

Zoom User Guide

What is Zoom?

Zoom is a cloud platform for audio and video conferencing that provides an easy-to-use software for virtual meetings and conferences. With just a webcam and microphone, like those built in to most every laptop, each participant can be seen and heard as if they were in the room with you.

Features

- Can be used on Macs and PCs as well as tablets and smartphones.
- **There is no requirement to download software or create an account.** The meeting host will send you an email and all you have to do is click on the link.
- Don't have access to a laptop? Just dial in the telephone number provided to connect via phone.
- Chat box for messaging the whole group or individuals group members.
- Meetings can be recorded in whole or in part.
- Screen share allows for individual meeting attendees to present.
- Collaboration features such as whiteboards, co-annotation, multi-share.
- Break-out rooms replicate in-person workshoping for small group work.
- Gestures and reactions allow for nonverbal communication with host and presenters, telling them to go faster or slower, or indicating you have a question or comment.

How to Use Zoom

Joining a Meeting

Via web browser

1. Open browser.
2. Go to join.zoom.us.
3. Enter your meeting ID provided by the host/organizer.

Join a Meeting

Your meeting ID is a 9, 10, or 11-digit number

Join

[Join a meeting from an H.323/SIP room system](#)

4. Click **Join**.
 - If this is your first time joining from the browser, you will be asked to open the Zoom client to join the meeting. This downloads the software to your computer. While the Zoom client software provides more functions, it is not necessary to participate in the meeting.
 - **Instead, to join the meeting right from your browser, click on “launch meeting” and then click “start from browser.”**
 - Click **Open Zoom Meetings** (PC) or **Open zoom.us** (Mac).

Open Zoom?

<https://zoom.us> wants to open this application.

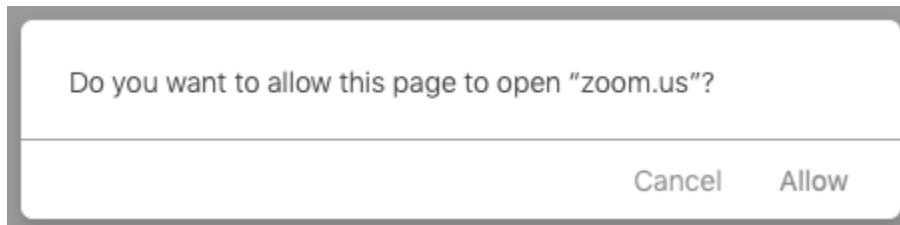
Open Zoom Cancel

Via email

1. Click the join link in your email or calendar invitation.



2. Depending on your default web browser, you may be prompted to open Zoom.



Via Phone

1. On your phone, dial the teleconferencing number provided in your invite.
2. Enter the meeting ID number when prompted using your dialpad.

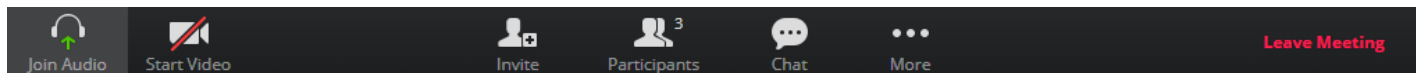
Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

Meeting Features

Attendee Controls

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.

The attendee controls appear at the bottom of your screen.



Attendees have access to these features:

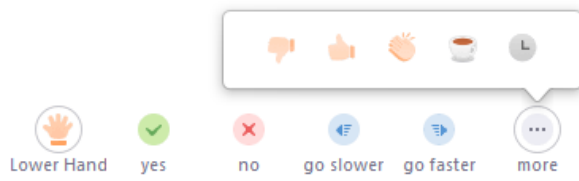
Mute / Unmute: Mute and unmute your microphone.

Start Video / Stop Video: Turns your camera on or off.

Invite: Invite others to join your meeting. [Learn more.](#)

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- **Rename:** Hover over your name to change it as it's displayed to other participants.
- Non-verbal feedback icons (if enabled by the host): Places an icon beside your name to quickly notify the host. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.



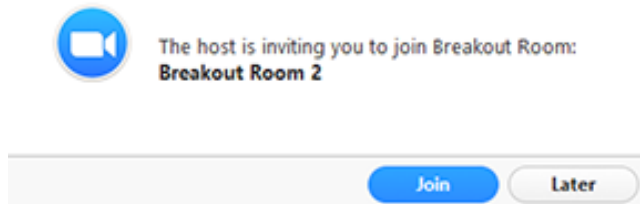
Chat: Access the chat window to chat with the participants. [Learn more.](#)

Leave Meeting: Leave the meeting while it continues for the other participants. Only the host can [end the meeting.](#)

Breakout rooms

Joining a Breakout Room

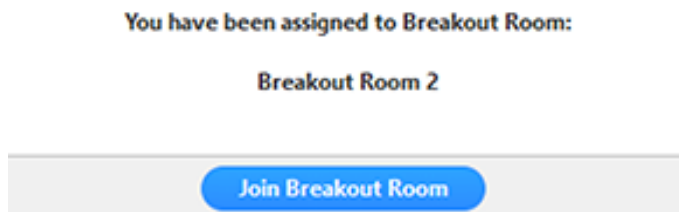
1. The host will need to invite you to join the breakout room.
2. Click **Join**.



3. If you choose **Later**, you can join by clicking the **Breakout Rooms** option in your meeting controls.



4. Click **Join Breakout Room**.



Participating in the Breakout Room

Once you've joined the breakout room, you will have full controls similar to the meeting. You can:

- **Mute/Unmute** to speak
- **Start/Stop Video**
- **Participants** - view the Participants list
- **Share screen** - [read more about screen sharing](#)
- **Chat** - type messages to the other participants in your breakout room
- **Record** - you can record the Breakout Room locally if the host gives you recording permission. [Read more about local recording.](#)
- **Ask for Help** - request help from the meeting host

Asking for Help

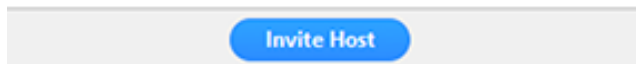
If you click **Ask for Help**, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click **Ask for Help** in the meeting controls.



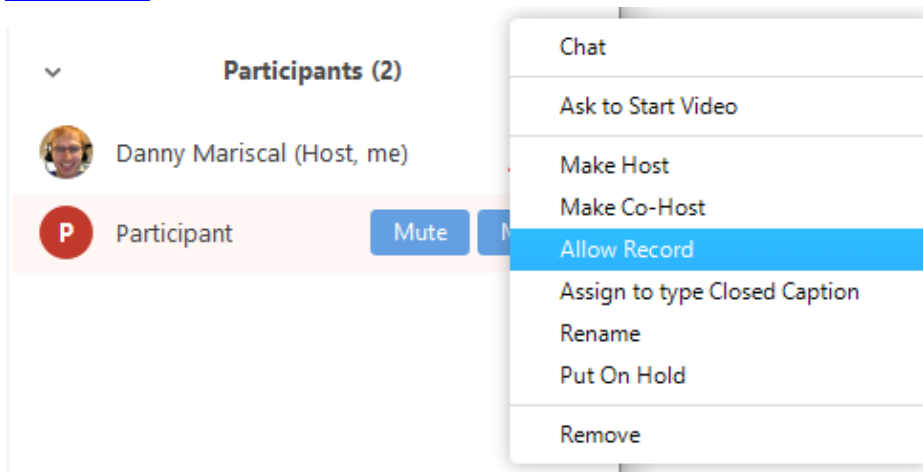
2. Confirm that you would like assistance by clicking **Invite Host**.

You can invite the host to this Breakout Room for assistance.

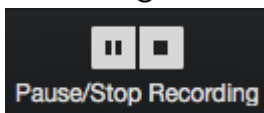


Recording while in a Breakout Room

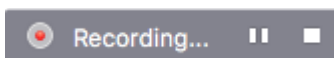
1. Ask the host for permission to record. The host needs to [allow recording](#) before opening the breakout rooms. If the host has already open the breakout rooms, they can join your breakout room to [allow you to record](#).



2. Click **Record** in the meeting controls to start a local recording.
3. The host will need to invite you to join the breakout room.
4. Click the pause or stop icon in the meeting controls to pause or stop the recording.



The recording can also be stopped or paused by clicking the indicator in the top left corner.



[Learn more about local recording.](#)

Leaving the Breakout Room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click **Leave Breakout Room**.



2. Choose if you want to leave the breakout room or the entire meeting.
3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.