

Zoom Hints – (PC user directions, MAC icons may be switched top to bottom)

To participate in virtual meetings, you'll need to download the FREE Zoom software.

- Desktop and laptop computer users should go online to zoom.us, join as a free basic member (orange button in upper right hand corner – Sign up, it's free) by entering your DOB, email and a password, follow directions to download **OR** go to “Resources” upper right and click on “Download Zoom Client” (1st option Zoom for Meetings). Do NOT pay for an account, this is free.
- Smartphone users, go to your app store for “zoom cloud computing.” Smartphones will show a bigger better picture if you turn them sideways.

There are many concise videos on line showing you how to install and start Zoom. Zoom itself has great info: <https://support.zoom.us/> Zoom has some good one-minute videos.

Joining the meeting:

- When you receive an invitation in your email, look for the Zoom link to join meeting, and click it. You will be prompted to input a required meeting ID and a password before joining.

Options in the meeting:

- Full screen. In the meeting, look in the upper right corner of your screen and click “enter full screen,” to see the biggest picture.
 - Views.
 - “Speaker View” or “Gallery View,” click to switch.
 - Gallery View, you see Hollywood Squares.
 - Speaker View, the person talking fills your screen.
 - You can switch back and forth.
- Mute/Unmute.
 - Look in the lower left corner of your screen for a little microphone, here you can Mute your sound, and Unmute. Switch back and forth to see how it works; in many setups, the space bar acts as a “press to talk”
 - At the AWA meeting/demo we will “mute” all participants so there is minimal background noise and talking over each other in the demo
- Chat
 - At any time, join the Chat to ask questions or comment. Click “chat” button icon on the bottom of the screen. On your phone it may be under “participants”. You can type in “chat” to “everyone” or privately to one person – see drop down arrow in the TO section. All you do is hit “enter” to send your message.
- Raise Your Hand:
 - Option during meeting to say you have a question. We will call on you as soon as possible – sometimes noise of turning prevents questions. Also, you can add your question in CHAT.
- Participants
 - You can see who is in the meeting by clicking on participants.
- Leave Meeting
 - Bottom right corner in red
 - You can come and go during the meeting

See picture of screen options.

Getting Started with Zoom – links from their help center

How do I sign-up for Zoom?

You can sign up for a free Zoom account at zoom.us/signup.

How to I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom Desktop Client](#).

Do you need an account to use Zoom? (it is quicker to join meeting if you do)

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. [Learn more about joining a Zoom meeting](#). An account also allows you to access your personal settings, where you can [update your profile](#).

How much does Zoom cost?

A basic Zoom license is free. [Learn more about available Zoom plans and pricing](#). The AWA has purchased a Pro plan that includes 100 participants – we can change that if we have more participants.

Joining a Meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID. [Learn more about joining a meeting](#).

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio](#).

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting and view the video of other participants.

We will use “[ZOOM](#)” meeting software.

Here is some basic info and more to follow:

- You can use
 - Phone
 - Tablet
 - Computer
 - PC or MAC
- No cost to you
- An email will be sent to you with a link
- Depending on your device, you may be asked to input:
 - Meeting ID #
 - Password
 - This info will be emailed to you
- Do I need a camera/webcam on my computer?
 - No, you do not.
 - You can still watch and hear the Virtual meeting
 - If no camera, we will not see you (no sharing of work)
 - Your name will appear that you are watching
- You do not need a Zoom account
- You will need the Zoom app for mobile devices
- All participants will be on “mute” until they wish to talk
 - Participants can “raise” their hands
 - Specific details to follow
- If you have a webcam
 - Everyone will see you
 - Everyone will see what is behind you
 - Lighting is important if you want to share a piece
 - Show n Tell
 - Instant Gallery
 - Works best to have picture loaded on your computer to share screen

Meeting Details

Encrypted Meeting y/n

Meeting ID

Speaker or Gallery View

Full/Part Screen

Number of Participants

Participant Area
In this area you can send a private text message to another person or to the entire group. Raise your hand to speak or mute your audio

Mic on/off

Video on/off

Mute on/off

Raise or lower your hand

Zoom Group Chat

Indicates a private message

Pick who you send your chat to (individual or everyone)

Type your chat message here - press enter to send

The name you signed in with

Line around picture indicates who is talking

Toggle mute / unmute

Video on/off - pick camera if you have more than one

Participant screen on/off

Share your screen with the group - pick source on your PC

Graphic up / down

Open / close the participant window

Exit Meeting