

# Using Zoom



## Getting Zoom

- As a participant in a Zoom meeting, you do not need to create an account.
- To join a Zoom Meeting (Class) you will be provided with a link to the Zoom Session.
  - The Zoom link will either be emailed, in Google Classroom, Seesaw, or another way that your teacher will communicate with you.
- You will need to have the Zoom Application installed on your device.
- You can either:
  - Follow the instructions below to install BEFORE your meeting
  - Click the link to join and you will be prompted to install before joining the meeting.

## To install before your meeting - suggested

You can connect to Zoom using either a computer or Apple/Android Devices\*

- To connect via a computer
  - go to <https://zoom.us/support/download>. The download will start automatically based on the type of operating system you are using - Mac or PC.
  - You should see the following message

We're now downloading Zoom ...

Your download should automatically start within seconds.  
If it doesn't, [restart the download](#)

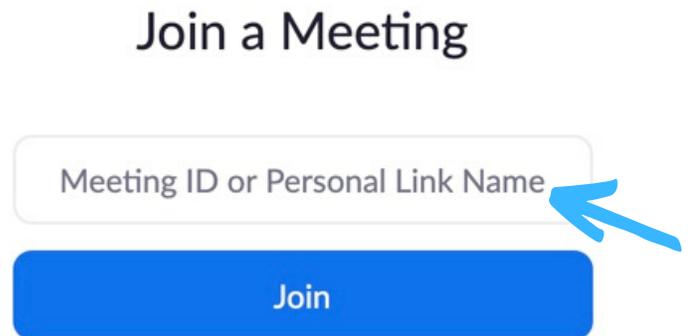
- Look in the bottom left-hand corner to find the Installer File (dmg for Mac or exe for PC).
- Click and follow the directions.
- To connect via a mobile device go to the appropriate App Store and Install
  - [IOS \(Apple\)](#)
  - [Android](#)
  - [Chromebook](#)

# Joining a Meeting

Click on "Join a Meeting".



Enter the meeting ID



- Here is a short tutorial about [Joining a Meeting](#)
- Click here to access the [Zoom Support Page](#).
- You can also click [HERE](#) to join a test meeting.



## More Zoom Tutorials

- Getting Connected Tutorials
  - [Desktop - Mac or PC](#)
  - [IOS - Apple](#)
  - [Android](#)
  - [Chrome](#)
- Getting Started - [Zoom Support](#) (General)



## Zoom Tips and Tricks

### How to raise your hand in Zoom:

1. During a meeting, click on the icon labeled "Participants" at the bottom center of your PC or Mac screen.
2. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand."

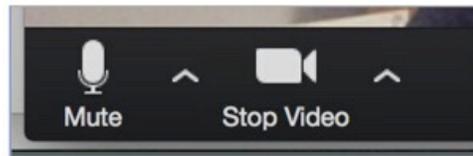


3. Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."

The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.

## Control video and audio settings:

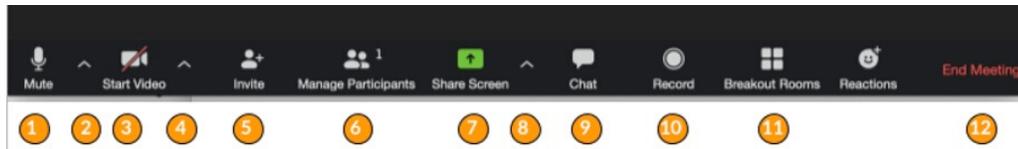
1. "Mute" and "Stop Video" controls are located along the bottom left of the meeting window.
2. Clicking on the feature once will disable it; clicking it again will turn it back on.



## Virtual background

- Once in the meeting, you can select a virtual background by clicking the up caret to the right of the Start Video icon. This can only be done on a desktop computer.

## Zoom Meeting Controls



1. Click to mute/unmute your microphone.
2. Click the "chevron" (next to the microphone icon) to open audio settings. Here you can change speaker and microphone settings.
3. Click to start/stop your camera.
4. Click the "chevron" (next to the camera icon) to open video settings. Here you can change your camera settings.
5. Click to invite people during a meeting.
6. Click to show a list of participants in the meeting. From this panel, you can mute/unmute all participants, designate host controls and more.
7. Click to start sharing your desktop display or any window/application on your computer with others in the meeting.
8. Click the "chevron" to reveal sharing options like allowing multiple screens to be shared simultaneously.
9. Click to open the Chat panel where you can start or respond to a chat.
10. Click to record your meeting. Only available to meeting hosts or persons designated to record.
11. Allows for the organization of breakout rooms for discussions.
12. Click to leave or end the meeting. Leaving the meeting will allow participants to remain in the meeting room, and ending the meeting will disconnect all participants from the meeting room.