WELLESLEY FREE
L I B R A R Y

Getting Started with Zoom!

Zoom is video conference service that can be used in a browser or downloaded to a computer or mobile device. With a free basic account, users can make 40−minute calls with up to 100 people. Learn how to access and use Zoom so you can be ready for your next work meeting, webinar, or social distancing party!

Note: Before using Zoom, be sure that your device has a camera or microphone. You are able to participate in a call without a camera or mic but you will not get very far if you are hosting.

By the end of today's lesson, you will be able to:
- **Access Zoom from a browser, computer program, or app on a mobile device**
- **Join a meeting**
- **Start and schedule a meeting**
- **Utilize Zoom settings — mute, close video, share screen, change participant view, leave call**

Access Zoom from a browser, computer program, or app on a mobile device

Browser
1. Go to zoom.us
2. If you do not have an account, click on [SIGN UP, IT'S FREE] in the top right. It will ask for your birthdate but it will not store the information.
3. When prompted, type in the email address you would like to use through Zoom then click Sign Up. An email will be immediately sent from Zoom
4. Open the email you have received from Zoom and click Sign In
5. On the new Sign In page, type out your email and create a password

Program (Zoom can be downloaded to your computer for free; some features are only accessible through the program and not through the browser)

1. Launch Zoom
2. Click on Sign In, type out your email address, and password

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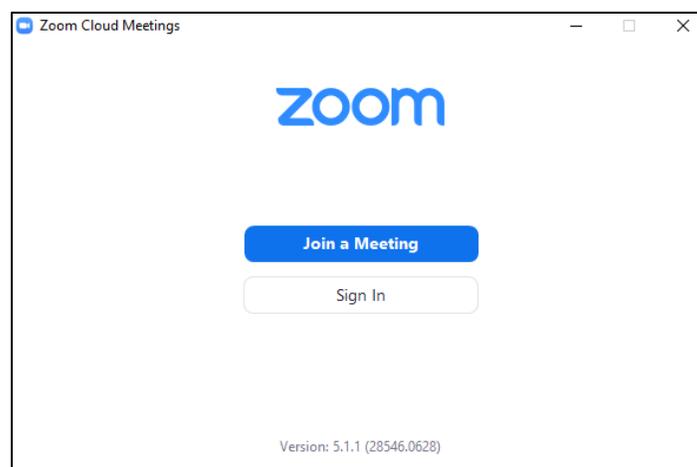
App (Zoom can be downloaded through the App Store or Google Play for free on your mobile device)
1. Launch the app on your mobile device
2. Tap on Sign In
3. Type in your email address and password
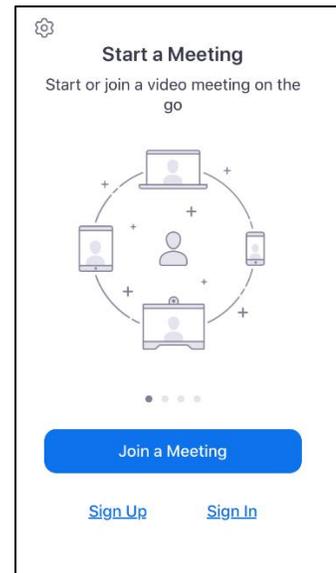
Join a Meeting

Email (Quickest way to enter a meeting)
1. Go to email inbox and click on the email with the invitation
2. Click on the enclosed link. The link should automatically launch the program or app on the device you are using

Join Zoom Meeting

https://us02web.zoom.us/j/82879811752?pwd=dXlzWUg3WUY4MWR2Z0RGK1R6VmxjQT09

Meeting ID: 828 7981 1752
Password: 9ghmu1

Meeting ID (You can sign in manually if you do not have access to your email on the same device you will using Zoom)
1. Launch the program or app
2. Click on Join a Meeting
3. Type in the Meeting ID and password

Start and Schedule a Meeting

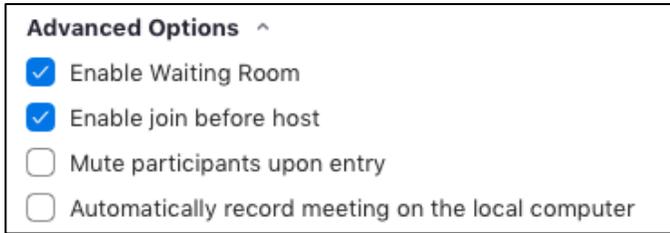### Program –
How to Start a Meeting
1. Launch Zoom on your computer and sign in
2. Under the Home tab, click on the orange icon called *New Meeting*. A window will immediately open up and a call will begin. If no one is invited to the call yet, you will be by yourself at this point.
3. You will be asked to *Join with Computer Audio* or to *Test Speaker and Microphone*. If you're using your built computer speakers and microphone, choose *Join with Computer Audio*. If you are using external devices (e.g. earphones or USB mic), click on *Test Speak and Microphone*. From there, Zoom will test if your devices are working. You can also choose what type of audio you will be using

4. To invite people, click on the *Participants* icon at the bottom and a window will pop up on the right. Click on Invite at the bottom.
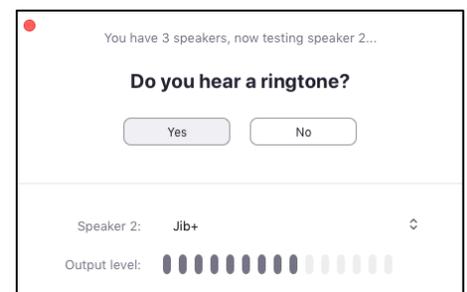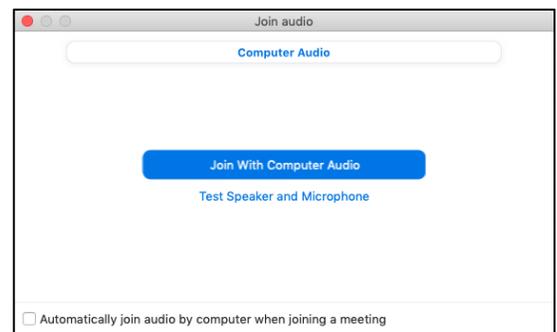
5. From there, you can either invite people with whom you have already chatted on Zoom or you can copy the link invitation and send it in an email to people. Alternatively, you can copy the Zoom link and send it to people through instant messaging.

How to Schedule a Meeting
1. Under the home tab, click on Schedule.
2. At the top, rename your future meeting
3. Change the date and time of this meeting. (Reminder: If you have a basic free account, the meeting will end 40 minutes after it begins. You can log back in and restart the meeting, however.)
4. Under Video, you can choose to automatically have your video on as the host. You can also choose to have the video on or off for your participants which gives them the choice to join in with video.
5. Under Advanced Options, you will see the following:


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Advanced Options  ^
☑ Enable Waiting Room
☑ Enable join before host
☐ Mute participants upon entry
☐ Automatically record meeting on the local computer
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Check the boxes of your choice.
6. Once you are finished, click on Schedule at the bottom. Your email will immediately be opened and you may need to sign in
7. Once a meeting is schedule, when you return to the Home tab you should see your meeting in place. Click on the icon next Start with 3 dots and click on Copy Invitation. You can now paste this invitation in an email or instant message.

App –
How to Start a Meeting
1. Launch the Zoom on your mobile device and sign in
2. Tap on the orange New Meeting icon then tap on Start a Meeting
3. Once the meeting has begun, invite people by tapping on Participants then tapping on Invite at the bottom. You can send the invitation link through email, text message, your contacts, or you can copy the link and send it out manually.

Utilize Zoom Settings
When you move your mouse, these settings appear at the bottom of a Zoom call -

Mute/Umute This allows you control your mic. You can still participate in the call even if your mic is on mute

Start/Stop Video This icon allows you to control your camera. If you stop the video, you can still remain in the call; your image will either become your user picture or initials

See the number of participants in the call and invite people

Participants can send a message to the whole group or do private messages to each to each other. Best for when people are muted

Record a meeting as a video file for future reference

Record your call and create a video for future review or to send out to participants

If you're the host, you can end the call for everyone. If not, you can choose to leave the meeting with this button

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