How to Use Zoom for the first time

PLEASE NOTE: If possible, go through these instructions well before your first call, so that you can work out all the kinks.
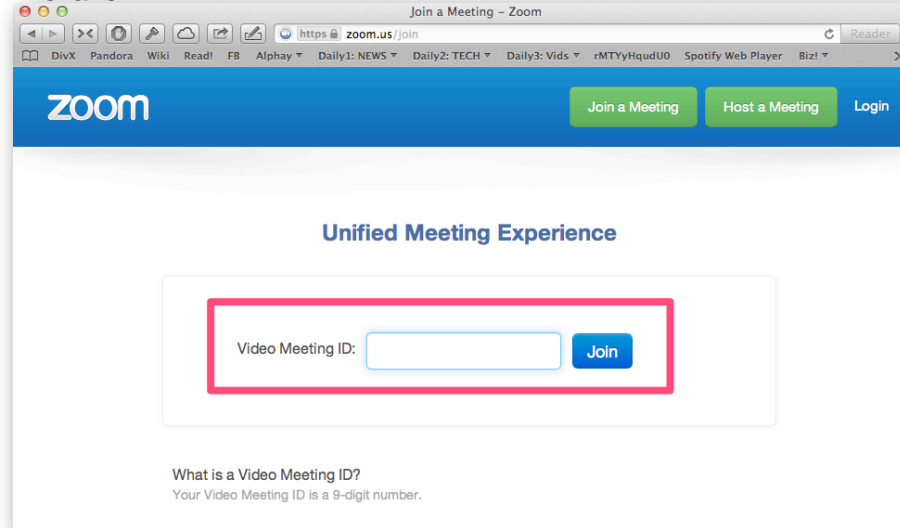
STEPS:

1. Go to **www.zoom.us**
   You will see this window, *Picture 1.* Click on the button **Join a Meeting.**

2. In the next window (*Picture 2*), enter any Meeting ID you've been given (even days or weeks before the event... this is just to download the Zoom application to your Mac or Windows PC).

3. If Zoom asks you to download the app (*Picture 3*), then click that button. After a few seconds, the Zoom application (Mac or PC) will download onto your computer. install the Zoom application as you normally would any other application. **If you are unfamiliar with how to locate downloaded files or install applications, please contact a friend who does, as this is the most important step.**
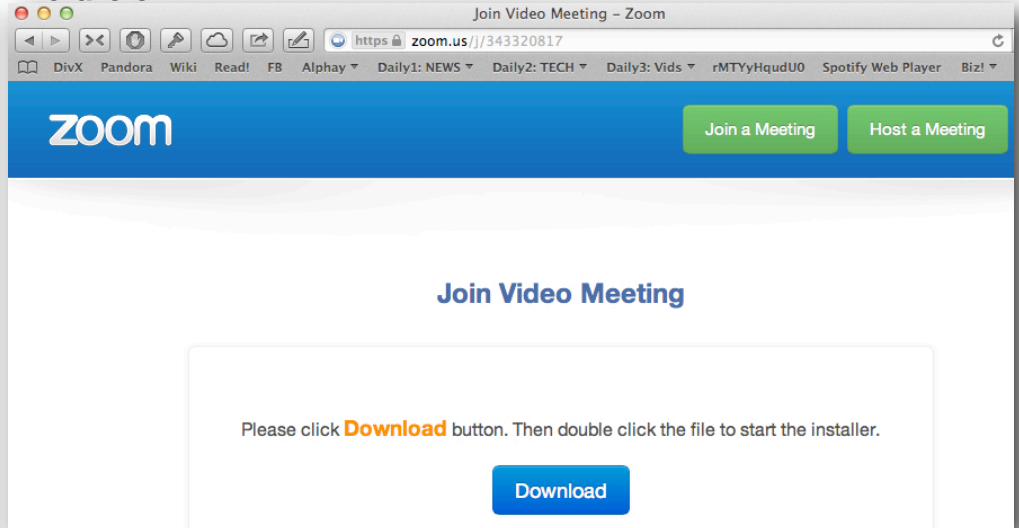
Picture 1


Picture 2

Picture 3

Picture 4

STEPS, CONTINUED...

4. Once the application opens, you may see this window, *Picture 4.* While waiting for the host to start the call, click the Audio Settings "Check" button to make sure your video and audio are coming through.

5. In the Audio & Video settings *(Picture 5)*, click the TEST button to verify that your audio sound is coming out where you want it to.
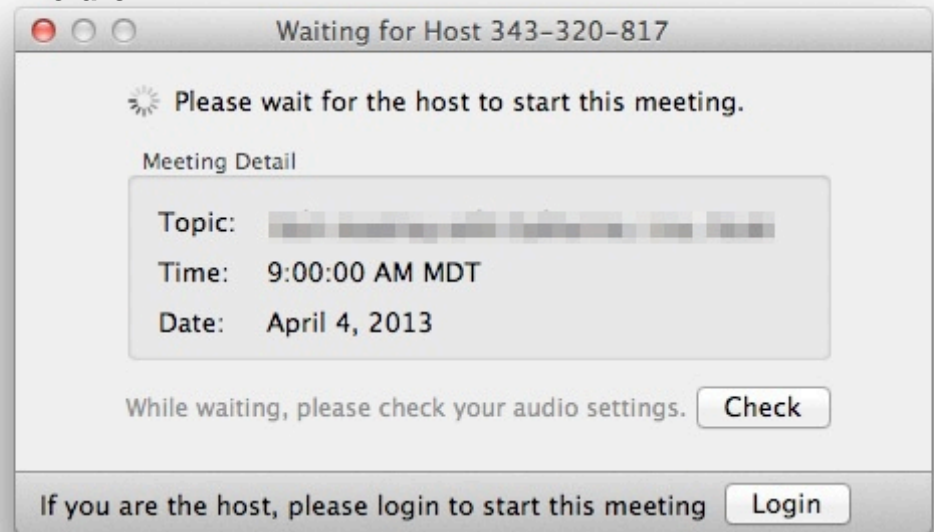
That's it. Once you've done the above steps, you're ready for any future Zoom webinars.

Once you've used Zoom once, the application will remain on your computer. To do any further Zoom webinars, just open the application, and you'll be presented with the window that allows you to enter the 9-digit Meeting ID that your invitation has given you.

Or, click on the URL link they gave you, and that will also open up your Zoom app. A Zoom invite will look like this:

1. Please click this URL to start or join. https://zoom.us/j/129372024
2. Or, go to https://zoom.us/join and enter meeting ID: 129 372 024

The **Meeting ID** is those 9 digits at the end of the link.

Important Zoom Etiquette

MOST IMPORTANT ETIQUETTE

1. SELF MUTE
2. GOOD LIGHTING (don't be in a shadow)
3. CENTER YOUR HEAD (no partial face)
4. NO EATING
5. NO BACKGROUND DISTRACTION

Gallery View button

TIPS

1. **Click on the small "Gallery View" icon in the upper right corner of screen once people start coming on. This will allow you to see everyone.**

2. Self-mute yourself by hovering your mouse over your video picture, and a row of options will appear below. The Mute Audio is in the lower left. That way, any typing or background noises won't distract the trainer and those listening. If you want to speak, just un-mute for that section, then go back to self-mute.

3. Please have no background distractions. No dogs, no kids, no wandering spirits. It derails the trainer's focus. If you do get background distractions, please quickly push the "Stop Video" button next to the audio mute button. This will close your camera, but you'll still hear the audio and you can still be part of the call. Just turn it back on when you want.

4. Be attentive. Face forward. Mute your cell phone before the calls. (you can actually get away with plenty of multitasking, like emails, looking up info online, and so forth. But face forward. Don't give the prospects half your head, the top of your head, etc.)

5. No eating. Tea is fine :) But chomping on that sandwich is too much. If you need to, no worries: just cut your video by clicking on the Stop Video button, lower left.

6. If you leave your chair, that's fine, just do so slowly without a huge amount of movement that distracts prospects from the trainer's message. Or just delete the video feed.

7. The cool thing about Zoom is that we can choose to not be on the camera, especially if you're squeezing the call while you need to eat, babysit, or otherwise be distracted. That's fine! Glad you're on the call! Just do the call only on self-muted audio and avoid the video of yourself.

8. There's a chat feature, too, which will allow you to chat with the others. You'll find it on the toolbar along the bottom. Chat privately with one person, or the entire group.

Speaker View

Gallery View