Zoom Instructions: A Step by Step Guide

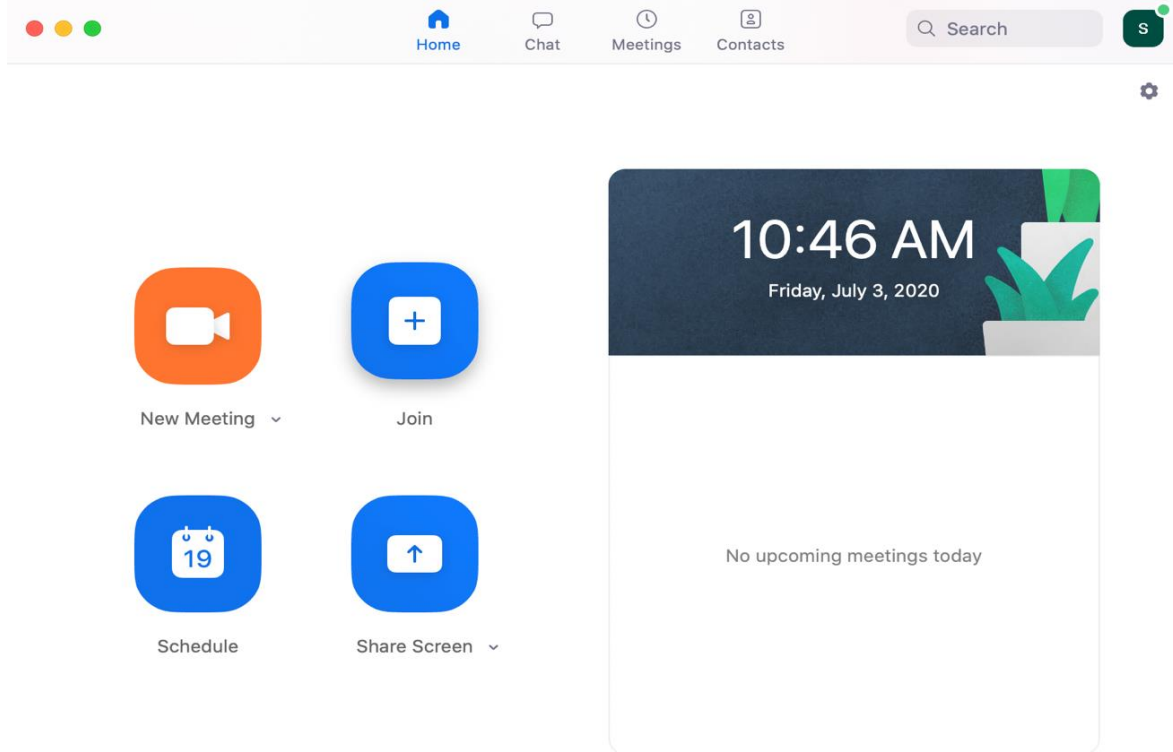# **Table of Contents**
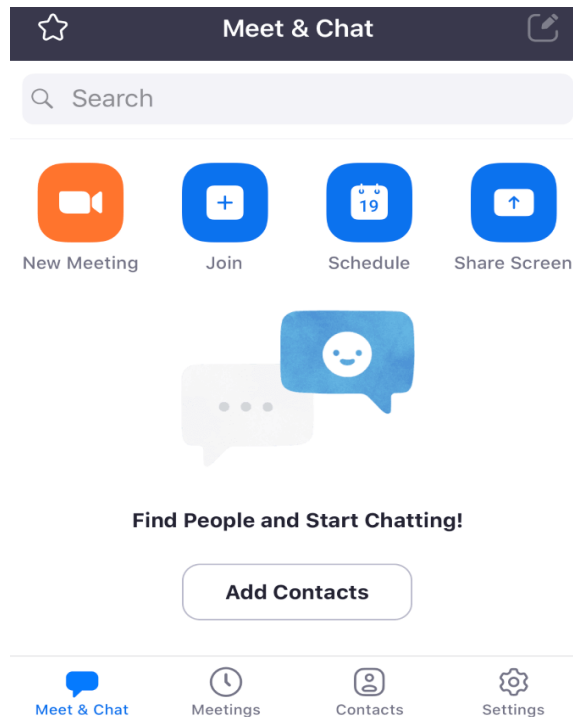
<u>Zoom App Home Page</u> (use images as references)

<u>On a Laptop and Tablet:</u>

Home   Chat   Meetings   Contacts   Search

New Meeting ⌄   Join

Schedule   Share Screen ⌄

10:46 AM
Friday, July 3, 2020

No upcoming meetings today

<u>On an iPhone Screen:</u>

Meet & Chat

Search

New Meeting   Join   Schedule   Share Screen

Find People and Start Chatting!

Add Contacts

Meet & Chat   Meetings   Contacts   Settings

Joining a Meeting

- To **Join a Meeting**: either **click on the link** you have been provided with which will open the zoom meeting directly

- **OR** go to your zoom app (downloadable on all devices) and click the **'Join'** icon, which will ask you to enter a **Meeting ID** and **password** that you have been provided with.
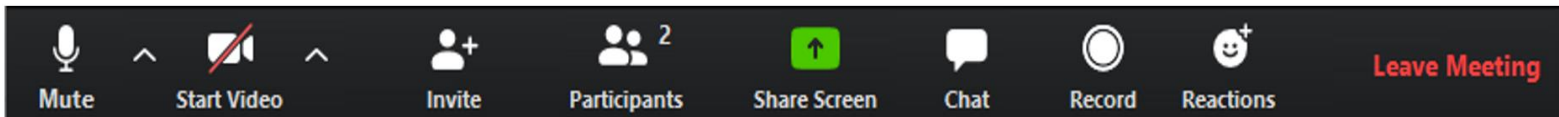

Join a Meeting

Join

| Meeting ID or Personal Link Name |

| Screen Name |

☑ Remember my name for future meetings

◯ Do not connect to audio

◯ Turn off my video

Join   Cancel

Le Centre Cummings Centre
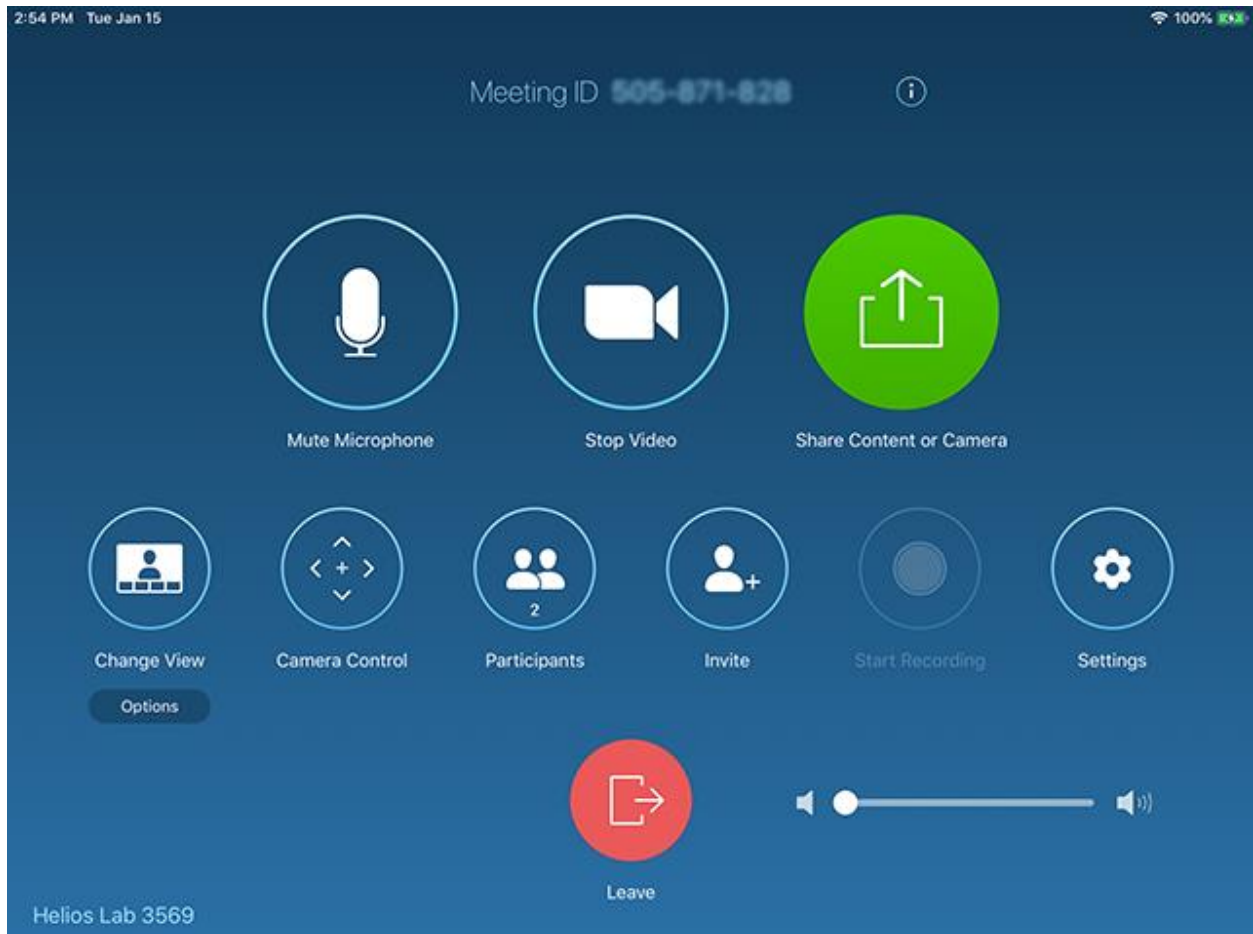
Meeting Controls:

Below is what your **zoom meeting controls** should look like:
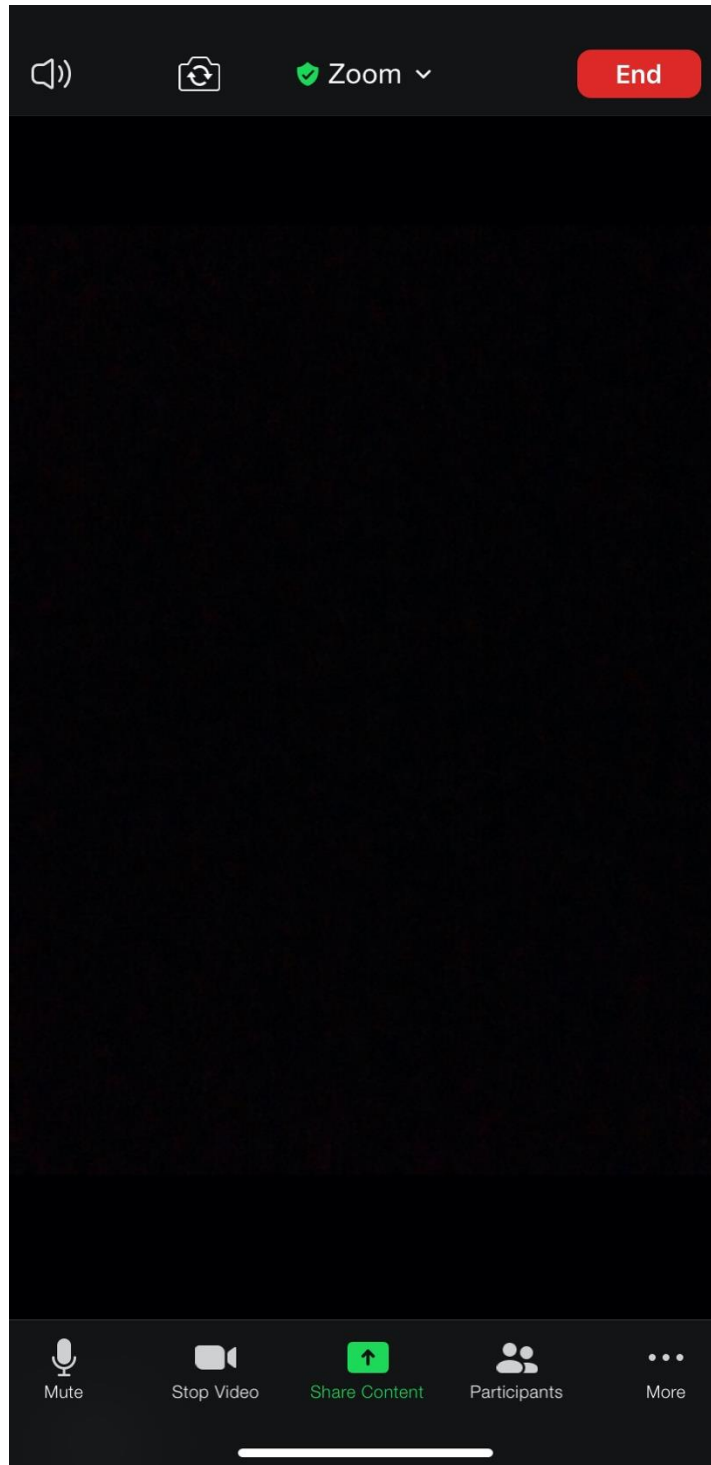
On a LAPTOP:

On a TABLET:

- **ADD MORE ** how its seen on table-** **The chat, reactions and settings can be accessed by pressing the 'More' icon.**

On an iPhone:

- **The chat, reactions and settings can be accessed by pressing the 'More' icon.**

Audio and Video Options in a Meeting

- **Mute and Stop Video:** On the bottom left corner of a working zoom meeting, there are two icons '**Mute**' and '**Stop Video'**.

  - **To Mute Yourself**: you must press the **'Mute'** icon and then anything you say won't be heard by the rest of the participants until you click the **'Unmute'** icon to be unmuted.
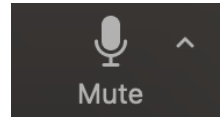
  - **To Turn Off Your Video:** If you want to turn off your video temporarily press '**Stop Video'**, and to start it again press **'Start Video**'.
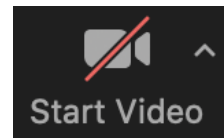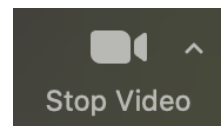
ADD PARTICIPANTS AND HOW TO RENAME your name
**Add a page on participants – in page explain how to rename**

Viewing Options in a Meeting

- **Video Layout Options**: There are three different video layout options in a zoom meeting (when no one is screen sharing). These layout options can be found on the upper right corner of your meeting screen (or the 'Change View' control available on iPads or tablets) and can change your meeting layout with a click i.e.

  - The **Active Speaker view** is the default video layout which displays the person who is currently speaking in the large view window. The speaker view changes as different people speak, so that all participants can see who is speaking (icon as seen on tablet).
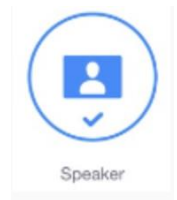
  - The **Gallery view** shows *up to* 49 participants at a time on the screen (depending on your screen size), with an arrow on the side to scroll through the remaining participants. This option is ideal for a discussion or an interactive meeting because you can see all the participants' videos at the same time (icon as seen on tablet).
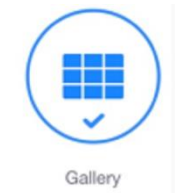
  - The **Mini-window view** allows you to minimize the zoom video, leaving you with a small window on the top of your computer screen which you can move around as needed while doing something else on your computer. Clicking the minimize icon on the top right or left corner of your screen will leave you with the mini-window view of the meeting.

Chat Box Option in a Meeting

- The chat box is a tool used during zoom meeting to chat between all participants or to chat privately with any one person. This is how it will look on your screen:
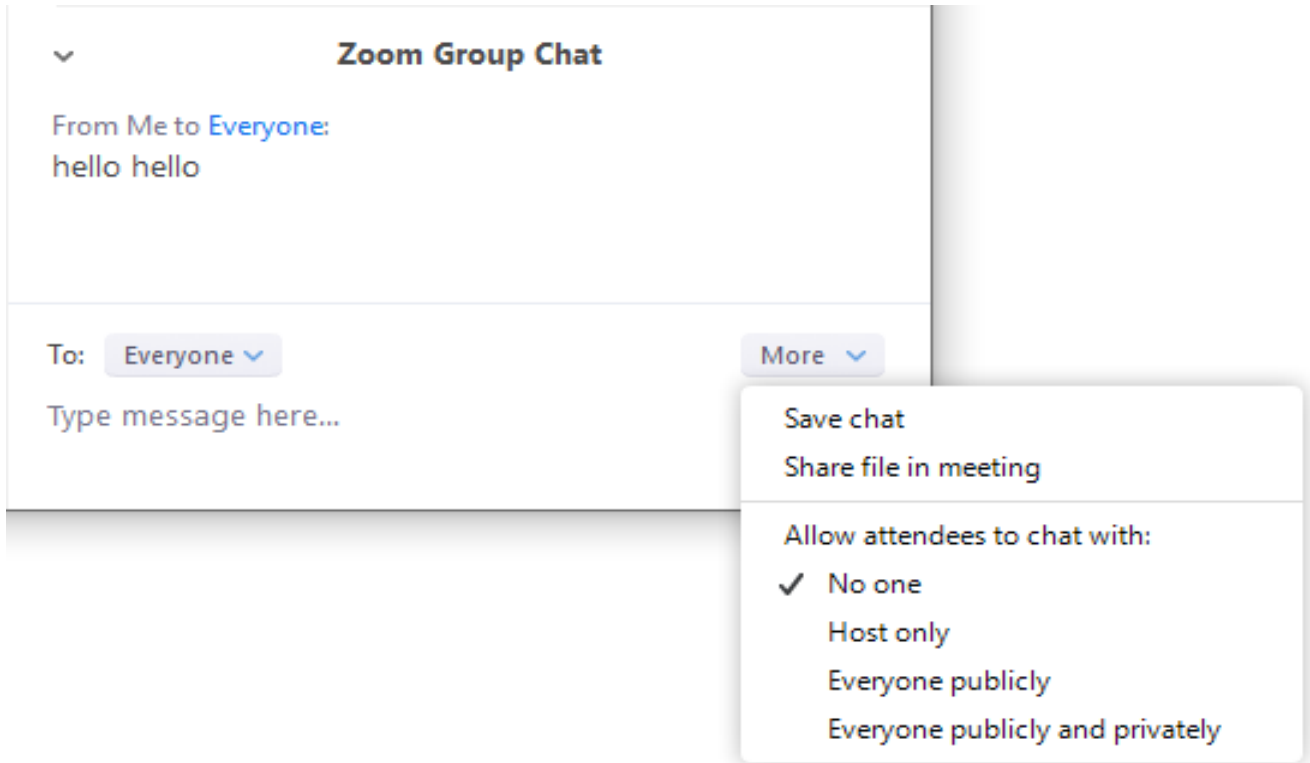

- o The '**Chat'** icon is found at the bottom center of the screen. When you press this icon, the chat box will open, and you can chat with the other meeting participants.

- o **Private Message:** If you want to message one participant individually, you can change the selected "Everyone" by clicking on it and choosing another participants name and messaging

them privately. You can privately message anyone using the chat box but remember to switch back to "Everyone" or to a different participant if you are answering someone else.

- o The default setting for the chat is that all participants can message everyone publicly and privately. The host however can edit who the participants can chat with by pressing the three-dot icon (…) in the chat box, which will show different chat options.

Reaction Options in a Meeting

- On the bottom right of the zoom screen, you can find the **'Reactions'** icon which can be clicked to react to something said without interrupting the meeting.

- Pressing this icon will allow you to react with either a **clapping hands** or **thumbs up** emoji. When you press this icon, it will be displayed on your video screen for five seconds and then will disappear. This feature is ideal for the virtual setting, because rather than having interruptions during a meeting, people can agree with something that was said with the click of a button.
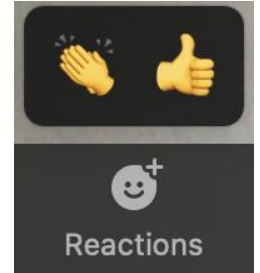
Leaving a meeting

- **Ending a Meeting:** Any meeting participant can leave the meeting at any time by pressing the **'End Meeting'/'Leave Meeting'** button at the bottom right or top right (iPad)** of the screen.

Other Available Tools on Zoom

- **Virtual Background**: Zoom gives you the possibility of changing your room background for privacy purposes. This feature isn't always ideal for clarity purposes, therefore it should only be used if ones background isn't befitting a zoom meeting.

  - **To add a Virtual Background:** Click the arrow on the '**Stop Video**' icon, and then click '**Choose Virtual Background'** which will redirect you to the settings window and show you options of different virtual backgrounds. Click on the background you would like and then exit the settings window by clicking the red x on the top left-hand corner.

- **Screen Sharing:** is a viewing option in zoom which allows a participant to share either their entire screen or just one portion or document from their device.

  - **Who Can Share:** Only the host can share documents during the meeting. Participants should send the host any documents to be shared prior to the meeting.

- **Spotlight Video:** The spotlight option in zoom displays one participant as the active speaker for all participants. Meaning, all participants will see this spotlighted speaker on their screen.

- The host is the only one that can spotlight a video. To do so, either click on the three dots (…) in the upper right corner of a members video and select '**spotlight video'** from the menu
- OR select **'Manage Participants'** in the Zoom Room Controller, tap the participants name and choose 'spotlight video'.
- To **cancel a spotlight**, click **'Cancel the Spotlight Video'**

A majority of the information in this document was retrieved from
https://support.zoom.us/hc/en-us

For more information, you can always head over to the zoom website which has many videos and resources on everything about zoom.

This link gives you access to some videos:
https://zoom.us/resources