

ZOOM MEETING

GETTING STARTED GUIDE

221B



**THE GREEK INTERPRETERS OF
ATHENS...ALABAMA**

Zoom Meeting Contents

Welcome to Zoom!.....	3
Housekeeping.....	3
Help! I'm a First Time User	3
Update to Zoom Security	6
Access to Zoom via PC or Laptop	7
Your Link to the Meeting	7
Audio for Zoom Meeting	10
Video for Zoom Meeting	10
Chat during Zoom Meeting	11
Leave the Zoom Meeting (from PC or Laptop).....	12
Access Zoom via iPhone	12
Setting Up Microphone Access	14
Leave the Zoom Meeting (iPhone).....	15
Quick Start – Sign On Guide	16
Quick Start - Menu Guide	17
Quick Start – iPhone Menu	18

Table of Figures

Figure 1. Email Link to Zoom Meeting	3
Figure 2. Zoom Set Up Window	4
Figure 3. Zoom Set Up Progress Bar	4
Figure 4. Zoom Main Meeting Screen	5
Figure 5. Waiting Room Message.....	6
Figure 6. Email Link to Zoom Meeting	7
Figure 7. Open Zoom Meeting Button	7
Figure 8. Waiting Room Window	8
Figure 9. Join with Computer Audio Window.....	8
Figure 10. Microphone Setup Window	10
Figure 11. Chat Window in Zoom Meeting	11
Figure 12. Email Zoom Link - iPhone.....	12
Figure 13. Waiting Room Message.....	13
Figure 14. Connecting Window.....	13
Figure 15. Zoom Meeting (Showing Avatar).....	14
Figure 16. Microphone Setup Message	15

Welcome to Zoom!

It's easy and fun, I swear!

Housekeeping



Do you have a camera on your laptop or mobile device?



If not, you can join the meeting in audio only.

Help! I'm a First Time User

Zoom is *made* for people using conferencing for the first time, so you are in a good place!

To start, you will have the link in your email to the meeting (see *Your Link to the Meeting, on page 7*).

Since you're a first-time user, you'll need to click the link a few minutes before the Zoom meeting starts because you will have a quick application to download which will only take a few minutes and is just for the first time the link is accessed.

The application is basically a file loaded to your computer that allows you to easily access Zoom.

Click the link in your email.

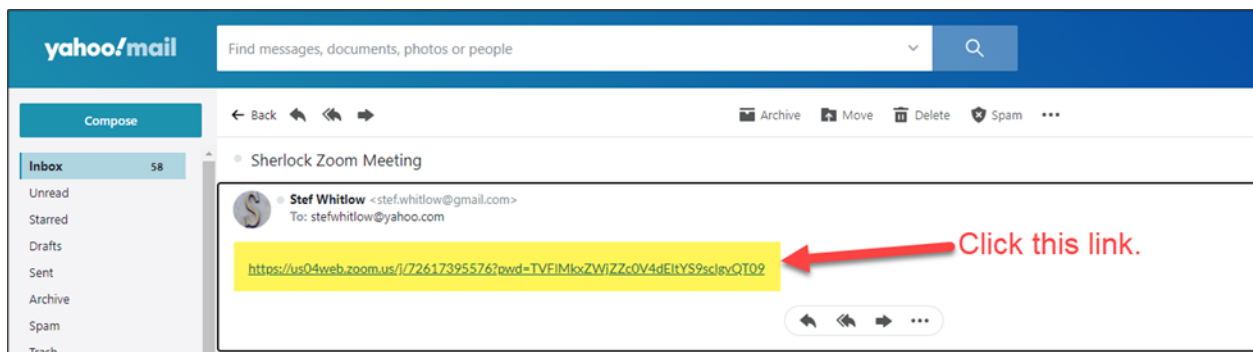


Figure 1. Email Link to Zoom Meeting

Click the **Open Zoom.us** button.

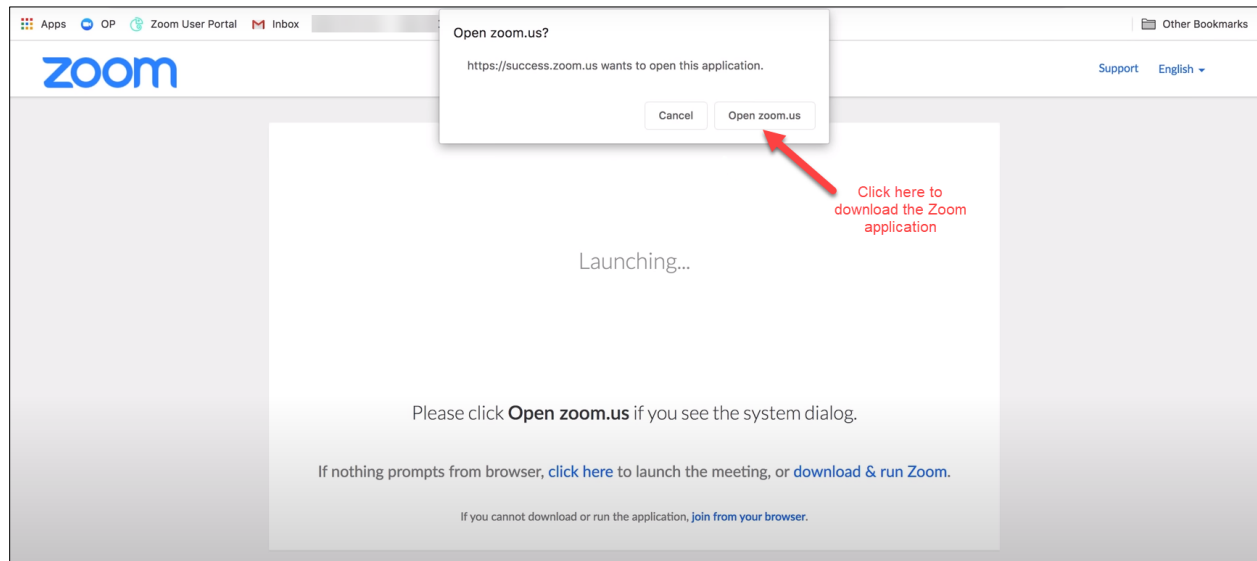



Figure 2. Zoom Set Up Window

The file is loading, and you can see it in your lower left corner.

 **Note:** You will see a progress bar display showing that the application is loading.

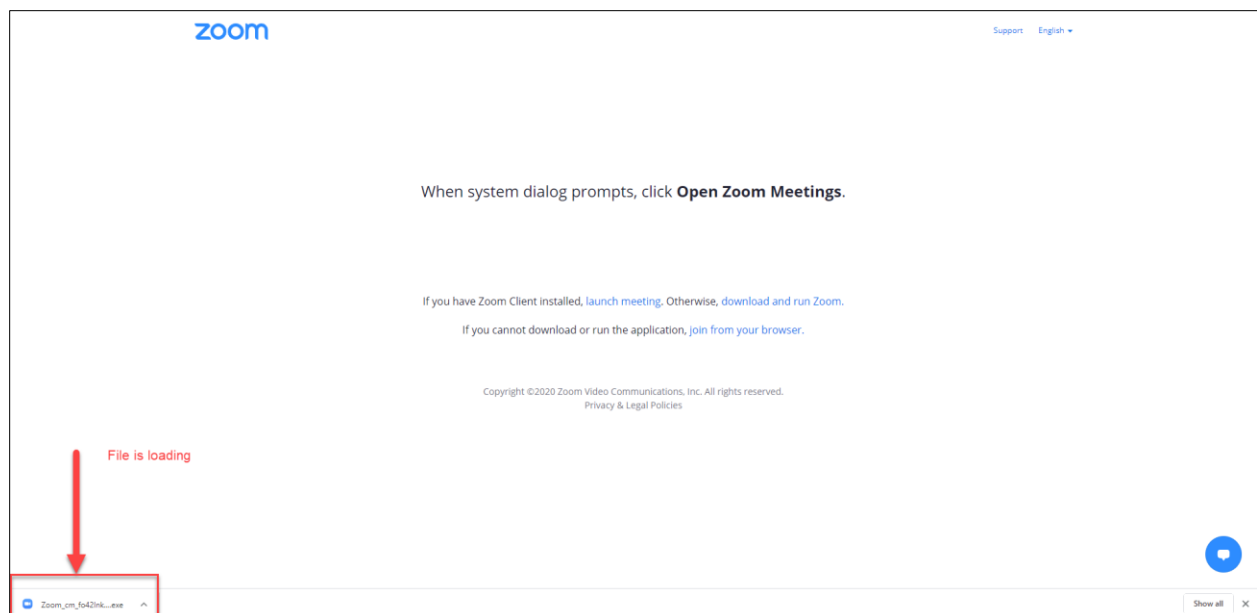


Figure 3. Zoom Set Up Progress Bar

When the file finishes loading, the meeting screen will open automatically.

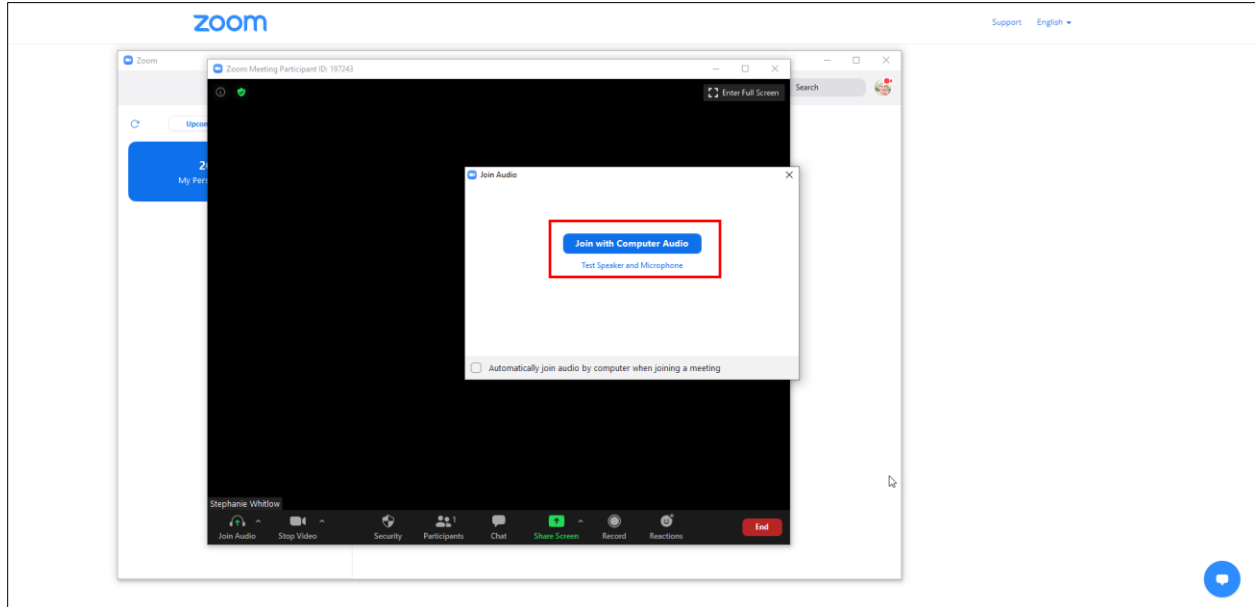


Figure 4. Zoom Main Meeting Screen

Click **Join with Computer Audio** button.

Update to Zoom Security

Zoom has recently added a security feature for meeting setup. The meeting organizer can add a password or a Waiting Room option.

The monthly Zoom meeting for this group includes a Waiting Room option.

Upon entering, your microphone may be muted, and your camera may be off. You will have to unmute and turn on the camera by selecting the audio and camera icons at the bottom left of the screen.

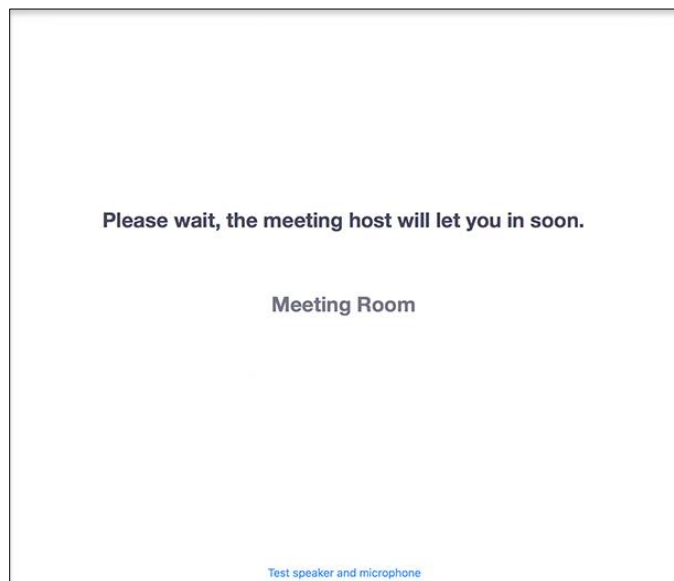



Figure 5. Waiting Room Message

Access to Zoom via PC or Laptop

Your Link to the Meeting

1. Check your email Inbox for a meeting link.

 **Note:** The link will appear in the email box for the address you gave John and Alan so you could receive messages from the Sherlock Group.

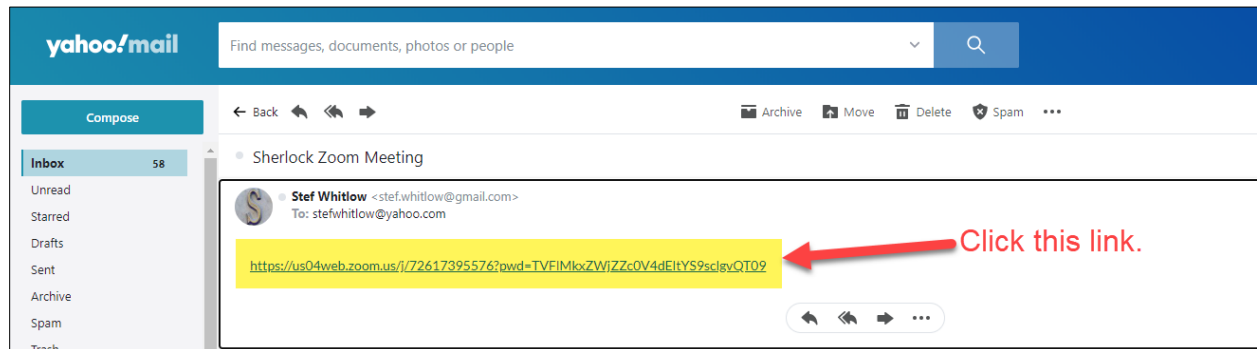


Figure 6. Email Link to Zoom Meeting

2. When you click the link, you will see the main Zoom screen pop up.

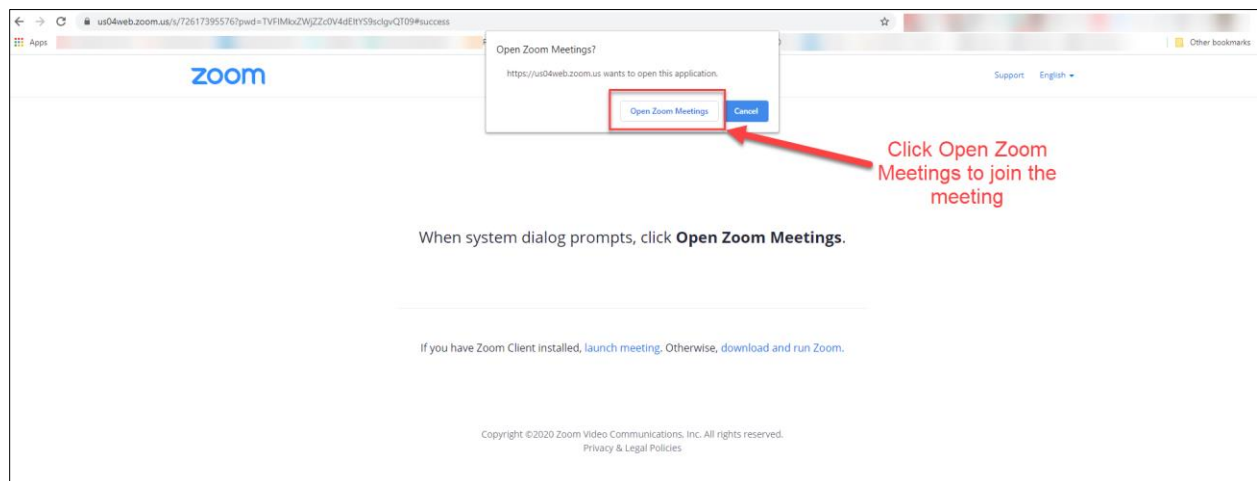


Figure 7. Open Zoom Meeting Button

3. On the **Open Zoom Meetings** button on the **Open Zoom Meeting?** window.



Security Note: A waiting room has been set up for security.

Upon entering, your microphone may be muted, and your camera may be off. You will have to unmute and turn on the camera by selecting the audio and camera icons at the bottom left of the screen.

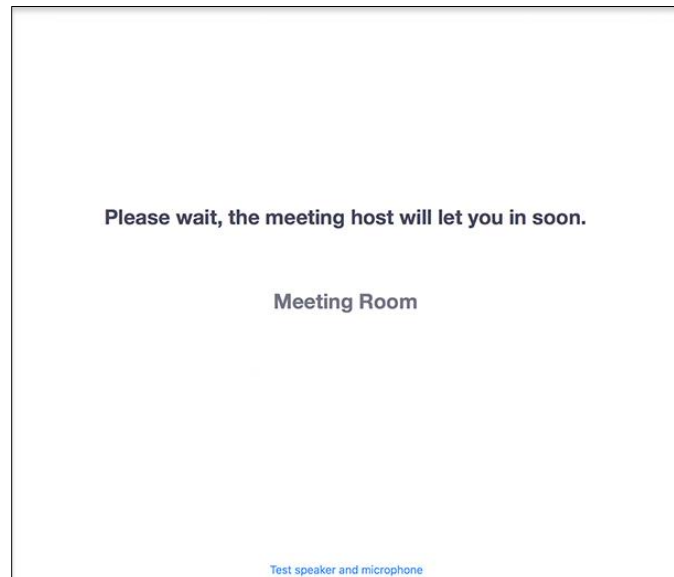


Figure 8. Waiting Room Window

4. When the Zoom meeting opens, the following Meeting screen displays.

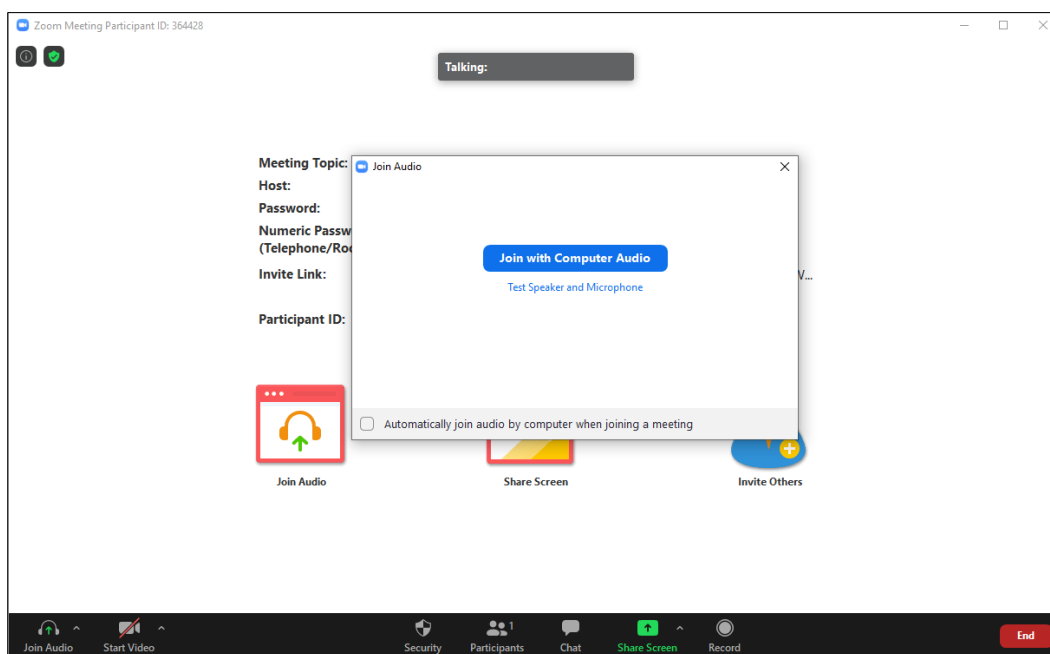


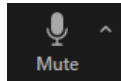
Figure 9. Join with Computer Audio Window

5. Click the **Join with Computer Audio** button.

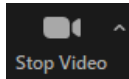
You will see a message pop up stating "Host will admit you to the meeting."

6. When you are admitted to the meeting, you will see 2 icons in the lower left corner of your screen.

One is for audio



One is for video



Key Notes:

- If there is a slash (/) through the audio icon, others in the conference cannot hear you.
 - You can turn on/off audio by clicking the microphone button
- If there is a slash (/) through the video icon, others in the conference cannot see you.
 - You can turn on/off the camera by clicking the video camera icon.
- If your screen is blacked out, you may have your camera covered.

Audio for Zoom Meeting

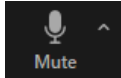
To set up audio, select the arrow next to the speaker icon  and select Test Speaker and Microphone.



Figure 10. Microphone Setup Window

Zoom will walk you through testing your microphone.

Video for Zoom Meeting

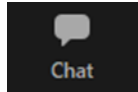
Click the Video icon. 

Key Notes:

- ✓ Click only once to remove the red slash (/). Others in the conference ***CAN now see you.***
- ✓ Click only once to turn off your video and the red slash (/) indicates that others in the conference ***CANNOT see you.***

Chat during Zoom Meeting

On the menu at the bottom of the screen, you will see the Chat button.



Click Chat to open a chat window at the right of the screen.

1. Select the recipient of your chat message.
 - a. To share comments with the group – select **Everyone** from the drop down
 - b. To share comments with a **specific attendee** – select their name from the drop-down list
2. Type your message and hit **Enter** or click the right mouse button.
3. Message displays in the **Zoom Group Chat** window.

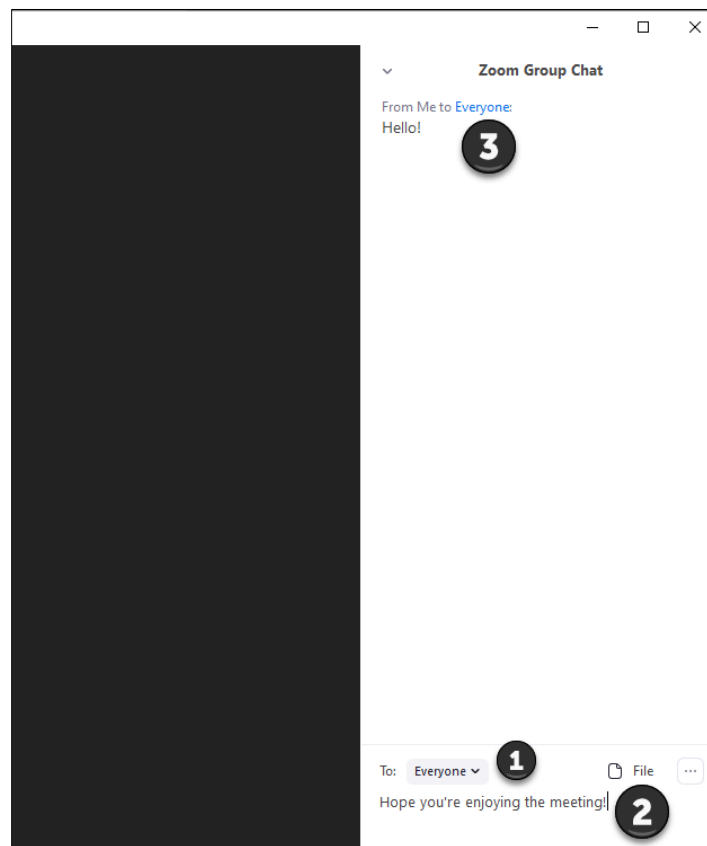
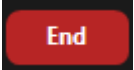


Figure 11. Chat Window in Zoom Meeting

Leave the Zoom Meeting (from PC or Laptop)

To leave the Zoom meeting, click the **X** in the upper right corner of the screen or click the  button in the lower right corner.

Access Zoom via iPhone

1. From your iPhone, open your email app and find the meeting invitation.
2. The meeting invitation will have a link to **Join Zoom Meeting**. Tap the link.

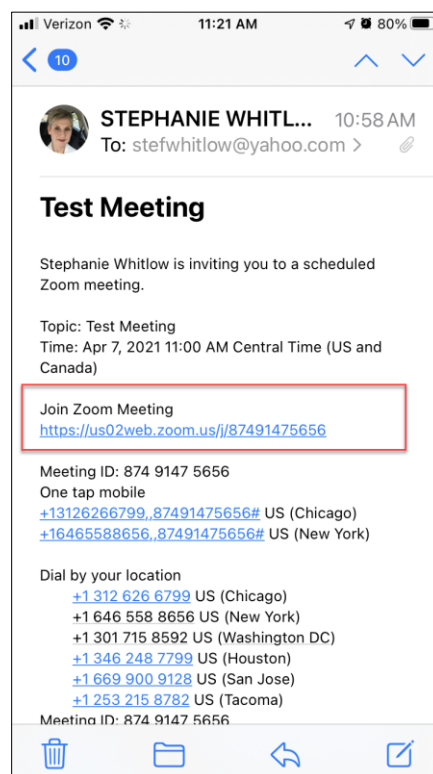



Figure 12. Email Zoom Link - iPhone

The link opens to the Waiting Room, you will see a message "Please wait, the meeting host will let you in soon."

 **Note:** If you get a message about setting up your microphone, skip this step and go to the *Setting Up Microphone Access* section on page 14).

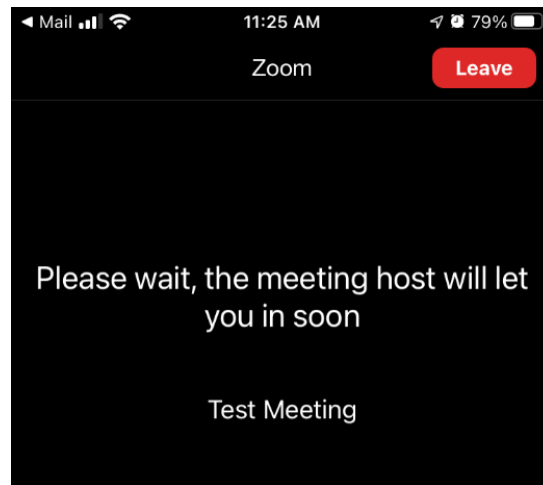



Figure 13. Waiting Room Message

 **Security Note:** A waiting room has been set up for security.

Upon entering, your microphone may be muted, and your camera may be off. You will have to unmute and turn on the camera by selecting the audio and camera icons at the bottom left of the phone screen.

You will see a screen with the Zoom icon and a message “**Connecting...**”

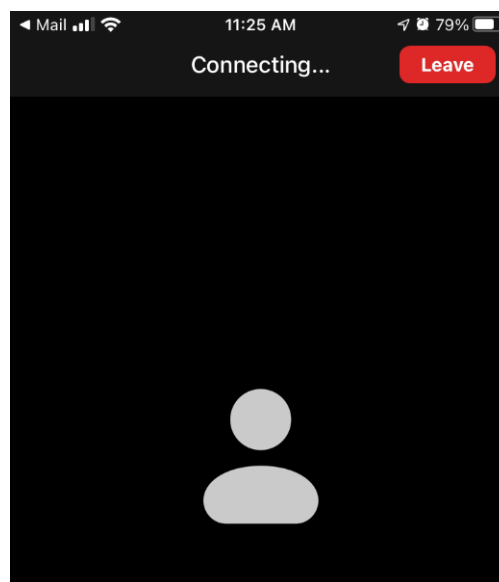


Figure 14. Connecting Window

When the avatar you chose displays, you will have joined the Zoom meeting.



Figure 15. Zoom Meeting (Showing Avatar)

Note:

1

Check the icons at the bottom of the phone screen and make sure the **Join Audio** does not have a slash (/) through it (this means you are muted).

2

The camera will be automatically turned off for all participants (and will show with a slash (/) across the icon). Tap the **Start Video** icon to open up the video.

With audio turned on, you will be able to hear and participate in the meeting.

Turn the camera on if you would like to be seen during the meeting.

Setting Up Microphone Access



Alert: A popup message may display "Unable to access microphone." At this point, follow the screen directions and set up the microphone.

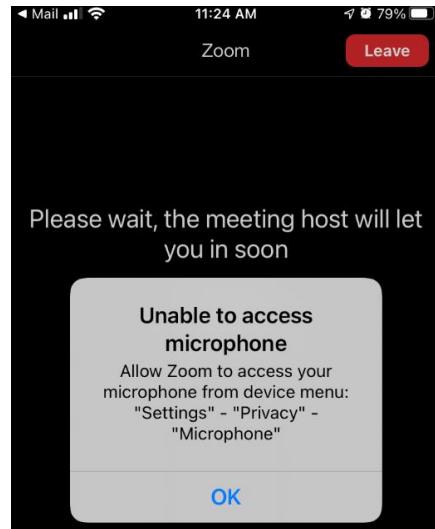


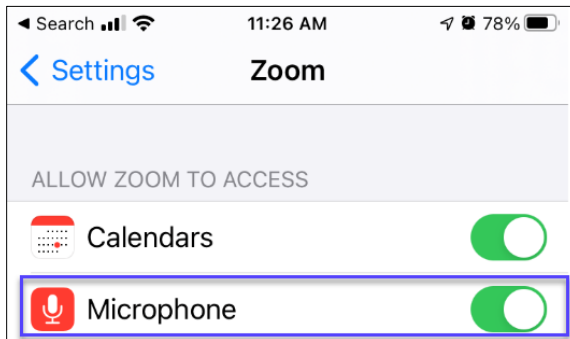



Figure 16. Microphone Setup Message

1. Tap the red **Leave** button in the upper right corner to leave the meeting
2. Go to your main screen and find the **Settings** icon 
3. Tap the Settings.
4. Inside the Settings menu, scroll to **Privacy** 
5. Tap the **Privacy** menu option
6. Tap the **Microphone** menu option

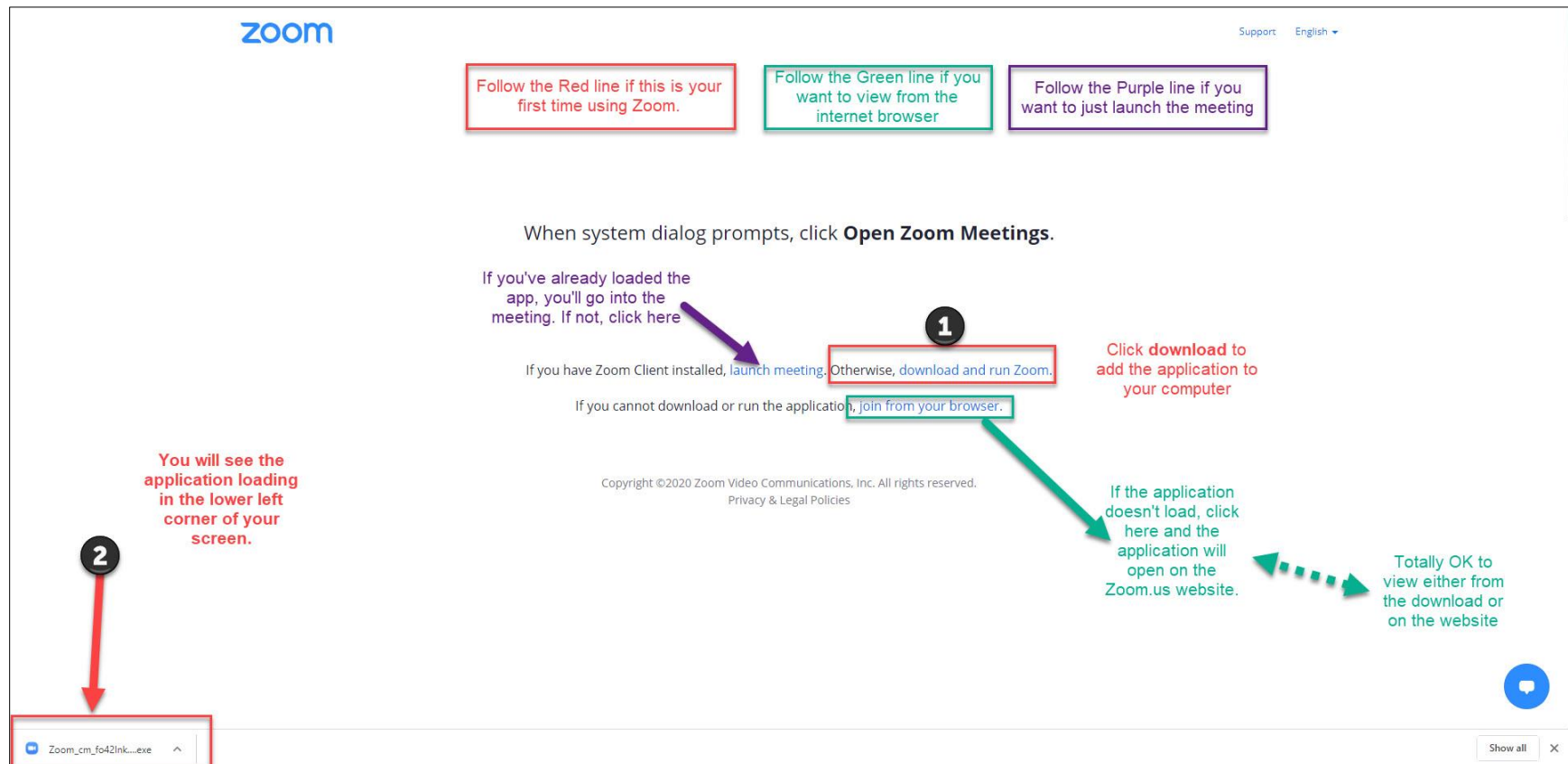


7. Once in the **Microphone** menu, scroll to find Zoom and toggle the switch to enable.

Leave the Zoom Meeting (iPhone)

In the upper right corner of the phone screen, tap  to exit the meeting.

Quick Start – Sign On Guide



The diagram illustrates the Zoom sign-on process with three main paths:

- Red Line (First-time users):** Follow the Red line if this is your first time using Zoom.
- Green Line (Internet browser):** Follow the Green line if you want to view from the internet browser.
- Purple Line (Launch meeting):** Follow the Purple line if you want to just launch the meeting.

When system dialog prompts, click **Open Zoom Meetings.**

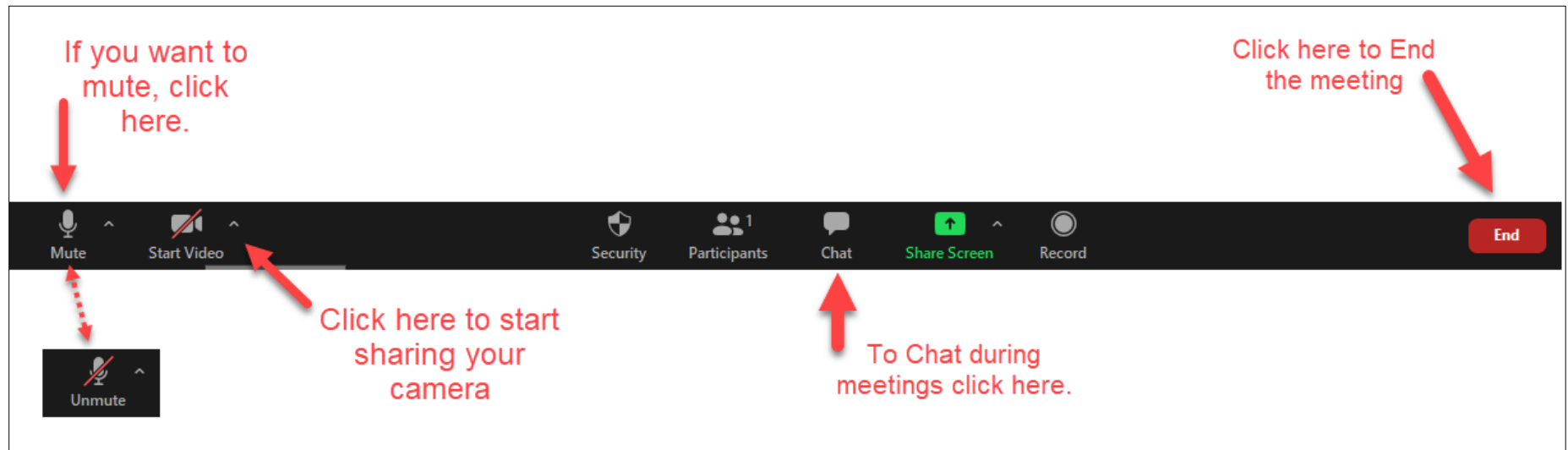
1 (Green Line): If you have Zoom Client installed, **launch meeting**. Otherwise, download and run Zoom. Click **download** to add the application to your computer. If you cannot download or run the application, **join from your browser**. If the application doesn't load, click **here** and the application will open on the Zoom.us website. Totally OK to view either from the download or on the website.

2 (Red Line): You will see the application loading in the lower left corner of your screen.

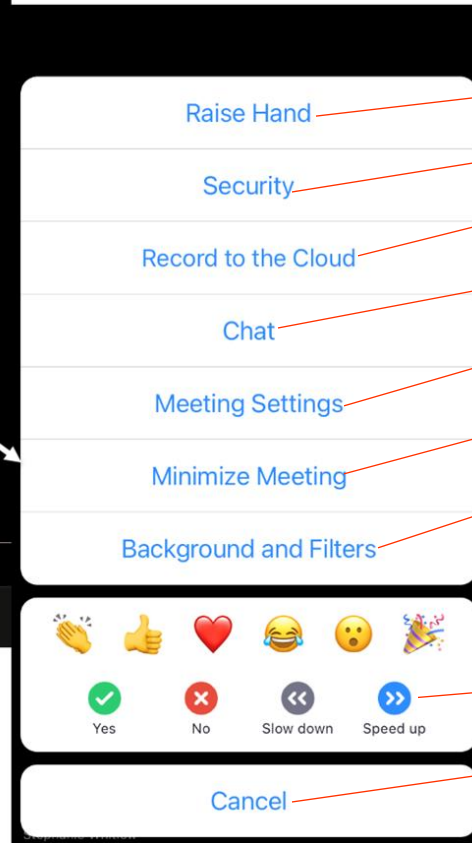
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Zoom_cm_fo42lnk...exe

Quick Start - Menu Guide



Quick Start – iPhone Menu



Raise Hand – Puts a hand icon in Chat to let the presenter know you would like to comment.

Security – Customize security levels

Record to Cloud – Allows you to record the meeting on your phone and save to a shared location

Chat – Opens the chat window so you can type in comments

Meeting Settings – Allows you to Mute upon Entry, Always Show Meeting Controls, etc.

Minimize Meeting – Shrinks your meeting display to a small portion of your screen.

Background and Filters – Zoom lets you choose you background create your own, or add a filter

Icons – Select an icon to add to the open Chat window

Yes/No/Slow Down/Speed Up – Answers for questions or provides non-verbal feedback to the presenter that you would like them to talk slower or faster.

Cancel – Closes the open window