

# Zoom: A Basic User Guide for Rotarians

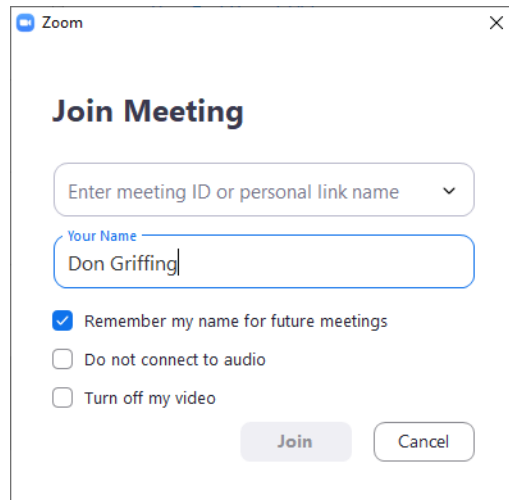
Zoom is a cloud video conferencing platform written to run on PCs, Macs, smartphones, and tablets. The app provides you with simple online meetings and group messaging. You do not need to have a Zoom account to attend a meeting, just the application. This is a guide to help you install the application on your computer, smartphone, or tablet and join Zoom meetings.

## Zoom Desktop

Running Zoom on your PC or Mac will give you the richest meeting experience. You can download and install Zoom Client for Meetings from [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting). Once installed, you can start the Zoom program at any time. You will see a window like the one to the right.

After pressing the **Join a Meeting** button, you will see a window like the one below.

The first field is the 9 or 10-digit ID that has been assigned to that meeting. If the meeting has been setup as a recurring meeting, you may be able select it from a list of previous meetings. The second field is your name that will be displayed with your image/video. We recommend you use the Zoom audio. If you check **Do not connect to audio**, you will need to call with your phone to be heard. This is **not**



recommended because of the increased Zoom usage. If you call into the meeting, your phone connection may cut in/out or be dropped. It is a personal choice to have your webcam share a video feed of you during the meeting. If you check **Turn off my video**, your name will be displayed as your image if you do not have a Zoom account. If you have a Zoom account and turn off you video, you profile image will be used. After you have entered the meeting ID, your name, and selected the option, you will press the **Join** button to attend the meeting. If there is a meeting password, you will need to enter the 6-digit password that was included with the meeting invitation.

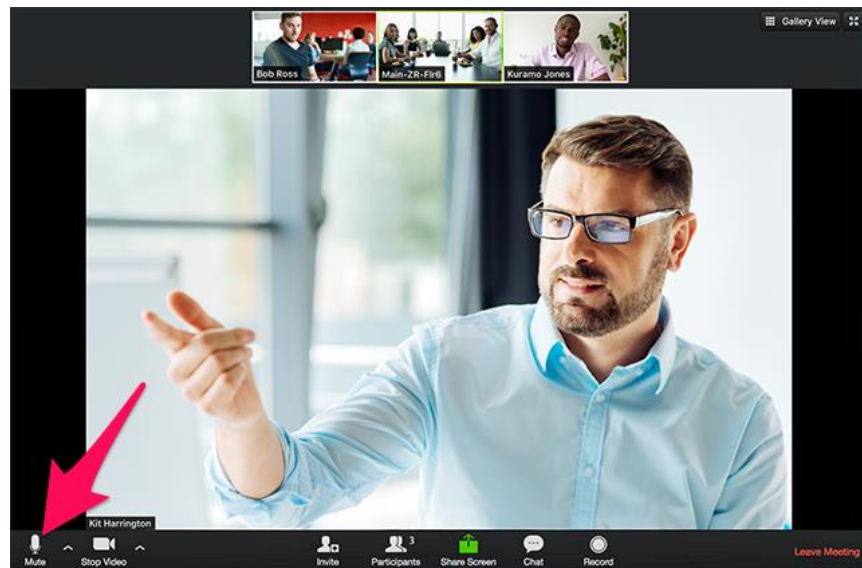
Once you have joined the meeting, there are some controls that you may find helpful. These tools are hidden by default. You will need to move your mouse in the region within the

Zoom window get them to appear. The image below shows the controls that will be most commonly available to you.



If you have Zoom installed on your PC or Mac, you will not need to enter the meeting ID and password when you click on the URL that is provided in the meeting invitation. Your web browser will open Zoom and provide it with the meeting details. You only need to provide your name and preferences for that meeting.

### Mute/Unmute



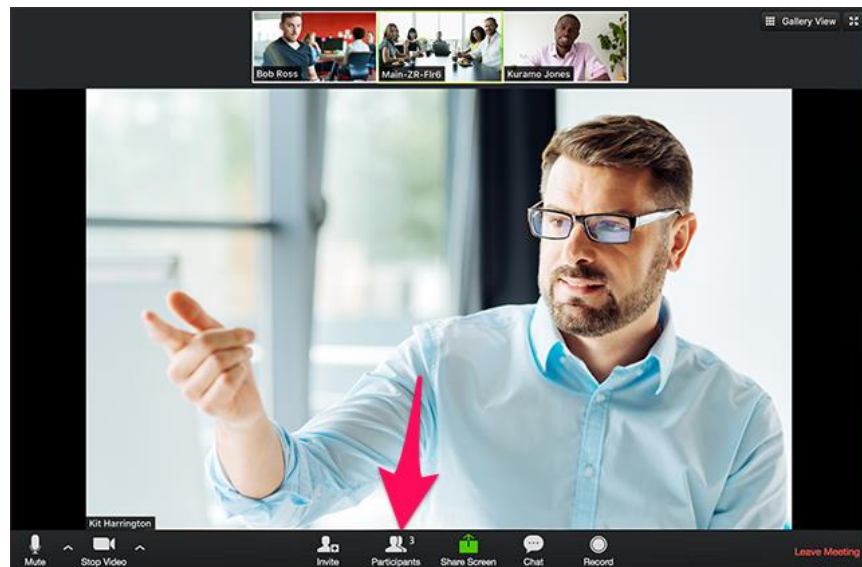
This control is in the lower left of the Zoom window. This will mute and unmute your headset or computer's microphone. Depending on the type of meeting or background noise, the meeting hosts may mute your microphone for you.

## Video



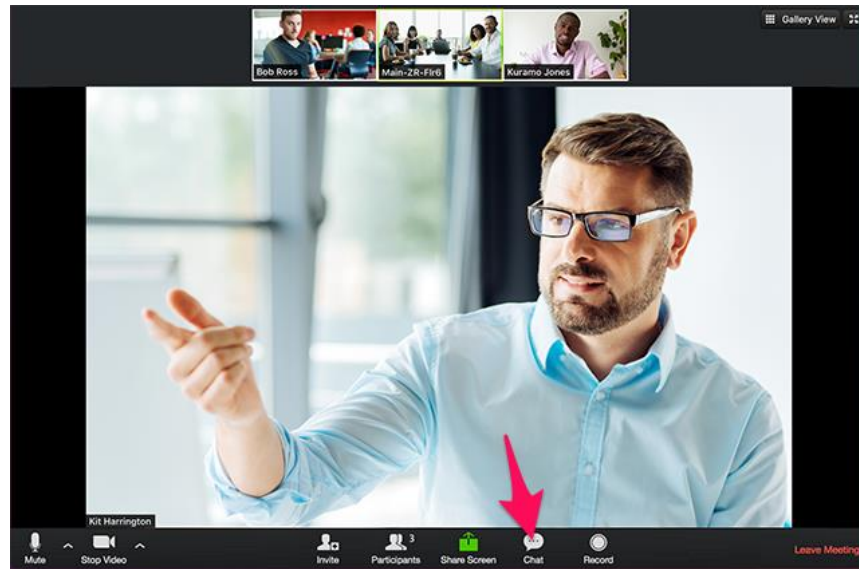
This is located to the right of the microphone controls. This gives you the ability to start/stop your video broadcast based on the distractions that may come into view.

## Participants



This will provide a list of everyone who is participate in the meeting. In addition to their names, you will see the status of their microphones and videos. The meeting host and co-hosts will be identified.

## Chat



This opens a chat window where meeting participants can type short messages to the group or each other. If there is a message waiting for you, there will be a number next to this control.

## Speaker/Gallery View



This control is in the upper right of the Zoom window. It switches how the participants are displayed in window. In this example, Zoom is displaying the Speaker View. Based on who is talking, Zoom will display that person's video or image as the major focus. Because Zoom uses the microphone input to determine who is speaking, it is important to be mindful of background noises we may be making. It is possible that our background may take temporary take focus from the speaker causing this display to bounce from the speaker to us and back to speaker. As listener, the mute/unmute control and chat window are key assets to effective presentations.

Gallery View is the other view that you can use in a Zoom meeting. In this view, each participant is arranged on a grid displaying their video/image. Zoom will identify the current speaker by place a green frame around that person's grid.

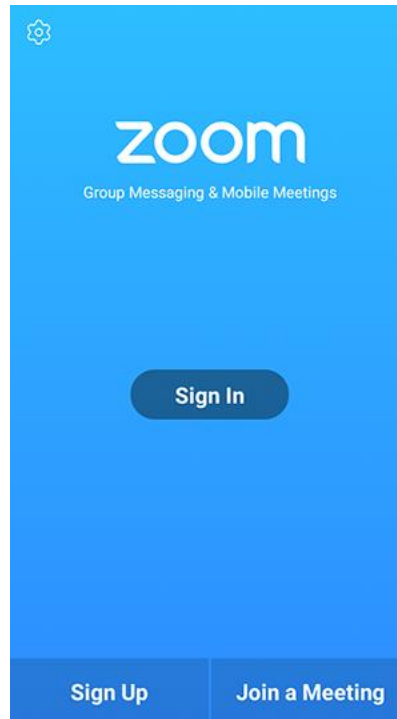
## Leave Meeting



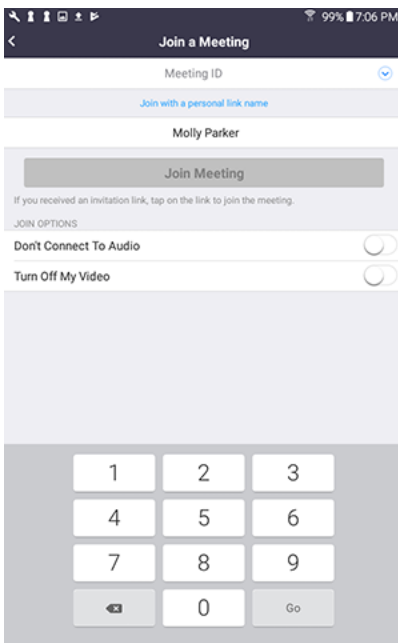
You may need to leave the meeting before it has ended. In the lower right of the Zoom window is the control to leave the meeting. You may reenter a meeting that you have provided that the meeting host has not ended the meeting.

## Zoom Android

To access a Zoom meeting on your Android device you will need to download the Zoom Cloud Meetings app from Google Play, <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>. Once installed, you can start the Zoom app at any time. Your screen will look like the one below.



You can join a meeting without a Zoom account. When you press **Join a Meeting**, your display will look like the image below.



The first field is the 9 or 10-digit ID that has been assigned to that meeting. If the meeting has been setup as a recurring meeting, you may be able select it from a list of previous meetings. The second field is your name that will be displayed with your image/video. We recommend you use the Zoom audio. If you check **Don't Connect To Audio**, you will need to call to be heard. This is **not** recommended because of the increased Zoom usage. If you call into the meeting, your phone connection may cut in/out or be dropped. It is a personal choice to have your webcam share a video feed of you during the meeting. If you check **Turn Off My Video**, your name will be displayed as your image if you do not have a Zoom account. If you have a Zoom account and turn off you video, you profile image will be used. After you have entered the meeting ID, your name, and selected the option, you will press the **Join Meeting** button to attend the meeting. If there is a meeting password, you will need to enter the 6-digit password that was included with the meeting invitation.

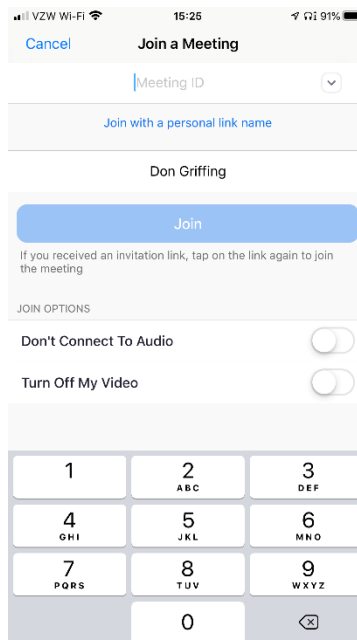
After you join the meeting, you will have the controls that are available in the desktop version. They provide the same functionality on your device as the desktop version. The difference is switching between Speaker and Gallery Views. You will swipe left or right to toggle between the two. Because of the screen size, the Gallery View will display up to four participants.

## Zoom iOS

To access a Zoom meeting on your iOS device you will need to down the Zoom Cloud Meetings app from App Store, <https://itunes.apple.com/us/app/zoom-cloud-meetings/id546505307?mt=8>. Once installed, you can start the Zoom app at any time. Your screen will look like the one below.



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The first field is the 9 or 10-digit ID that has been assigned to that meeting. If the meeting has been setup as a recurring meeting, you may be able select it from a list of previous meetings. The second field is your name that will be displayed with your image/video. We recommend you use the Zoom audio. If you check **Don't Connect To Audio**, you will need to call to be heard. This is **not** recommended because of the increased Zoom usage. If you call into the meeting, your phone connection may cut in/out or be dropped. It is a personal choice to have your webcam share a video feed of you during the meeting. If you check **Turn Off My Video**, your name will be displayed as your image if you do not have a Zoom account. If you have a Zoom account and turn off you video, you profile image will be used. After you have entered the meeting ID, your name, and selected the option, you will press the **Join Meeting** button to attend the meeting. If there is a meeting password, you will need to enter the 6-digit password that was included with the meeting invitation.

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## Participant Considerations

### Headset/Hands-free

If possible, try to use a headset or hand-free device when attending a Zoom meeting. When you use your computer, tablet, or smartphone microphone, it will pick up the ambient noise around you. A sudden loud noise will cause Zoom to believe that you are the speaker and override the person actually speaking. With a headset or hand-free device, the microphone will be closer to your mouth making your voice louder and more easily heard.

A headset or hand-free device allows you to participate in the meeting without disturbing others in the same or adjoining rooms.

### Video on a Tablet/Smartphone

Using Zoom on a Tablet or Smartphone gives us greater flexibility in where you choose to participate in a meeting. Because walking and talking on a mobile device is second nature to many of us, we want you to be mindful when having our video feed turned on during a Zoom meeting. As you walk around, you may be in the center of the screen and the background is continuously changing behind you. Holding the device in your hand or resting it on a soft surface may cause you to shift around in the frame. Try finding a comfortable place and propping the device for the duration of the meeting.

### Chat

The in-meeting chat allows you to send chat messages to other meeting participants. You can send a private message to an individual user or you can send a message to an entire group. When someone is making a presentation, the in-meeting chat is an excellent way to ask the question that comes to mind without disrupting the flow. Another use of the chat is to inform the group or host of an issue within the meeting.

### Zoom Account

A Zoom account is not necessary to attend a Zoom meeting. However, the Basic account has advantages. The key set of advantages is that you can configure your default setting such as joining with video. When you click on the meeting URL, you will join the meeting hassle free.