USING ZOOM CONFERENCE APP – BASIC TUTORIAL

Zoom is a pretty simple conference system. If you are already using Zoom, you are all set. But if this is your first time, please read on.

First thing: Install the App
We recommend that you download and install the Zoom App here:
https://zoom.us/download

Once you have installed the app, you can join the TEST MEETING anytime you want, so you can try Zoom and its features:
https://zoom.us/test

For more detailed information please click here:
https://support.zoom.us/hc/en-us/articles/201362193

Joining a Zoom Meeting
To Join our Zoom meeting, simply click on the link sent over to you via email or click on the Meetings tab to join a scheduled meeting and you'll automatically be brought into the meeting. Please follow these guidelines below, depending on how you are joining the meeting:

1) Calling from a Computer
It will provide a better experience. If for any reason you are unable to install the Zoom app on your computer, you can run it from your browser (Chrome or Firefox). Please note that some of the features will be disable on the browser version.

Once you click the Meeting link sent to you, you will reach this screen, asking for opening the Zoom App (if it is installed). Just click ‘Allow’:
However, if you don’t have the Zoom App installed, select the option ‘Join from your browser’, and you will enter the meeting using your browser (compatible with Chrome or Firefox).

Once you’re in the meeting, , choose ‘Join With Computer Audio’:

And that’s all. You are in the meeting.

2) Calling from a Mobile Device (iOS or Android):
If you are on a Mobile device (iOS or Android), please install the Zoom App from your App Store. Once you click the meeting link, it will open the Zoom App, and ask which audio you prefer. Again, please choose ‘Call using Internet Audio’:
And that’s all. You are in the meeting.

3) Your Audio, Video and other Interactions

Once you are in the meeting, you have the option to enable/disable both your audio and your video. For that please use the **Mute** button, and the **Start Video** button, located in the lower left of your Zoom window. They enable/disable your audio and video during the meeting:

For testing your Audio (Microphone, Listening and Camera), please click the **upper arrow** at the right of the Mute and Start Video buttons. They will bring the audio and video setup menus. You can click on the **Test Speaker & Microphone**... option so you can test if your audio and video are good to go:
For chatting with the meeting participants, please click on the chat button. All comments and questions will be sent privately.

**DURING THE MEETING:**
If you want to send a question -> Please direct them to the **user Questions_Comments**, that will be with us in the meeting.

For sending Emojis/Reactions to the presenter, please click on the **Reactions** button:

4) Presenting

For those who will be presenting during the meeting, please click on the **Share Screen** button:

This will open a window where you can choose the application screen you will share. In most cases it’s Powerpoint, but you can choose any app in this window for sharing:
5) The Annotation Feature

Once you are sharing your screen/application, click on the Annotate button, so you can draw on the screen, just like a whiteboard:

Below you have the options available for annotation:

6) Don’t forget - Try it before the meeting!
It’s very important that you install and try Zoom before the meeting, so you can iron out any issues with audio and camera. Give special attention to your microphone volume, usually it is at minimum level on a standard computer configuration.

That’s all. Have a nice Zoom Meeting!