

## Using Zoom

Once you get used to using Zoom you should find it comfortable and easy to use.

Zoom allows you to join a group meeting in a number of ways:

- **With a simple phone call** to just listen and speak
- **From a computer** with options for video and audio, depending on your equipment
- **From a smartphone** with video and audio

The Yearly Meeting office will send you the information you need (meeting link, phone number, and meeting ID) for each Session meeting for which you registered.

### WAYS TO CONNECT WITH ZOOM

Zoom offers this video and a page full of instructions: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

This Youtube video also provides a good overview: <https://youtu.be/9isp3qPeQ0E>

We recommend that you try a **TEST MEETING online** at <https://zoom.us/test> to make sure it works for you, and become familiar with the features. Please note, however, that Zoom commands will look slightly different in a live meeting.

### **1. Join online with a computer, tablet, or smartphone**

**This option allows you to see other participants on your screen, listen if you have speakers, and share video/audio if your device has a webcam (camera + microphone).** Laptop computers, tablets, and smartphones typically have built-in webcams. If you are using a desktop computer, you will need speakers to listen, and a webcam or microphone attached to your computer to speak. If you don't have a microphone or speakers, you can still use your computer to view others, but you'll need to call in by telephone to listen and speak.

#### **Set up:**

**You do *not* need to sign up or login to join a Zoom meeting.**

You can download the Zoom software/app ahead of time here: <https://zoom.us/download> (or from your app store, if using a smart phone). Otherwise, the first time you use it you will be prompted to download the app.

## To Join a Meeting with a Computer or Smart Phone

**Find the email with the correct web link (or phone number and meeting ID)** for the meeting you want to join.

**Click the link from your device.**

From your computer, open Zoom from the message that pops up (you may need to click one of the links on the screen to download and run Zoom the first time, but this doesn't take long).

You will be asked to choose your audio when the Zoom connection opens. Join with Computer Audio if you can. If you don't have speakers (or a microphone if you want to be able to speak) click the "Phone Call" tab, or click the "Join Audio" button and call in with one of the phone numbers. Enter the Meeting ID when prompted.

If you use your computer for video and your phone for audio, be sure to turn off your computer speakers to prevent feedback or echo.

Start video from the video camera icon if you want people to see you.

NOTE: Depending on your device, you may need to hover your cursor over the top or bottom of the screen to see the icons.

VIDEO: How to join and test audio and video (<1 min)

[https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1)

## **2. Join with Your Telephone**

You can listen and speak by dialing in from an ordinary land line or cell phone.

**Find the announcement** for the meeting you want to join.

**Dial the phone number** (or any of the numbers if there is more than one).

Using your phone's keypad, **enter the Meeting ID** that is provided. Each meeting has its own Meeting ID.

### ONCE YOU HAVE JOINED THE MEETING

#### **Participating by phone**

Use \*6 to mute or unmute yourself.

If participating *only* by phone, use \*9 to raise and lower your hand

## Participating by computer, smart phone, or tablet

Move your cursor to the bottom (or top) of the screen to see the controls if they aren't visible.

On a mobile device, tap anywhere on the screen. (Note that the controls may be in a different position on the screen.) If you can't see all the controls, look for three dots, which you can click on to see more controls.

### Controls

(Note: you may not see all of these controls, depending on how the Host has set up the meeting.)



In this illustration, both audio and video are turned off; there's a red line through the microphone icon and the camera icon. You click on the icon to turn audio and video off and on.

### Audio

Clicking on the microphone will toggle your audio on and off. (In some meetings, you may have to wait for the host to unmute you.)

If you haven't yet connected your audio, the icon will be a headset with the words "join audio."

Click the up arrow ^ to the right of Join Audio if you wish to test speakers and microphone or adjust audio settings.

- You will have the best audio with a headset that has an attached microphone.
- You will have the worst audio with a laptop computer that has a built in microphone and speakers—or if you have a slow internet connection.
- You will have atrocious audio if two or more people are in the same room connected to the same Zoom. If that's the case, it's best to share one computer.

**NOTE: Do not connect audio if you are using your telephone for audio.**

### Video

Clicking on the camera icon will toggle your video on and off.

Click the up arrow ^ to the right of Start Video if you wish to adjust video settings. (The camera icon will be visible only if you have a camera.)

If you are nervous about how you will look on video, join a test meeting before your real meeting starts. No one will see you but you will get to see how you look to others on video.

Adjust your camera (on a laptop, adjust opening and closing the lid) and/or adjust your seating so your face is in the center of the screen. Consider the background and lighting. Make yourself look good, or at least good enough! Join a test meeting here: <https://zoom.us/test>

If you don't see yourself on video, there's probably a red slash through the Start Video icon in your Zoom Control Bar, like this. Click on it so it looks like this.

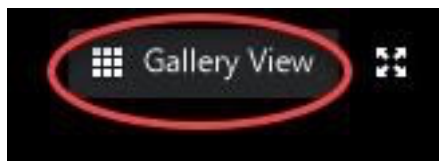
**NOTE:** This video shows how to join audio, test audio, and test video:

[https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/HqncX7RE0wM?rel=0&autoplay=1&cc_load_policy=1)

You may Stop Video from the video camera icon (usually at the bottom left) any time you don't want people to see you. You can use the same icon to restart video.

### Controlling Your Display

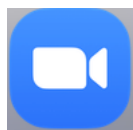
Move your cursor to the upper right of the video portion of your screen to change how you view others:



Select Gallery View to see a small video box for each participant. If there are more than 25 participants, move your cursor to the right or left to see an arrow to go to the next/previous page. (Gallery View may not be an option on devices with smaller screens.)

Select Speaker View to see a larger image of the person speaking, with the other participants in small boxes along the top of your screen.

If you don't want to see yourself, but let others see you, right-click (or tap) at the upper right of your video and click on "Hide Self View."



If Zoom seems to disappear entirely from your screen at any time, look for this icon and click on it.

### Chat

If you are online you may use the Chat to type comments *if the host has enabled this feature*. Sometimes the Chat is only used for technical questions, or by people who are unable to use their audio to speak and need to have someone read their message out loud.

Click the Chat icon at the bottom of the screen to open the Chat window. On a smartphone it may be a combined Participant/Chat icon.

**Participants:**

Click the Participants icon to see a list of people in the meeting.

**If you are online there is a blue “Raise hand” icon** below the participant list (on a telephone, use \*9). Use this when you wish to speak in a meeting. **Be sure to lower your hand** when you have been recognized.

**Leave Meeting:**

Select **Leave Meeting** when you no longer wish to participate.