

Quick Guide to Zoom for Newbies

What you need to use Zoom for video-conferencing

- An email account
- A computer or phone with a camera and microphone.
- An internet or data connection

NOTE: The first time you join a Zoom meeting, **your computer may need to load the software or app.** Just follow the screen instructions. You can use Zoom as a phone app or by dialing in on your phone, but you will want to be on your computer to fully participate in the video call.

Entering a meeting scheduled by someone else

Click on the link provided by the meeting host. It will look like this: **<https://zoom.us/j/4227565411>**



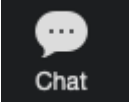
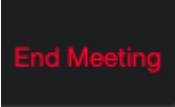
Alternately, visit <https://zoom.us/join> and input the invitation's meeting number and password (if required).

Managing Muting, Video and Chatting during a meeting

ToolBar: Once in a Zoom meeting, turn on this toolbar by hovering with your cursor at the bottom of your screen. There are just four of the tools you will need.



Using the Tool Bar

	Click Mute to turn your microphone on and off. <i>It's a good practice to mute unless you are speaking. Always mute if there is background noise at your location.</i>
	Click Stop Video to turn your camera on and off. <i>It's best to turn on your video since it allows for a more personal experience.</i>
	Select Chat to make comments to the group, or to any of the individuals on the call. The Chat window shows comments posted by all participants.
	Click End Meeting when you are done.

Best Practices

Have good lighting: no major light source behind you with a soft light in front of you so your face looks good.

Sit so your head is about in the middle of the screen and the bottom of the screen is about mid-chest. Have the tilt of your computer screen so that it looks like you're facing the screen rather than looking down at it (which is fairly typical of someone using a smartphone).

Enhance appearance: on the chevron to the right of the video camera icon, click on video settings and make sure this is checked (it actually blurs your appearance to diminish the wrinkles!). *Depending on the device you're using, you may not be able to turn it on and off during the meeting or may not have access to it.*

View: You can view everyone on the screen at once (Gallery View) or just the person who is speaking (Speaker View) by clicking on the icon usually found on the upper right of your screen.

Navigating around your computer

With Zoom and other applications or Internet browsers open on your computer, it's easy to get lost. Sometimes a presenter or other participant will share a link in the chat window. If you click on the link and then want to get back to Zoom:

- **On a Mac:** Find your Dock (command/tab) and look for the white video camera in a blue box icon. That's Zoom.



- **On a PC:** Find your tabs (alt tab) and click back on the Zoom tab.

If the meeting host shares their screen it will initially display on your entire screen. Hit "Esc" on your keyboard to minimize that screen size so that you can navigate around your computer.

Additional guidance:

[Zoom video tutorials](#) with these being the most useful for people new to Zoom:

[What is a Zoom meeting?](#)

[Joining a Zoom call](#)

[Managing meeting controls](#)

[Getting started Mac or PC](#) - other online resources