



HOW TO ZOOM

You can use Zoom. This introduction will get you started. Zoom Support, at <https://Zoom.us>, has tons of articles and videos on how to use Zoom. Plus there are many how-to videos on Youtube.

WHAT IS ZOOM: Zoom is a virtual meeting room that takes place over the Internet or regular phone service. A Zoom “meeting” is a like a face to face meeting where you hear and can talk to everyone present. Many features of a Zoom meeting are controlled by the “host”, the person who created the meeting.

ZOOM MEETING: A unique identification number is used to identify and join a Zoom meeting. A meeting may also have a password and/or Waiting Room. *Each meeting has its own ID number.* The meeting host will send these out.

Here’s a sample: Meeting ID: 989 7829 9634 Password: 3066

A meeting can also be joined by clicking on a web address (URL) like this:

<https://Zoom.us/j/98978299634?pwd=bndSSHdkRndnckorOFh6TjBKQm5XQT09>

This form of meeting address can be sent by email or text. Clicking on this address will launch your web browser to join the meeting on a computer; or launch the Zoom app on a smart device. This address has the meeting ID and password encoded in it.

GETTING STARTED: Zoom can be used over a computer, smart phone, tablet, with or without video; and over any phone using voice only. Unless you are just calling in, you need a free Zoom account to use. When you join a meeting, you may be prompted for a password or be told you are in a Waiting Room. The host will let you in from the Waiting Room.

ZOOMING BY PHONE:

1. Call the main California Zoom access number: 1-669-900-6833 The meeting invitation may list other numbers you can use, too.
2. When prompted enter the meeting ID, usually 11 digits long, followed by the # sign
3. When prompted for the participant id or password, enter the password followed by the # sign. (A participant id is a different type of user access security.)
4. Phone controls for participants: your phone may be muted when you call in.
 - A. Mute or Unmute your phone by pressing *6
 - B. Raise your hand to speak by pressing *9

ZOOM ON A COMPUTER, TABLET OR SMART PHONE:

TIPS: The best Zoom experience happens using the Zoom software. Install it now from Zoom.us. Some web browsers can use a web based version of Zoom. You need a free Zoom account either way. Get one at Zoom.us.

Join a Zoom meeting by clicking on the Zoom meeting URL address. If you do this, your web browser will open and ask permission to launch the Zoom app. Click yes. Or you can choose to only use the browser version of Zoom. You can also join a Zoom meeting from the Zoom app. Open the Zoom app, click Join and enter the meeting ID and password.

ON A COMPUTER: Must have camera to be seen and microphone or phone to be heard. Windows and Apple computers work similarly. See Zoom.us for other operating systems.

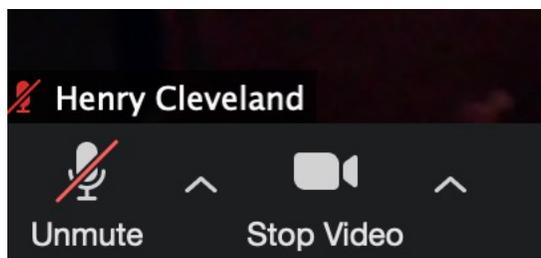
1.A Click on the Zoom meeting address. Your browser will open. If you have not downloaded the Zoom, software, it will ask you do so. Let it start the Zoom app. The browser will stay open but can be closed.

1.B Open the Zoom app, Click Join. Enter the meeting id and password. A new meeting window will open. The Zoom app window will stay open.

1.C You may get options to turn on camera or microphone.

2. AUDIO AND VIDEO. When you join the meeting your camera and microphone may be on or muted. This setting depends on how the meeting is created. You can turn on/off your camera and mic using the controls in the bottom left of the screen. The up arrows “ ^ ” next to the mic and camera icons give other options for sound and video.

On this image, the mic is muted and the camera is on.



When joining, you may be prompted to use your computer audio or phone. Choose the computer audio if your computer has a camera and microphone on it. If not, you can listen in on the meeting by linking your cell number to the meeting. Press the phone option and Zoom will display instructions on how to use a phone for audio and link it to your in the meeting image.

3. Participants Panel and Raise Hand. Raise and lower your hand to speak from the Participants panel. Click on “Participants” icon at the bottom of the screen to open this. This also lets you see who is in the meeting and if their camera and mic is on or off.

SMART PHONE AND TABLETS: Install the app for an Apple or Android device. Launch it and enter the meeting ID and password. Or if you have the meeting ID URL in an email or text, click on the URL to open the app. The URL has the meeting ID and password in it.

IOS AND ANDROID TIPS:

Meeting options are at the top or bottom of the screen depending on your device. These options may include mute/unmute, camera on/off, participants list, and Three Dots. Click on the 3 dots to open the Participants panel, to Raise hand and other options. Swipe the screen left and right to see the speaker view or pages showing all the participants.

4. LEAVE THE MEETING: Close the Zoom app, click the leave meeting button, or on a phone just hang up.

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MORE TIPS: Try a test meeting at: <https://Zoom.us/test>

- **Please be polite:** MUTE your microphone unless you want to speak.
- **Camera:** Stop the Video to turn camera off. Zoom will show your account profile image.
- **RAISE Hand to** be recognized just like in a face to face meeting.
- **Display Name:** By default, Zoom shows the name on your account as the user name under your screen image. You can Rename yourself by click on the 3 dots in your image
- **CHAT function.** If allowed by the meeting settings, you can click on the Chat button and send text messages to meeting hosts or participants. This is a good way to ask the group questions or share useful info, e.g. phone numbers of politicians to call.
- **Gallery/Speaker view.** Speaker view is the default. It shows a big picture of the speaker and little pictures of some of the other participants. Change to Gallery view to see a full page or pages of small pictures of all the participants. The speaker’s image is highlighted. Switch views on a computer using the button at the top right of the screen. Swipe left and right on a smart device to change the view.
- **Sharing Screen:** The host or main speaker may “Share Screen” showing you what is on their computer. By default this opens in a full screen on your device. ON a computer you have “Options” to change how much of the shared screen you want to see.