

How to Use



A zoom meeting is an on-line group, set up on a computer or phone/tablet screen to look like the old TV Show Hollywood Squares.



Before a Zoom meeting:

1. **You will need a Smart Device** – laptop, phone or tablet that has a microphone, speakers, a camera and a Wifi connection. If you are using old (older than 5 years) devices, you might not be able to use the Zoom app.
Your device must have a camera and a microphone.
2. **You will need a strong, steady Wifi connection.** If you are video streaming your TV, then you should have plenty of WiFi strength for Zoom. If you have multiple devices connected to your WiFi, you might not have the stable, steady strength of WiFi necessary for Zoom. You might need to disconnect a few things from your Wi-Fi to Zoom.

3. **You will need a Zoom account.** (It's free!)

Open a FREE Zoom account at

www.zoom.us

- a) Download the Zoom App
- b) Be sure to say yes to all the permission questions like microphone, camera, video, etc.
- c) Say yes to testing your microphone, camera and speakers.
- d) Start Zooming

To Join a Zoom Meeting:

1. At the start time of your meeting, click on the link in your e-mail invitation.
2. Launch the Zoom app when prompted
3. Join the meeting when prompted
4. Turn on Camera when (if) prompted
5. Turn on Microphone when (if) prompted

Hints:

Be mindful of your background setting.

Close doors behind you.

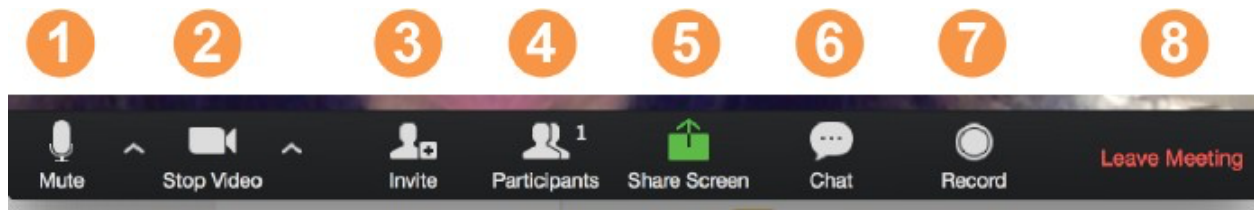
Alert your family that you have the camera “live”.

Silence all the noisemakers in your space.

Sit with light in front of you, not behind you.



Controls During the Meeting:



The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

1. **Mute/unmute your audio.** You can also select your audio input here by clicking the up arrow next to the microphone icon.
 - a. Clicking on the feature once will disable it; clicking it again will turn it back on.
 - b. **PRO TIP: If there is a lot of background noise in your environment, turning on the mute button until you want to speak can decrease distracting noises for other participants.**
2. **Start/stop your video.** You can also select your video input here by clicking the up arrow next to the video camera icon.
 - a. Clicking on the feature once will disable it; clicking it again will turn it back on.
 - b. **PRO TIP: If the internet is bad, disabling video can help maintain a better overall internet connection using just audio.**
3. Invite more people to join by email, IM, or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g. Microsoft Word)
6. **Chat:** Send a message to all participants ("Everyone") or select one attendee from the drop-down list to send a message to.
 - a. **PRO TIP: This can be a useful tool when technology acts up, as participants can communicate about sound and video quality.**
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

Change view settings:

- There are three view options: Gallery, Speaker, and Minimize.
- To change between Gallery and Speaker views, move the cursor over the upper right corner of the meeting window. (The view option named there is the opposite of the view option showing on the meeting screen - the view you could change to if you click on it.)
 - “Speaker view” will minimize all tiles except that of the person currently speaking (see below).
 - “Gallery view” will make all participant tiles equal sizes (see below).

Speaker View:



Gallery View



Congratulations! You are Zooming!

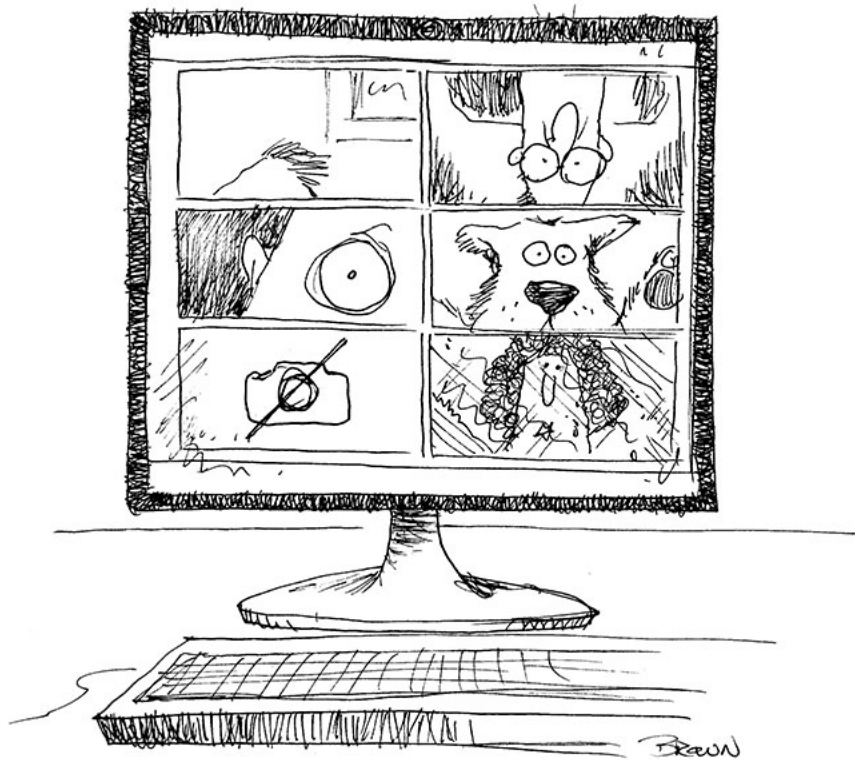
Leave Meeting

When the meeting is over, or even if it's not over, and you want to go, just click the “Leave Meeting” button at the bottom of the screen.

Zoom Tips

Join the meeting early. Join a session a few minutes early to test your audio and video connections. You should also make sure you have the latest Zoom app downloaded (Zoom.us menu > Check for updates).

SMILE! When you join a Zoom meeting, we can see you before you can see us. Look at your screen – what you see is what everyone in the meeting can see.



The new reality of meetings.

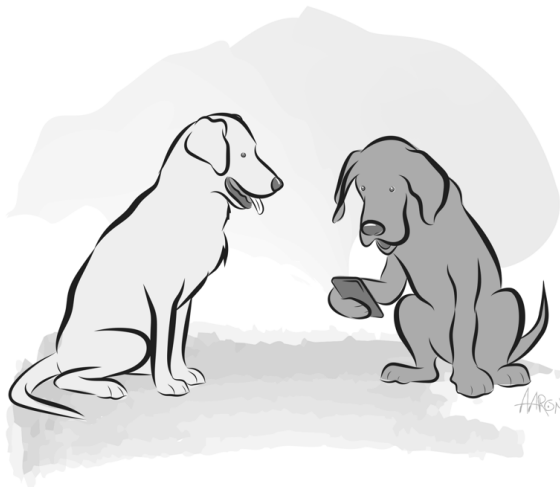
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Mute your microphone until you have something to say. A seasoned Zoom host will “manage” the group and call on people to contribute individually. Keeping your microphone muted is polite and professional.

If your Zoom host is using the “Speaker View” the microphone captures the frame of who is making the sound. So.... if you don’t mute your microphone, and someone within range of you makes a sound (dog barking, doorbell ringing, dryer buzzer, hungry husband, crying child, etc.) the speaker view will switch to YOU. To prevent this – mute your mike!

Use a headset or headphones. Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone can generate static for others.



"I've got a busy day of Zoom meetings to interrupt."

Unmute your microphone by holding down the space bar on your laptop or stand-alone keyboard. This is a great way to chime in when asked a question, and then go right back to mute as soon as you have spoken. It's not the best way to speak, if you are going to say more than a couple sentences. If you are the speaker, unmute your microphone by clicking on the microphone icon until the red line goes away.

For Best Reception

- Turn off your microphone
- Turn off your video
- Turn on speaker view rather than gallery view
- Use headset/pods that can plug in

Ask questions! Zoom is new technology and even Zoom “veterans” are learning something new with every Zoom meeting. If you don't know what to do, where an icon is or what it means, just ask!

Get dressed. Your Zoom meeting members will only see you from the waist up, but many times people get up from a meeting and without thinking about it, the full body is visible. This can be very embarrassing.

Clean your camera lens. The little light at the top of your computer screen (right in the middle) is your camera. This should be cleaned regularly, to give you the clearest shot of you for Zooming.

Avoid munching. Remember that tip about the unmuted microphone grabbing the camera from the speaker? Crunching snacks will produce noise that the Zoom microphone will pick up. Even if you mute your microphone, snacking is probably not your best image time.

Taking a Break. If you need to get up and step out of the room for a moment, you can click “stop video” so your movement doesn't distract others.

Zoom Cheat Sheet

How to join a meeting

Start in Email - Open the email message about the Zoom meeting

Click on the Zoom link in the body of the email

Launch Zoom when prompted

Say Okay to any permissions requested

Click Join Meeting

(You will be placed in the waiting room, that's fine. Just be patient)

Turn on Video camera if prompted

Turn on Microphone if prompted

Say hello, SMILE!!

Mute your microphone

Unmute your microphone to speak or if requested

How to leave a meeting

Click red box at the bottom of the screen that says, "Leave meeting."

