

USING ZOOM VIDEO CONFERENCING

vasynod.org

FIRST TIME USING ZOOM

To join the meeting, click the link
in the Meeting Invite you receive.

Topic: My Meeting

Time: March 15, 2020 at 10:00 AM

Join Zoom Meeting

<https://zoom.us/j/900216864>

Or

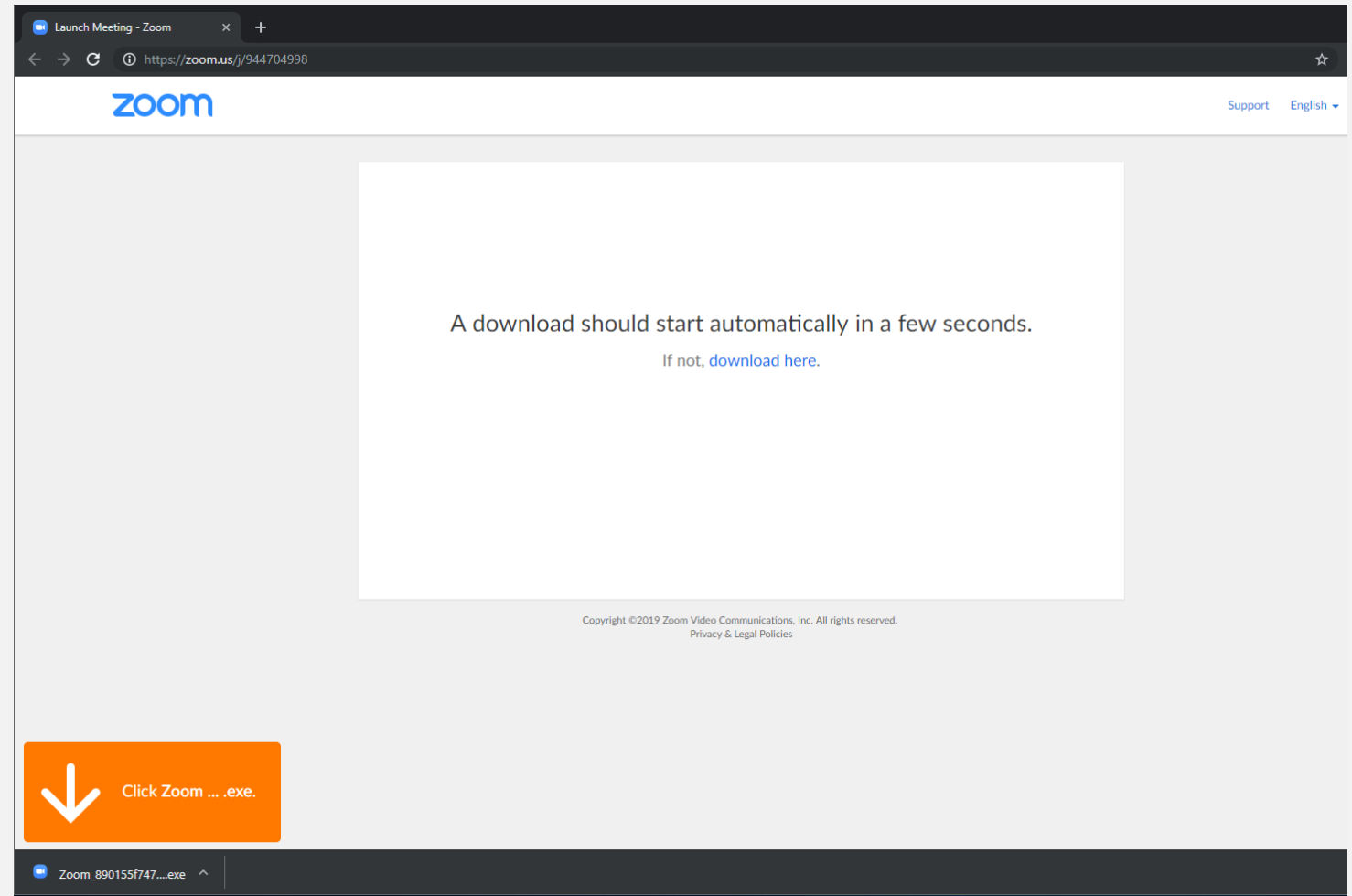
Dial : 1 646 558 8656

Meeting ID: 900 216 864

FIRST TIME USING ZOOM

When you click the Zoom Link in the Meeting Invite for the first time, you will download a small file to install the Zoom software on your computer.

When asked, “Do you want to connect by your computer’s audio? Select ‘Yes’.





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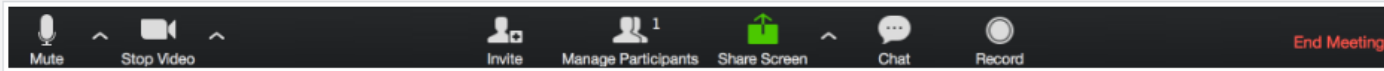
Once you have downloaded and installed Zoom, you will be asked to provide your name or sign in with your email address so others will know who you are on the call.

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Once you have given your name and/or signed in, you will go to the Zoom room where you will see the other people in the meeting.



After joining your Zoom meeting you will notice a meeting menu located on the bottom of your screen. Each of these icons will give you the ability to active or choose from a submenu of options. Simply move your mouse and select icon or up arrow to access them.



Key Features

- **Mute and Unmute** your audio and select Audio options.
- **Stop and Start video** controls access to video portion of the meeting
- **Invite more people** to join by email, instant messaging
- **Manage Participants**, including mute/unmute, lock screen share so only the host can screen share, play enter/exit chime for participants, and lock the meeting.
- **Share Screen** opens a window and gives you the option to share your screen with meeting participants either as host or participants. For my details on how use screen share more effectively, see Zoom support [documentation](#)
- **Chat*** opens a window to start a group or private chat.
- **Record** will start recording the video and audio of the meeting. If you are already recording, you can stop recording by clicking the Stop Recording button in the upper left hand corner of the screen. If you are a participant you must request access from the host.
- **End Meeting** lets you end or leave the meeting.

*Note: Participants cannot view chat history prior to their entry.

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The Meeting Menu
across the bottom of
the screen allows you
to control your
participation in the
meeting.



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Helpful Tips for Zoom

- Always mute yourself when you aren't speaking.
- Space bar will unmute.
- Have bright lights in front of you, not behind you.
- Sit on the same level as the camera.
- The “^” next to ‘Mute’ and ‘Video’ will allow you to change speakers and video source.
- It is possible to change the screen arrangement with ‘View’ in the top right corner of the screen.
- If your internet is not fast enough to watch YouTube without buffering, Zoom may not work effectively.

Ending your Zoom Meeting

From the meeting menu start End Meeting button and select one of the following options.

- **End Meeting for All** to end a meeting for which you are a host
- **Leave Meeting** if you wish to leave a meeting you have joined



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