Joining a Meeting:

- To join a meeting, you need to download Zoom to your device. Go to https://zoom.us/ or the application store on your device and download Zoom.
- You may receive a Google Calendar invitation to a Zoom meeting, it will look like Example 1.
- There are many ways to join a Zoom meeting; the most common is to use the Zoom Link. You do not need to have a Zoom account to join a Zoom meeting from a Zoom link.

Camera & Microphone:

- To turn on your camera and microphone, use the widgets on the bottom bar of the Zoom window.
- If your microphone icon looks like Picture 1, your microphone is not connected. Click the “Join Audio” widget and allow Zoom to access your microphone.
- If your microphone looks like Picture 2, your microphone is off. Click the “Unmute” widget if you would like people to hear you.
- If your microphone looks like Picture 3, your microphone is on. People in the meeting can hear you. Click the “Mute” widget to turn your microphone off.
- If your camera icon looks like Picture 4, your camera is turned off. Click the “start Video” widget to turn your camera on.
- If your camera icon looks like Picture 5, your camera is turned on. Click the “Stop Video” widget to turn your camera off.
- When your camera is on, other meeting participants can see you. [Picture 6]
- When your camera is off, your Zoom screen displays your cover photo to other participants. [Picture 7]
- Your cover photo may be the profile picture connected to the email account, a photo you chose for your Zoom account, or just your name.

**Share Screen:**

- Your instructor may ask you to share your screen. This means that everyone in the Zoom meeting will be able to see what is displayed on your computer. This is common for presentations.
- To share your screen, select the green “Share Screen” widget on the bottom bar of the Zoom window.
- Once you click “Share Screen” a window of options will appear like Example 2. To share your all of your screen, select the first option “Screen”. This will allow you to switch windows and while sharing.
- If you only want to share one thing, for example, a PowerPoint, select one of the bottom options. If you select the “PowerPoint” option, and open an internet window, the participants in the Zoom room will only see the “PowerPoint” screen while you are sharing.

**Zoom Vocabulary**

*Host:* The person in charge of the meeting. This person starts the meeting and controls breakout rooms

*Breakout Rooms:* A smaller Zoom room in the same Zoom meeting separate from the main room. If the host assigns participants to breakout rooms, participants receive a pop-up notification asking them to “Join” the room. Participants can leave the breakout room to return to the main room or leave the meeting from a breakout room at any time.

*Mute/Unmute:* Mute means “no sound”. If someone asks you to “mute” yourself, they are asking you to turn off your microphone. To unmute means to turn on your microphone.

**Individual Tools**

- Hover over your own video screen to find the three blue dots in the top right corner of your window. This leads to a drop-down menu of controls
- *Rename:* You can change the name that shows in your window.
- You can also control your microphone and camera using this menu
Bottom Bar Widgets

See the map below for details about each widget on the bottom bar of the Zoom window

1. Microphone – Mute/Unmute your microphone
2. Camera – Turn on/off your camera
3. Participants – Click to see a list of all meeting participants
4. Chat – Click to send a message to all participants or choose to send a private message to one participant

5. Share Screen – Show other participants what is displayed on your screen
6. Record – Record the meeting
7. Reactions – Click to choose an emoji reaction to share with other participants

8. Leave – Click to leave the Zoom meeting

Fix Issues

- If you are having issues with your audio, you can change the microphone or speaker system using the up arrow next to the microphone widget on the bottom bar. Often, if you insert headphones into your device after connecting to the meeting, the system may not automatically update so you would need to change the settings in this case.
- If you are having internet issues, try turning off your camera for a short amount of time or closing other windows that are open on your device.
Questions about Zoom:

- *Do I need to have a Zoom account?*
  To join a meeting, you can use the Zoom link without a Zoom account. If you want to create a meeting, you will need a Zoom account.

- *How do I find the Zoom meetings?*
  The meeting host will send you a Zoom link via email or a Google Calendar invitation with a Zoom link.

- *Is Zoom safe?*
  Yes, the links and Meeting IDs are private to the public

- *What happens if my internet connection is bad?*
  Try turning off your camera.

- *Who do I contact if I have problems with Zoom or technology?*
  Service Hub, the CIEP office, IT