Using ZOOM

(1) You will get an invitation in your email. When the day and time come for the meeting, just click on the link in the email and it will take you directly to the ZOOM meeting. It will look something like the screen below.

Join Zoom Meeting
https://zoom.us/j/528381371?pwd=ODd4OXJHVHh6WGl
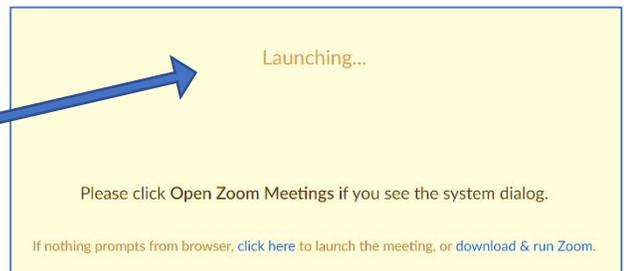HT005NzE3NWFGUT09

Meeting ID: 528 381 371
Password: 784493

*NOTE: The meeting ID and password are only necessary if you are simply opening ZOOM and then joining the meeting. It is much easier to just **use the link** to go directly to the meeting.*

(2) If this is your first time using ZOOM, the first screen will ask you to download ZOOM. Just follow the onscreen instructions and it will do it for you. Then, on subsequent visits to ZOOM, it will not need to download again.
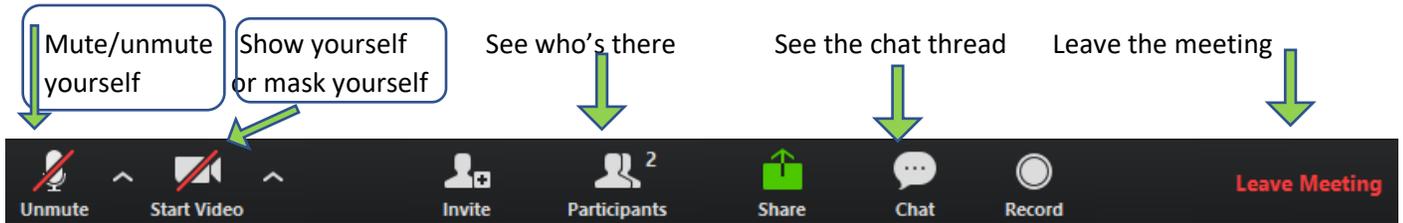
(3) Once ZOOM opens, you will see the "Launching" screen. Depending on your connection it might take up to 10 seconds to launch.

Launching…

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, **click here** to launch the meeting, or **download & run Zoom.**

(4) Depending on how the host has the meeting set up, you might get different messages in the next screen. At the top in blue, will be something like: "Computer Audio". In the middle of the screen, it should say something like "Join (Audio) by Computer"

Phone Call

Computer Audio

Join Audio Conference by Computer

Test Computer Mic & Speakers

To hear others, click the Join Audio button.

(5) Once you get to the main screen, some controls will be at the bottom of the page

Mute/unmute yourself

Show yourself or mask yourself

See who's there

See the chat thread

Leave the meeting

(6) Lastly, you might want to change your "view" of the page.

- **Full Screen view** great to see better. Look for "view full screen" or this icon in the top right corner

- Then you have one more choice (also in top right corner):
  - **Speaker View** (default) has the person currently speaking in large area and the rest of the participants are "thumbnails" at the top. This works best for 6 or less people; after that, you will have to constantly use side arrows to see the other participants.
  - **Gallery View** this is good for groups of more than 6 people. Over 25 people can be seen on one screen and the active speaker will be "highlighted" but not made large.

2   Speaker View

1   Gallery View