

**How to Zoom:  
A Guide for New Users**

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Harlan Community Library

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# How to Zoom: A Guide for New Users

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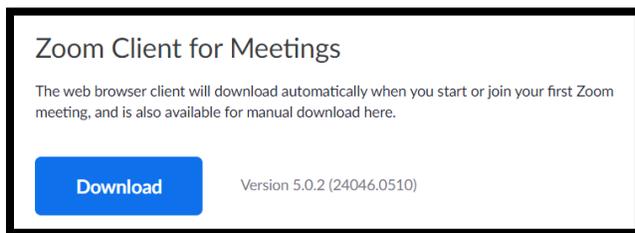
*Note: The meeting details used in the images for this document are no longer valid. When trying to join a meeting be sure to use the meeting details that you were given by the host of your meeting.*

# Downloading the Zoom Client for Meetings on a PC

If you have never joined a Zoom meeting before using a computer, you will need to download the Meeting Client from the Zoom website. The following steps will take you manually through the download process. Alternatively, the process will start automatically when you go to join your first meeting. *Note: Once you have downloaded the Zoom client, you should pin it to your task bar for easy access in the future. You can pin it to the task bar by right clicking the Zoom icon and selecting the option.*

Step 1: Go to the Zoom downloads page <https://zoom.us/download>

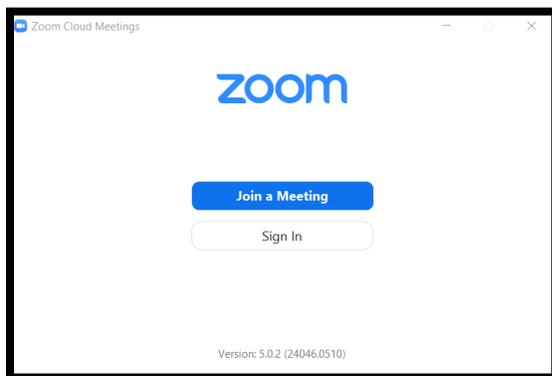
Step 2: The Zoom Client will be the first download option. Click ‘Download.’



Step 3: Your browser should inform you of the downloaded file titled Zoominstaller.exe. If not, navigate to the downloads option on your browser. Click the file to activate it. It should then launch the screen below.



Step 4: The client should appear. You are ready to join your next meeting!

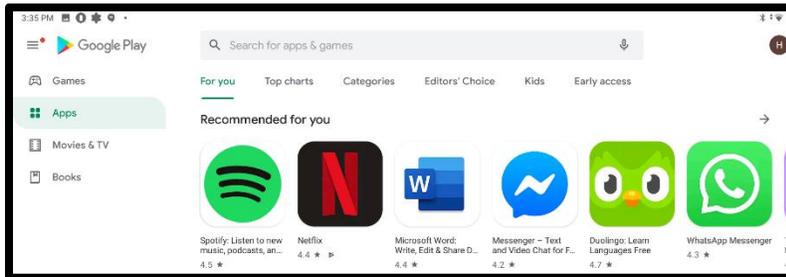


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## Downloading Zoom from an App Store

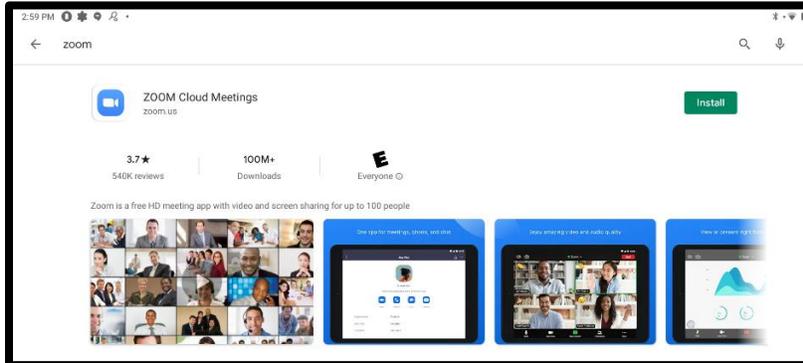
Before joining a Zoom meeting on a tablet or mobile device you will have to download the Zoom app from your device's app store. Zoom says that the app is available on the Apple App Store, and Google Play. It can also be found on the Amazon AppStore and used on Kindle Fires. If you have a device that runs apps from a different app store, you will have to check to see if the Zoom app is available for your device. The following steps will take you through the download process on an Android device that uses Google Play.

**Step 1:** Go to the app store on your device. In this case it is the Google Play store.

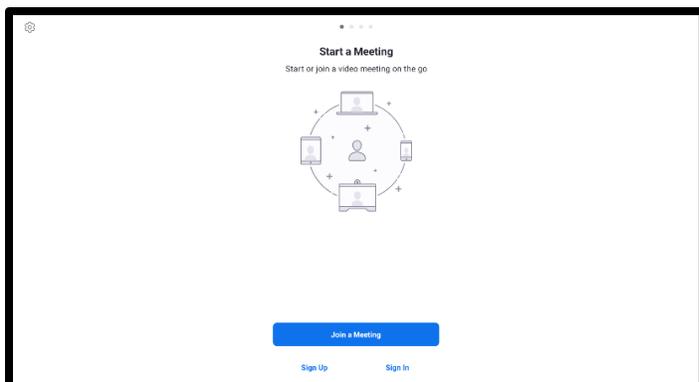


**Step 2:** In the search bar type in 'Zoom.'

**Step 3:** Install the 'ZOOM Cloud Meetings' app.



**Step 4:** Open the app. You are ready to join your first meeting. You do not need to 'Sign up' or 'Sign in' unless you would like to host a meeting, or link zoom to your email account.



## Joining Zoom Meetings: Digitally Online

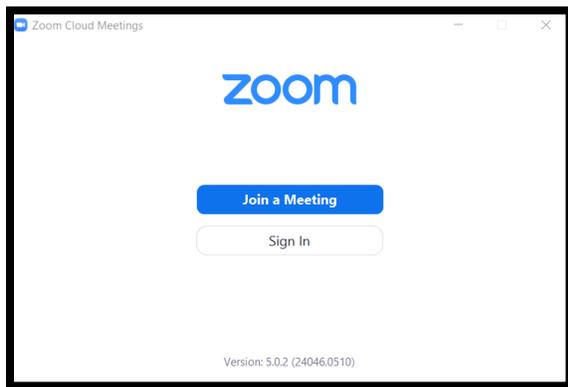
There are several ways to join a Zoom meeting digitally. **This part of the document will help you navigate four of them.**

**Options 1, 2 and 3 will talk about the different ways of joining a meeting using your computer. Option 4 will focus on joining a meeting using the Zoom app on a tablet or android device.**

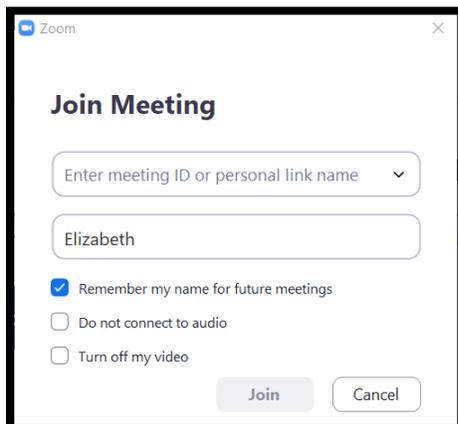
Be sure to have your Meeting ID and Password ready. These can be found in your email invitation to the Zoom meeting, or the Host might have given you them directly. Even if you have a direct link to the meeting, it is important to know the Meeting ID and Password just in case the link fails to work, or you cannot access the link at the time of the meeting.

### Option 1: Joining from the Zoom Meeting Client

Step 1: Open your meeting client on your computer and click ‘Join a Meeting.’

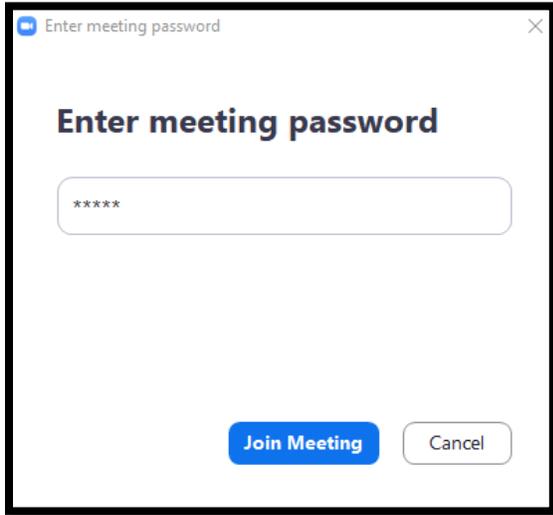


Step 2: Enter your Meeting ID into the correct field. You are also able to add your name so other members can know who you are. Click “Join.”

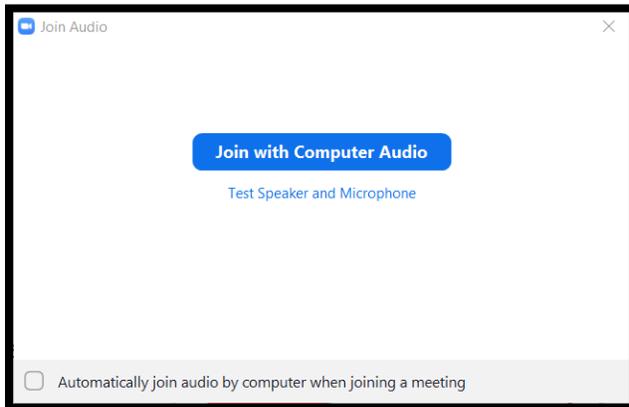


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Step 3: Enter the meeting password and click 'Join Meeting.'



Step 4: You will be prompted to join with computer audio. Click 'Join...'



Step 5: Be sure that you activate your mic and video for the meeting so that everyone can hear and see you. *Note: Depending on the type of meeting, your Host might have these options disabled. It is always good to check.*

Off:

On:

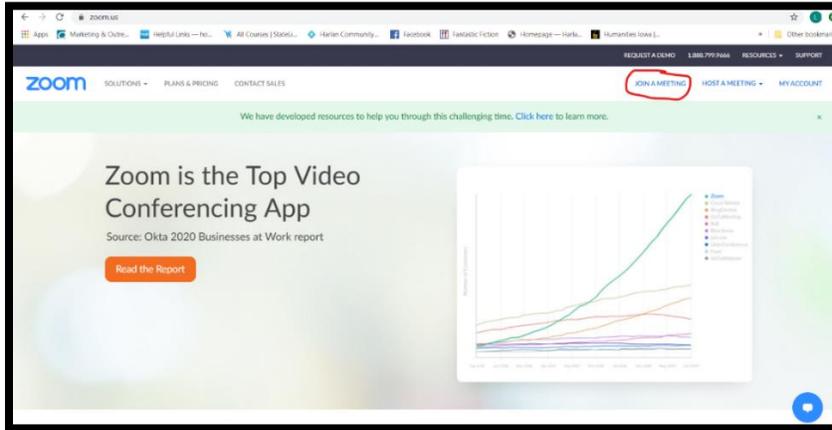


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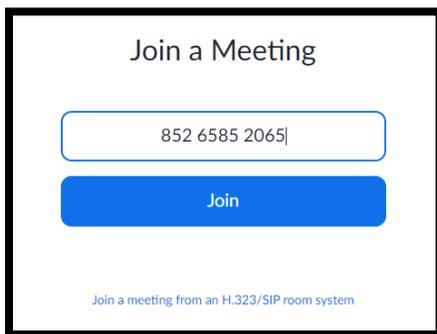
## Option 2: Joining from the Zoom Website

Step 1: Open your preferred web browser (Chrome, Explorer, Firefox, etc) and navigate to the zoom website. <https://zoom.us/>

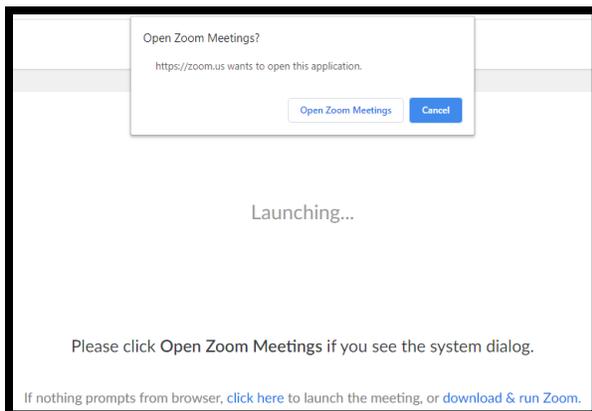
Step 2: Click on the “Join a Meeting” tab on the right side of the page.



Step 3: Enter the Meeting ID and click Join.

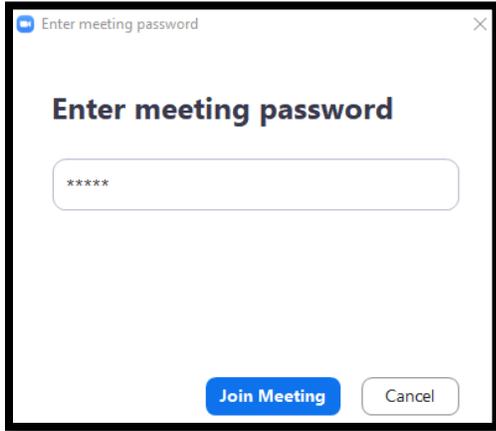


Step 4: Completing Step 3 will bring you to the launching screen. Click “Open Zoom Meetings” to launch the meeting. Follow the onscreen instructions if the prompt fails to appear.

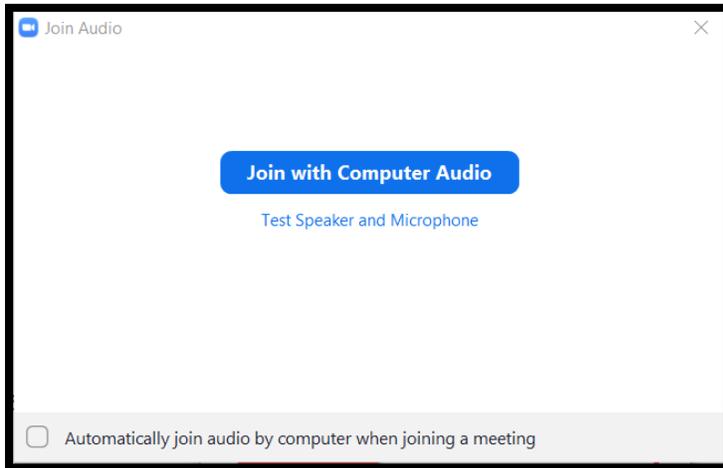


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Step 5: When the meeting launches you should be prompted to enter a password. Enter the meeting password and click ‘Join Meeting.’

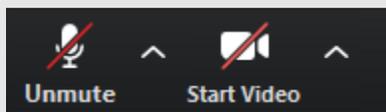


Step 6: Completing Step 5 will get you in to the meeting where you will be prompted to join with computer audio. Click ‘Join...’

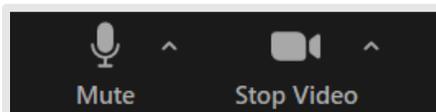


Step 7: Be sure that you activate your mic and video for the meeting so that everyone can hear and see you. *Note: Depending on the type of meeting, your Host might have these options disabled. It is always good to check.*

Off:



On:



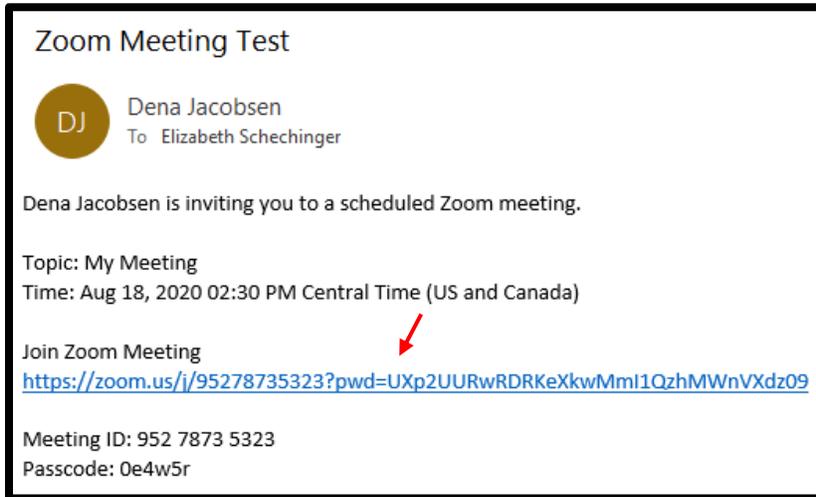
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## Option 3: Joining Zoom Meetings Using Email Invitations

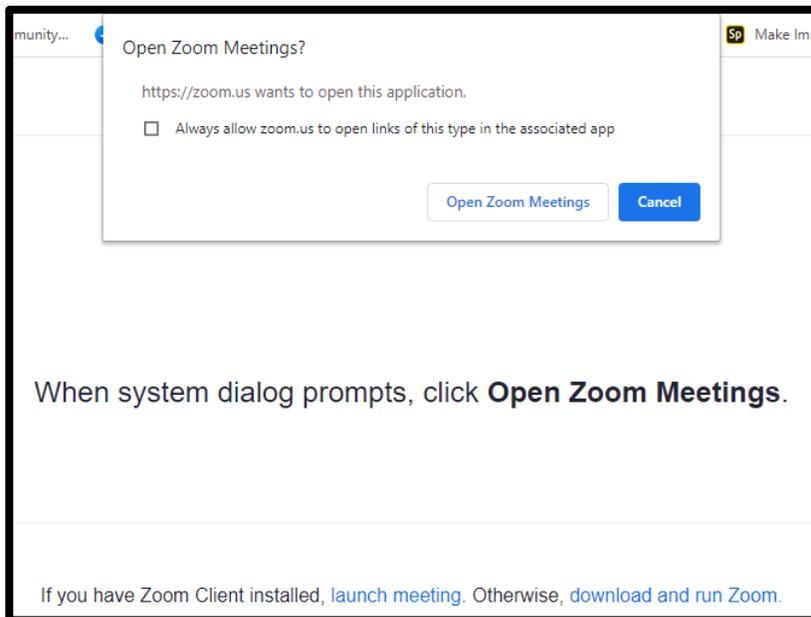
An invitation link is the quickest way to join a Zoom meeting because participants do not have to enter the meeting ID and password. It is important to know how to join meetings using the ID and password because participants will not always be given the direct link which is why this is Way 3 instead of Way 1.

Step 1: Open the email that contains the meeting invitation.

Step 2: Click the link under 'Join Zoom Meeting.' Your default web browser will start launching the meeting.

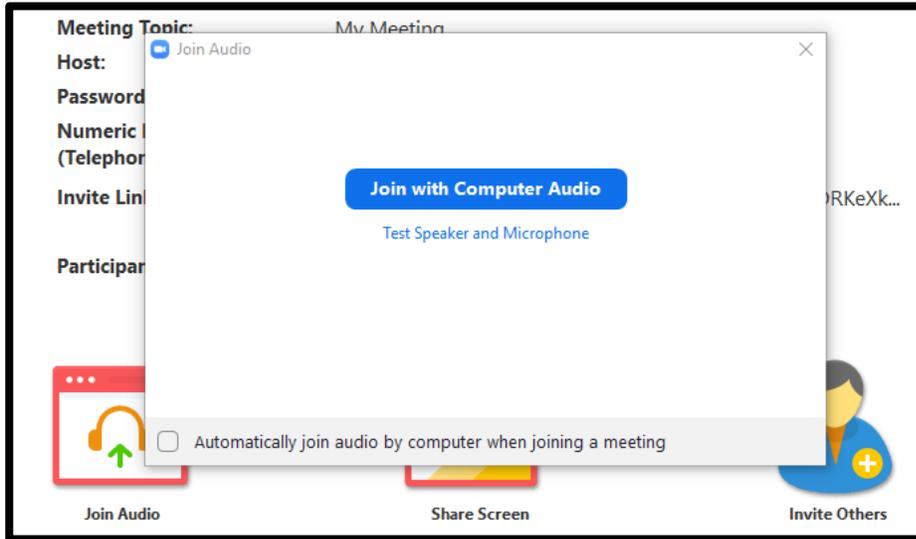


Step 3: Click 'Open Zoom Meetings'



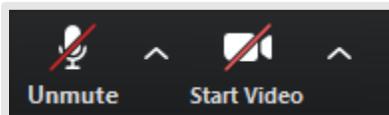
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Step 4: Click 'Join with Computer Audio'

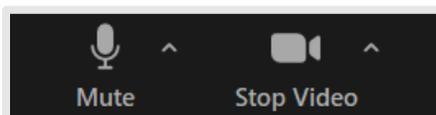


Step 5: Be sure that you activate your mic and video for the meeting so that everyone can hear and see you. *Note: Depending on the type of meeting, your Host might have these options disabled. It is always good to check.*

Off:



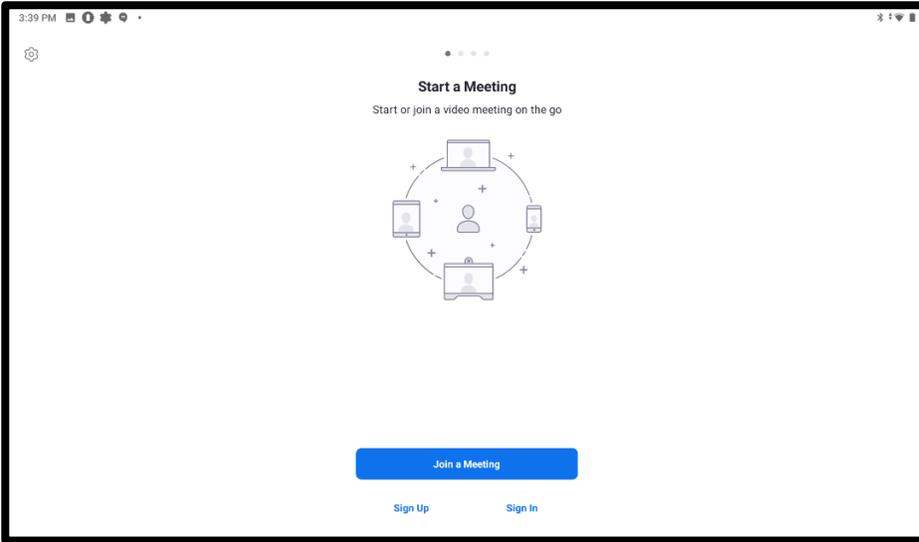
On:



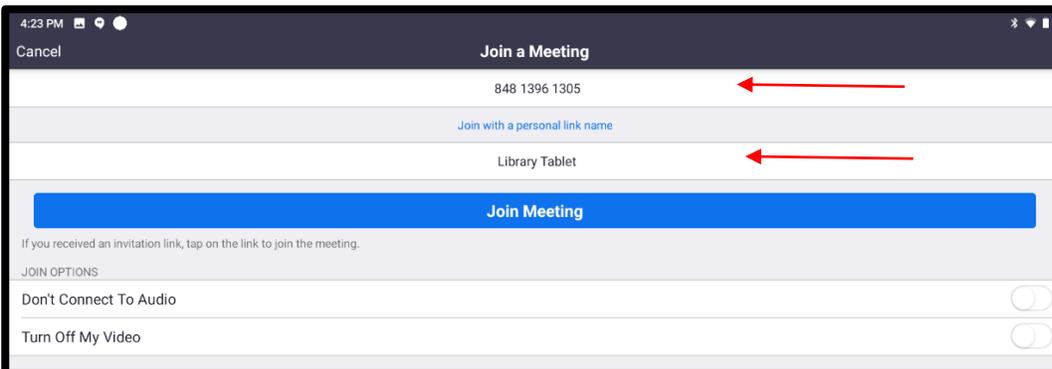
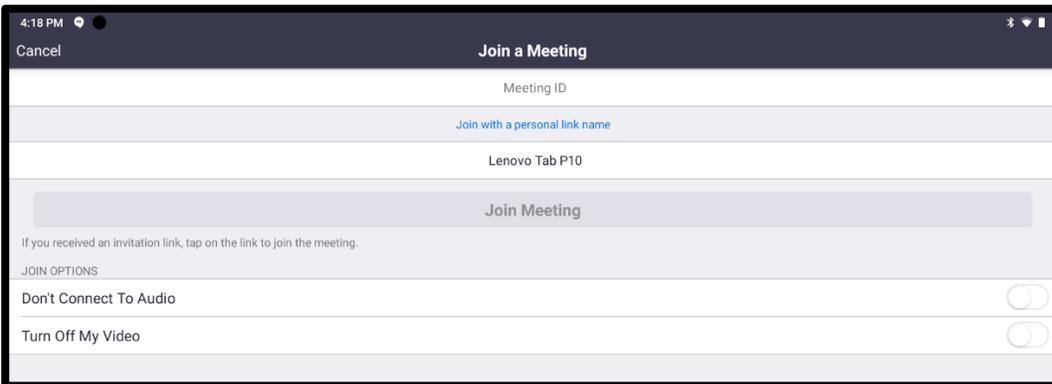
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## Option 4: Joining Zoom Meetings Using Mobile Devices

Step 1: Open the Zoom app on the device and select 'Join a Meeting'

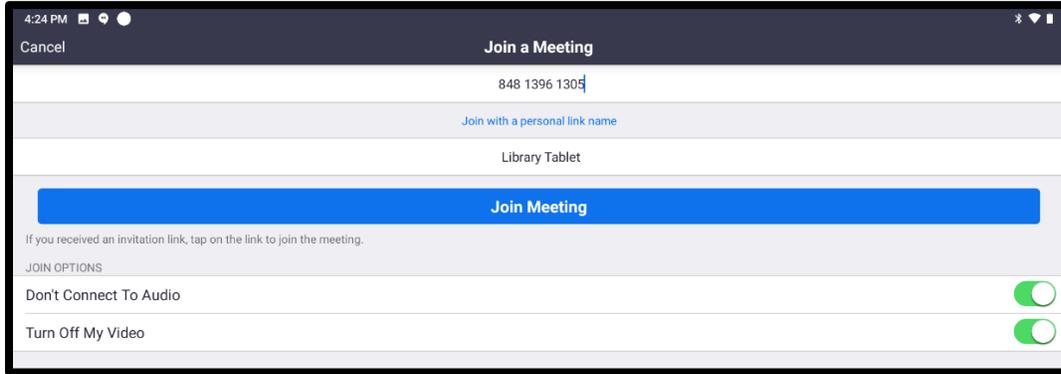


Step 2: Enter the Meeting ID in the designated space. On this page there is also an option to change the name other participants will see when joining the meeting. Below you can see that Meeting ID was entered and the name was changed. (See next page for further information about Step 2)

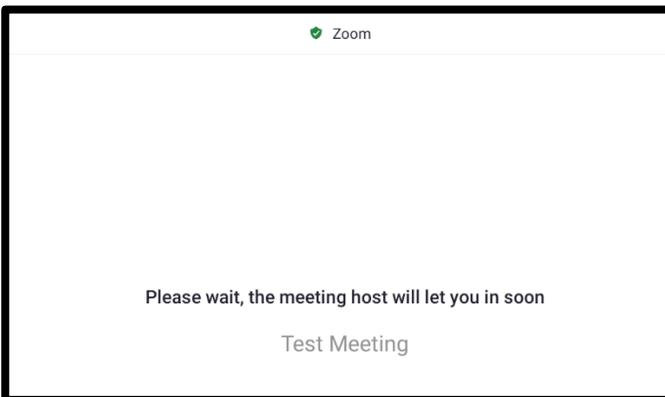
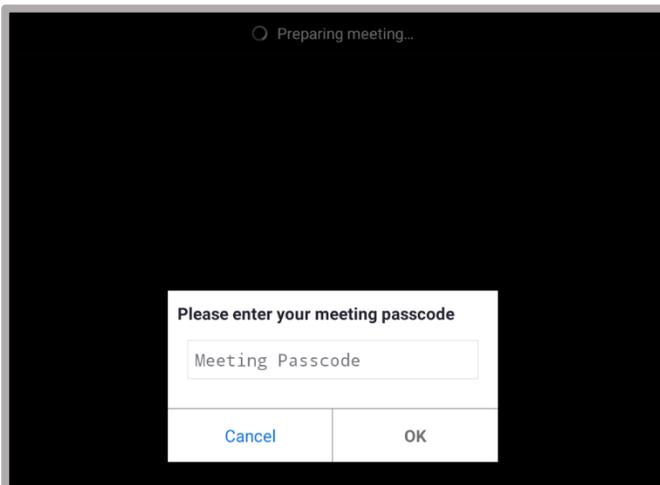


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There are also options to turn off and on Audio and Video when you join the meeting. The default has them off. In the image below they are switched on. These permissions should override the host permissions if you do not want to engage in the meeting right away. When you are ready click ‘Join Meeting.’

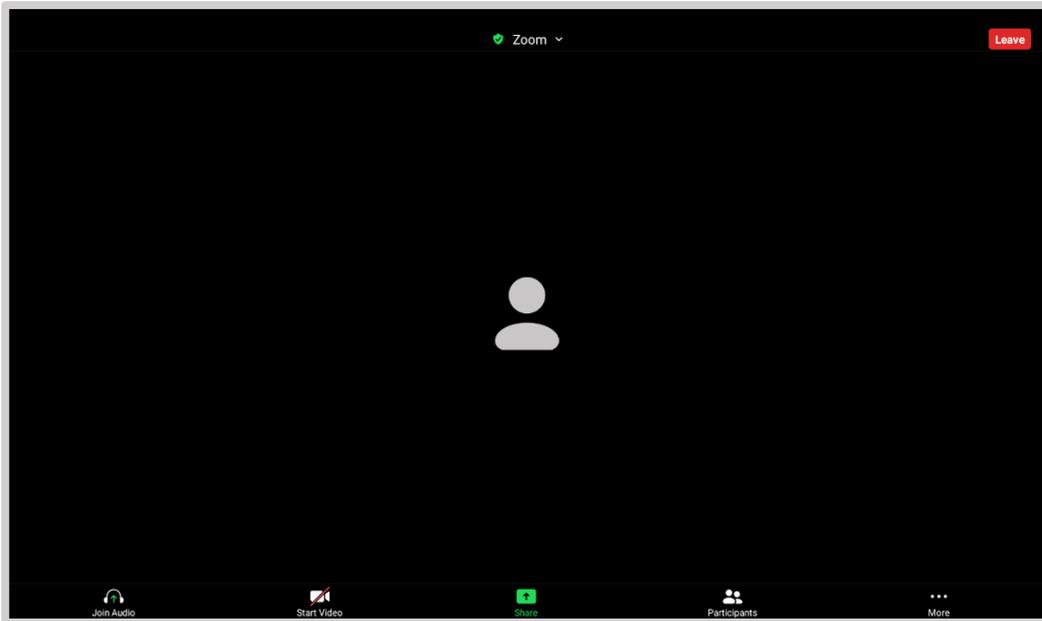


**Step 3:** Enter the meeting passcode and select ok. You may be put in a waiting room if the host has enabled it, but do not worry the host will let you on as soon as they are ready!

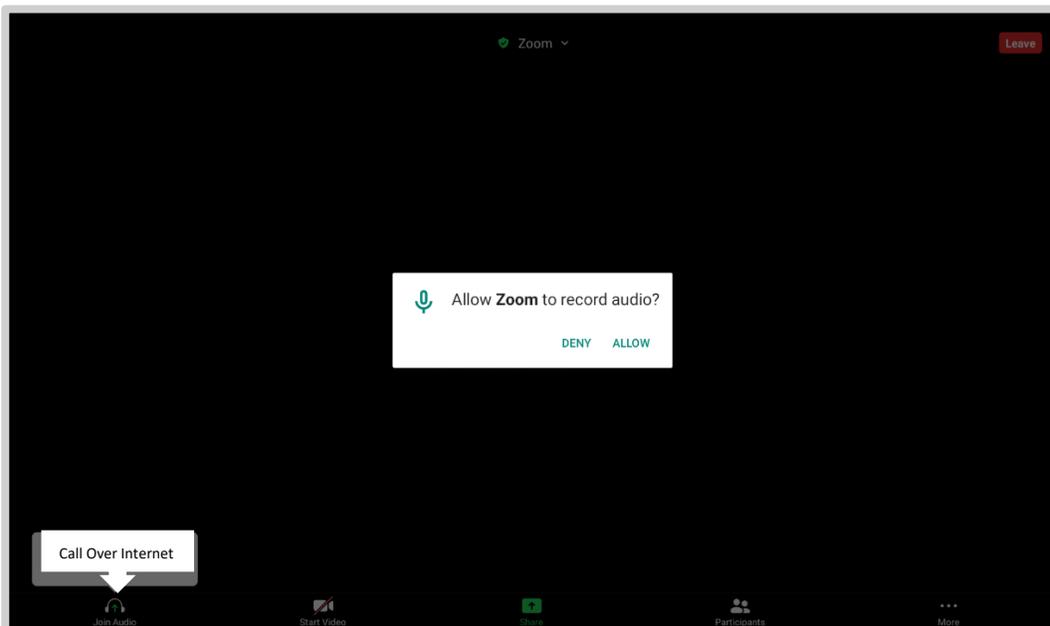


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Step 4: Once you get into the meeting, your screen should look something like the screen below. There are still a couple of things you need to do such as join the audio so that you can hear what is going on in the meeting.

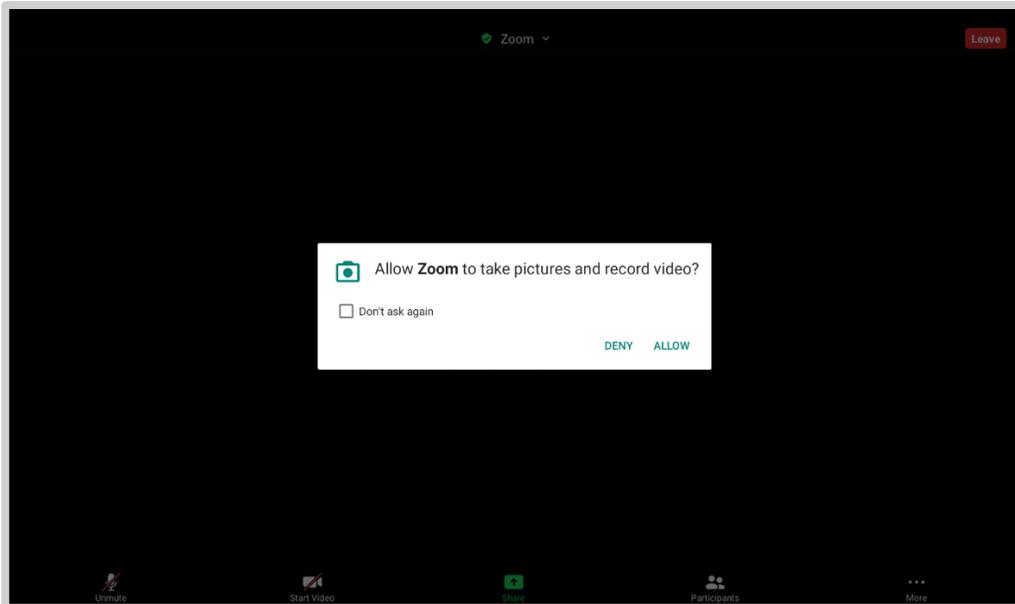


To join the audio, you need to select the join audio button to call in over the internet. You might have to give Zoom permission to record audio if it is the first time you are joining a meeting on your device.

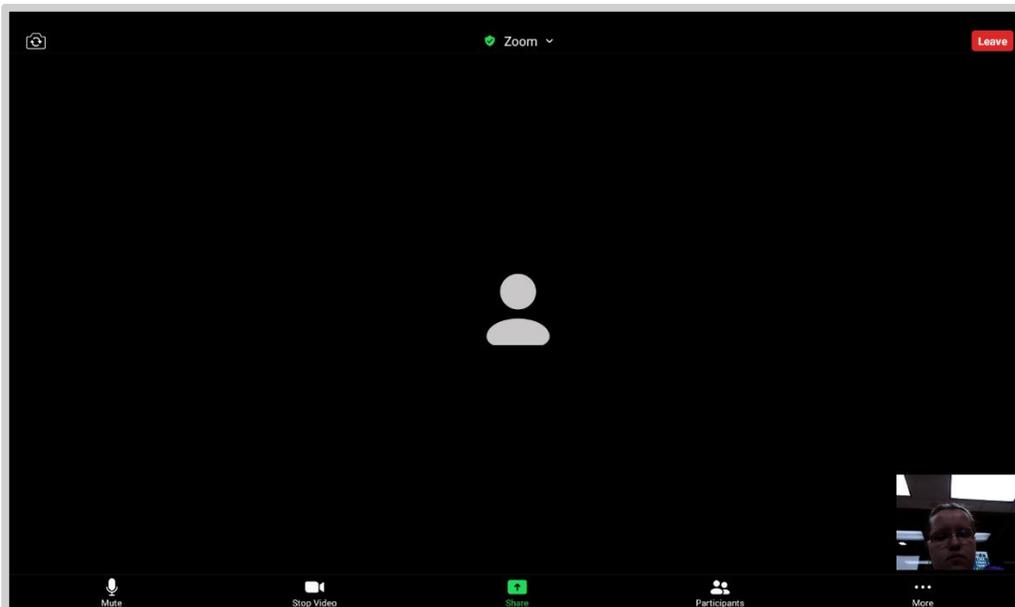


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**Step 5: (Optional)** You will also need to join by video if you want other participants to see you. Just select 'Start Video' to join. Like with the audio, you may need to grant Zoom permission before you can join with your video.



Once you have joined with both audio and video, your screen should look similar to the image below. You have the option to mute and unmute your audio and start or stop your video.



You are all set to join your meeting using your mobile device!

*Note: You can also join a meeting using an invitation link if you have your email with the invite set up on your device. Just follow and additional instructions if prompted.*

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### Joining Zoom Meetings: By Telephone

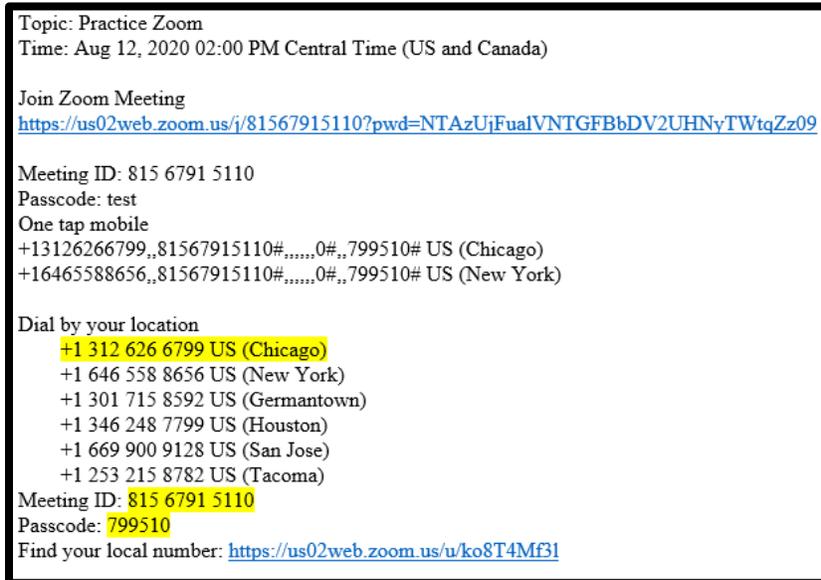
If you do not have access to the internet you may also have the option to join the Zoom meeting by calling in using your cell phone or land line phone. *Not all meetings support this option, so be sure to ask your meeting host if it is available.*

The images below, of Zoom meeting email invitations, show how you can tell if your meeting has a dial in option.

#### Meetings with Dial-in Option

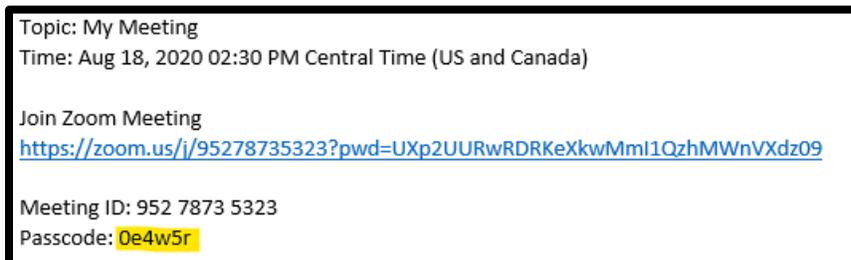
The full invitation will provide a number for you to call to start the dial-in process. Long distances charges may apply, so use the number appropriate for you. The passcode for the meeting will contain only numbers because of the dial-in capabilities.

Notice there are two passcode options for this meeting because the host chose to change the password for joining digitally. The passcode would have originally been the same as the passcode for the dial-in option.



#### Meeting without Dial-in Option

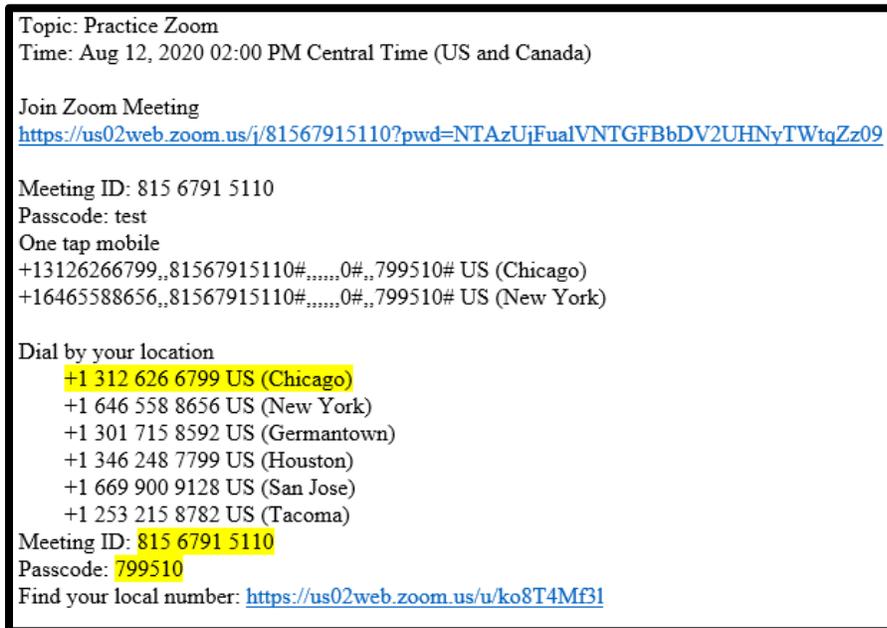
The full invitation is missing the dial by location numbers and the default passcode contains letters and numbers. If you receive an invite like this, you are unable to dial-in by phone.



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### Joining Zoom Meetings by the Dial-In Telephone Option

Be sure to have the details for joining your meeting nearby. You will need the phone number, meeting ID, and passcode. Use the image below to know where to locate the information in your email invitation. *Note: The meeting details in the image are no longer valid. Be sure to use your own details!*



**Step 1:** Dial the Zoom number relevant to your location. If you are in Iowa, you would use the Chicago number (see above). The number is the same no matter what dial-in capable meeting you are joining. It is ok if use one of the other location numbers available. You will still be able to get into the meeting.

**Step 2:** You will be asked for your meeting ID. Enter it and press #.

**Step 3:** You will be asked to enter an identification number. To skip it, press #.

**Step 4:** You will be asked to enter your passcode. Enter your numeric passcode and press #.

You should now be a part of the meeting and will hear the other participants when they talk. You should say your name before you speak so that the others know who is talking.

If you wish mute yourself just **press 6**. You will hear a message saying you are muted. The host will also have the option to mute you and if they do you will hear that message as well.

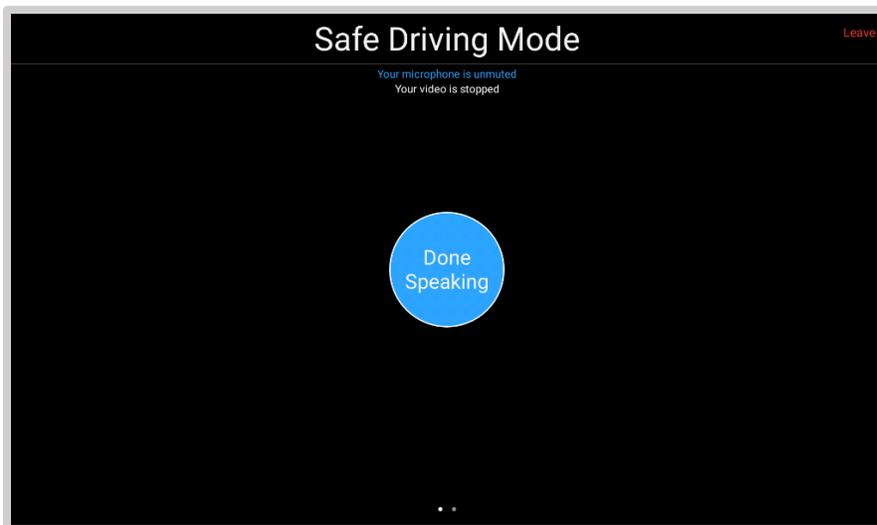
## Additional Features

### Safe Driving Mode

Some Zoom mobile apps have a Safe Driving mode feature so you can listen to what is going on in the meeting while you are driving. When you want to speak you just tap the screen to turn on your microphone. When you are done you can tap to turn it off.

To check to see if your device has this capability, join a Zoom meeting and swipe left or right until the view changes. Swiping left and right switches between the different ways you can view the meeting (speaker view, gallery view, etc.).

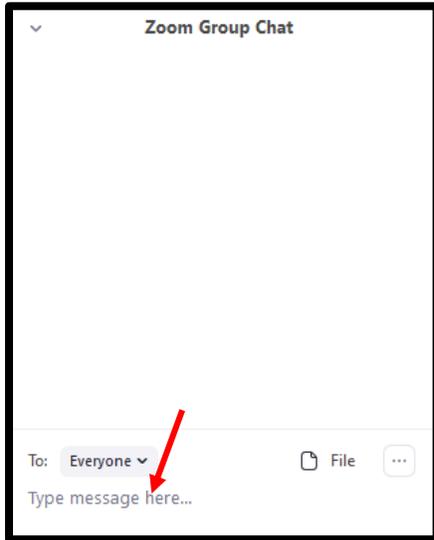
The images below show you what the Safe Driving Mode view might look like on your device.



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## Group Chat

Zoom has a handy group chat that participants can use during the meeting to chat about the topic. They can ask questions and communicate with the speakers. The default for who your message gets sent to varies, so watch for who you are sending your message to. You can send a message to everybody, or to individual participants.



## Audio Options

Having trouble with your microphone when participating in meetings? You might need some headphones. Zoom automatically tries to prevent feedback from the computer mic when a user is in the meeting. If it starts to pick up the feed that is coming from the speakers, it will shut off the mic to prevent an echo effect. Using headphones can help solve this problem.

No headphone mic or have headphones with a broken microphone? No problem. Clicking the arrow by the microphone during the meeting will give you different audio options (see below for headphone/no headphone options) you have available to choose from. Just picks the one that works for you!

