How to Zoom: A Quick Guide

A **Zoom account** isn't **required** to attend a **meeting**. Users **do need a Zoom account** to host a **meeting**. Anyone can **join** a **meeting** using the **Zoom** mobile apps or desktop applications for Windows and Mac.

You will receive notice for a Zoom meeting from Stuart. The notification will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID and passcode.

You will need a **computer, tablet or smart phone with access to a camera and microphone** (so if you have a desktop, please ensure you have an external microphone and webcam). You will have the opportunity to check your audio immediately upon joining a meeting. Alternatively, you can join via landline, you will need the teleconferencing number provided in the invite.

**How to Access a Zoom meeting without an account**

Go to <https://zoom.us/join>

Enter the unique Meeting code you will have been sent by Stuart (and password if required)

Choose a “Display Name” – Please enter your name

Please enable video access and microphone access

**To join the videoconference:**

1. A few minutes before the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application. You can ignore this and join without signing up. See above.

2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.” You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your Stuart. If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

a. On your phone, dial the teleconferencing number provided in your invitation.

b. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.

c. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

3. The videoconference will begin when the host (Stuart) launches the meeting.

Participant controls in the lower left corner of the Zoom screen



Using the icons in the lower left corner of the Zoom screen, you can:

• Mute/Unmute your microphone (far left)

• Turn on/off camera (“Start/Stop Video”)

• Invite other participants

• View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand

• Share your screen

* Chat: opens up a messaging system that all screen participants can use

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.