

ZOOM guide for first time and novice users

All users first go to **zoom.us** provide your email, then follow prompts for a password and username to get your free Zoom subscription. Then download a **ZOOM app** from zoom.us for desktop, laptop; or a different mobile app for phones and tablets as shown on the last page. Desktop and laptop use are described in these 2 pages, mobile apps on the last page. Training videos for all devices from various sources are shown on the last page.

Equipment Many laptops come complete with built-in cameras and microphones, for desktops without these, you will need to purchase a camera/microphone combination which will clamp onto the top of your monitor. For personal privacy, choose a model that has a lens cap or slide-on lens cover from Amazon, Walmart etc. for \$30-40 including tax. One example which many Amazon users have purchased for \$39 tax-inclusive is “AutoFocus Full HD Webcam 1080P with Privacy Shutter USB Computer Camera for PC Laptop Desktop”

When you get a Zoom meeting invitation in your e-mail, you will need to reply Yes.

The e-mail invitation (example shown below) will have two pieces of information as shown in this example:

XX Chapter - Chevron Retirees Assn is inviting you to a scheduled Zoom meeting.

Time: 10/01/2020 11:30 AM Central Time (US and Canada). We will open the meeting for sign-in about 11:15

Join Zoom Meeting

<https://zoom.us/j/98514049438?pwd=cGIJMENXaktOVDE1R1JRVkJPc0Zz09>

Meeting ID: 985 1404 9438

Passcode: 272398

One tap mobile +13462487799,,98514049438#,US (Houston): +12532158782,,98514049438# US (Tacoma)

Dial by your location +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 669 900 9128 US (San Jose)

Joining the zoom meeting: Ensure the USB Camera/microphone is plugged in (desktop) or working (laptop).

Either of the following will allow you to join the zoom meeting (start a few minutes early):

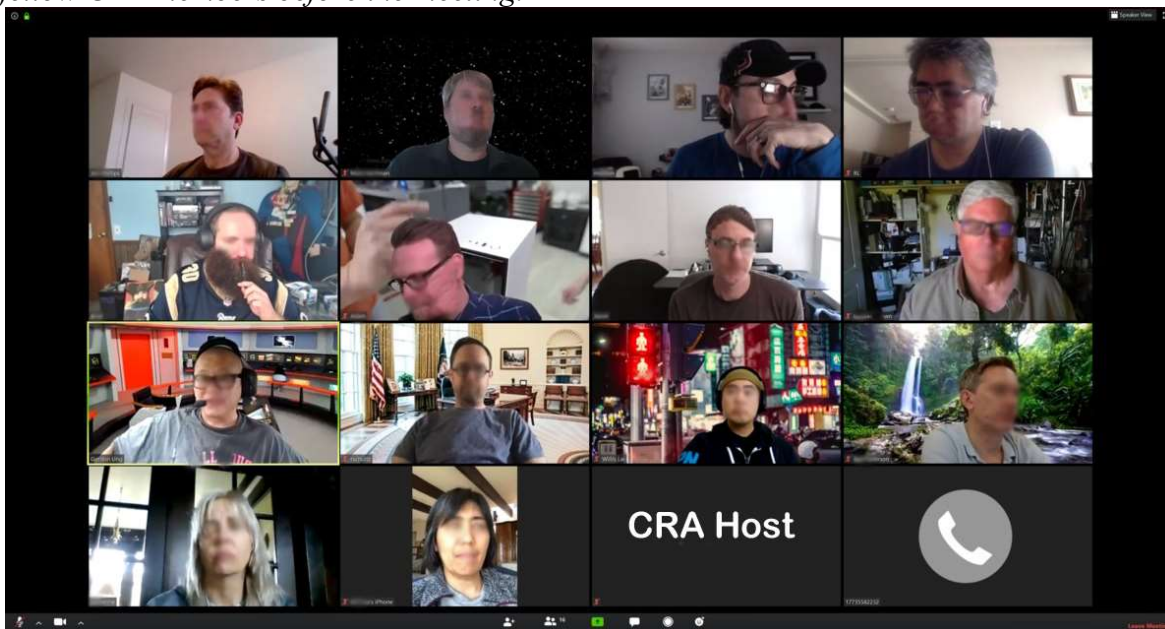
You can use the **meeting URL link** above or the reminder link - both will be identical

An alternate but longer way to join is from the zoom website by entering your **meeting ID number and meeting password** from the invitation.

Usually you get a prompt saying Zoom is trying to open a meeting, which you *ALLOW*

This opens up your Zoom window which you can fit to full screen, *the picture below is an example at startup.*

Test your video and audio system following the prompts, before you join the zoom meeting. Learn the location of the microphone icon which mutes/Unmutes your audio - in the bottom left corner for a desktop. Video-chat with your fellow CRA members before the meeting.



Attendee video etiquette

- During the meeting, keep yourself muted to minimize background noise (host may mute all if needed)
- Raise your hand feature in Participants window to ask questions, or wave your hand in front of your face
- Use the chat feature - Directly to the host to ask your questions of the speaker, or to other users.
- No unauthorized recording for Chevron chapter meetings.

USER CONTROLS DURING THE ZOOM MEETING commonly used icons in bold



Lower screen icons”

- **Mute/Unmute** – You will be frequently asked to mute your microphone during a presentation to reduce background noise.
- **Video Start/Stop** – Not used often. You may wish to stop your video for reasons of privacy or to improve your screen picture quality for the zoom session.
- The **Participants** button shows the number of signed in participants.
- **Chat Button** – You may be asked to submit questions by using the CHAT function. This button will send you to the chat function. Choose host to send chat questions. does not interrupt the ZOOM session.
- **Share Screen** and **Record** buttons will only be active if the session Host grants you permission.
- **Reactions** button cause you to send a Thumbs Up or a Hand Clap to the Host.

Upper right hand of screen, two icons (left to right): Use Gallery view and participants list to start, turn off. Toggle from Gallery view to Speaker view.

- Gallery view will show many participants, with arrows to scroll through thumbnail videos of all participant faces. A participant who is speaking has their video highlighted in a yellow frame.
- Speaker View will show a full screen view of the current speaker. The text shown at the button is the style you will activate by clicking the button.
- The button on the upper far right activates/exits Full Screen mode for you for this session.

Center of screen when host activates it:

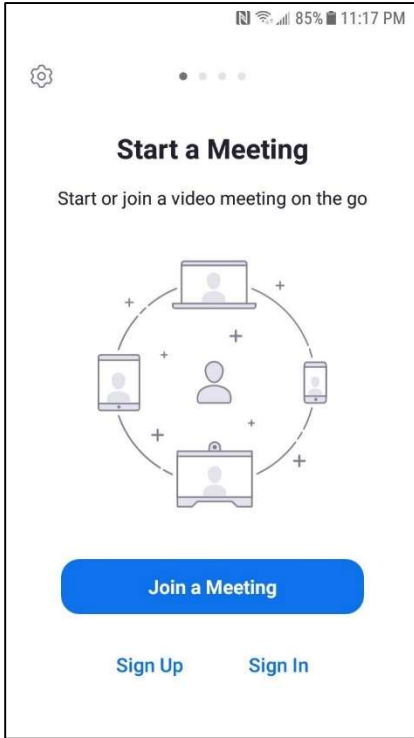
Slide show or Powerpoint presentation, or view of host’s monitor. Participant pictures move to the right or top.

Leave meeting:

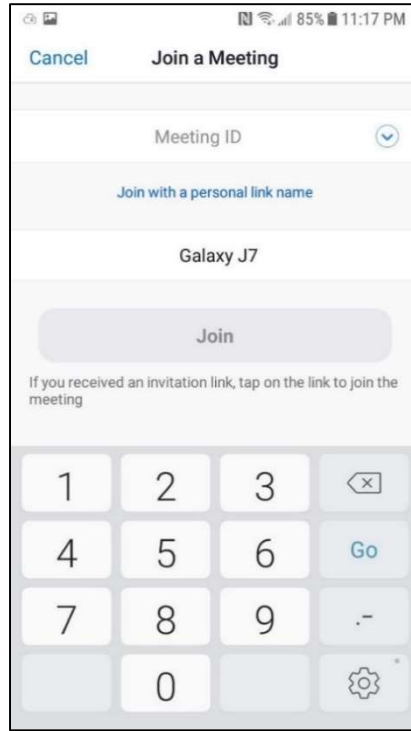
Bottom right icon – Leave or End meeting

Zoom Guide for Mobile and WiFi based Tablet Use

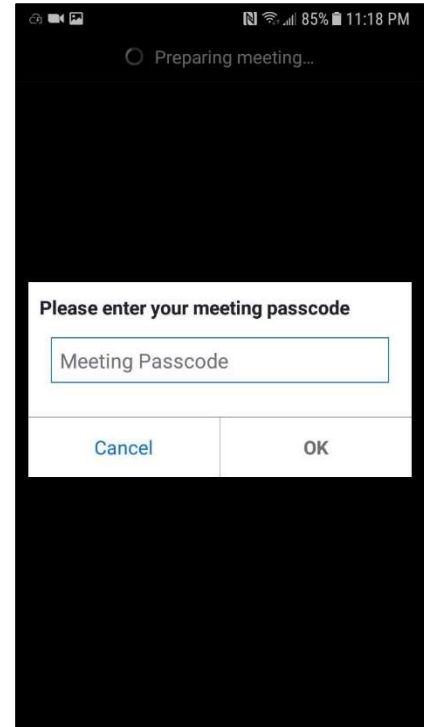
Phones and tablets having front facing cameras are ready to use but you must have the free app Store or Google Play Search for ZOOM and select “Zoom Cloud Meetings”. It will download and you are ready to begin. For iPhone or iPad Apps go to the Apple Store. Use option “Zoom App for iPhone.” Or Zoom App for iPad” for iPads. Both will show you Zoom cloud meetings for a free download after you provide an email and create a zoom.us password. Now use your meeting invite link to join. ZOOM starts and you should see something like this sequence of screens:



Screen 1



Screen 2



Screen 3

Screen 1

Click Join a Meeting

Screen 2

Enter the Meeting ID that was in the meeting invitation you received.

Screen 3

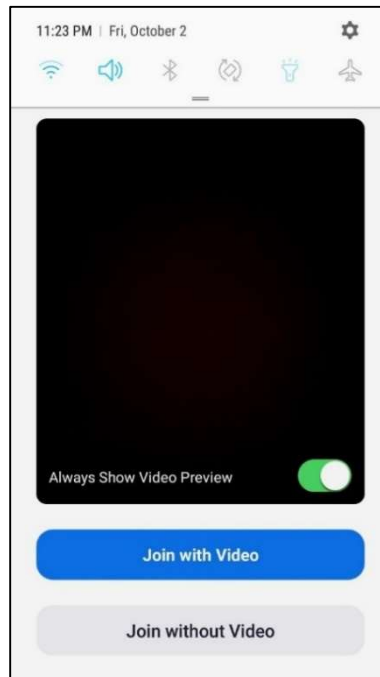
Enter the Meeting Passcode from the invitation you received.

Screen 4

Click on join either with Video or without Video. (Your Choice)

Screen 5

Click Call Over Internet if you have an internet connection.



Screen 4



Screen 5

Video Training:

On Zoom.us see the green menu bar reads [resources to help you through this challenging time. Click here](#) Good YouTube.com tutorial for attendees and hosts <https://www.youtube.com/watch?v=FnFSBjFvK2o> Good YouTube.com tutorial for iPhone, iPad <https://www.youtube.com/watch?v=KIdodM2dvxA>