

# **You've Decided You're Ready to Zoom?**

**Have you ever been nervous or had trouble getting on Zoom?**

**Have you felt like you don't know what to do or you aren't comfortable once there? This guide was compiled by a person who specializes in working with individuals who have special needs. It is detailed with written directions and illustrations for most devices and includes information on how to:**

**Determine what device to use when joining a meeting**

**Steps/how to join a meeting**

**Turn your video on/off**

**Mute yourself/how to turn on your microphone**

**Raise your hand or Chat**

**More information and training videos are also available at [zoom.us](https://zoom.us). Whatever you choose, give yourself a pat on the back when you have completed your 1st Zoom meeting.**

# **Let's Get Started You'll Do Great!**

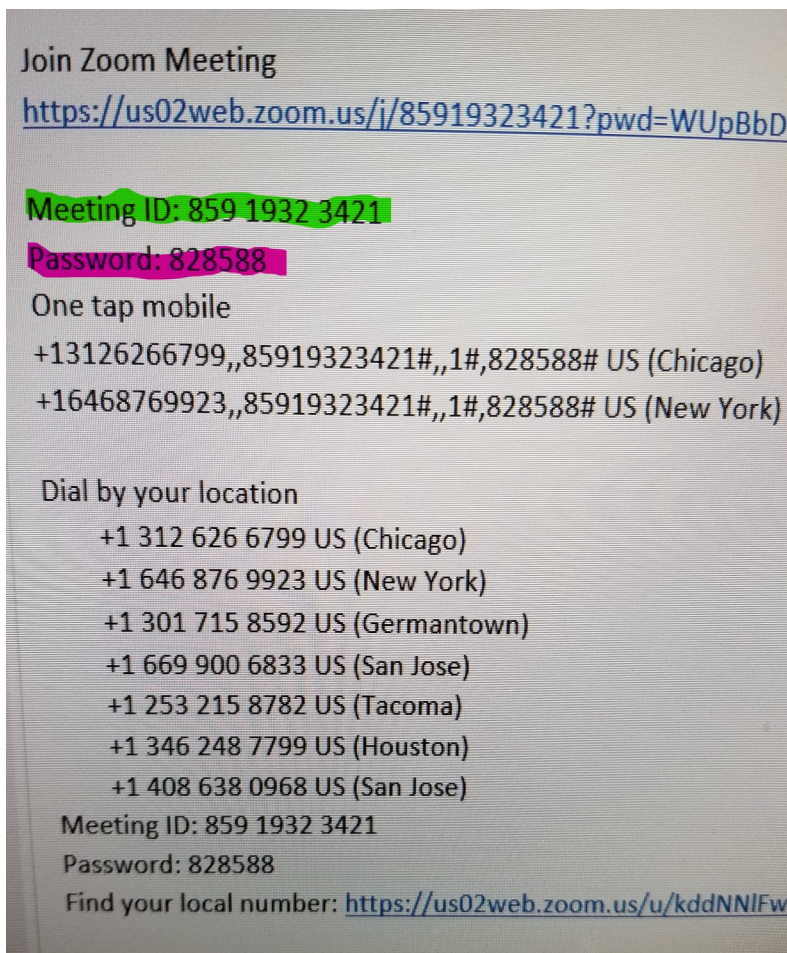
# So you are ready to Join a Zoom Meeting?

You will have received meeting information via an e-mail or within a flyer, article, or newsletter. You can choose 1 of 3 options.

1) An e-mail will include a **LINK** beginning with https: typically highlighted in blue. Double clicking on that is the easiest way to access a meeting. The password is usually built in to the link.

2) You can access a meeting through a Zoom application (downloadable at [www.zoom.us](http://www.zoom.us) for Android and Apple devices) and enter the **MEETING ID** and **PASSWORD**.

3) You can choose to just use your phone and call in to a meeting without the ability to see or be seen. See page 8.



Once you decide that you want audio and video you will need to **decide whether to use a computer, tablet, or smartphone**. Each type of device has a designated page with directions following.

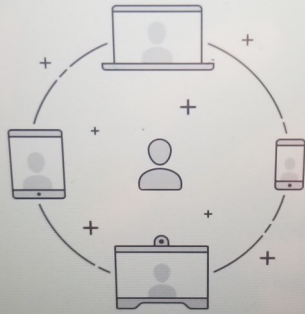
A smartphone (iPhone or Android) will allow you to see 4 people per screen. An iPad/ tablet will allow you to see 9 people per screen and a computer will allow you to see up to 49 people per screen.

# Logging In



## Start a Meeting

Start or join a video meeting on the go

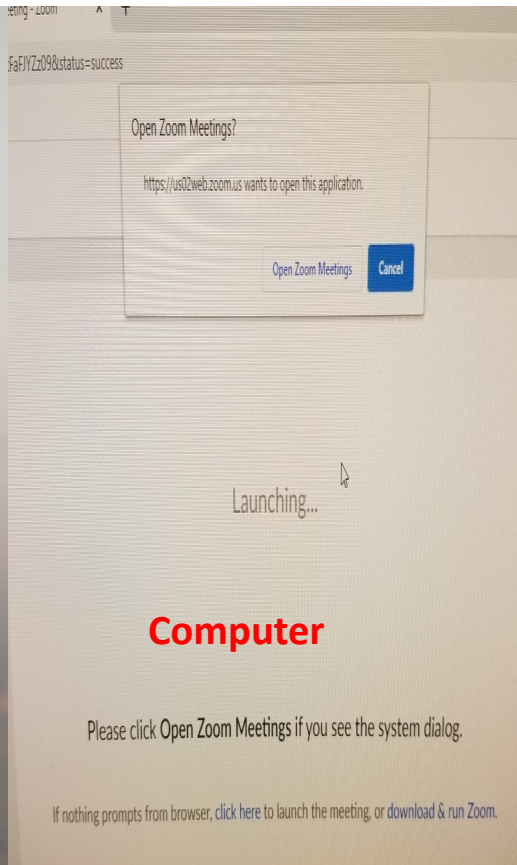


**iPhone or iPad**

Join a Meeting

Sign Up

Sign In



Open Zoom Meetings?

https://us02web.zoom.us wants to open this application.

Open Zoom Meetings

Cancel

Launching...

**Computer**

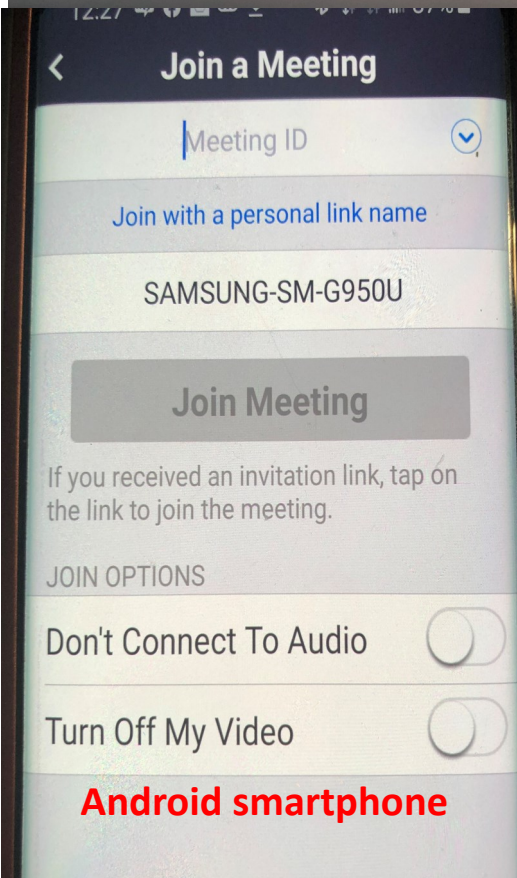
Please click Open Zoom Meetings if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

You do not need to have your own Zoom account in order to enter a meeting.

Having a Zoom application is the easiest way to enter a meeting (downloadable at [www.zoom.us](http://www.zoom.us)).

However, you do not need to have a Zoom application in order to enter a meeting. You can just go to **[WWW.ZOOM.US](http://WWW.ZOOM.US)**—**JOIN A MEETING.**



## Join a Meeting

Meeting ID

Join with a personal link name

SAMSUNG-SM-G950U

Join Meeting

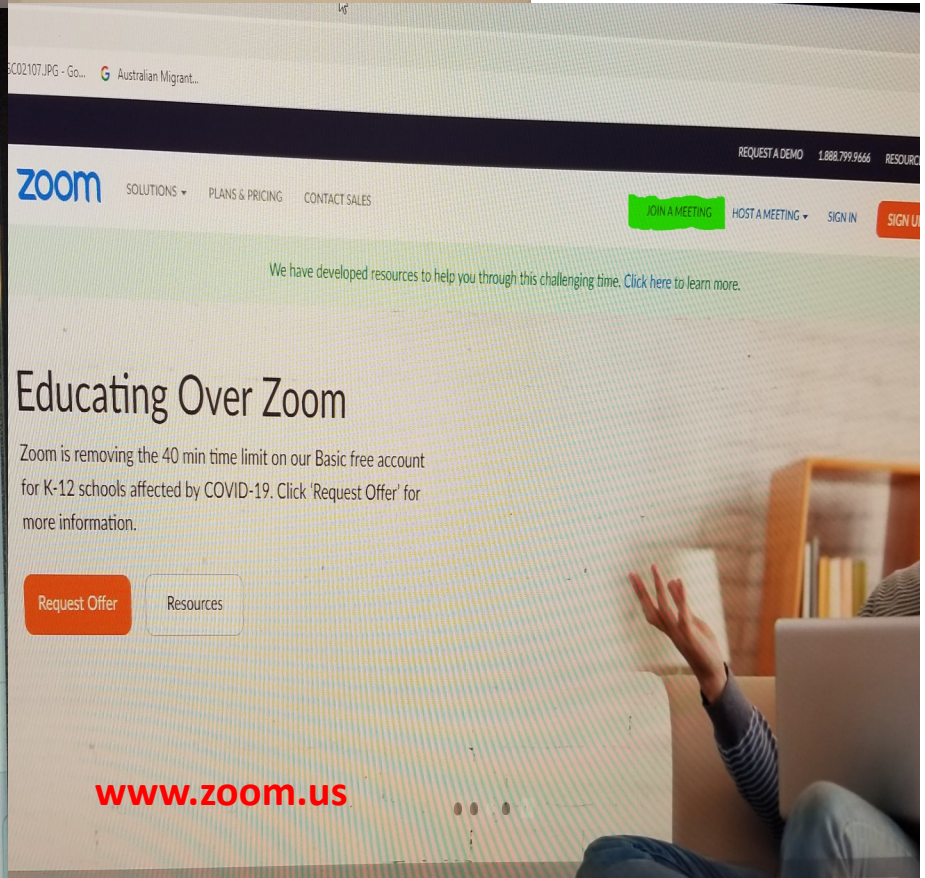
If you received an invitation link, tap on the link to join the meeting.

JOIN OPTIONS

Don't Connect To Audio

Turn Off My Video

**Android smartphone**



zoom

SOLUTIONS

PLANS & PRICING

CONTACT SALES

REQUEST A DEMO 1.888.799.9666 RESOURCE

JOIN A MEETING

HOST A MEETING

SIGN IN

SIGN UP

We have developed resources to help you through this challenging time. Click here to learn more.

## Educating Over Zoom

Zoom is removing the 40 min time limit on our Basic free account for K-12 schools affected by COVID-19. Click 'Request Offer' for more information.

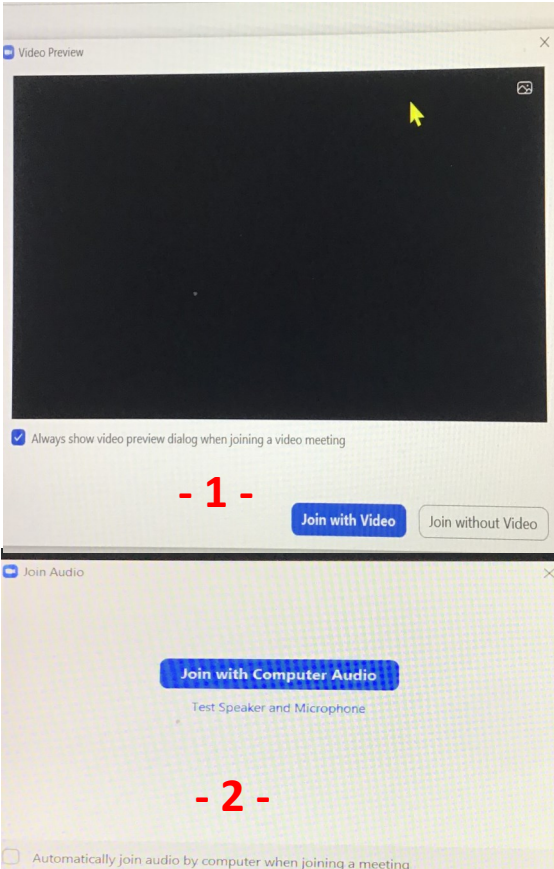
Request Offer

Resources

**www.zoom.us**

# Desktop/Laptop

You can see up to 49 people per screen depending on screen size.

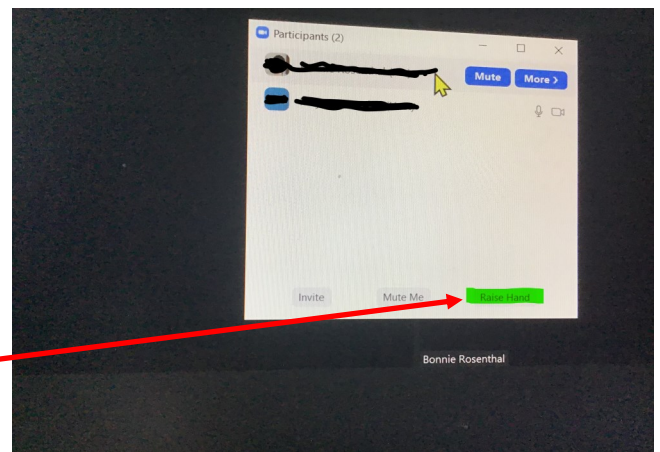


You have now clicked on the link or entered the meeting id and password:

- 1) Choose to “join with/without video”.
- 2) Choose audio method for hearing and speaking. “Join with Computer Audio” means you will hear and speak through the device. On the top left you will see “Phone call”. Click on that to dial-in from a phone by entering the phone number provided, meeting id, and password. You will then hear and speak through the phone. \*\* See Best Practices on page 9 if you are going to join a meeting from more than one device.

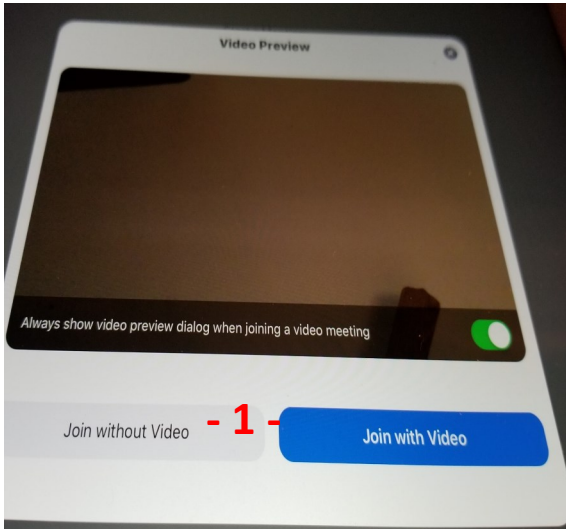
### 3) Toolbar includes:

- mute/unmute (microphone)
- start/stop video (video camera)
- participants (shows who is in meeting and provides access to virtual **RAISE HAND**)
- chat



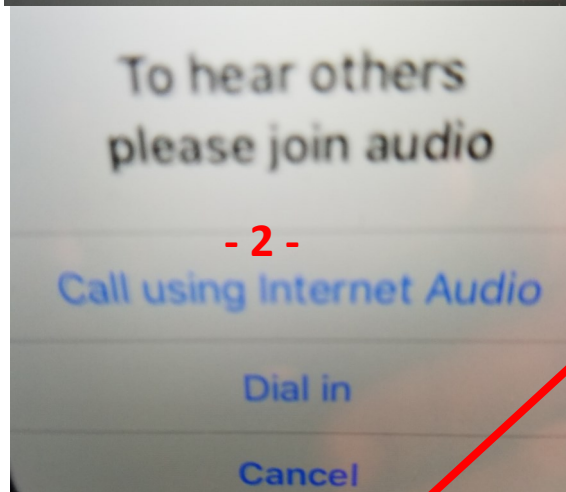
# iPad

*You can see a total of 9 people per screen.*



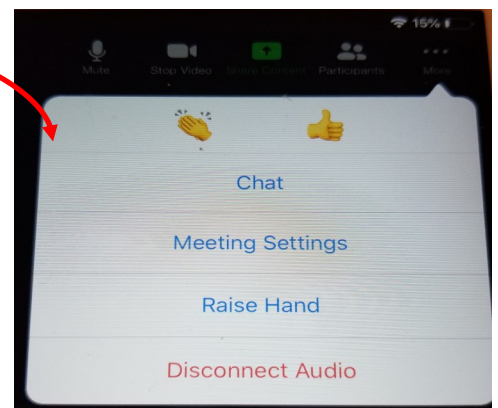
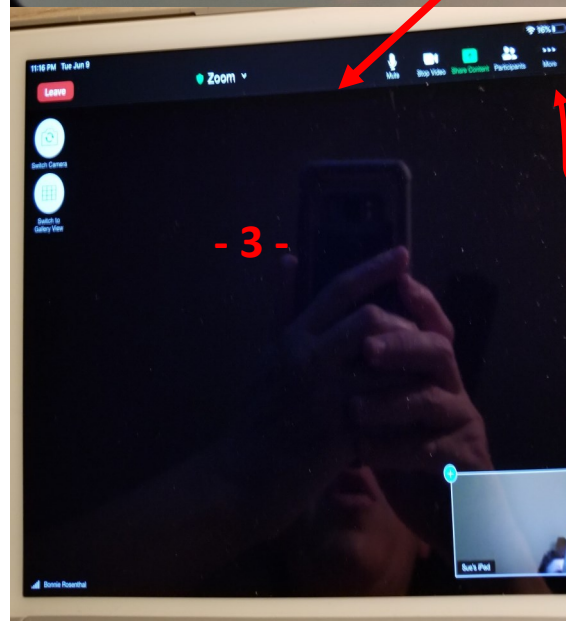
You have now clicked on the link or entered the meeting id and password:

- 1) Choose to join with/without video.
- 2) Choose audio method for hearing and speaking. “Call using internet audio” means you will hear and speak through the device. “Dial-in” means that you will enter the phone number provided, meeting id, and password and hear and speak through the phone. \*\* See Best Practices on page 9 if you are going to join the meeting from more than one device.



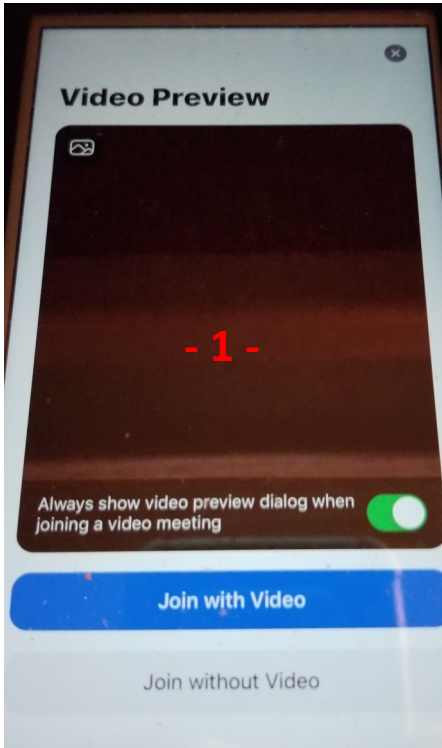
3) Toolbar includes:

- mute/unmute (microphone)
- start/stop video (video camera)
- participants (shows who is in meeting)
- switch to gallery view/speaker view (best practices)
- more = options to chat and virtual raise hand



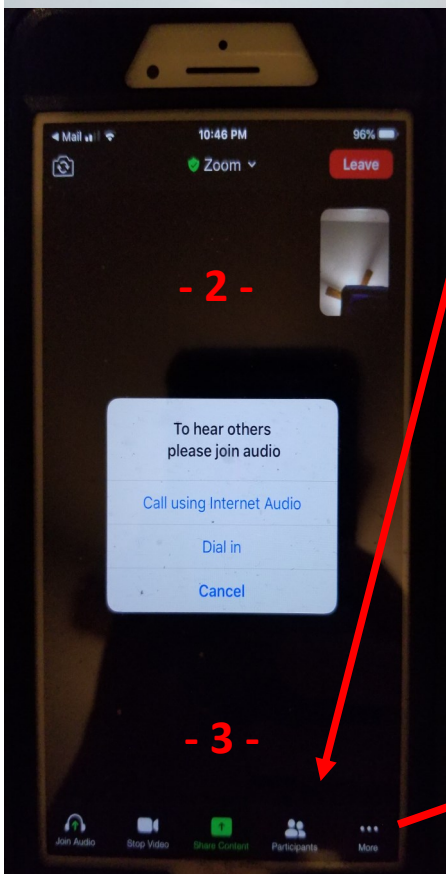
# iPhone

*You can see a total of 4 people per screen.*



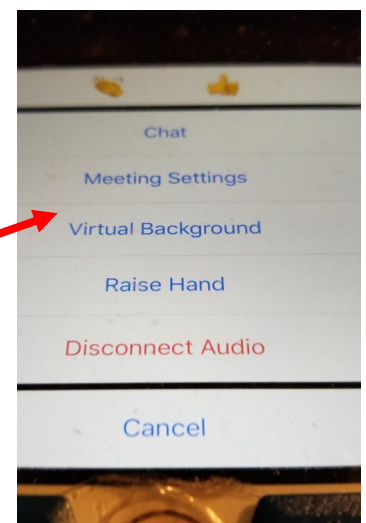
You have now clicked on the link or entered the meeting id and password:

- 1) Choose to join with/without video.
- 2) Choose audio method for hearing and speaking. “Call using internet audio” means you will hear and speak through the device. “Dial-in” means that you will enter the phone number provided, meeting id, and password and hear and speak through the phone. \*\* See Best Practices on page 9 if you are going to join the meeting from more than one device.



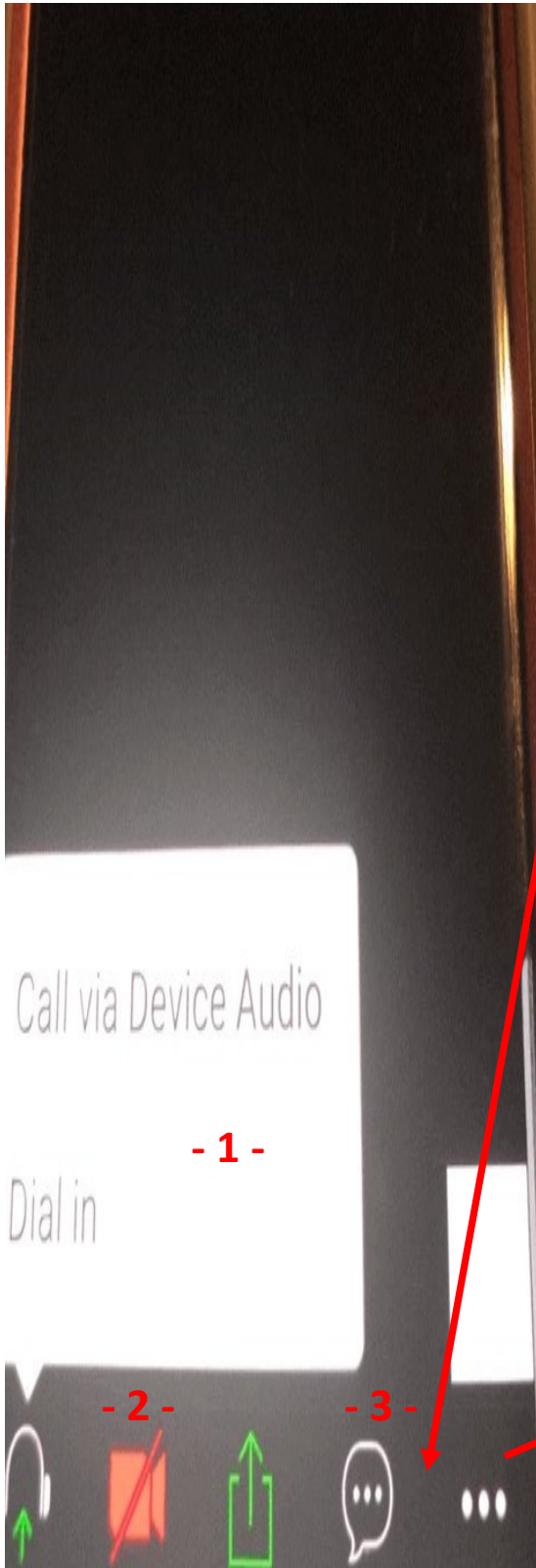
3) Toolbar includes:

- mute/unmute (becomes microphone after joining)
- start/stop video (video camera)
- participants (shows who is in meeting)
- more = options to chat and virtual raise hand



# Android Phone

*You can see a total of 4 people per screen.*



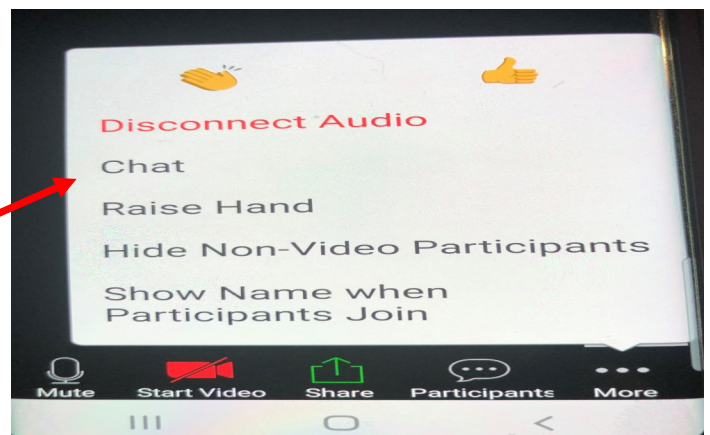
You have now clicked on the link or entered the meeting id and password.

1) Choose audio method for hearing and speaking. "Call via Device Audio" means you will hear and speak through the device. "Dial-in" means that you will enter the phone number provided, meeting id, and password and hear and speak through the phone. \*\* See Best Practices on page 9 if you are going to join the meeting from more than one device.

2) Click on the video camera to turn your video on/off.

3) Toolbar includes:

- mute/unmute (becomes microphone after joining)
- start/stop video (video camera)
- participants (shows who is in the meeting)
- more = options to chat and virtual raise hand



# Landline Phone

*You cannot see anyone*

Join Zoom Meeting

<https://us02web.zoom.us/j/85919323421?pwd=WUpBbD>

Meeting ID: 859 1932 3421

Password: 828588

One tap mobile

+13126266799,,85919323421#,,1#,828588# US (Chicago)

+16468769923,,85919323421#,,1#,828588# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Germantown)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 859 1932 3421

Password: 828588

Find your local number: <https://us02web.zoom.us/j/kddNNIFw>

You have decided that you wish to have audio without video. Therefore you will not be seen or be able to see other participants.

You will still use the meeting information from the e-mail, flyer, article, or newsletter you received.

1) **DIAL BY YOUR LOCATION** using the most local phone number.

2) Enter **MEETING ID** and then hit #.

3) You don't need a **PARTICIPANT ID**. Just hit #.

4) Enter **PASSWORD** and then hit #.

5) Once in the meeting, use \*6 to mute yourself and \*6 again to unmute yourself.



# 6 Best Practices

1) Master the art of muting/unmuting yourself. Better yet mute yourself unless you need to talk. Any background noise will take away from the person speaking, *e.g.* phone ringing, tv, people talking, etc.

2) The highlighted square surrounding a person's box means that person's microphone is live. A person's microphone can go live even with simple background noise.

3) Speaker view allows you to only see the person speaking. Gallery view allows you to see boxes of up to 49 people per page depending upon the device you are using. The Gallery View is sometimes referred to as the "Brady Bunch" view.

4) Regardless of the device you are on, scroll or click to the left/right to see other people's boxes.

5) Be aware that if you physically raise your hand it may not be seen. Therefore it would be best to utilize the virtual hand raise and/or chat if you have any questions and/or feedback.

6) If you are going to log on to a meeting utilizing more than one device do either of the following:

- log in to the computer audio with only 1 of the devices or
- dial-in utilizing the dial-in phone number, meeting ID and password.

*MAKE SURE YOU TURN OFF THE AUDIO ON ANY OTHER DEVICE TO AVOID AWFUL INTERFERENCE.*