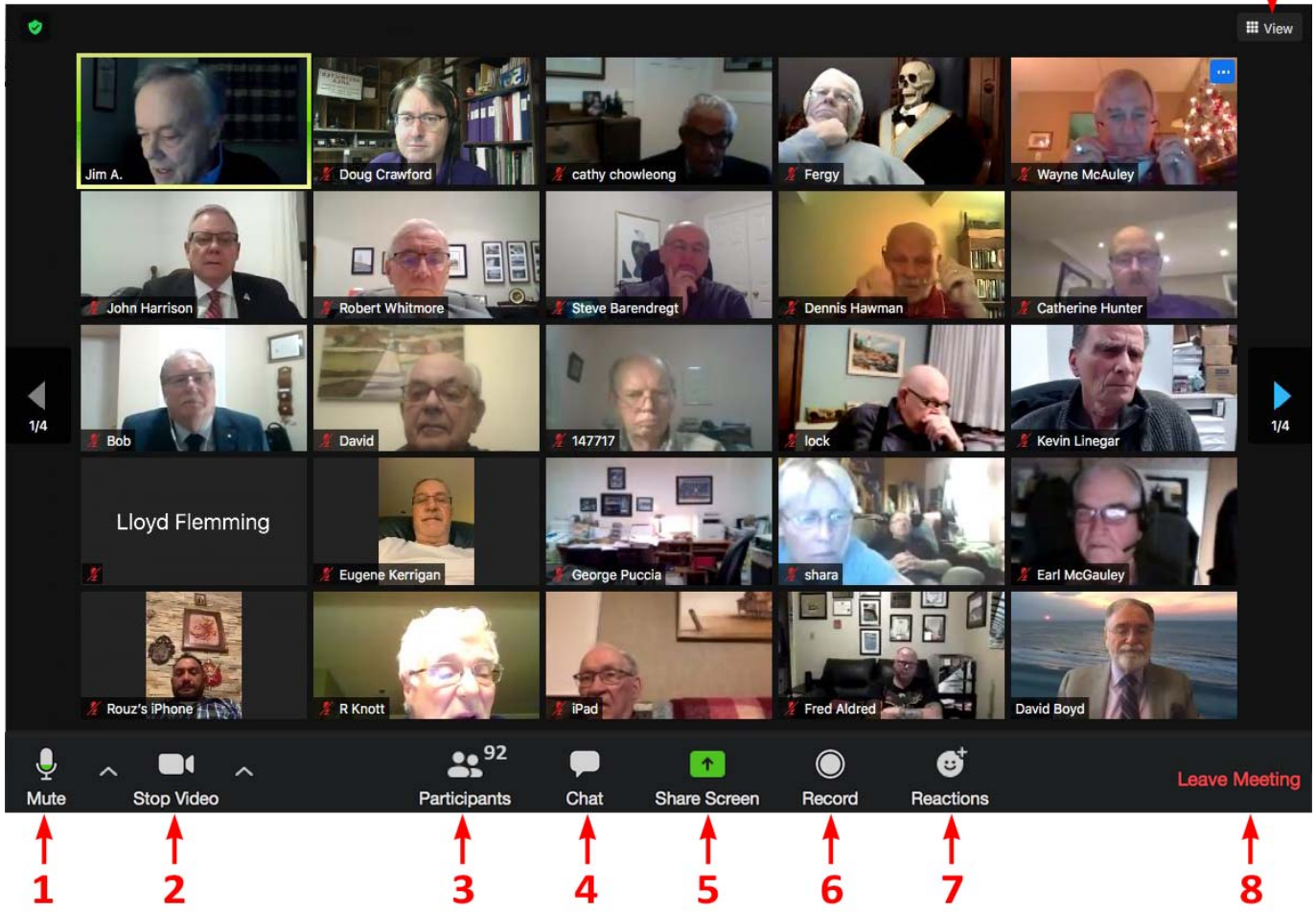
To join the meeting, all you need to do is click on the link provided in the invite email and follow the prompts. The first prompt is whether to open the **ZOOM** software/app (if already installed), or to either download and install **ZOOM** software/app or to join the meeting from your browser.

Follow all prompts as appropriate. You will not be able to join the meeting until the meeting organizer has joined, then, depending on how the **ZOOM** meeting was set-up, you may find yourself directly in the meeting, or in a waiting room until the organizer permits your entrance.

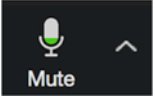
ZOOM TOOLBAR

The **ZOOM** toolbar (on Windows & Macs) is located across the bottom of the meeting window, as shown below and may require you to move the mouse to the bottom of the screen for the toolbar to appear. On a tablet or phone, tap on the screen and the toolbar will appear either at the top or bottom.

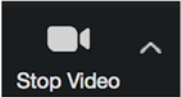
9



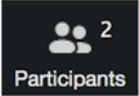
In the meeting, there are only a few buttons that really matter: 1, 2, 8 & 9.



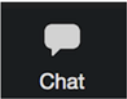

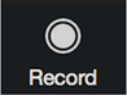

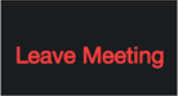
1. **Mute** This is the microphone button. When it has a red slash, your microphone is turned off and you are muted. Click once to turn it on or off. The adjacent up Arrow (^) opens a dialog box relative to the microphone that is for the more computer literate users or for trouble shooting audio problems. **It's a good rule of thumb to have your microphone turned off when not speaking.**



2. **Stop Video** This is the video button. When it has a red slash, your camera is turned off. Click once to turn it on or off. The adjacent up Arrow (^) opens a dialog box relative to the video that is for the more computer literate users or for trouble shooting video problems.



3. **Participants** Opens a pop-out screen with a list view of meeting participants and also includes a "Raise Hand" icon that you may use to raise a virtual hand. You can also change your screen name that is seen in the participant list and the video window.

4.  Opens the pop-out Chat window. This allows you to send text messages to other participants, selectively or as a group.
5.  Share your screen (for the more experienced users).
6.  Records the meeting (when permitted by the organizer).
7.  Allows you to react during a meeting by an emoji to communicate without interrupting the meeting. Reactions will disappear after 5 seconds.
8.  Leave the meeting.

VIEW OPTIONS

There are 3 video layouts when no one in the meeting is screen sharing: Active Speaker View, Gallery View, and Floating Thumbnail Window.

Active Speaker View will switch the large video window between who is speaking with 3 or more participants in the meeting. If it is just you and one other participant, your video will be smaller at the top and their video will appear below.

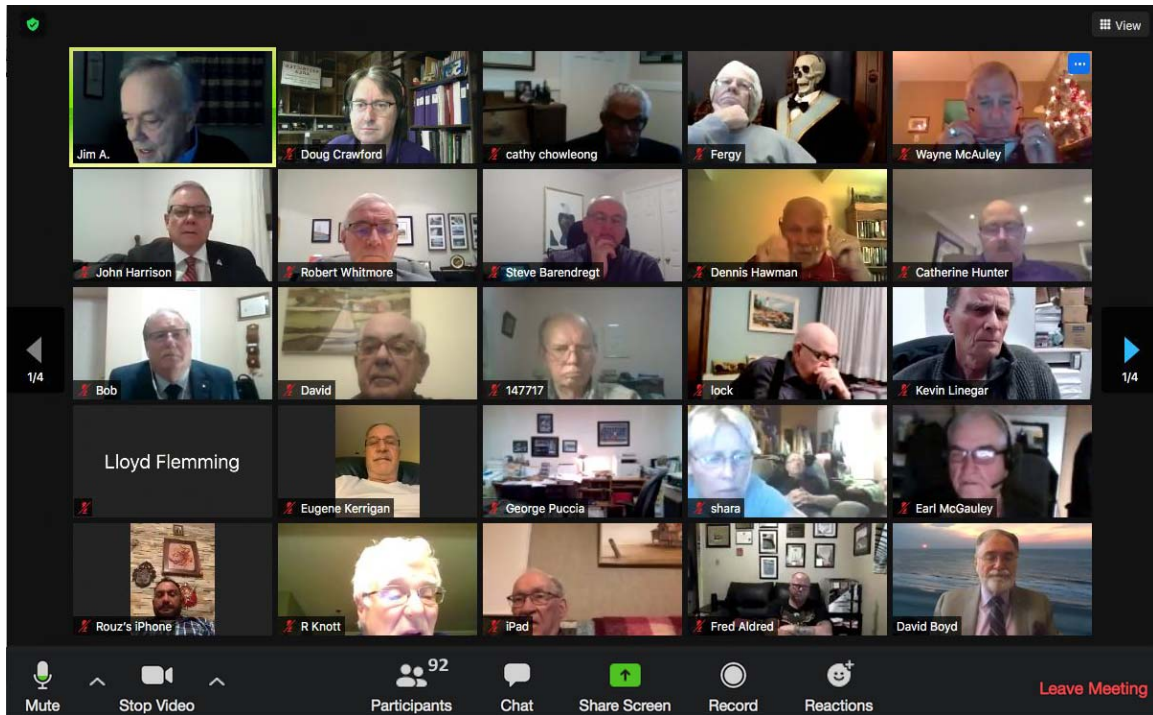
Active Speaker View



Gallery View lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. Depending on your device, displays of up to 49

participants in a single screen can be seen in the gallery view. If there are more participants than your device is capable of displaying, more thumbnails are displayed on other pages. View other pages of participant thumbnails by clicking the right or left arrows in gallery view.

Gallery View



The **Floating Thumbnail Window** allows you to minimize the main **ZOOM** window, but keep the video on top of other applications you have open. You can move the window around your screen as needed, or hide the video entirely.

CHANGING VIEWS

For a Windows or a Mac Device: Move the mouse to the upper right corner of the screen and click the “View” button to chose between various viewing options.



For an Android or an iOS device: By default, the **ZOOM** mobile app displays the Active Speaker View. If one or more participants joins the meeting, you will see a video thumbnail in the bottom-right corner. Swipe left on the Active Speaker View to switch to Gallery View. Note: You can only switch to Gallery View if you have 3 or more participants in the meeting. You can view up to 4 participants' video at the same time. You can keep swiping left to view more participants' video. Swipe right to the first screen to switch back to Active Speaker View.



For an iPad: To switch from Active Speaker View, tap Switch to Gallery View in the upper-left corner of the **ZOOM** window. If you do not see the controls, tap your screen to get them to appear. Note: You can only switch to Gallery View if you have 3 or more participants in the meeting. You can view up to 16 (4x4) or 25 (5x5) people at a time depending on your model of iPad. To switch back to Active Speaker View, tap the screen to view the controls and tap Switch to Active Speaker in the top-left corner of the **ZOOM** window.