

# Using Zoom: A Brief 'How To' Explanation

## Downloading Zoom on Computer

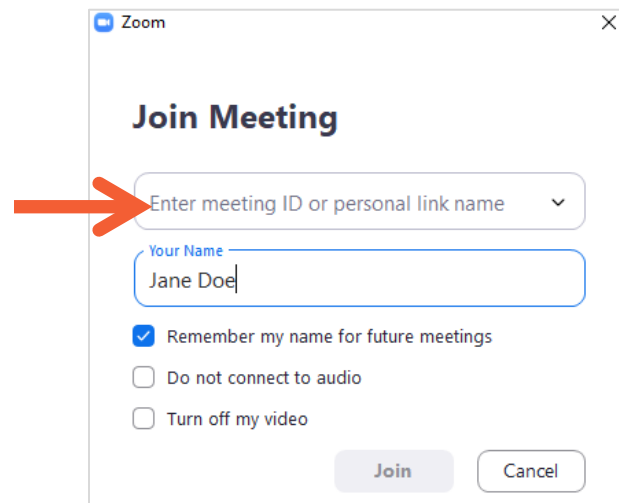
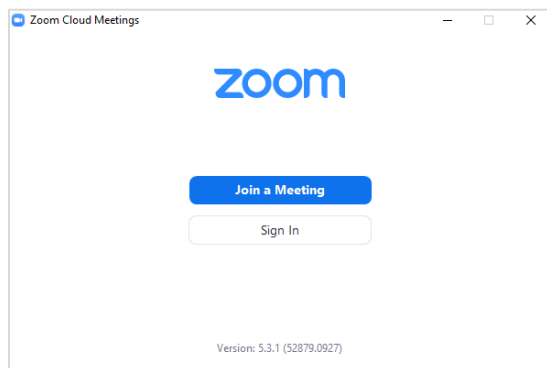
- You must download Zoom to your device
- You want Zoom Client for Meetings
- You will need the most up-to-date version
- <https://zoom.us/download>

## Downloading Zoom on Tablet

- You must download Zoom to your device
- You will need to download from the AppStore the most up-to-date version
- <https://zoom.us/download> or AppStore

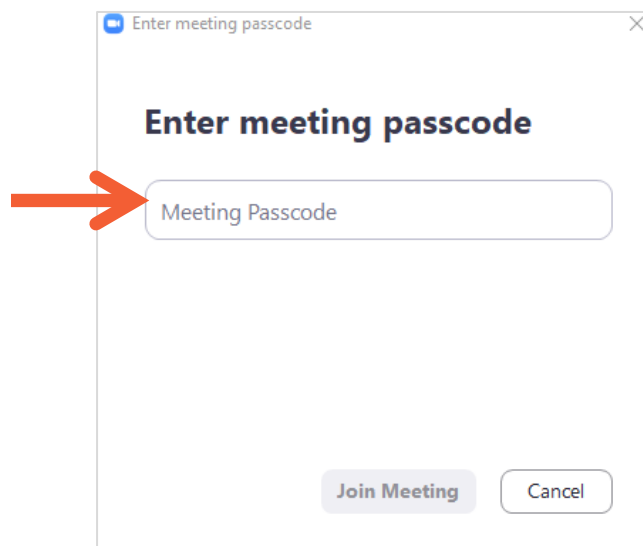
## Signing In

- Click Join a Meeting if you want to join without signing in
- Enter the meeting ID number (previously sent in an e-mail)



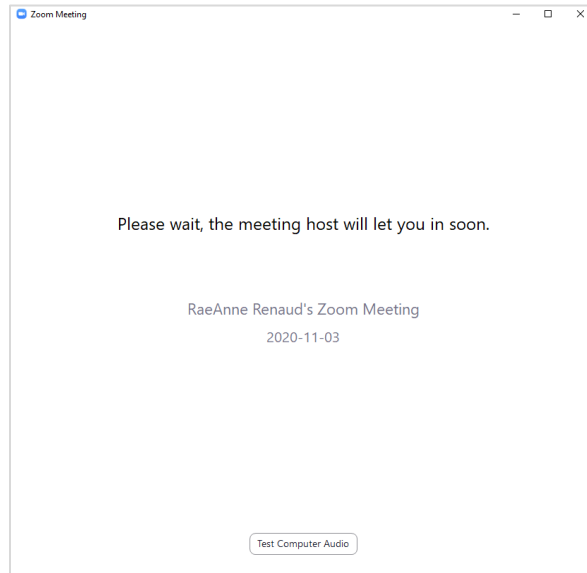
## Meeting Password

- Enter password that was sent to you in a previous email

A screenshot of a web-based dialog box titled "Enter meeting passcode". The dialog box has a white background and a thin grey border. At the top left, there is a small blue icon of a person with a speech bubble, followed by the text "Enter meeting passcode" and a close button (X) in the top right corner. The main heading inside the dialog is "Enter meeting passcode" in a bold, dark blue font. Below the heading is a rounded rectangular input field with a light grey border and the placeholder text "Meeting Passcode". A large orange arrow points from the left towards the input field. At the bottom of the dialog, there are two buttons: "Join Meeting" on the left and "Cancel" on the right, both with rounded corners and a light grey background.

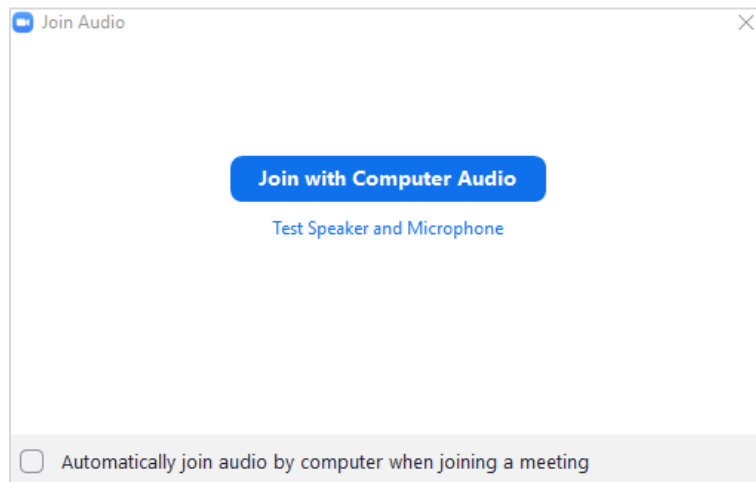
## Waiting Room

- After you sign in, you will enter the meeting directly, or go to a waiting room
- If you are logged in at the correct time and are not connected, contact the staff that will be hosting the meeting



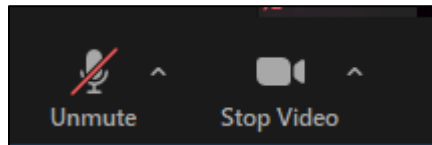
## Computer Audio

- Click the Join with Computer Audio (on Computer)
- Click the Call Over Internet (on iPad)



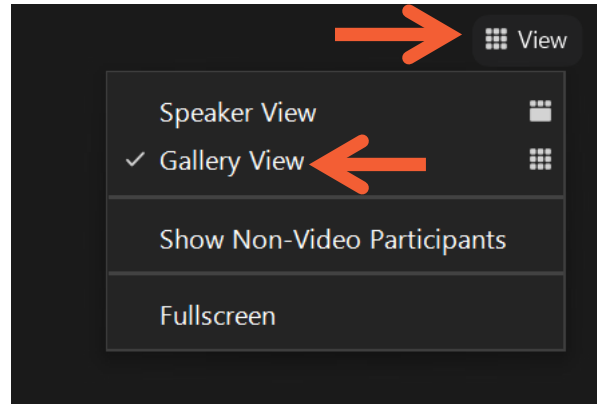
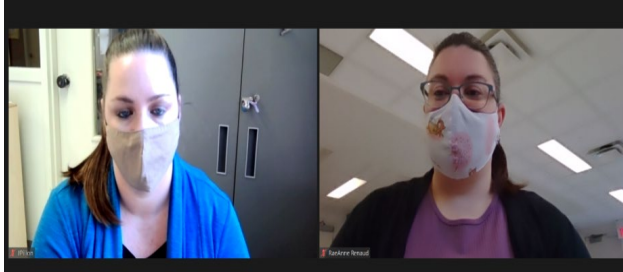
## The Mute and Unmute Button

- Make sure you have audio through your computer or headset
- The host can mute or unmute you at anytime
- To mute yourself, click mute button on the task bar (bottom left for computer, top right on iPad)
- To talk, click the Unmute button (microphone)
- When you see a red slash through the microphone, you are muted  
If others cannot hear you, check the microphone icon to see if you are muted



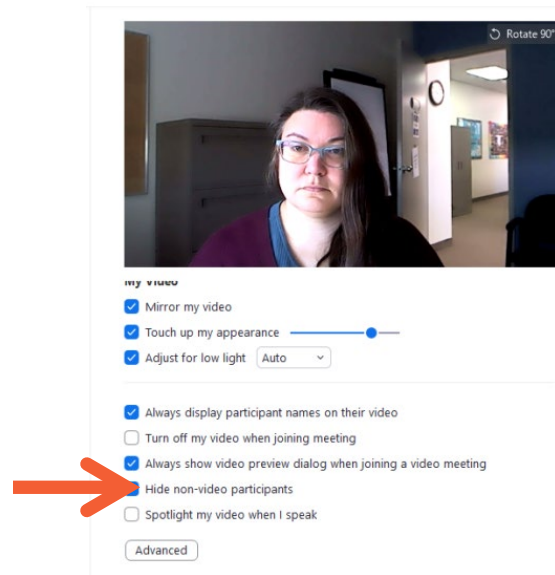
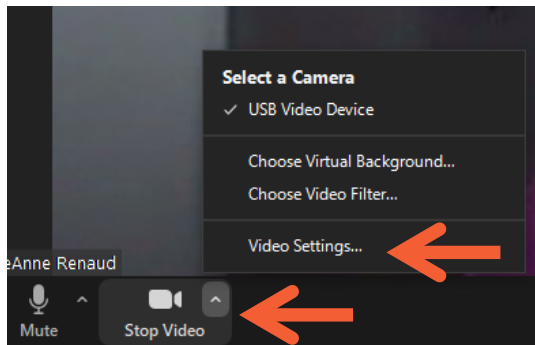
## Side by Side Video

- To access side-by-side view, press the Gallery View button
- To see only the person you are talking to, press the SpeakerView button




## Hide Non-Video Participants on your Computer

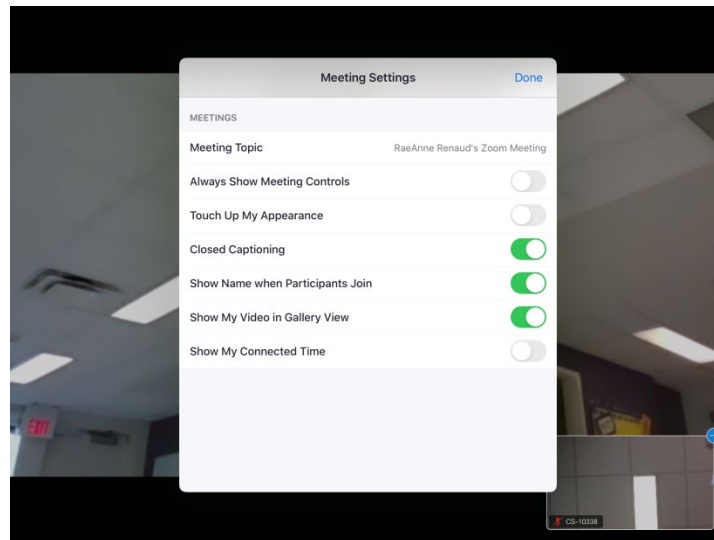
- Press the arrow beside the video button in the bottom left corner
- Click on Video Settings
- Go to the Meeting Tab
- Click off “Hide Non-Video Participants”
- This changes your view only; others will still see non-video participants until they “hide non-video participants” also.



## Hide Non-Video Participants on iPad

Go to the Zoom bar at the top of your iPad

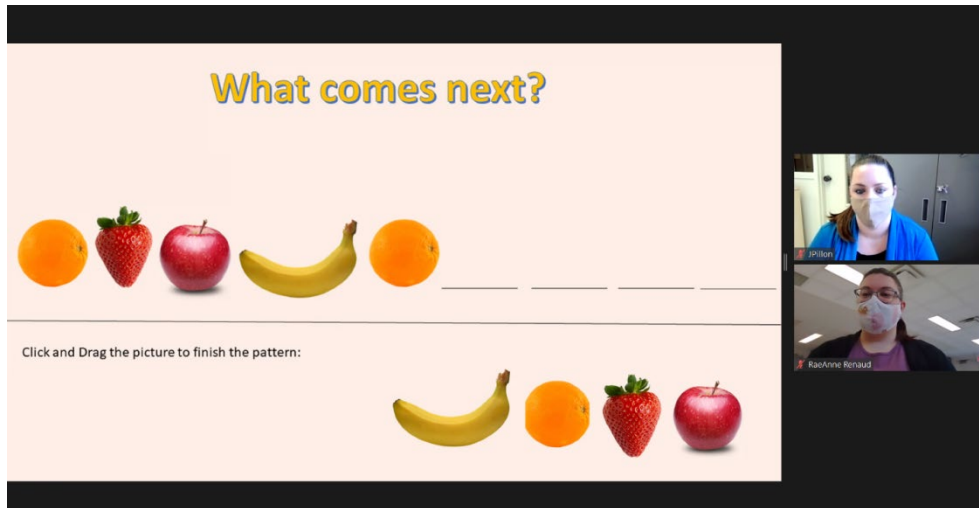
- Click the “more” button (  ) in the top right hand corner
- Select Meeting Settings
- Locate “Show Non-Video participants” and turn this off





## Instructor Shares Their Screen

- The majority of your screen will be the instructor's document
- Your screen icons will be to the side of the screen



## Leaving the Meeting

- Click the Leave Meeting option in the menu bar (bottom right corner on computer, top left on iPad) to exit the meeting

