

Zoom User Guide

Zoom is a video conferencing tool. This document serves as an introduction on how to use Zoom as a participant in a virtual consult or synchronous institute session.

WHAT YOU NEED TO GET STARTED

- An internet connected computer, laptop, or other device.
- Your meeting ID number or URL of the meeting. This will be sent to you in an email from the meeting scheduler.
- A headset or ear buds.

DOWNLOAD AND LAUNCH THE ZOOM APP

- Click the link or URL to the Zoom room in the email you received.
- You will be prompted to download the Zoom application.
- Download and launch the Zoom application.
- Click the URL of the room again.
- Launch the Zoom application from your browser.

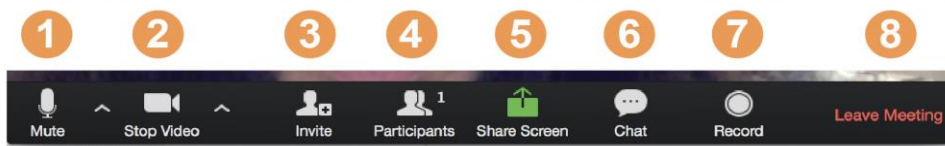
DOWNLOAD AND LAUNCH THE ZOOM MOBILE APP

- The Zoom mobile app is available for both iOS and Android devices.
- For iOS, search "Zoom" on Apple AppStore and enter zoom.us.
- For Android, search "Zoom Meetings" on Google Play.
- CET recommends using a desktop or laptop computer for optimal Zoom interaction.

THE ZOOM MENU BAR

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

With the Zoom menu bar you are able to do the following:



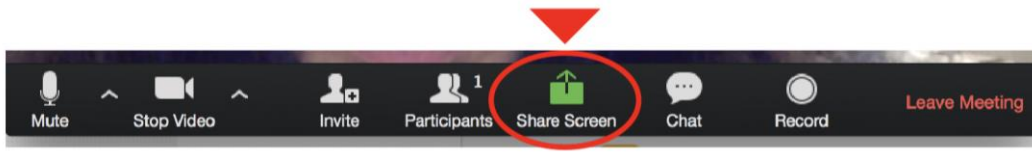
1. Mute/unmute your own audio. You can also select and test your audio input here by clicking the up arrow next to the microphone icon. Best practice is to mute your audio, unless you are speaking.

2. Start/stop your video. You can also select your video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID. The host of the meeting will have invited participants prior to the meeting.
4. View a list of participants.
5. Share your desktop screen (everything you have open) or select a specific application to share (e.g., Microsoft Word). The host will invite you to share your screen when needed. Please do not share unless requested. Make sure any confidential information on your computer is not mistakenly shared. See below for more detailed information on sharing your screen.
6. Send a message to one person (using private chat) or to all participants.
7. Record the meeting (if you have been granted permission). The host will remind participants of this prior to recording.
8. Leave or end the Zoom meeting.

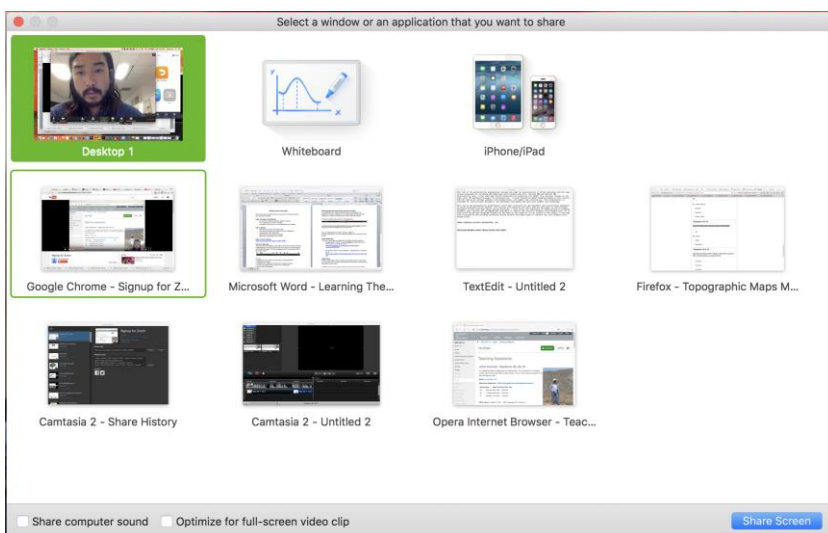
SHARE SCREEN

As a participant you might be asked to share your desktop or an application. During a meeting you can switch back and forth between sharing your screen and sharing your video as often as needed. The share screen function shares the screen with all participants in the meeting.

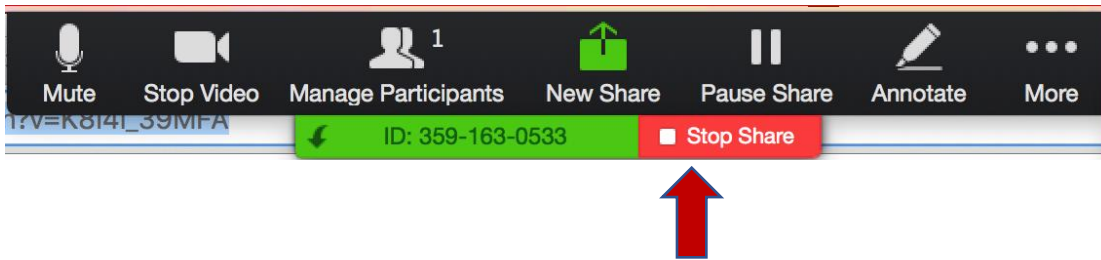
If you are in video mode, switch to screen share by clicking “Share Screen” in the menu bar as shown: A window showing all possible options to share displays as below.



Click on the item you want to display, which will be highlighted in green, then click the “Share Screen” button located in the bottom right.



If you are displaying your screen, switch back to video by clicking “Stop Share” from the menu at the top of the screen shown in the red box



HELPFUL HINTS

- Find a quiet location from which to join your session, and make sure you have access to a stable Wi-Fi signal.
- Join a session a few minutes early to [test your audio and video connections](#).
- You should also make sure you have the latest Zoom app downloaded (Zoom.us menu > Check for updates)
- Use a headset (or earbuds) instead of your device’s speakers and a microphone. The connection may sound fine to you, but the speakers and microphone generate too much static for others.
- Mute your audio unless you are speaking, to prevent unintentional background noise from disrupting the conversation.
- When video is enabled, speak to the camera (and not to the screen).

You might also wish to visit the [Zoom help center](#) for videos, explanations, and live help.