

# How to Join a LARC Meeting Using Zoom on your Computer!

March 24, 2020



A LARC organizer, Jack Higgins in this example, will send you an email (and/or calendar invitation) to attend the meeting using Zoom Conferencing.

### Email invitation

Jack Higgins

Hi! We will have a Zoom meeting this Friday afternoon at 2:00 pm to discuss the plan. To join the meeting, click this URL for our Zoom Meeting: <https://zoom.us/j/9130697554>

Jack

Jack Higgins, MD  
Director, International Service



### Calendar invitation

You have been invited to the following event.

#### Mike Kerr, Steve Pomeroy and Jack Higgins

When Fri Mar 20, 2020 5pm – 6pm Eastern Time - New York

Where Zoom videoconference - <https://zoom.us/j/9130697554>. ([map](#))

Calendar [moragamike@gmail.com](mailto:moragamike@gmail.com)

- Who
- [jhigginsmd1@gmail.com](mailto:jhigginsmd1@gmail.com) - organizer
  - [moragamike@gmail.com](mailto:moragamike@gmail.com)
  - Steve Pomeroy

URL for our Zoom Meeting: <https://zoom.us/j/9130697554>.

Or phone connection: (408) 638-0986 - Meeting ID: 913 069 7554.

The **best** way to join the meeting is over your computer, tablet, or smart phone.

Click the **meeting URL** link.

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Calendar [moragamike@gmail.com](mailto:moragamike@gmail.com)

Who

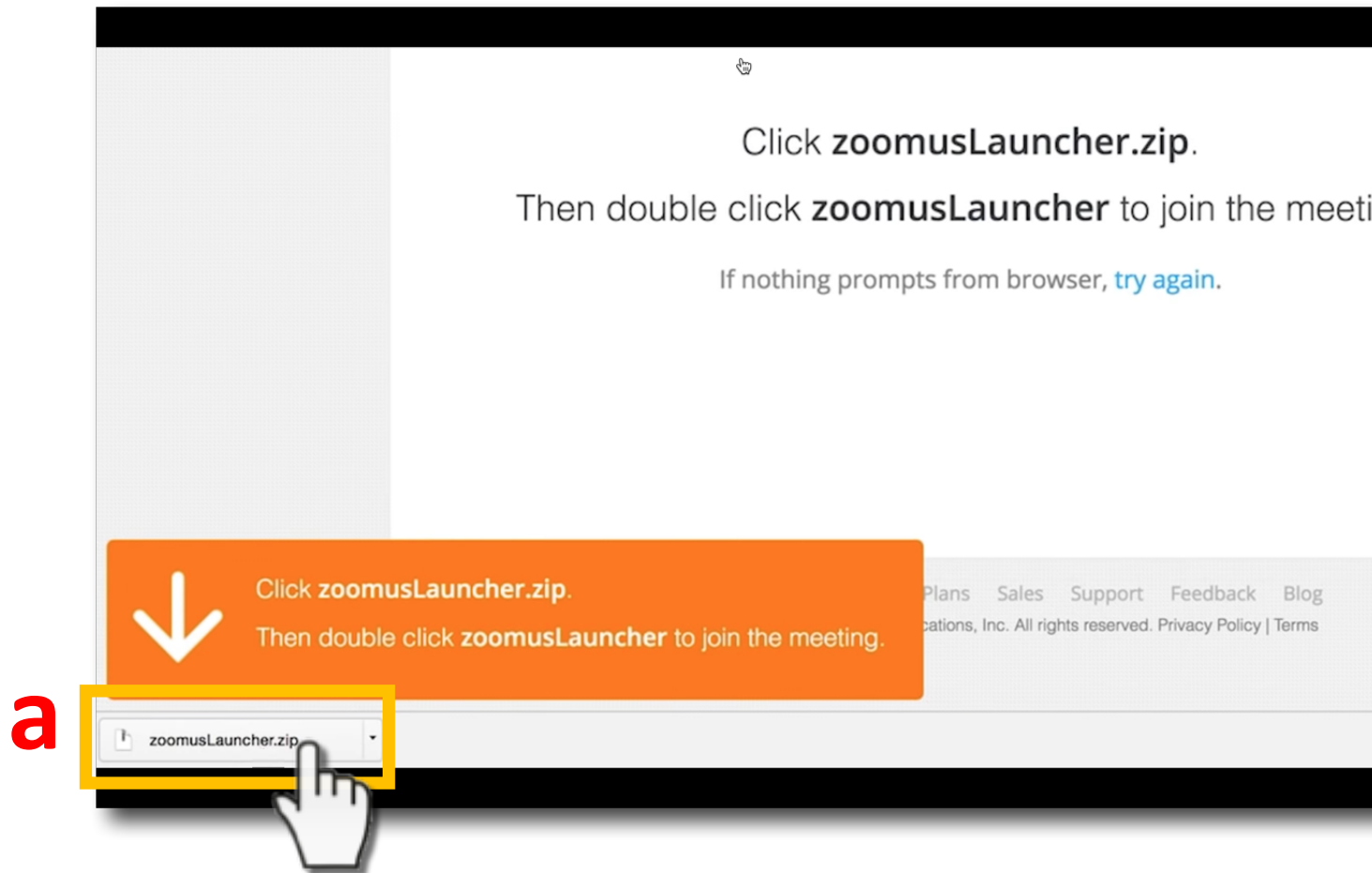
- [jhigginsmd1@gmail.com](mailto:jhigginsmd1@gmail.com) - organizer
- [moragamike@gmail.com](mailto:moragamike@gmail.com)
- Steve Pomeroy

URL for our Zoom Meeting: <https://zoom.us/j/9130697554>.

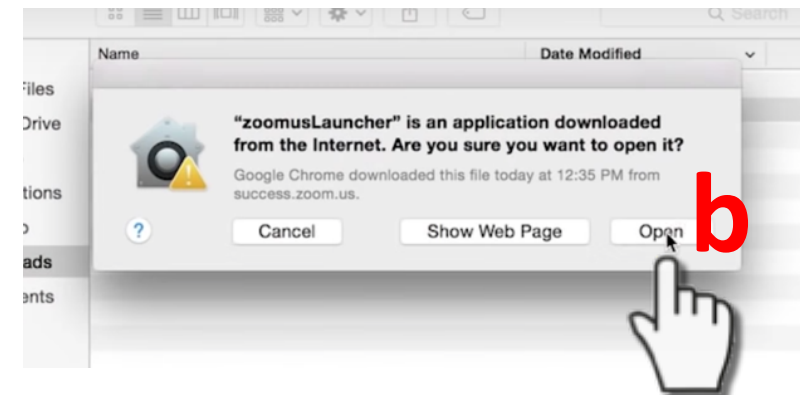
Or phone connection: (408) 638-0986 - Meeting ID: 9130697554.

If this is your **first** Zoom meeting on this computer, Zoom will show you how to **download** their video client onto your computer, a one-time step.

a) Click the file in lower left.



Then b) click to **open** the file, if presented this option, and complete the installation.

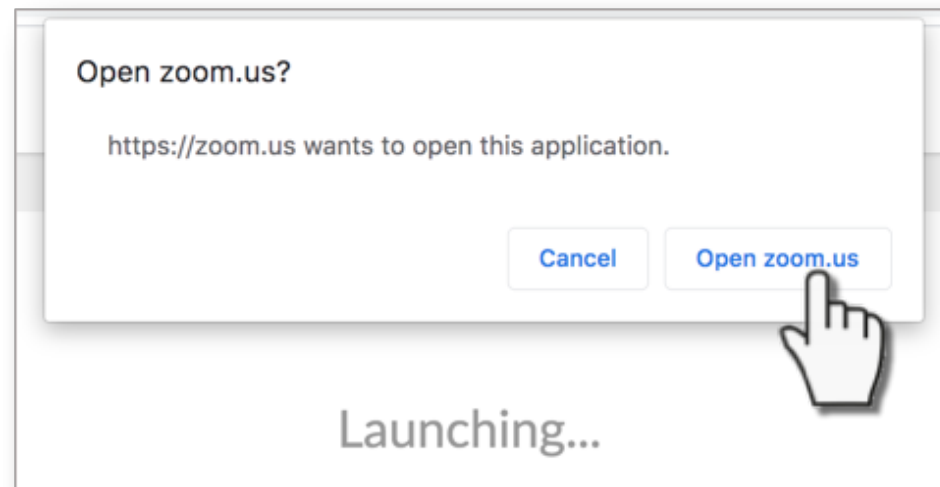


That's it! Success!

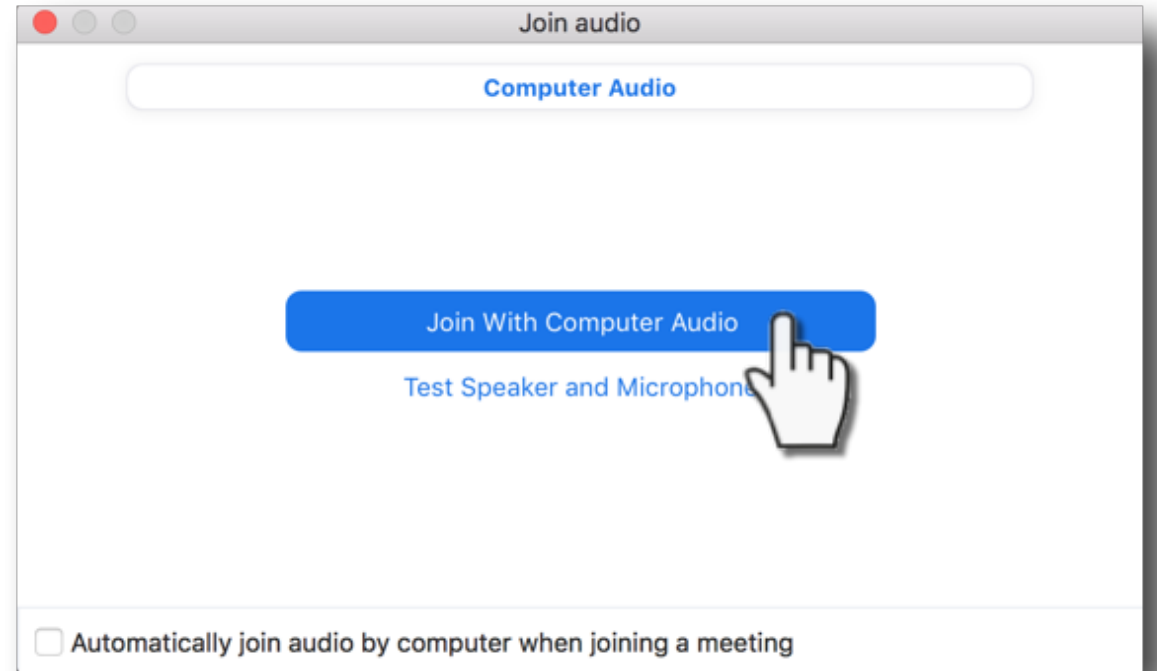
The Zoom “*blue and white video*” icon will be shown in your system tray on bottom of your computer. This is where the meeting can be found, in case you “wander off” to another window during the meeting.



Note: the next time you join a Zoom meeting, you will probably see this “Open” box, indicating the Zoom app was found on your computer. Simply click the “Open zoom.us” button to enter the meeting.

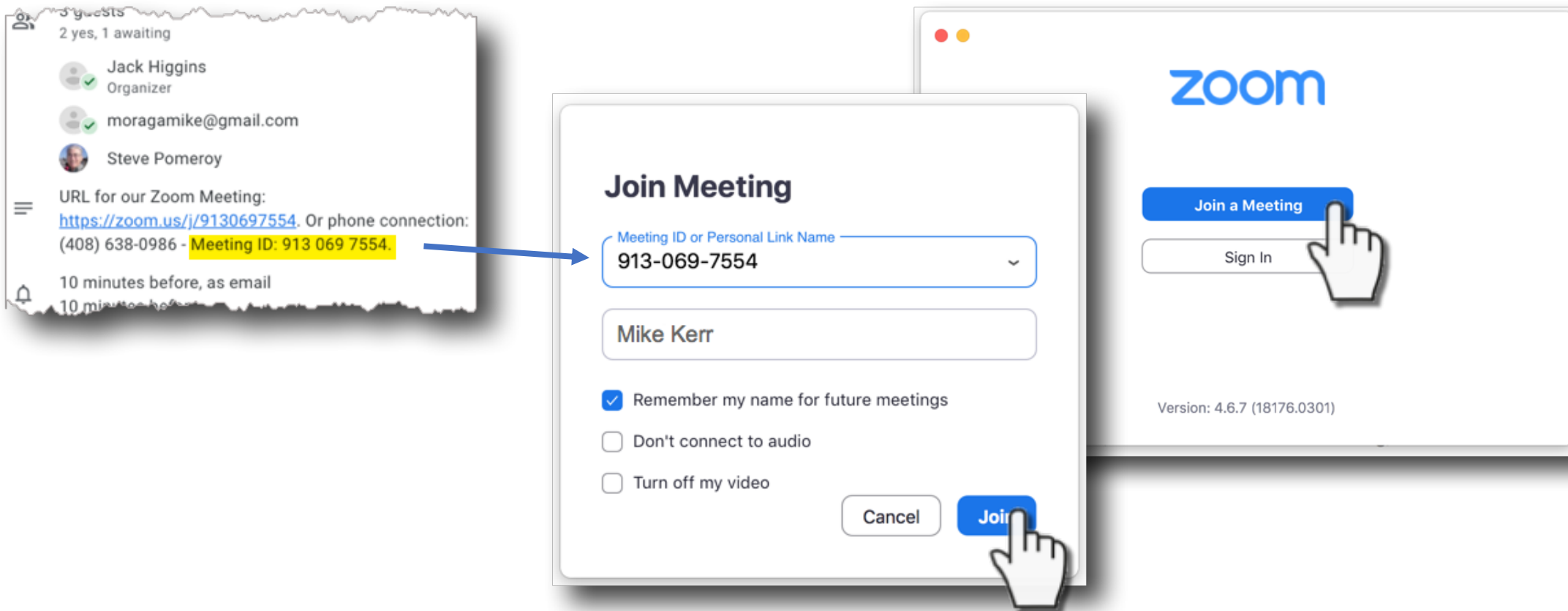


If you are shown a window to choose audio conference options, click **Join with Computer Audio**. Listening and speaking from your computer's speaker and mic offers the best quality.



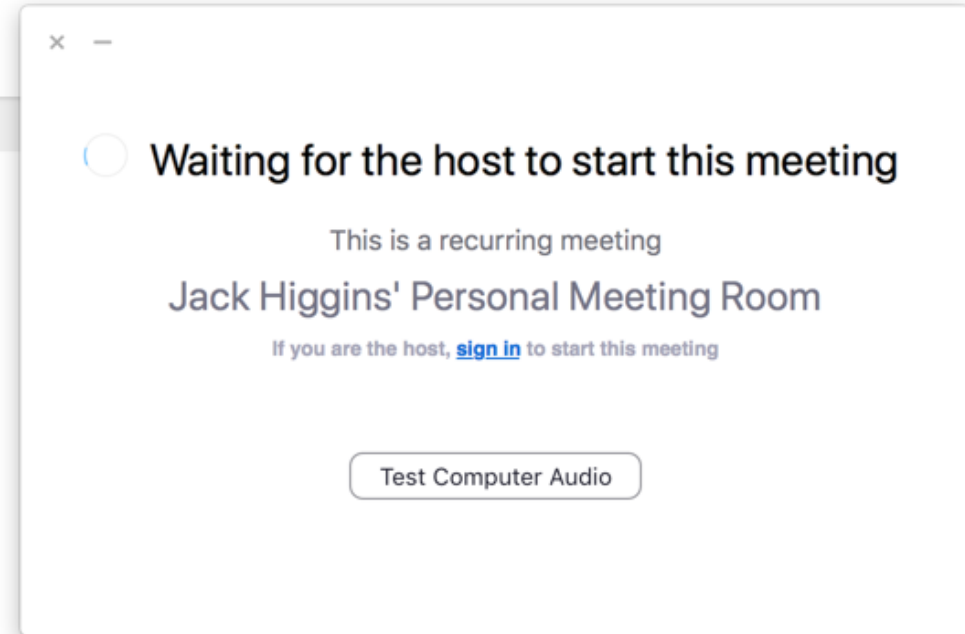
If you are shown a “Join a Meeting / Sign In” window, click **Join a Meeting** (you don’t need a Zoom account to attend meetings, so, signing in is not necessary).

Enter the meeting ID (found in your email invite), type your name, and press Join.



If you see a “waiting for host to start this meeting” window, you are all set ... the meeting will start when the host arrives.

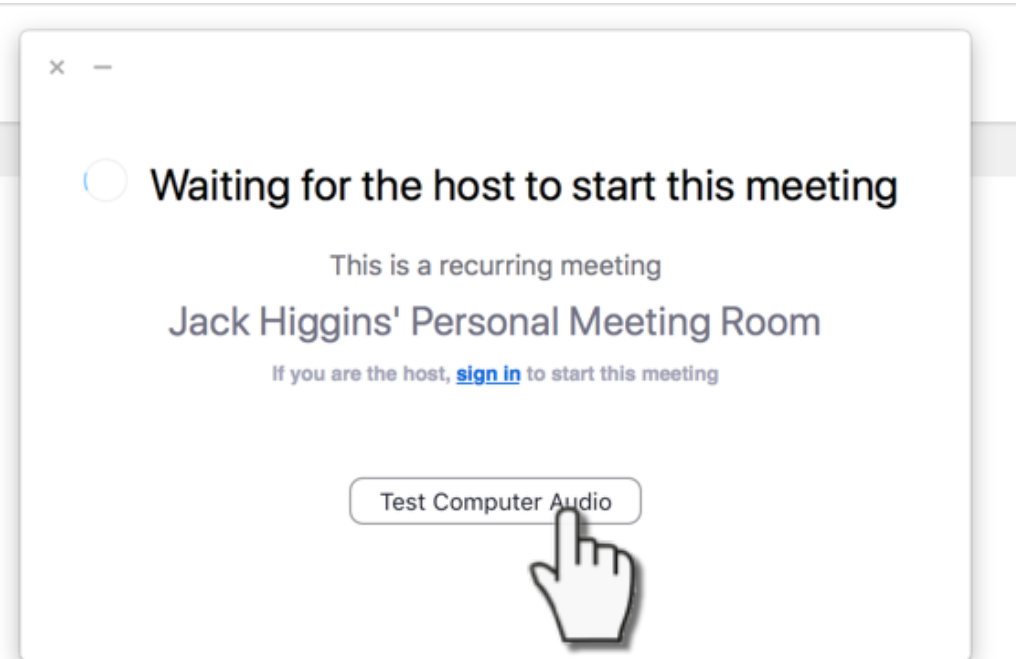
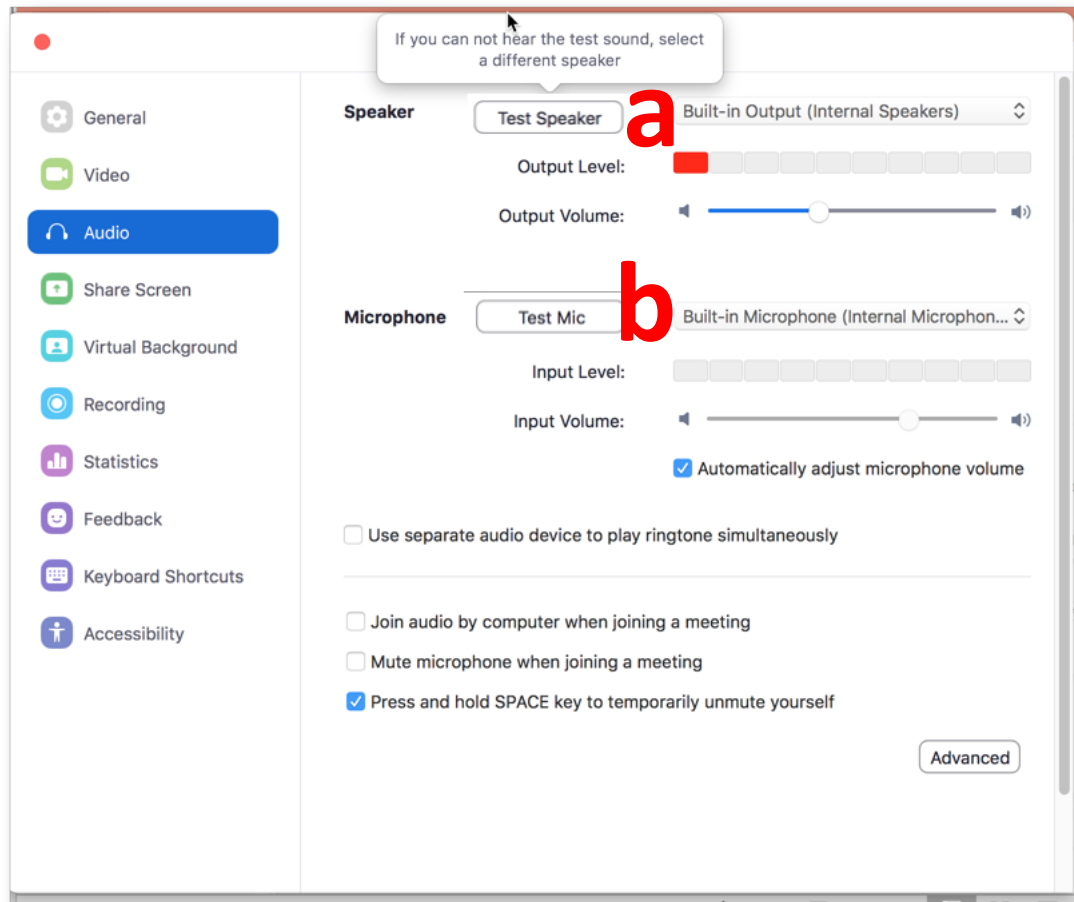
You can test your computer audio (and video), while waiting



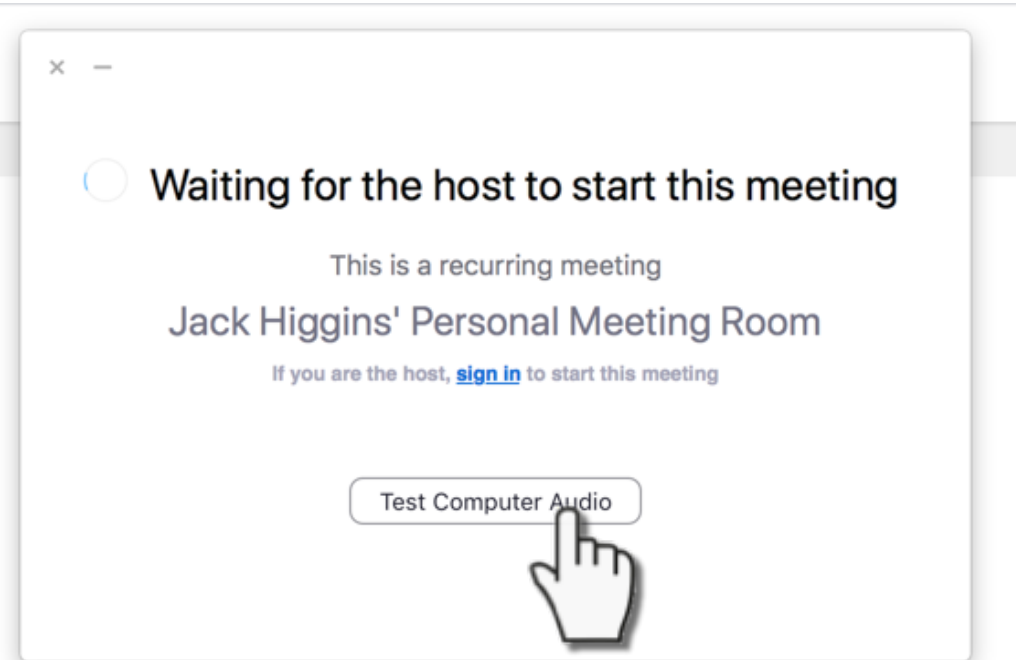
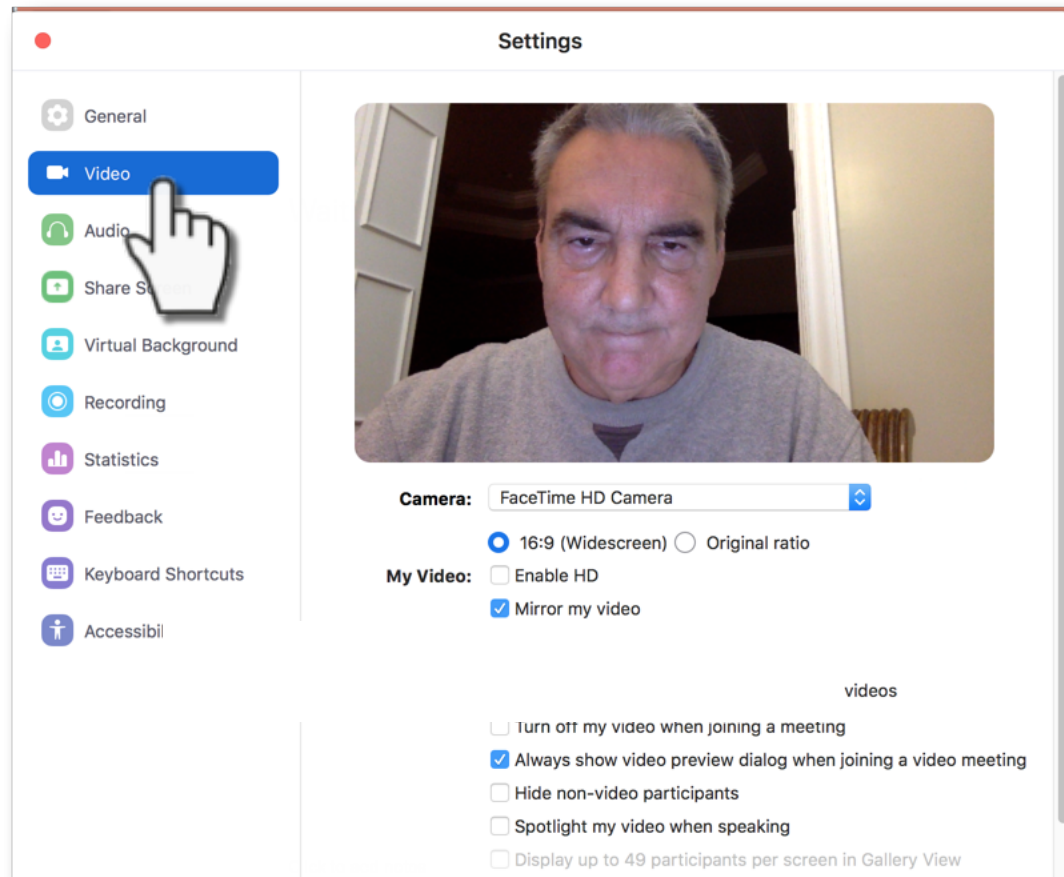


a) Test to make sure your **speaker** plays a pre-recorded sound.

... and b) test your **microphone**, by speaking into it and hearing your voice play back.



... you can also test your **video** camera, to make sure you look good for the meeting!



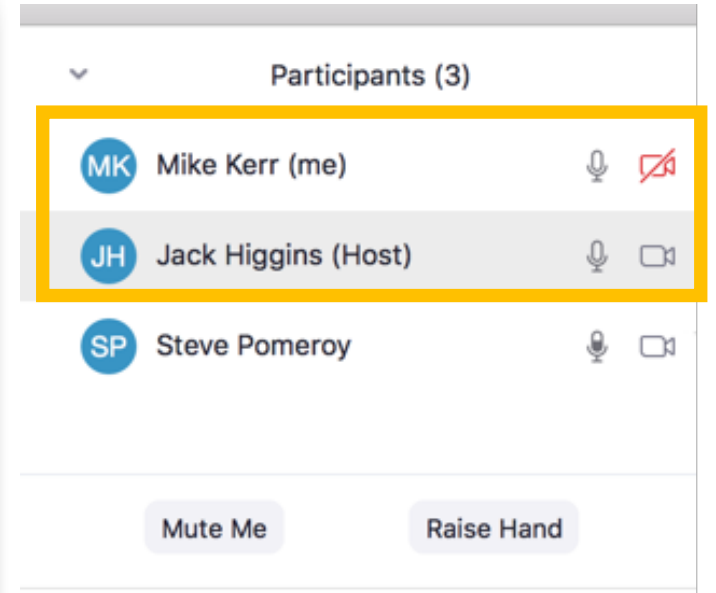
Hover your mouse at the bottom to bring up the menu.

a) Make sure your **microphone is muted** when you're not talking. This will prevent your household noise (barking dogs) from disrupting the meeting.

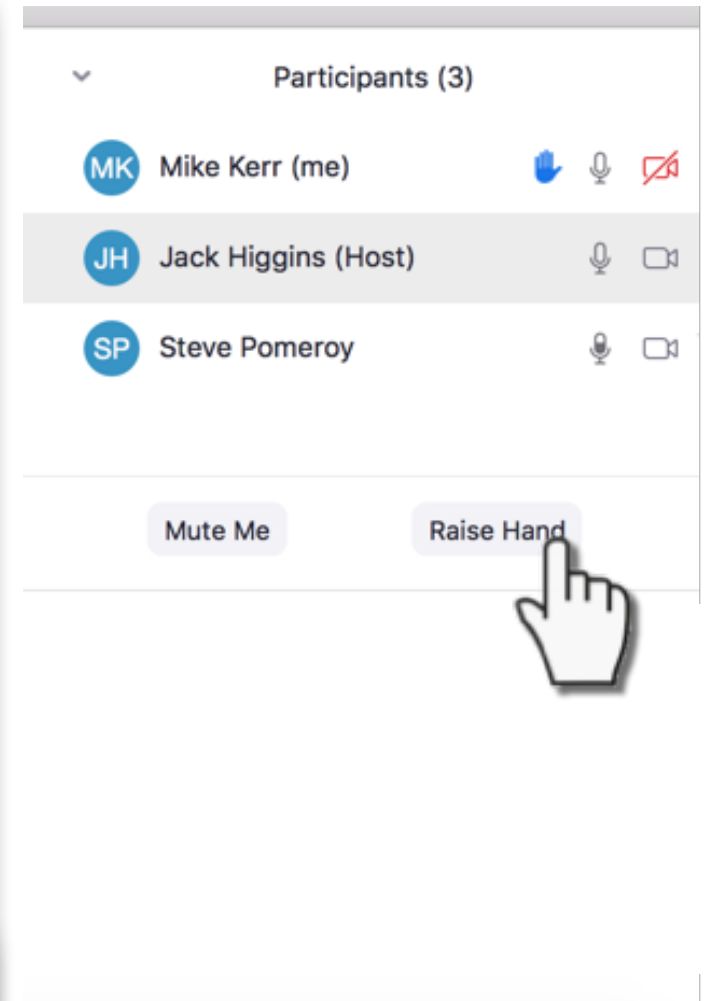
b) **Stop your video** if you need to step away, or, just wish to not be seen. Stopping your video when your internet connection is poor is also a good idea.



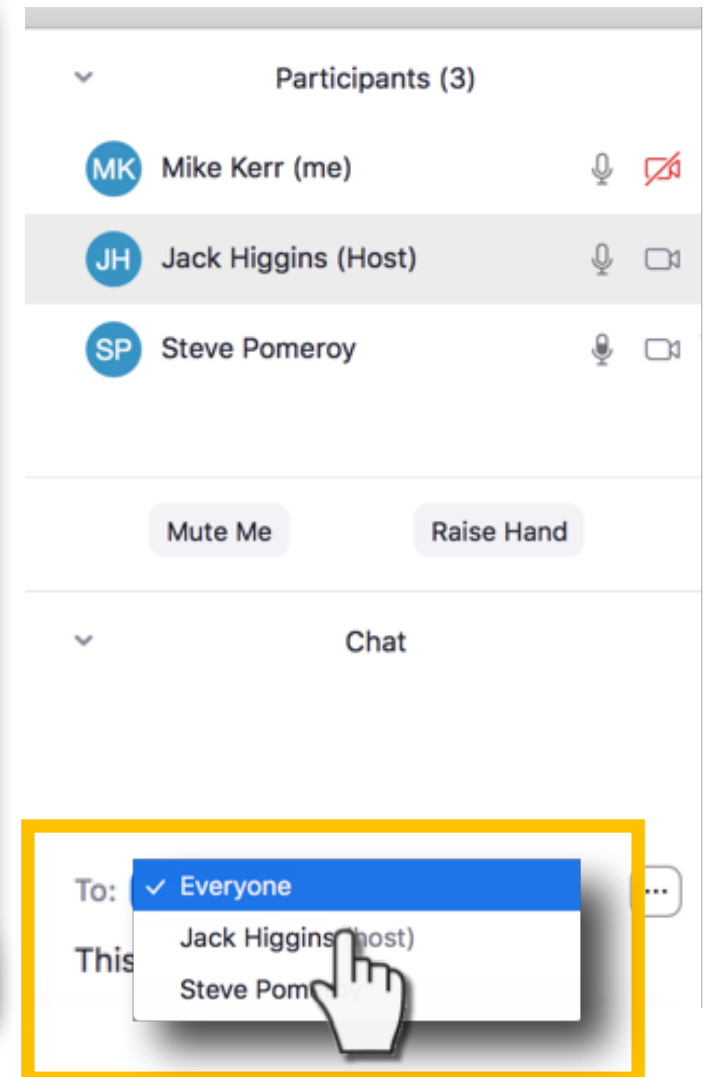
Click **Participants** to bring up the roster  
You will be shown on top, then the host



Click **Raise Hand**, and the host will see you wish to talk



Click Chat to send a message:  
to Everyone, or just to one Person (Jack, in this example)



Like what you're hearing in the meeting? Show your **Reaction!**  
Click to **Applaud** or give a **Thumbs Up !!**



Want to see more participants at once? Click **Gallery View**





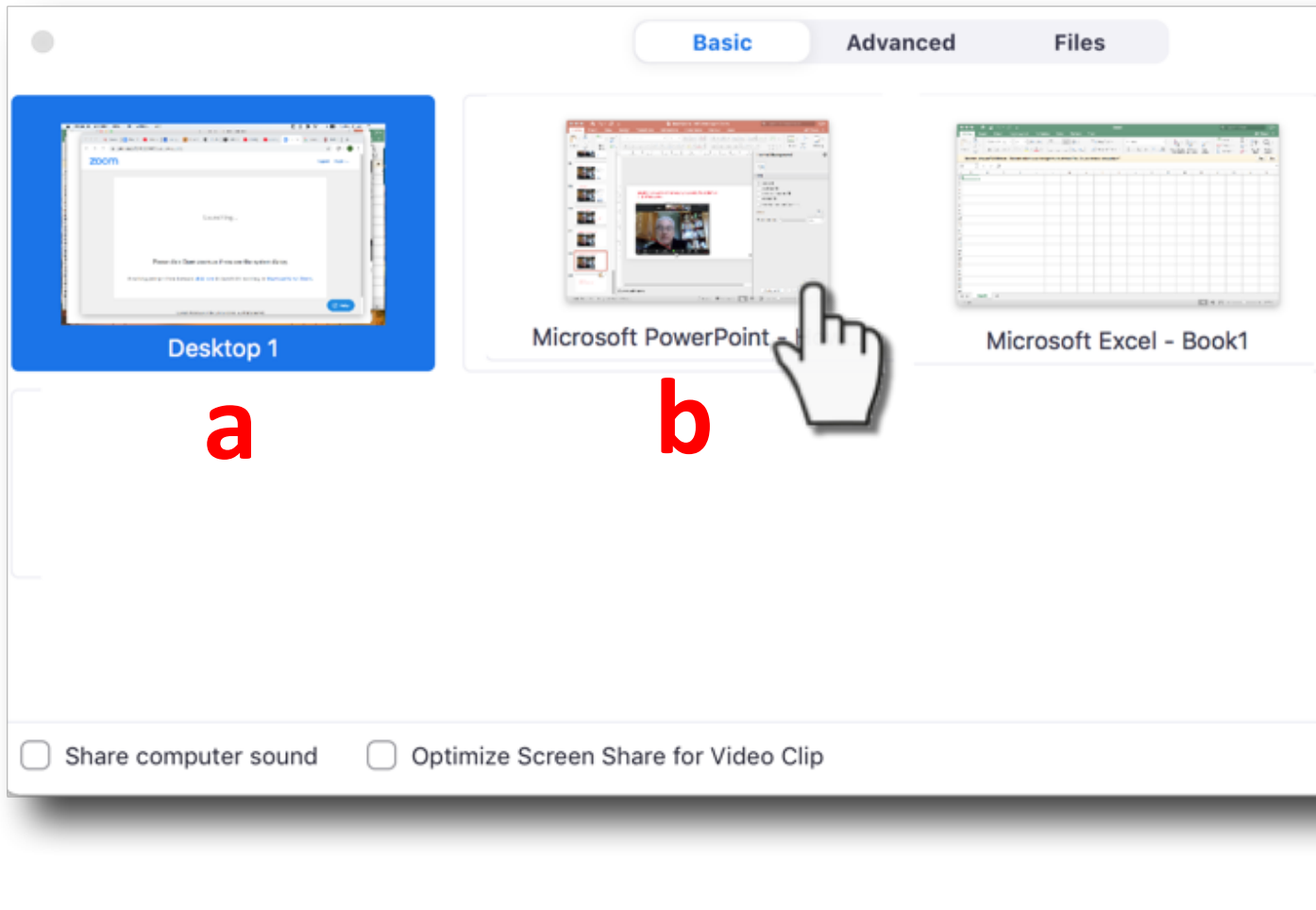
Host asked you to share content from your computer to the audience?  
Click **Share Screen**



**DO NOT** click on the "Share Screen" button during a meeting unless you've been asked show a PowerPoint presentation or other file to the entire group.

If you do that accidentally, immediately click on the "Stop Share" button near the top of the screen.

You can share a) your **entire desktop**. The audience will be able to see whatever screen you are seeing on your end ...  
... or share b) just **one open application**, such as a Powerpoint slide show. This is suggested if you have other, sensitive, files open at the time.



**DO NOT** click on the "Share Screen" button during a meeting unless you've been asked show a PowerPoint presentation or other file to the entire group.

If you do that accidentally, immediately click on the "Stop Share" button near the top of the screen.

When someone else is sharing their screen, you will see the speaker's face and content at the same time.

1) We recommend setting your View Option to “**Side-by-side mode**.”

2) The content will be shown on the left

3) The green bar at top will tell you the name of the person sharing their screen, and

4) Faces will be shown on the right. Select **Speaker View** or **Gallery View** (for more panels)





5) Resize content/video. Slide bar left or right

The screenshot shows a Zoom meeting interface. At the top, a green bar displays "You are viewing Harry Price's screen". Below this, a "View Options" dropdown menu is open, listing "Fit to Window", "50%", "100% (Original Size)", "150%", "200%", "300%", "Request Remote Control", "Annotate", and "Side-by-side Mode" (which is highlighted with a yellow box and a yellow number 1). To the right of the menu, a "Speaker View" button is visible with a yellow number 4. The main content area shows a document titled "Programs Committee Calendar" with a list of events. A yellow number 2 is placed to the left of the document. On the right side of the screen, there are three video thumbnails: "Mike Kerr", "Allart Ligtenberg", and "Los Altos Rotary Club". A yellow number 5 is placed over a vertical slider bar next to the thumbnails. At the bottom of the screen, the Zoom control bar is visible, including buttons for "Unmute", "Start Video", "Invite", "Participants", "Share Screen", "Chat", "Record", "Reactions", and "Leave Meeting".

Another option, somewhat harder to use, but will dedicate more space to the shared content, is to set your View Option to “Fit to Window”

The screenshot shows a Zoom meeting interface. At the top, a green bar indicates "You are viewing Los Altos Rotary ...'s screen". Below this is a menu bar with "View Options" selected, showing a dropdown menu with "Fit to Window" highlighted in yellow. The main content area displays a document with a calendar of events, including dates like "Mar. 19 - Zoom-bla-di Zoom-bla-da ~ President Bonnie's P" and "Apr. 2 - Kevin McCormack - Regenerative Medicine - Tig". A video panel on the right shows several participants, with a yellow box highlighting the "Fit to Window" option in the View Options menu. A yellow box highlights the "Fit to Window" option in the View Options menu. A yellow box highlights the "Fit to Window" option in the View Options menu. A yellow box highlights the "Fit to Window" option in the View Options menu.

Click the icon at the top of the video panel to choose:

- 1) No video 
- 2) Speaker only 
- 3) Thumbnails 
- 4) Gallery View 

*Tip: Drag the video panel if it's covering up content*

Click “**End Meeting**” when you need to leave.



Enjoy Your Meeting!

Remember to be respectful of all participants.