

GUIDE TO USING ZOOM

Getting Started

ZOOM is a video conferencing program for the computer that will allow you to connect with 1 to 500 people at a time. You can use it for personal video calls, attending classes and meetings, making voice calls and more, and it works on computers, tablets, and smartphones almost automatically!

This guide is meant to help you get ZOOM set up. The good news is - it's VERY easy!

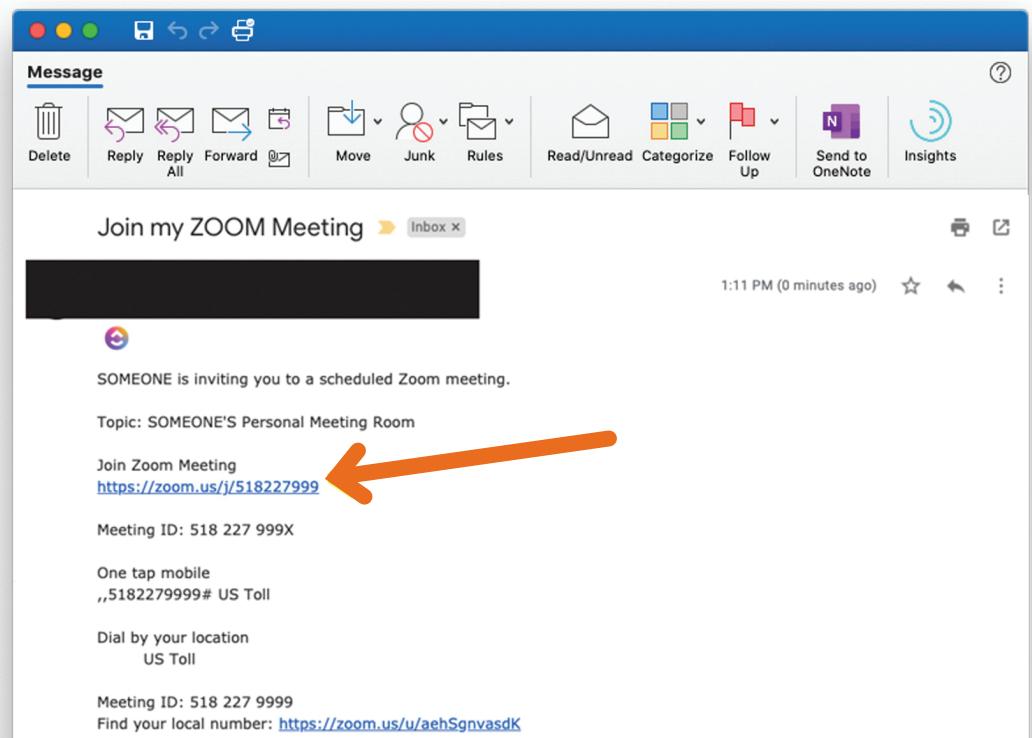
There are two ways to join a ZOOM meeting:

- Click on a ZOOM meeting link
- Set up a ZOOM account

Everything about the ZOOM program is designed to walk you through the process as simply as possible.

THE EASY WAY: Click on a ZOOM Meeting Link

A ZOOM meeting can be sent to you via email. Sometimes, a person may share a meeting link with you via a calendar invite to your email. Here is what the email looks like. We have blacked out some of the personal information here. Your email may look different if you are using another client like Yahoo or Microsoft Outlook, but the link is the same either way.



To join the meeting, all you need to do is click on the link under "Join Zoom Meeting" and follow the prompts. This method allows you to join the meeting as a guest.

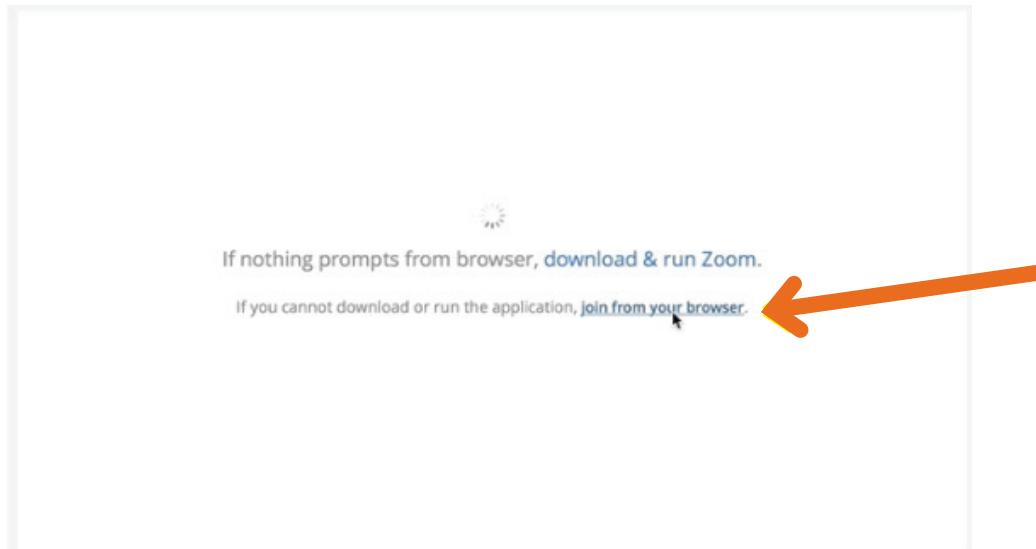


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When you click the link, a new window will appear saying that ZOOM is launching your meeting. We are going to “Join from browser” to make this much more simple. Here’s what that process looks like:

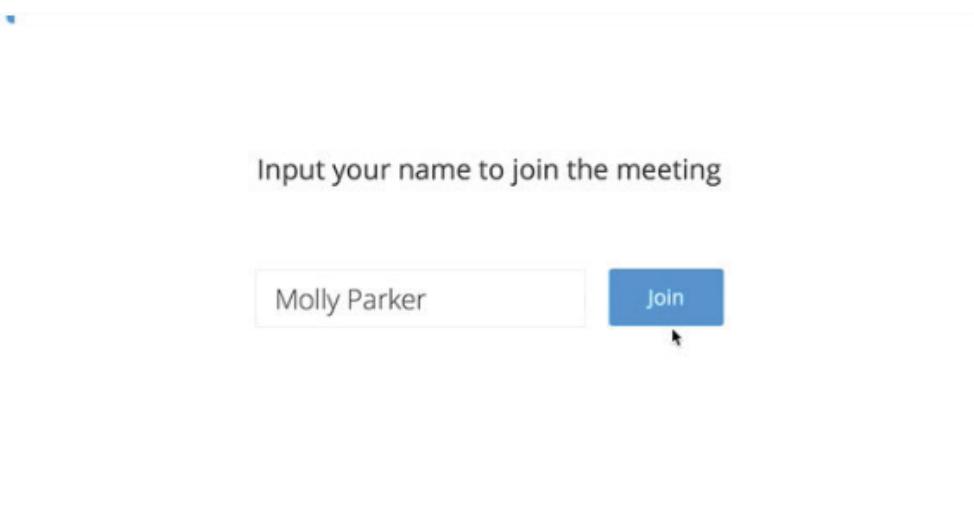
STEP 1

This message will pop up. Click the link “join from your browser”



STEP 2

Type in your name and click “Join”



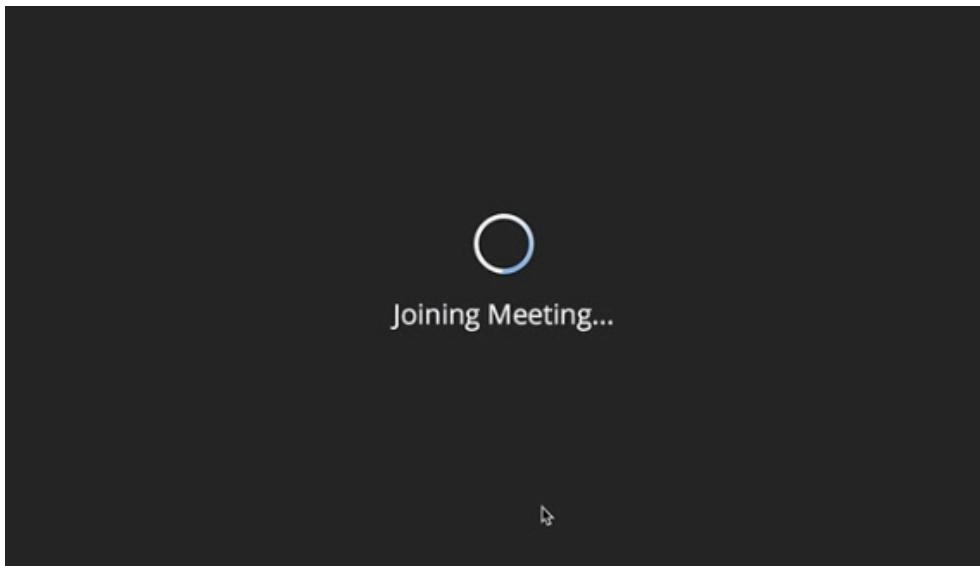
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STEP 3

Your meeting will load!



That's it! You are now in the ZOOM meeting with no hassle. Check out the guide on the next page for how to use the right buttons.

ADVANCED USERS

The other method of joining a ZOOM meeting is to download the ZOOM desktop application. If you feel confident in following the process, you probably don't really need this guide. Like the join meeting instructions, ZOOM does a great job of walking you through the process. When you join this way, you can login to a ZOOM account via Google, Facebook, or set up a ZOOM account. For step-by-step instructions, follow the ZOOM guide found at:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

(you can Google "Zoom getting started" and click on the link shown below:)

 support.zoom.us › en-us › articles › 201362033-Getting-Started-on-... ▾

Getting Started on Windows and Mac – Zoom Help Center

Home. New Meeting: **Start** an instant meeting. Join: Join a meeting that is in progress. Schedule:

Set up a future meeting. Share Screen: Share your screen in a **Zoom Room** by entering in the sharing key or meeting ID.

[Home](#) · [Chat](#)



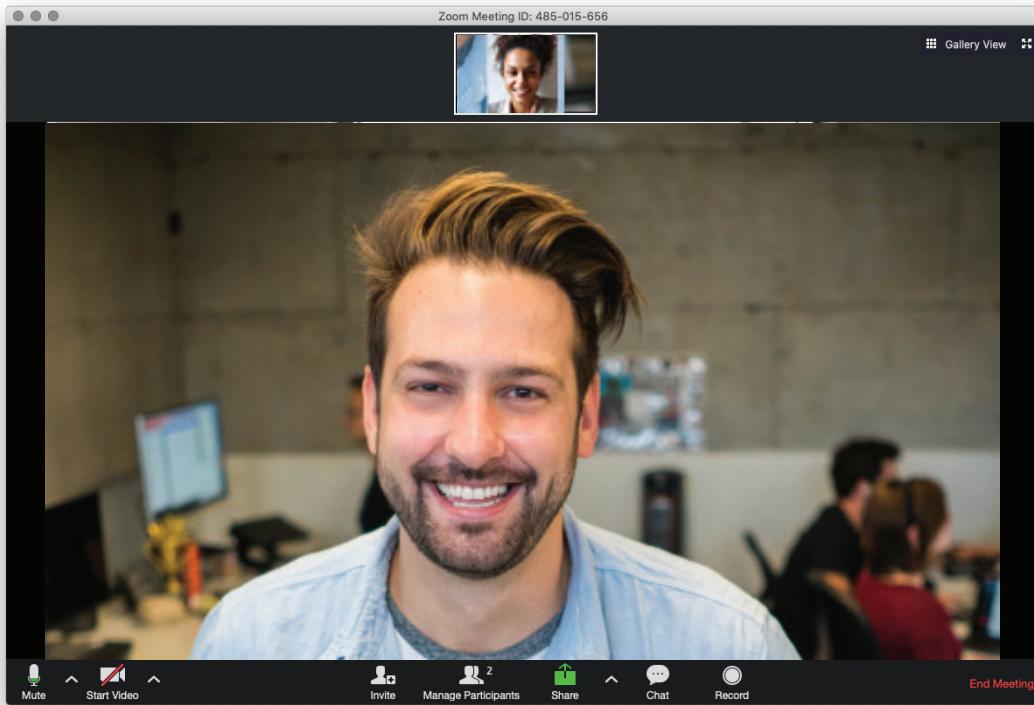
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Joining a meeting works for any computer, tablet, or smartphone. If you have a camera, which is typically included with every device now, ZOOM will automatically use the right settings.

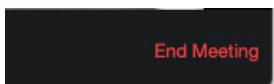
This is what it looks like when you are in a meeting!



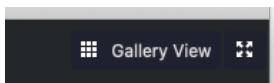
In the meeting, there are only a few buttons that matter.



These are the microphone and video buttons. When they have a red slash, they are turned off. Click once to turn them on or off. It's a good rule of thumb to have your microphone turned off when not speaking.



On the right side of the meeting window, the button that says "**End Meeting**" will end the meeting.



On the top right, the gallery view button will show everyone. The speaker vide will show just the person who is talking.



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ZOOM PASSWORDS

Zoom has experienced an exponential rise in use over the past 4 weeks, and, unfortunately, a rise in individuals attempting to harass or “troll” by entering open meetings uninvited. While it is not family-friendly to describe some people’s experiences with these “trolls,” we want to prevent any interruption to programming and have increased meeting security to circumvent any issues. Beginning the week of April 13, all Zoom meetings will now be secured with a password for access.

For individual meetings, the password will be included in the meeting invitation that you will have received via email.

The screenshot shows a Zoom meeting invitation. At the top, there are several icons: a download arrow, a refresh circle, a trash can, a mail icon, a clock, a video camera, a video camera with a red dot, and a three-dot menu. To the right of these is the text "1 of 20,104" followed by navigation arrows, a grid icon, a dropdown arrow, and a gear icon. Below this is a blue circular icon with a white double-headed arrow. The main content of the email reads: "Someone is inviting you to a scheduled Zoom meeting." Under "Topic:" is "Topic: Someone's Meeting Room". Below that is "Join Zoom Meeting" and a direct link: <https://zoom.us/j/5182275558?pwd=VE9nM1ExcGI5SWszcmJjUFRsYjQ4Zz09>. The "Meeting ID" is listed as "Meeting ID: 518 227 5559" and the "Password" is listed as "Password: FairingWay". An orange arrow points from the text "The meeting password for all Fairing Way virtual meetings will be: FairingWay" to the word "FairingWay" in the password field.

When joining a meeting, you may see a new popup window that will prompt you to enter a password. This is where you will type the one provided. If you are joining via direct link, you may not need a password.

The meeting password for all Fairing Way virtual meetings will be: **FairingWay**

