HOW TO ZOOM

Have you been invited to a Zoom meeting or event and don't know where to start?

Here's a guide to get you up and running quickly.

WHAT IS ZOOM?

Zoom is a on-line (internet) meeting tool which allows multiple people in multiple places to see and talk to each other without leaving home. Every Zoom meeting has a Meeting ID and requires a password or pre-registration. You will usually receive an invitation ahead of time with a link to the meeting and password or a link to register to join a meeting.

WHAT EQUIPMENT WILL YOU NEED?

o   A device that is connected to the internet such as a:

- Computer (preferably with a webcam, speakers and microphone)
- Tablet (e.g. iPad, Kindle, etc.) – with a front-facing camera
- Smart Phone

o   An internet connection such as WiFi

If you do not have a device with a camera / speakers / and/or microphone, most Zoom meetings also provide a telephone number which you can use to call in and hear the meeting (you won't be able to see anything being shared or others in the meeting, nor will they be able to see you.)

For more detailed system requirements, go to https://support.zoom.us/hc/en-us/articles/201362023-System-requirements-for-Windows-macOS-and-Linux

BEFORE THE MEETING

Create an Account

You do not have to have a Zoom account to attend a Zoom meeting, though you may find it helpful to and create an account ahead of time. You can do that here: https://zoom.us/signup

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Download the App

Before joining a Zoom meeting on a computer or mobile device, you can download the app from the Zoom Download Center. https://zoom.us/download Otherwise, you may be prompted to download and install Zoom when you click a join link.
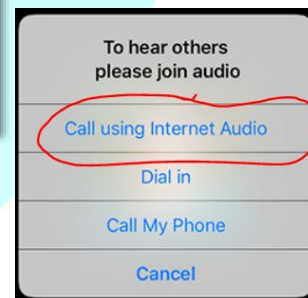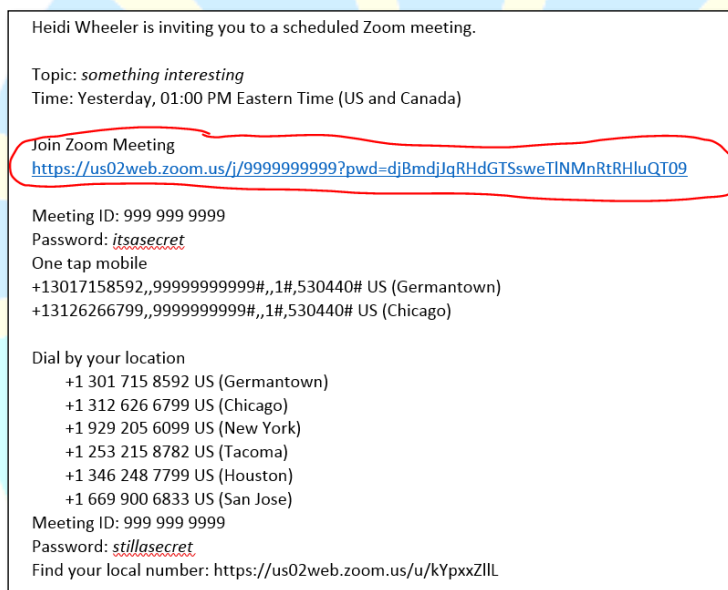
Test your Connection

Click join a test meeting https://zoom.us/test to familiarize yourself with Zoom and test your audio and camera settings.

AT MEETING TIME

1. Open the e-mail invitation or confirmation you received.

> Heidi Wheeler is inviting you to a scheduled Zoom meeting.
>
> Topic: *something interesting*
> Time: Yesterday, 01:00 PM Eastern Time (US and Canada)
>
> Join Zoom Meeting
> https://us02web.zoom.us/j/9999999999?pwd=djBmdjJqRHdGTSsweTlNMnRtRHluQT09
>
> Meeting ID: 999 999 9999
> Password: *itsasecret*
> One tap mobile
> +13017158592,,99999999999#,,1#,530440# US (Germantown)
> +13126266799,,9999999999#,,1#,530440# US (Chicago)
>
> Dial by your location
>   +1 301 715 8592 US (Germantown)
>   +1 312 626 6799 US (Chicago)
>   +1 929 205 6099 US (New York)
>   +1 253 215 8782 US (Tacoma)
>   +1 346 248 7799 US (Houston)
>   +1 669 900 6833 US (San Jose)
> Meeting ID: 999 999 9999
> Password: *stillasecret*
> Find your local number: https://us02web.zoom.us/u/kYpxxZllL

To hear others please join audio

Call using Internet Audio

Dial in

Call My Phone

Cancel

2. Click on the blue link in the email / confirmation.
3. Click on "**turn on internet audio**" when prompted.
4. Click on or select "**yes**" when asked about joining with video.
5. Ta Da – you're in!

If you're muted, you'll see a little microphone in the corner of your screen (you may have to tap the screen to make it appear), just click on/tap the microphone to mute / unmute yourself.

STILL HAVE QUESTIONS?

There is a whole library of helpful information at www.Zoom.com, including videos and more.

Here's a link to the Zoom Help Center: https://support.zoom.us/hc/en-us

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www.friendshiptours.net