



## How to Use Zoom

### How to Make a Zoom Account

1. Zoom can be installed on any device; laptop, phone, and tablet. Below are instructions best suited for a laptop/desktop computer (Mac or Windows).
2. You can attend Zoom meetings without having an account, however it is recommended that you make an account.
  - a. To create an account, open an internet browser and visit: <https://zoom.us/> (You can also type "Zoom" into a search engine and the website will be the first or second result).
  - b. Click "Sign up, it's free!" from the top right of the screen.

**SIGN UP, IT'S FREE**

- i. Enter your information such as date of birth (to confirm you are 18+) and email address. You can also link your Google account (Gmail) or Facebook account for faster login.

Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

Already have an account? [Sign in.](#)

Or sign in with

SSO Google Facebook

- i. After you enter your email address, you must check your email for the link Zoom sends you to verify your account. Open that email and click "Activate Account".

Zoom  
no-reply@zoom.us

Date: 12-02-2021 07:42:05

Subject: Please activate your Zoom account

zoom SIGN IN

Welcome to Zoom,

To activate your account, please click on the button below to verify your email address. Once activated, you'll have full access to Zoom Meetings & Chat.

ACTIVATE ACCOUNT



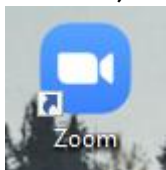
- e. You will then be prompted to enter a name and password.

The image shows the Zoom 'Welcome to Zoom' sign-up page. It includes a greeting: 'Hi, ray\*\*\*@\*\*\*com. Your account has been successfully created. Please list your name and create a password to continue.' Below this are four input fields: 'First Name', 'Last Name', 'Password', and 'Confirm Password'. There is a radio button selection for 'Are you signing up on behalf of a primary or secondary (K-12) institution?' with 'Yes' and 'No' options. The 'No' option is selected. Below the selection is a link: 'By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).' At the bottom is an orange 'Continue' button.

- i.
3. After you fill this information in, you officially have a Zoom account. You can use this to login on with the next steps below, or access a Zoom meeting without a login if you choose.

### How to Access and Use Zoom with your User Account

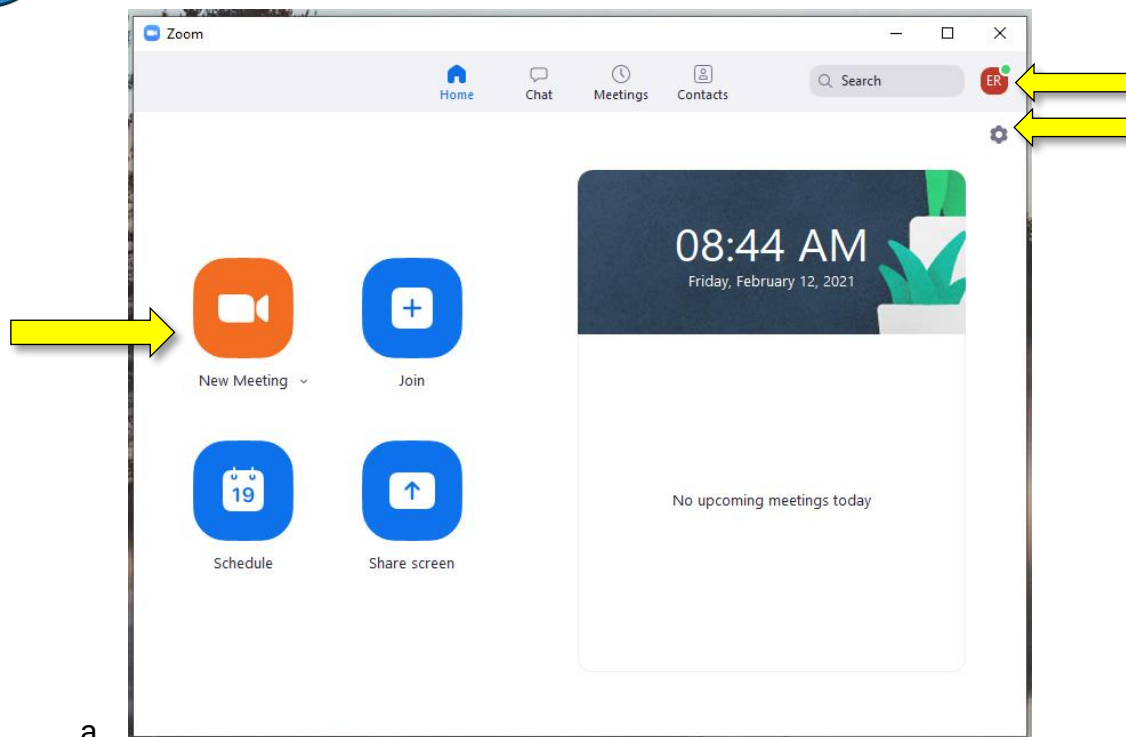
1. To open Zoom, double click on the Zoom icon on the desktop.



- a.
2. Zoom will open and ask you to join a meeting or sign in.
3. If you made a Zoom account in the above instructions, click "Sign in" and then enter your login information

The image shows the Zoom Cloud Meetings 'Sign In' screen. It has a title 'Sign In' and two main input sections. The left section has 'Enter your email' and 'Enter your password' fields, with a 'Forgot?' link next to the password field. Below these is a 'Keep me signed in' checkbox and a 'Sign In' button. The right section has three buttons: 'Sign In with SSO', 'Sign In with Google', and 'Sign In with Facebook'. At the bottom left is a '< Back' link, and at the bottom right is a 'Sign Up Free' link.

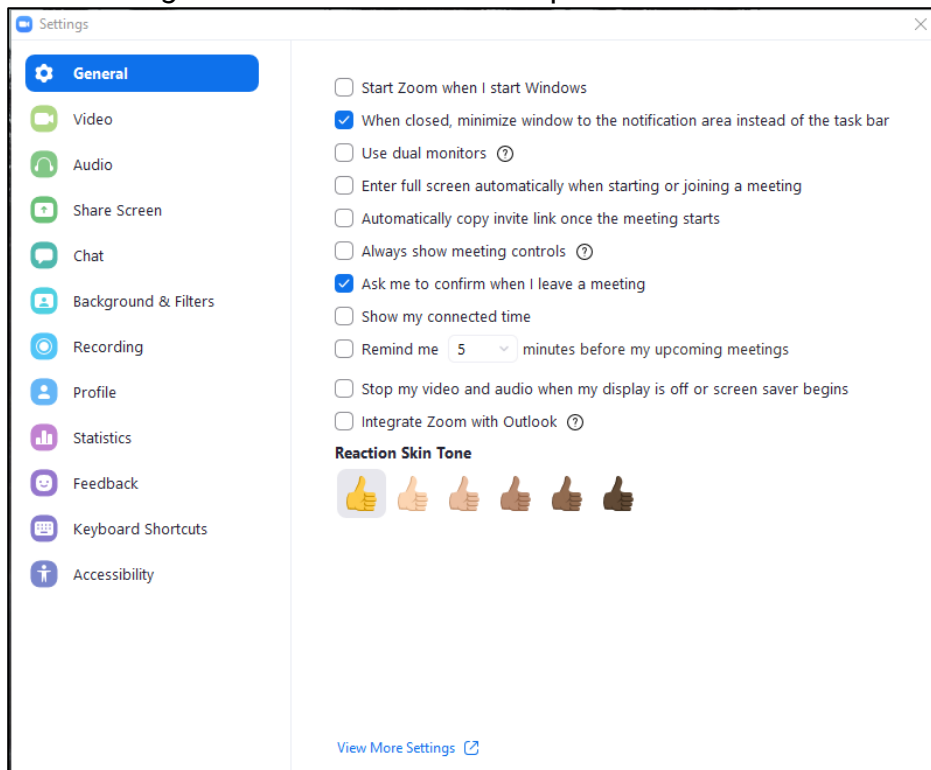
- a.
4. You will be taken to the Zoom dashboard with all of your account features.



a.

5. You can start a new meeting (with you as the host) by clicking “New Meeting”, or join an existing meeting by clicking “Join”.
  - a. Sign out of zoom by clicking the red icon with your initials and clicking “Sign Out” at the bottom. Here, you can also change your account settings.
  - b. Clicking the gear icon will bring you to video and audio settings. There are dozens of settings that you can change in Zoom to customize your experience.
  - c. Read through them to discover what’s possible! Check/uncheck boxes to change a setting.

d.





6. Join a meeting with your account by clicking “Join” on your Dashboard.



Join

- a.
- b. You can join a specific meeting if you have a specific Meeting ID and Password (Example: **Meeting ID:** 879 9904 7443, **Password:** XXXXXX). Some meetings will require passwords, some will not.
- c. You can enter your name or change the display name before connecting.
- d. You can choose whether or not to immediately connect to audio or video by checking/unchecking the boxes.
- e. Enter the information and click “Join”.

The screenshot shows the Zoom 'Join Meeting' window. It has a title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below it is a dropdown menu for 'Meeting ID or Personal Link Name' with the value '234 5345 3453'. Underneath is a text field for the name 'John Libraryperson'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are two buttons: 'Join' (blue) and 'Cancel' (grey).

- i.
  1. If it requires a password, you will be promoted to enter it on the next screen. Click “Join Meeting” to access the meeting.

The screenshot shows the Zoom 'Enter meeting passcode' window. It has a title bar with the Zoom logo and a close button. The main heading is 'Enter meeting passcode'. Below it is a text field labeled 'Meeting Passcode'. At the bottom are two buttons: 'Join Meeting' (blue) and 'Cancel' (grey).

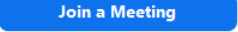
2.

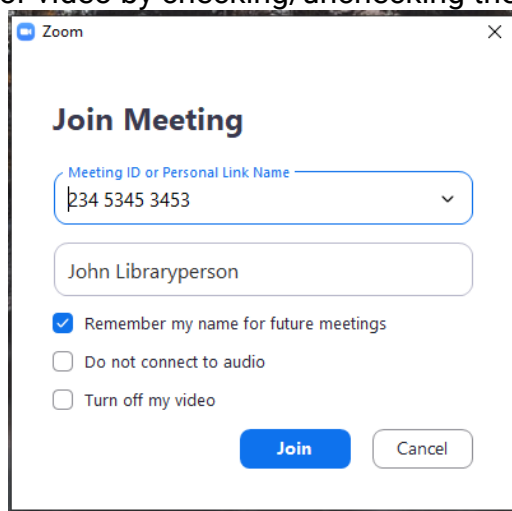
### Using Zoom without an Account

1. If you do not have a Zoom account, you can still access a Zoom meeting as long as you have the meeting ID and password (if it requires one).
  - a. **Method 1:** Access a meeting from the Zoom software on the desktop.
    - i. Double click the Zoom icon on the desktop to open.



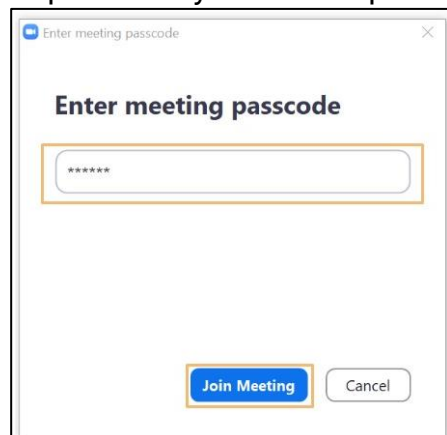


- ii. Click "Join a Meeting" 
- ii. Enter the Meeting ID and click "Join". You can enter your name or change the display name before connecting. You can choose whether or not to immediately connect to audio or video by checking/unchecking the boxes.



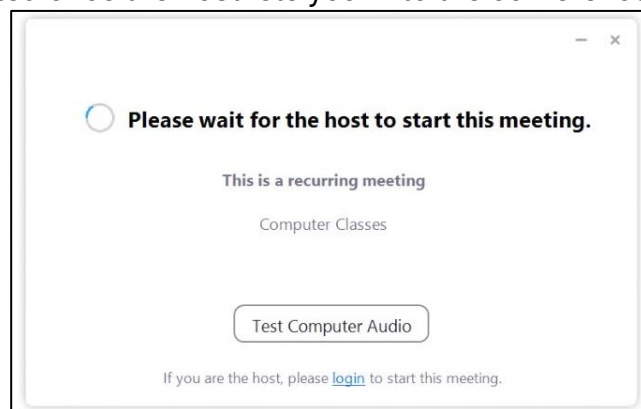
The Zoom 'Join Meeting' window is shown. It has a title bar with the Zoom logo and a close button. The main heading is 'Join Meeting'. Below it is a text input field labeled 'Meeting ID or Personal Link Name' containing '234 5345 3453'. Below that is a text input field for the display name containing 'John Libraryperson'. There are three checkboxes: 'Remember my name for future meetings' (checked), 'Do not connect to audio' (unchecked), and 'Turn off my video' (unchecked). At the bottom are 'Join' and 'Cancel' buttons.

- 1.
- iii. Enter the passcode you've been provided for the meeting, then click "Join Meeting".



The Zoom 'Enter meeting passcode' window is shown. It has a title bar with the Zoom logo and a close button. The main heading is 'Enter meeting passcode'. Below it is a text input field for the passcode, currently showing six asterisks. At the bottom are 'Join Meeting' and 'Cancel' buttons.

- 1.
- iv. Depending on the settings the meeting host set up, you will either immediately join the Zoom meeting or you will need to wait to be admitted. This is especially true if you log in to a meeting before its starting time.
- v. If the window says "Please wait for the host to start this meeting", you will be admitted once the host lets you in to the conference.

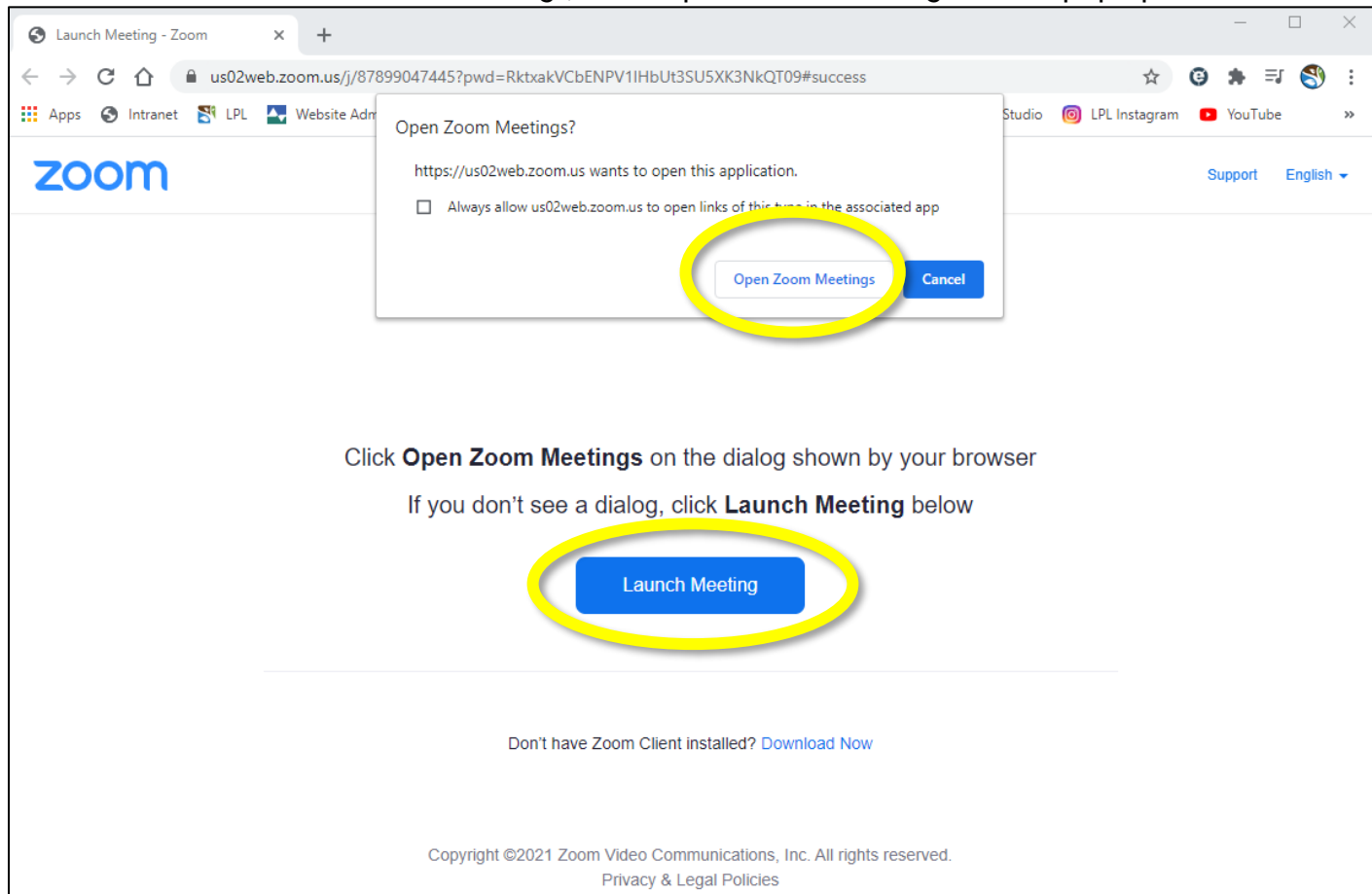


The Zoom 'Please wait for the host to start this meeting' window is shown. It has a title bar with standard window controls. The main heading is 'Please wait for the host to start this meeting.' Below it is a sub-heading 'This is a recurring meeting' followed by 'Computer Classes'. There is a 'Test Computer Audio' button. At the bottom, it says 'If you are the host, please [login](#) to start this meeting.'

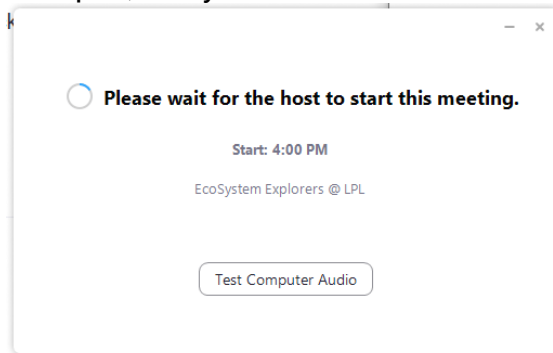
1.



- b. **Method 2:** Access a meeting from your browser or from a link you were emailed.
- Open the email that contains the Zoom link, or click on the Zoom link in a browser window. This will automatically launch Zoom from your web browser.
  - You will not need to manually enter the Zoom meeting ID or password.
  - Click “Launch Meeting”, then “Open Zoom Meetings” in the pop-up window.



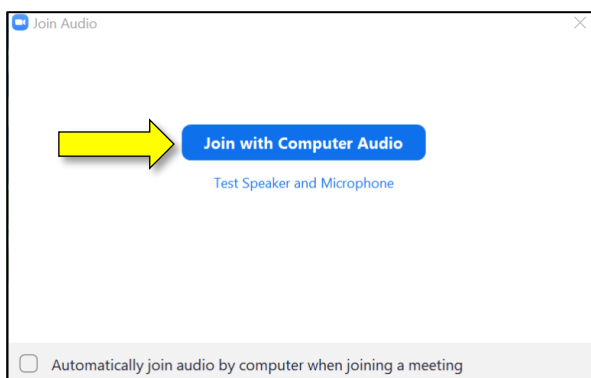
- iv. Zoom will open, and you will be held in the waiting room until the host lets you in.



1.

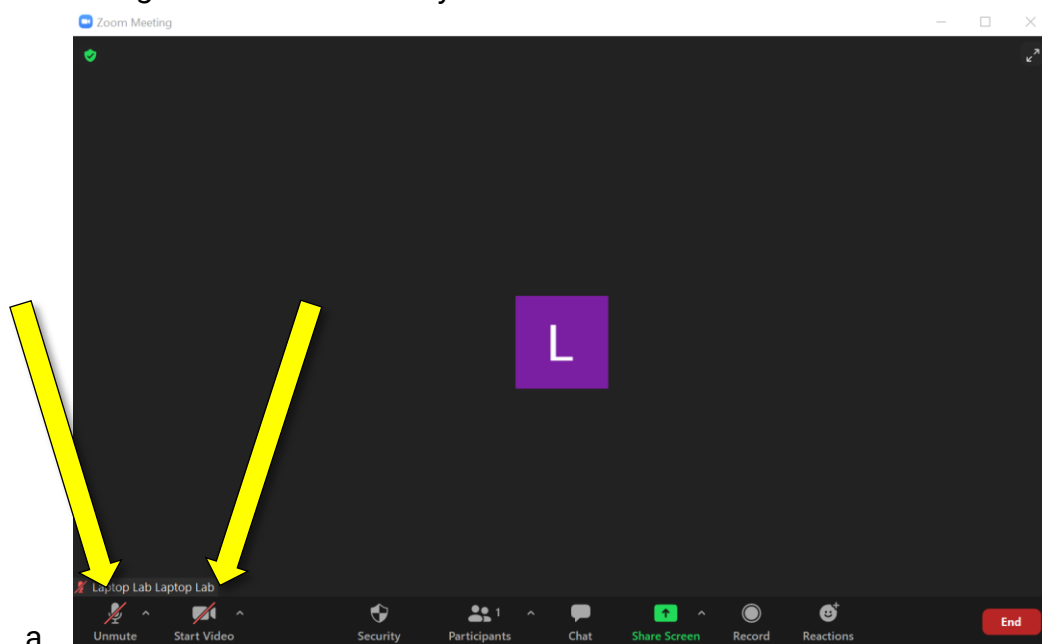
### Features of a Zoom Meeting

- After the host lets you in, you will need to click “Join with Computer Audio” so what you can hear the meeting as well as participate with audio. You must click “Join with Computer Audio” even if you do not plan to speak. This gives Zoom permission to access the computer’s speakers and audio system. You can also test your speaker and microphone from this window.



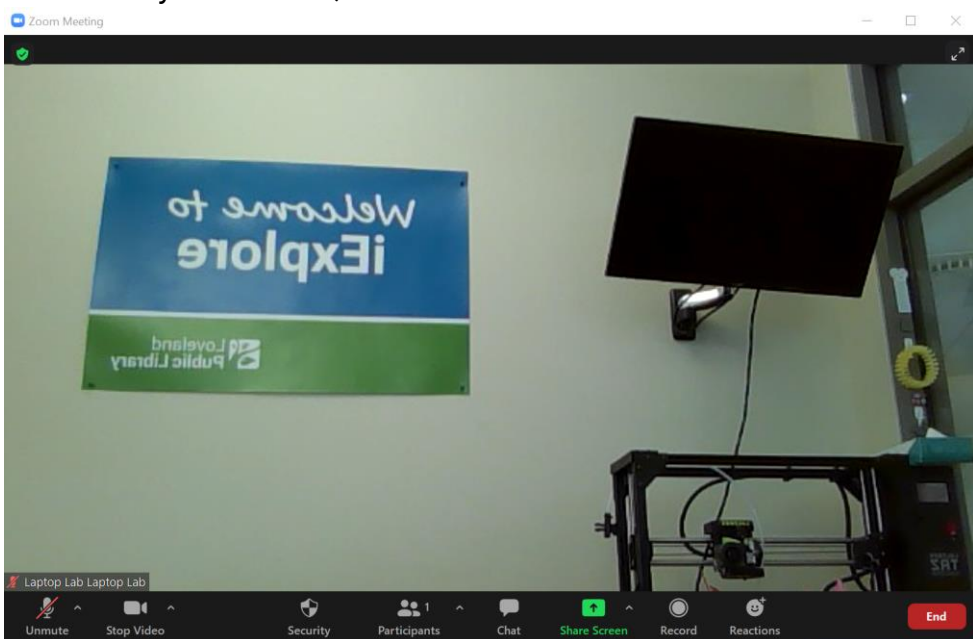
a.

2. Most Zoom meetings start with users being muted. To unmute, click the “Unmute” icon. A red slash through the icon indicates you are muted.



a.

- b. To turn on your camera, click the “Start Video” icon. A red slash indicates your camera is off.



c.

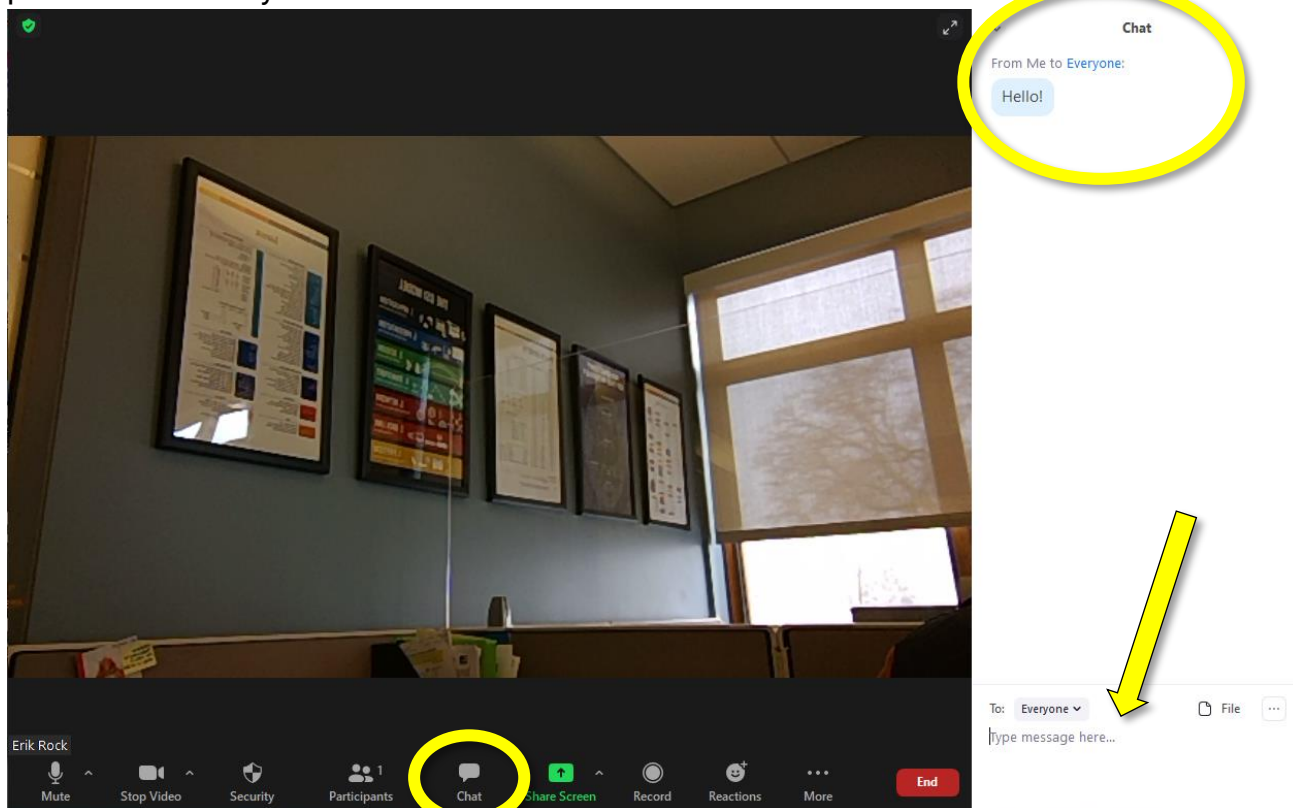
If you're having trouble with video or audio settings, click on the ^ symbol next to Unmute and Stop/Start Video. You can change settings and options there.

Remember, you can turn audio and video on/off by clicking the icon again! **It is best to mute when you are not talking.**

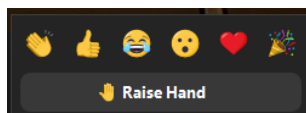




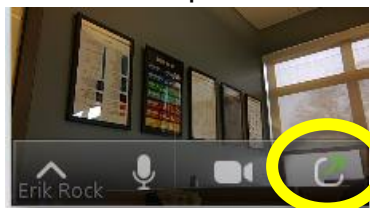
- i. Once you click the Start Video button, the red slash disappears which indicates your camera is on. You will now see an image of a camera display on screen. This is what other Zoom participants will see.
3. Zoom users can type messages to other users using the chat function. The chat function is a great option if you do not want to speak or can't use a microphone.
  - a. Click the "Chat" icon, and the chat window will pop up. Type a message in the entry box and press the enter key to send.



- b.
4. Reactions let you use emoji pictures to communicate. Raising your hand is a good way to get the host's attention. Click the "Reactions button", then select a picture to react.



- a.
5. Fullscreen will make the video fit the entire width of your screen with video. To enter fullscreen, click the opposing arrow icon in the top right of your video screen.
  - a. To exit full screen, hit the **ESC** key on your keyboard.
6. If you minimize your screen, Zoom will collapse into a small square so you can see the rest of your computer screen. Open the meeting back up, click on the arrow icon.



- a.
7. To end your Zoom meeting, click the red "End" button. It will exit the presentation.

