Preparation for a Zoom Meeting

To use Zoom meeting on a PC or Apple computer I recommend downloading and installing the Zoom application/program in advance of the meeting. For smartphones and Kindles go to the App store (Google Play for android and Apple Play for iPhones, or the Amazon app store for Kindle) and follow usual procedures to install the Zoom app. It's free. For tablets it will depend on the type, O/S, etc. It may be similar to the instructions below for the PC, or not. Since I don't own a tablet I have no way to tell.

You do not have to have a Zoom account to participate in meetings hosted by others. You just need the Zoom application on your device and the user ID Code and password that the Zoom meeting host will sent to you by e-mail.

And if you do not have either speakers or microphone but have an audio jack here are some suggestions. You can buy a single or stereo portable speaker or a headset with or without mic with the correct connector plug or try earbuds with a three pole plug (to listen only) for under $10 at Big Lots, or Dollar store (least expensive)., or more expensive over $10 at Best Buy, Office Depot, etc, For the LGS meeting we will also have the ability for you to dial in using your phone for audio connection vice using your computer audio equipment. I recommend using the computer audio if possible, since unless you have a speaker phone holding it to your ear for an hour can get tedious.

Downloading and Installing the Zoom Application

Process for installing Zoom application on a Windows PC is as follows (should be very similar for an Apple/MAC);

1) Open a web browser and type https://zoom.us/download into the address line of the browser, then hit enter
2) The Zoom Download Center page should open, click on blue Download just below "Zoom Client for Meetings"
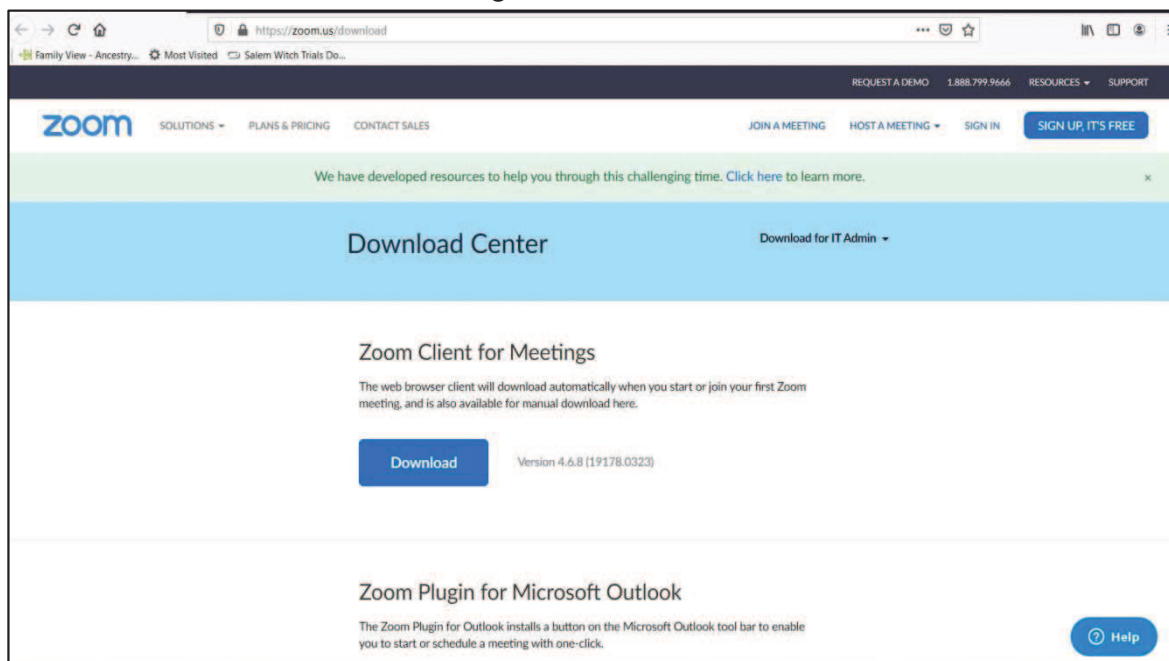
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3) Click on Save the file, this will cause the ZoomInstaller.exe file to be saved into the computers Download folder.
4) Open the Download folder and run the ZoomInstaller (double click it to run), may ask for permission to modify the computer, if so select yes.
5) After Zoom application is installed, find it in the list of installed programs; click on Start and scroll all the way to letter "Z" part of the installed applications list. You may want to move it to the start area (if Windows 10) or pin to the taskbar for future use (optional).
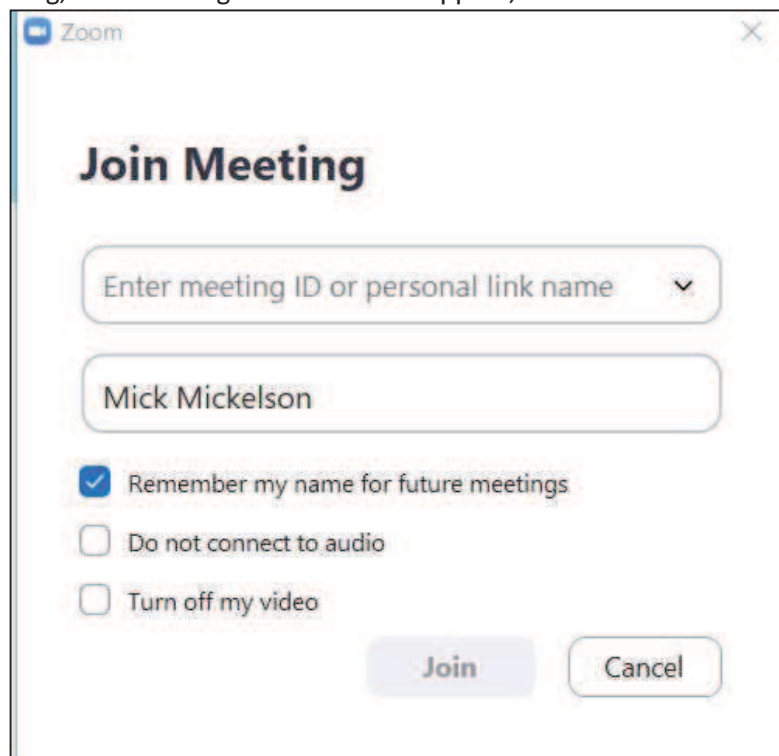
Joining a Meeting

To join a meeting after installing the Zoom application;
1) Click, or double click, the Zoom application icon to open it, a window which looks like this show appear on your desktop;
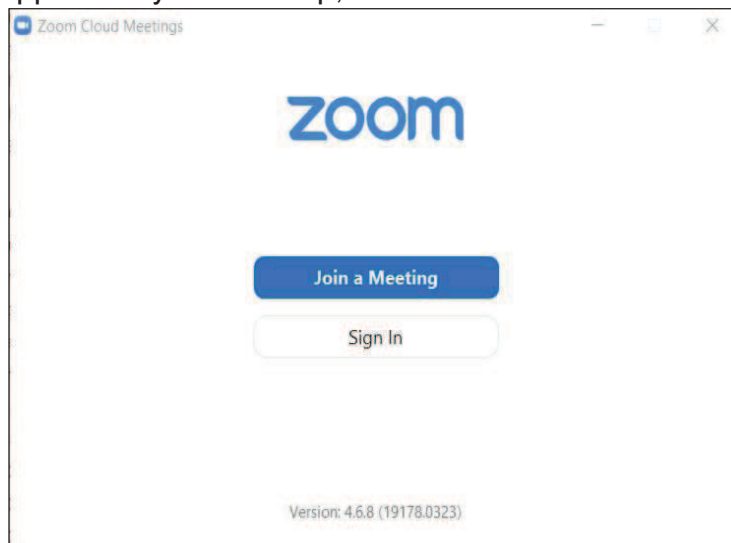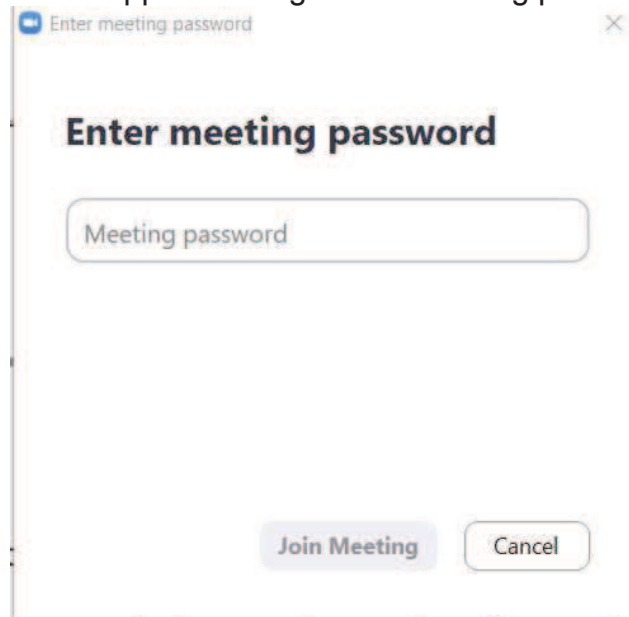

2) Click Join a Meeting, the following window should appear;

<div align="center">Continued…</div>

3) Enter the meeting code provided by the host into the first box, enter a name by which to be identified on the Zoom meeting screen in the second box, click on **Join.**
4) The following screen will appear asking for the meeting password.

Enter the password provided by the meeting host and click on Join Meeting to open the Zoom user interface screen and join the meeting.
5) You may be first shown the image being captured by your video camera and ask it you want to **Join with Video** or **Join without Video**. Click on your choice to proceed.

Instructions for Participating in a Zoom Meeting

Zoom Participant Instructions; Recommend watching the Zoom video at https://support.zoom.us/hc/en-us/articles/115005759423 . This video is targeted for a meeting host so has a few things you won't have or need. However, many of the control features are the same, so I think it is worthwhile to watch. I'll also attach some instruction pages at the end; page 5 to the end.

Two <u>very</u> important controls in the lower left corner are: There is a microphone icon, if it has a red line across it, click it to unmute the microphone. Or, conversely if there is no slash click it to mute your microphone.

Next, to the microphone is camera icon, if it has a red slash across it, click it to start video. These and other controls may only appear if you position your mouse pointer near the lower edge of the Zoom interface control window. Use the same control if you wish to stop video once it has started.

In the upper right corner is a control that allows you to select Gallery View or Speaker View. Gallery View allows you to see a video image of all meeting participants in equal sized windows. In Speaker View the person speaking will be in a large window and all others will be shown in small thumbnail windows.

Other controls across the bottom of the Zoom window that may be useful are **Participants**, **Chat,** and **Share Screen.**

Other Notes and Observations

Equipment;

You can participate in a Zoom meeting, seeing others and shared desktop content with only a monitor and speakers, or headphones. To speak to others on the Zoom meeting a microphone is needed. To be seen by others on the Zoom meeting a camera is required. However, you can share content on your computer desktop using the 'share screen' control in Zoom without having a camera. So while a camera is desirable it isn't necessary. And, likewise you can be a passive participant/observer without a microphone, but can't participate verbally in the meeting.

The remainder of these instructions assumes the computer has a functioning and enabled microphone and video camera attached. (Most laptops have a built-in microphone and a built-in camera likewise many newer monitors have built-in cameras and microphones. If you don't know if you have a camera and are using Windows 10, go to the installed programs list, scroll down to the letter "C" area and click and open the application "Camera". Camera is a Microsoft application which is part of Windows 10. It will open as a large blue box with a camera icon in the center, if you have a camera on your computer and it is enabled you should see a picture of yourself after a few seconds. Similarly, under the letter "V" in the applications program list is a Voice Recorder application that can be used to test for a functioning microphone.)

Troubleshooting: If you are not able to talk or you are not sending a picture, click on the up arrow/caret next to the microphone and camera icons and ensure that a microphone and camera, or the correct ones, are selected.

If you are sure the computer has a microphone/camera and the correct source camera and microphone are selected but you still aren't able to speak or send video, then these devices may be disabled in the Operating System settings. Go to Start, Settings, and then Control panel and search for camera, and/or microphone, and ensure that security settings allow applications to connect to these computer devices.

<p style="text-align: center">Zoom Teleconference Service
Quick Guide Participant Instructions</p>

Overview

In this article, we will discuss how to join an instant meeting through an email invite, an instant messaging invite, from the browser, from the Zoom desktop and mobile application, from a landline or mobile phone, and with a H.323 or SIP device.

Prerequisites

- Each meeting has a unique 9, 10, or 11-digit number called a Meeting ID that will be required to join a Zoom meeting
- If you are joining via telephone, you will need the teleconferencing number provided in the invite.

Zoom is a cloud-based meeting platform that provides video, audio, and screen sharing options across multiple platforms, including mobile. You can join any Zoom meeting by clicking the meeting URL, or by entering the meeting ID into the Zoom Web Portal, the desktop app, or mobile app.

Join a Meeting

Join a Meeting via URL

1. Click the **Meeting URL link** provided by the host.
2. If necessary, follow the prompts to download and install the **Zoom desktop application**.

NOTE: You will need to download and install the Zoom desktop application to use meeting chat and participate in polls.

Join a Meeting via the Zoom Web Portal

1. Open a web browser and navigate to the Zoom Web Portal at https://psu.zoom.us/ [2].
2. Click **Join (Connect to a meeting)**.
3. Enter the **Meeting ID** into the field. The meeting ID is the 9, 10, or 11-digit number located in the meeting invitation or at the end of the Zoom meeting URL.
4. Click **Join**.
5. If necessary, follow the prompts to download and install the **Zoom desktop application**.

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NOTE: If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and you will automatically join the meeting when the host arrives.

The Zoom meeting window is displayed. A menu bar containing participant tools appears at the bottom of the Zoom meeting. This menu bar will appear and disappear as you roll your mouse over the area. If a meeting is being recorded, an icon will appear at the top of the window.
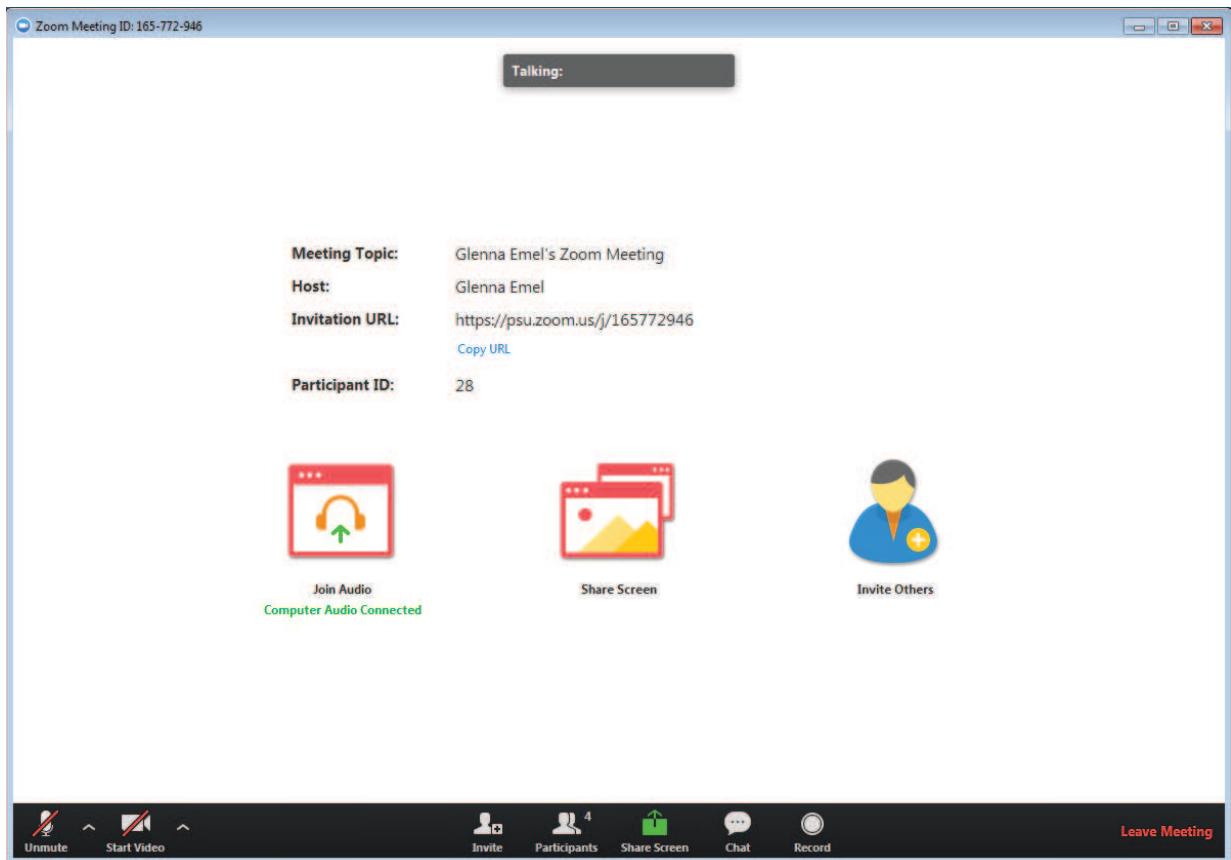

Figure 1: Participant meeting interface with no video or screen sharing displayed.

NOTE: Mobile app interfaces will appear differently but contain most of the same functionality. For help with using Zoom on iOS and Android devices, visit the Mobile [3] section of the Zoom Help Center.

Mute/Unmute Audio and Adjust Audio Options

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Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio in a meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the participants panel to determine your current audio setting.

1. To unmute yourself and begin talking, click the **Unmute** button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the **Mute** button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
3. To test your computer microphone and speakers, click the **up arrow** to the right of the microphone icon and select **Audio options**.

NOTE: You can switch to a different audio input device using the Audio Options button. If you have joined the meeting via computer audio, be sure to leave computer audio before dialing in to the meeting via the phone.

Start/Stop Video and Adjust Video options

1. Click the **Start Video** button in the menu bar at the bottom to begin your video.
2. Click the **Stop Video** button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the **up arrow** to the right of the Video icon and select **Video Settings**.

NOTE: When video is activated, display options are available in the upper right of the screen and in the upper right of each participant's window in both Speaker View and Gallery View.

NOTE: If you choose not to turn on your webcam in the meeting and video has been activated, your video window will contain either your name, email address, or a photo, depending on how your profile is set up in the Zoom Web Portal [2].

Send Messages with Chat

You can send a chat message to all participants in the meeting or privately to specific individuals.

NOTE: When you enter a meeting, any messages posted in chat prior to you joining the meeting are not visible to you in the chat panel.

Send a Message to Everyone

1. Click the **Chat** button in the menu bar to open the Chat panel.
2. Type your message in the **Text box** at the bottom of the panel.
3. Press **Enter** to send the message.
4. To save the chat transcript, click the **More** button at the bottom of the chat panel and select **Save Chat**.
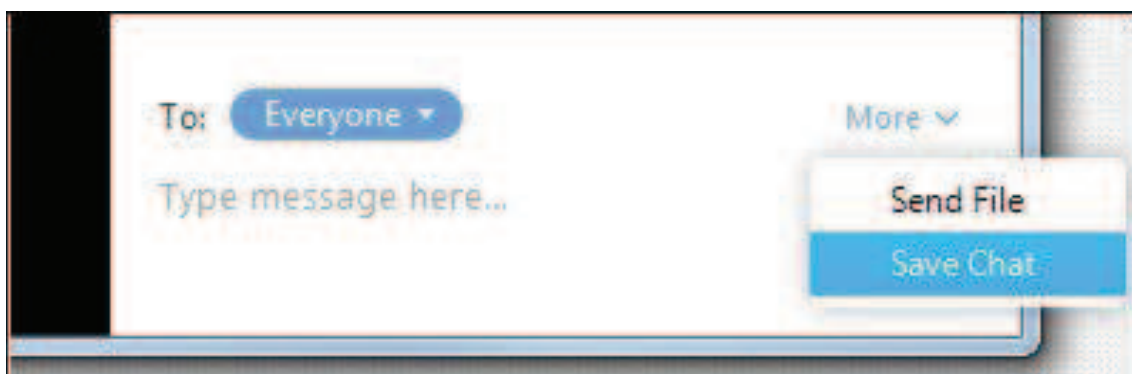

Figure 2: Save chat option selected from the More button at the bottom of the chat panel

Send a Private Message

You can send a private message to a single person by clicking the down arrow in the To: field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone.

Share Your Screen

Both hosts and participants can share their screen in Zoom. However, participants cannot share if the host is already sharing, or if the host has disabled this feature for participants.

1. Click the **Share Screen** button on the menu bar.
2. Select the **desktop** or **application** you would like to share or select whiteboard to share a whiteboard. Selecting Desktop will allow you to share everything on your desktop.
3. Click the **Share Screen.**

When sharing your screen, the menu bar moves to the top of your screen and disappears until you roll your mouse over the area. Additional tools, such as Chat,

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Remote Control, and Audio options are located under the More button. To reposition the menu bar, click and drag it to another location on your computer.
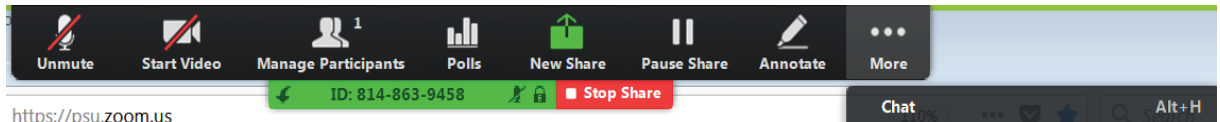

Figure 4: Screen sharing menu bar in expanded view

4. If you receive a chat message while you are screen sharing, the More button will blink. To view the chat message, click the **More** button and select **Chat** from the list.
5. Click the **Annotate** button to open the annotation menu. Use the draw tools (arrows, shapes) to direct participants' attention to an area of your screen or use the text tool to type notes on the screen.
6. Click the **X** in the upper right of the annotation menu to close the annotation menu.
7. Click the **More** icon to view additional options.
8. Click **Stop Share** in the small menu bar to stop sharing your screen.

NOTE: The host can control who can share their screen, therefore this feature may be disabled in your meeting.

Leave a Meeting

1. Click the **Leave Meeting** option in the menu bar to exit the meeting.
2. Click the **Leave Meeting** button in the dialog box.

###END###