

Zoom Instructions for Computer Users

To Join a meeting:

- Click on the Zoom meeting link (underlined) in the email you were sent (or paste it into your web browser). Example:

Caitlin Dunnington is inviting you to a scheduled Zoom meeting.

Topic: Zoom for screenshots

Time: Jul 12, 2020 02:00 PM Pacific Time (US and Canada)

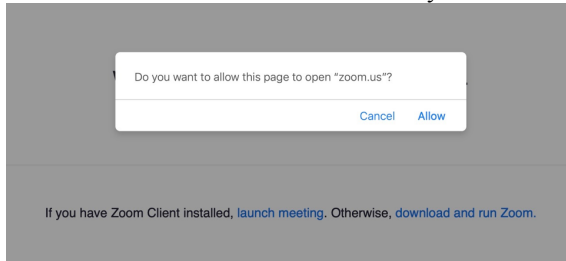
Join Zoom Meeting

<https://us02web.zoom.us/j/83892985149?pwd=MTNzTmtlazlvQjVCWXBiK2V3NXc2QT09>

Meeting ID: 838 9298 5149

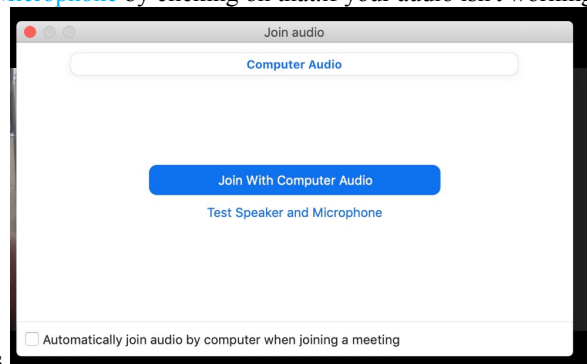
Password: 4gSdd4

- When the screen below appears, click Allow. If you have not used Zoom before, you will need to click on the link further down that says "download and run Zoom" to download



the app.

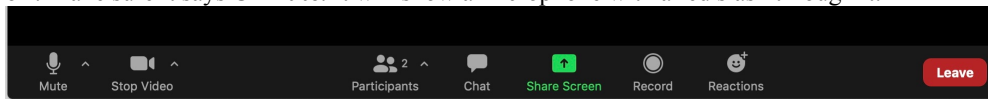
- First time users will be asked to enter your name. It may or may not ask for the password. I usually copy it just in case.
- Wait a bit for a Video Preview to pop up.
- Click on **Join with Video** or **Join without Video** (if you don't want us to see you in your pajamas.)
- Next, click on **Join with Computer Audio**. Please mute yourself by doing Step 1 below. (You can **Test Speaker and Microphone** by clicking on that if your audio isn't working)



Then follow the instructions.

To Mute/Unmute:

- Check to make sure you are muted. Move your mouse over the bottom of the window. A menu will pop up. At the very left is mute/unmute. Clicking on it will toggle it on and off. Make sure it says **Unmute**. It will show a microphone with a red slash through it.



- When you are going to speak click on **Unmute**. The microphone will no longer be red..
- Then click on **Mute** when done. You can also hold down your space bar to talk, then release it to re-mute.
- Please be aware of being muted when not talking as back-ground room noises can be as loud as the speaker-- you'd be surprised how loud paper rustling can be!
- Note that Video works the same way--if your picture isn't appearing, see if **Stop Video** has a red slash across it. Click it off. On the example above, the little microphone and video camera are gray so both are operating --you are unmuted and seen!

To Adjust your View:

- **Video display:** To the right of the mute button is the video button. It also toggles on and off. This displays a video of you (or whatever is in front of your computer's camera) or a black screen if video is off.
- **Screen view:** In the upper most right corner it shows display views.
 - If you are the first to join or joining alone, it says **Enter full Screen**. Click on it to have the video take up your full screen. If someone else has also joined, there are more screen views. Click on them to see the effects.
 - **Speaker View** places the speaker as the main part of your screen with the participants' small views either along the top or side.
 - **Gallery View** has all the participants the same size on your screen. If there are more than 20 (I think that's the number) there will be additional "pages" which you can scroll to see everyone by using the right and left arrows on your screen on the right and left sides.
 - The speaker will have a yellow box or underline around their video.

Your name: Directly above the Mute/Unmute button is your name (or someone else's if you borrowed the computer.) This can be changed by right clicking the name, clicking on the bottom choice **Rename**, then typing in your name. This can be done again to change it back.

Leave the meeting: When you want to leave, or the meeting is over, click on **Leave** in the lower right-hand corner. Then click on **Leave Meeting** again. Close your browser.