

### Quick Start for Zoom

#### What is Zoom?

Zoom is an application for computers, tablets and smart phones that allows anyone to host or join a videoconference meeting without additional equipment. It is also possible to join a Zoom meeting using only a regular (audio only) telephone, although of course in that case you will not have access to the video components of the meeting.

#### Do I need a Zoom account if I am not going to host any Zoom meetings?

No, although Zoom will probably try to encourage you to sign up for the basic free account. However, you will need to download the Zoom app to your device (unless you are joining only by telephone) in order to participate in meetings hosted by others. You can download Zoom as an application on your computer, tablet or smart phone, or as an add-on to Chrome or Microsoft Outlook.

#### What does a Zoom account cost?

The basic Zoom account is free. As the owner of a basic account, you can host as well as participate in Zoom meetings. Group meetings (with more than one other party) will be limited to 40 minutes, but there is no limit to the number of meetings you can host, and most of the other features of Zoom are available.

With a Zoom PRO account (\$15/month, 10 months for the price of 12), you can host longer meetings, and you have additional controls and options.

#### What kind of computer do I need?

For you to be seen and heard, your computer needs to have a microphone and camera, something that is built into most laptops, tablets and smartphones but may not be built into an older desktop computer. If your desktop has a USB port, you can connect a webcam, which includes both camera and mike, or at least a microphone. Without a camera, you can see others but they will see only a black rectangle with your name. To provide audio without a microphone, you may be able to dial into the meeting.

#### What if I don't have broadband internet service?

Your experience will be seriously degraded if your internet service is slow (dial-up or DSL.) Consider using a smart phone instead, or a tablet with a SIM card.

#### How do I join a Zoom meeting?

The host will send you an invitation such as the one shown in Figure 1. This provides many options:

1. You can join the meeting by clicking on the link under "Join Zoom Meeting". You will be invited to download the Zoom application (although if the application is already on your device Zoom may find it.) The meeting ID and passcode are encoded in this link, so it should take you to your meeting with minimal additional typing.
2. You can launch your Zoom application, which will bring up the home screen shown in Figure 2. Click on "Join meeting", and type in the meeting ID and passcode when requested.

## Quick Start for Zoom

Katherine Campbell is inviting you to a scheduled Zoom meeting.

Topic: SC meeting  
Time: Aug 3, 2020 01:00 PM Eastern Time (US and Canada)

Click this to join with  
a computer, tablet,  
smartphone

Join Zoom Meeting  
<https://us02web.zoom.us/j/89902480383?pwd=SDlSSHFLa1QrUHZFbUdaaC80WVJTQT09>

Meeting ID: 899 0248 0383  
Passcode: SC3Aug

Launch your app, go to "join meeting", and  
type in meeting ID and passcode when asked

One tap mobile  
+13017158592,,89902480383#,,,,,0#,,858890# US (Germantown)  
+13126266799,,89902480383#,,,,,0#,,858890# US (Chicago)

Dial by your location  
+1 301 715 8592 US (Germantown)  
+1 312 626 6799 US (Chicago)  
+1 646 876 9923 US (New York)  
+1 346 248 7799 US (Houston)  
+1 408 638 0968 US (San Jose)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)

Call any of these if you are  
using a phone and give  
meeting ID and passcode  
when asked

Meeting ID: 899 0248 0383  
Passcode: 858890

Find your local number: <https://us02web.zoom.us/j/kcgtHcuh96>

**Figure 1. A Zoom meeting invitation**

3. The remaining options are for dialing in using only a phone line. Notice that you must go through one of Zoom's reserved telephone numbers, and then enter the meeting ID and a numeric passcode.

### **What can I do once I'm in the meeting?**

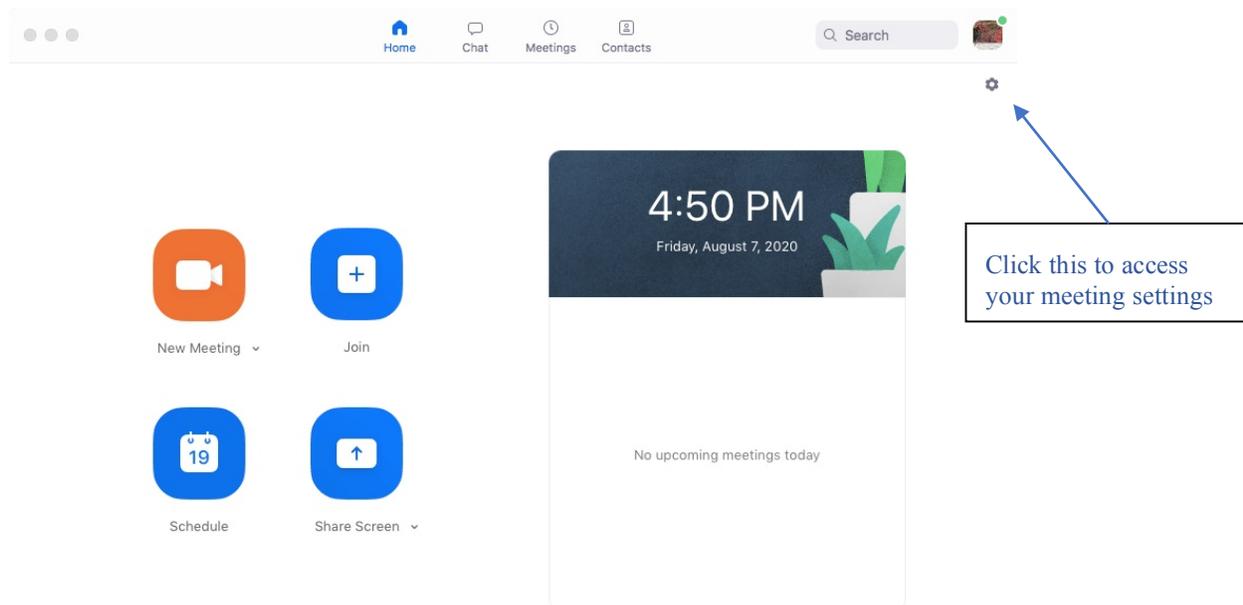
To some extent this depends on what your host allows you to do. You may or may not be able to share your screen, for example. But you do have a number of controls to manipulate.

Most of these are on the meeting controls bar, which (depending on your settings) may appear only when you move your cursor or touch the screen within the Zoom window. This bar includes buttons for muting or unmuting yourself, turning your camera on or off, and accessing the "chat" and "participants" windows. See the references for more details. Separately, in the upper part of the Zoom window, you can switch between two ways of viewing the meeting participants: "speaker view", which enlarges the picture of the current speaker, and "gallery view", where the current speaker is indicated by a yellow box around his picture.

### **How can I change other Zoom settings?**

There are several ways to access the settings. When you are in a meeting, you may find them by clicking on the up-arrow next to the "video" button on the meeting controls bar and choosing "video settings", which brings up a window that makes all of your settings available. Or you may find the "meeting settings" under the three-dot "more" button on that bar. You can also access

## Quick Start for Zoom



**Figure 2. Zoom Home Screen**

your settings by clicking on the gear symbol in the upper right-hand corner of the Zoom home screen (Figure 2.)

### Further reading

Three documents have been posted on at <https://5clir.org/tech-assistance/>:

1. The [Participants' Guide](#) describes how Zoom works on multiple platforms, from the point of view of a meeting participant.
2. The [Moderators' Guide to Using Zoom](#) is aimed primarily at potential Zoom hosts.
3. [Get Help with Zoom](#) describes some common problems and fixes.

There are also a couple of Quick Start guides at <https://support.zoom.us/hc/en-us>.

The following members of the Tech Committee are available for one-on-one practice sessions:

Larry Ambs  
Kathy Campbell  
Jim Perot  
Gordon Wyse