

Overview

Getting started, signing up for Zoom:

1. A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account.
2. If you would like, you can sign up for Zoom: <https://zoom.us/signup>
3. You will be using free Zoom; you do not need to upgrade to Pro or to pay for anything.

To access Zoom meetings if you have an account:

1. Open the Zoom application
2. Sign in.
3. Click on “Join.”

To access Zoom meetings if you do not have an account:

1. Click on the link in your invitation to join via computer. The notification will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID and passcode. You may be instructed to download the Zoom application.
2. You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by the host.

Zoom Instructions for Participants

Especially if you are new to Zoom, joining the meeting early (5-10 minutes) will ensure you are setup and ready to go by the start time.

Closing all unnecessary applications on your computer or mobile device will enhance the quality of the Zoom call.

The video feature enhances the meeting experience, so if possible, please enable the video camera on your computer or mobile device.

If you have trouble hearing during a meeting, using headphones may help.

Keep your mic (or phone) muted whenever you are not speaking. This keeps background noise to minimum and allows everyone to hear each other.

Using the participant control icons in the lower part of the Zoom screen, you can:

1. Mute/Unmute your microphone (far left)
2. Turn on/off camera (“Start/Stop Video”)
3. View Participant list
4. Change your screen name that is seen in the participant list and video window
5. Share your screen (if allowed by the host)

On the upper right corner of your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” highlights the active speaker and keeps everyone else as smaller images. “Gallery view” shows all of the meeting participants. Speaker view is recommended when there is no group discussion.