Connect Through Tech

Tech Coaching
Quick Start Guide

Using ZOOM to Communicate
with Family, Friends and Others

Zoom (Computer)

updated 3/23/2020
v 1.0

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Benefits

Similar to FaceTime and WhatsApp, Zoom makes it possible for two or more people to see one another when they are speaking. There are a few advantages that Zoom has over FaceTime (only available on Apple devices) and WhatsApp. One is the ability to turn off your own camera, while still being able to see and hear others on the call and have them continue to hear you, even though they can't see you. Another is that Zoom is better designed to accommodate groups (small and large) than other popular platforms. Once the group exceeds 2 people, it is recommended that you switch to a device with a larger screen, like a tablet or laptop. Lastly, Zoom allows you to "share" your screen, which means you can open any document, picture or video and the others on your Zoom call can see exactly what is on your computer screen – no need to send as an attachment. Zoom is a popular option for doing things like taking classes or joining discussion groups without having to travel.

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Prerequisites

- Desktop computer or laptop with Zoom installed
- Wi-Fi / Internet Access
- Webcam with microphone (built into newest devices) or computer camera

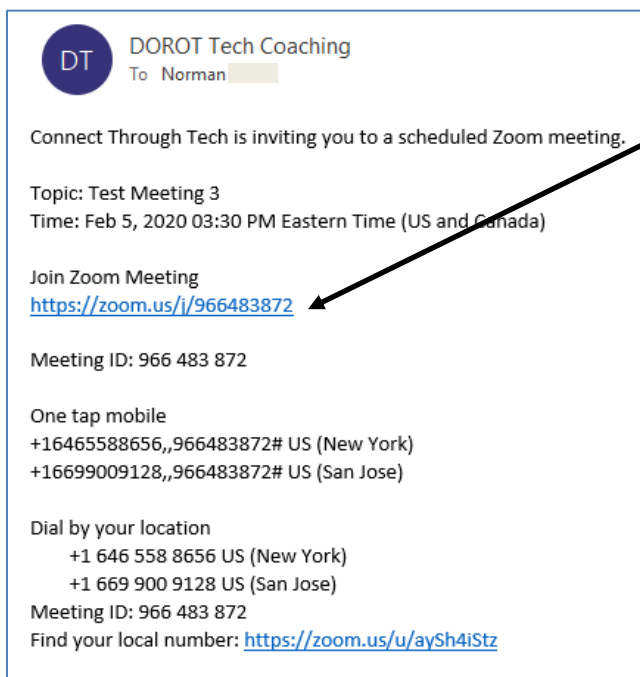# Connect Through Tech

Introduction

Since being released in 2011, Zoom has been used as a way for people to have conversations and to see each other at the same time. Because of the many features it offers, Zoom is popular with individual people but also businesses, nonprofits and other organizations to offer conferences, classes and other large group discussions. By learning how to use Zoom, you will be able to access many interactive online programs offered by DOROT and other organizations.

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Joining a Zoom Call on Computer
By Link

Step 1. Open email message containing invitation to Zoom call then **click** (tap) on Zoom Meeting **link.** A **link** is text in an email or document that you click to bring you to a file or a webpage. It often appears in blue. **Please be careful only to click on links from people you know**. In example below, email is from DOROT Tech Coaching, an email address which is used exclusively by DOROT's tech coaching program. When you **click** on the Zoom **link** in this email, it will bring you to the webpage for your specific Zoom call.
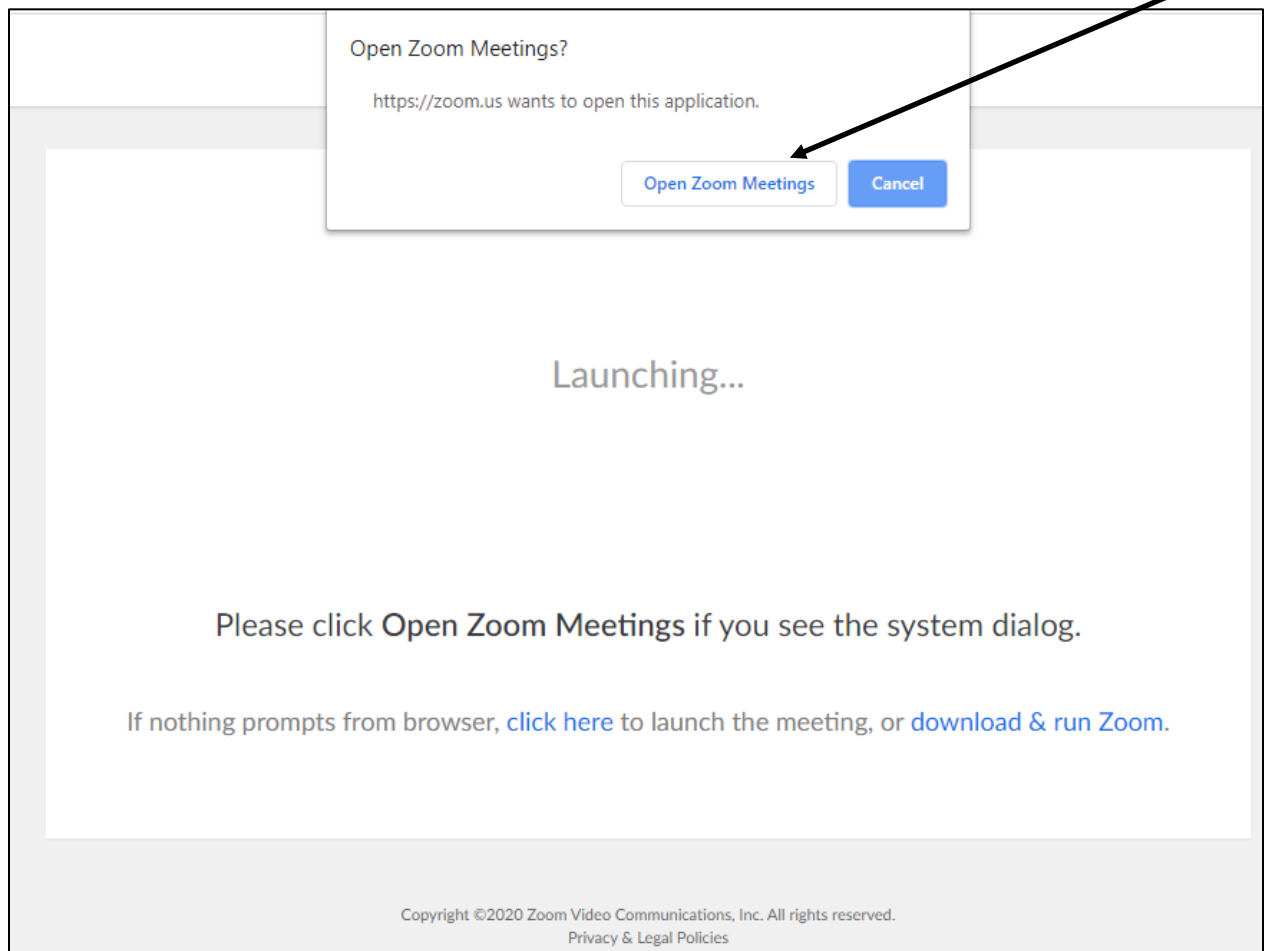
DT DOROT Tech Coaching
To Norman

Connect Through Tech is inviting you to a scheduled Zoom meeting.

Topic: Test Meeting 3
Time: Feb 5, 2020 03:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
https://zoom.us/j/966483872

Meeting ID: 966 483 872

One tap mobile
+16465588656,,966483872# US (New York)
+16699009128,,966483872# US (San Jose)

Dial by your location
    +1 646 558 8656 US (New York)
    +1 669 900 9128 US (San Jose)
Meeting ID: 966 483 872
Find your local number: https://zoom.us/u/aySh4iStz

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Joining a Zoom Call on Computer
By Link (continued)

Step 2. Your internet browser, like Google Chrome or Internet Explorer, will open and a message will appear. **Click** (tap) on *Open Zoom Meetings*.

Open Zoom Meetings?

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

Open Zoom Meetings   Cancel

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

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Privacy & Legal Policies

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Joining a Zoom Call on Computer
by Link (continued)

Step 3. The first time you use *Zoom*, you will need to allow *Zoom* to access your microphone so other participants can hear you. **Click** (tap) *Allow.* You will still be able to use mute anytime you want on a specific call.
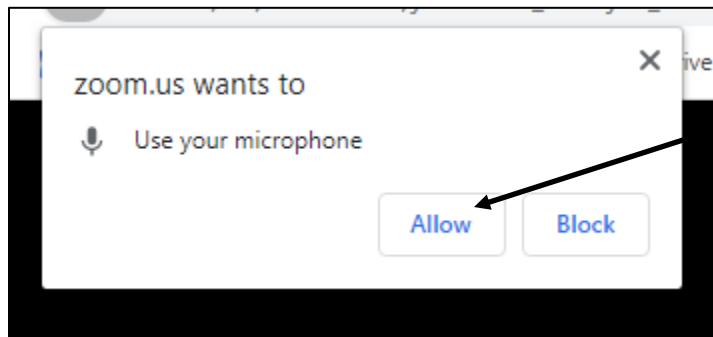
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Joining a Zoom Call on Computer
by Link (continued)

Step 4. The first time you run *Zoom*, you will be prompted to enter your name, which will display during the Zoom call so others on the call know who you are. **Enter** (type) your name (full name is not required), then **click** (tap) *Join Meeting*. (If desired, you can save your name in *Zoom* for future calls.)
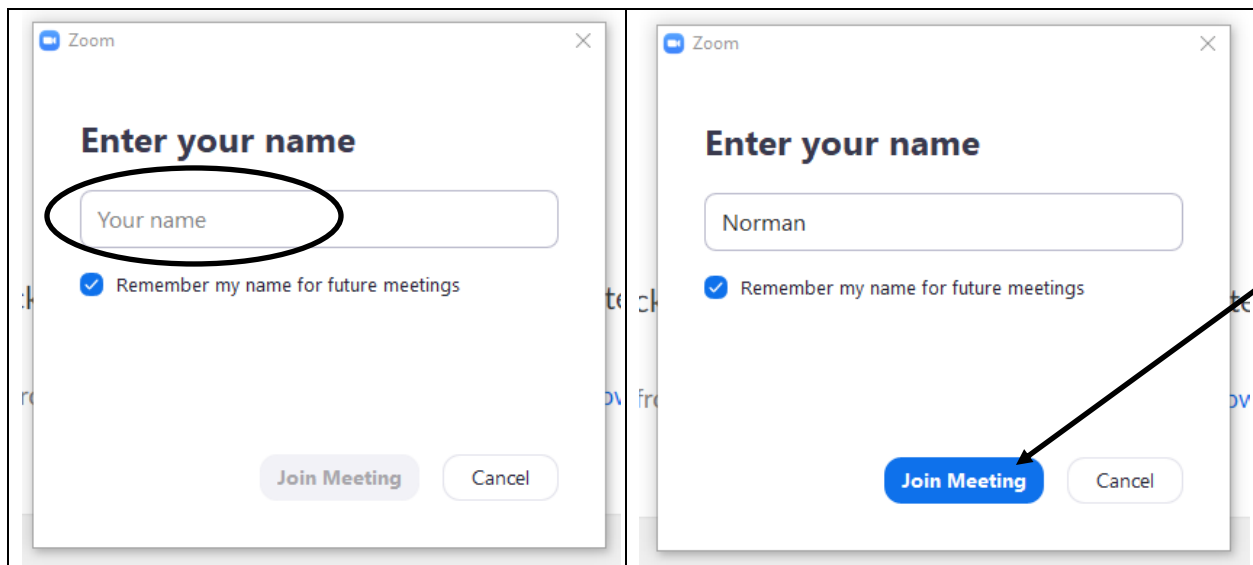
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Joining a Zoom Call on Computer
by Link (continued)

Step 5. **Click** (tap) on *Join with Computer Audio*.
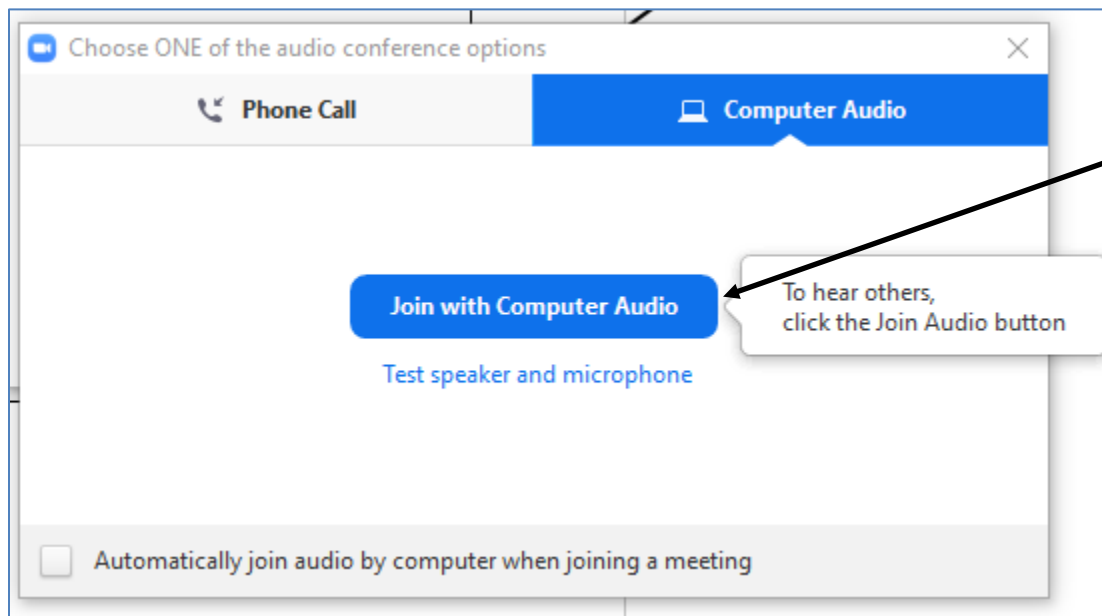
Joining a Zoom Call on Computer
by Link (continued)

Step 6. If you've started the Zoom call before the host has, you will need to wait for host to join the video call before the call can begin. There is no need to disconnect. The call will begin automatically from here once the host connects.
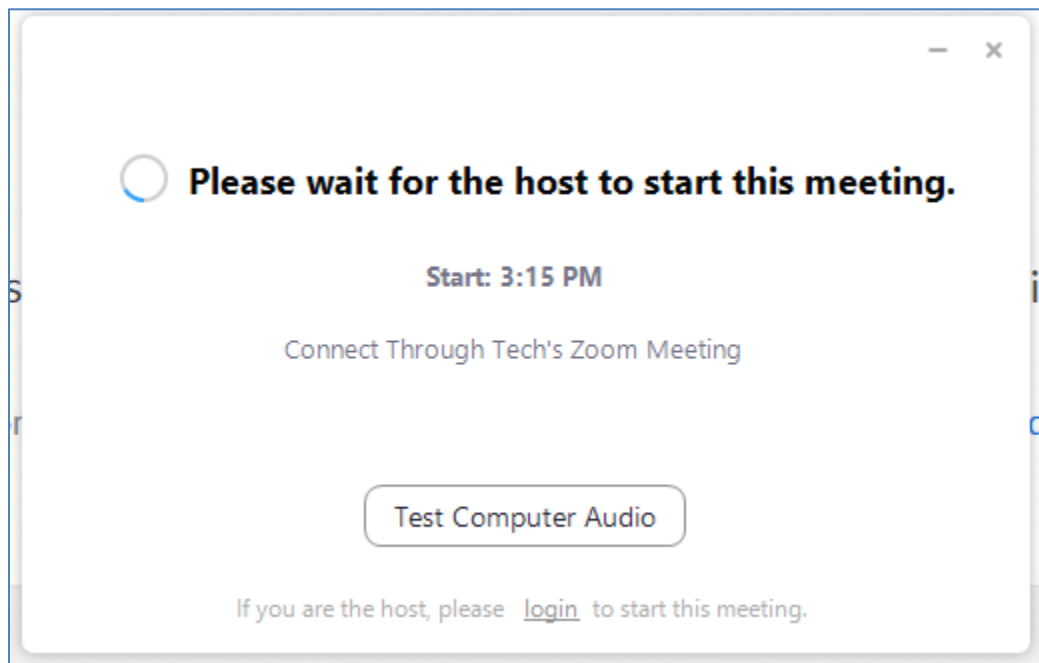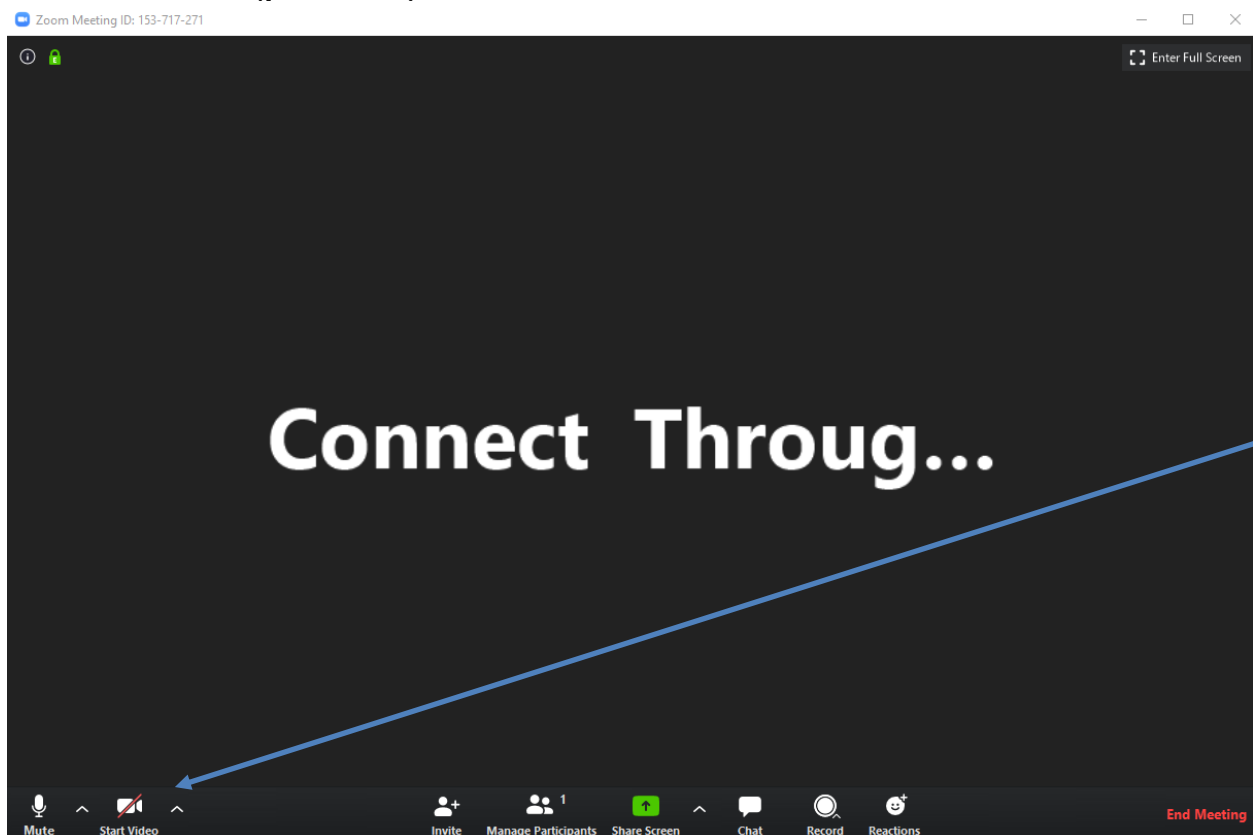
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Joining a Zoom Call on Computer
by Link (continued)

Step 7. The screen below will display when your Zoom call is connected. If desired, **click** (tap) *Start Video* to show your image to other participants. The default is for the camera to be turned off. You will see a red line through the video **icon** (picture).

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Joining a Zoom Call on Computer
by Link (continued)

Step 8. If you chose to *Start Video*, your video image will be shown. The large video image on the bottom is always the person speaking. It changes as people take turns talking. The other people on the Zoom call are displayed at the top of the screen in smaller windows. In example below, one participant turned off their video, so that window is black. See page 21 to be able to control audio, video and chat features.

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Joining a Zoom Call on Computer
By Meeting ID

Step 1. Open a web browser like Google Chrome or Internet Explorer and **enter** (type) http://zoom.us, then **click** (tap) on *Join A Meeting.*
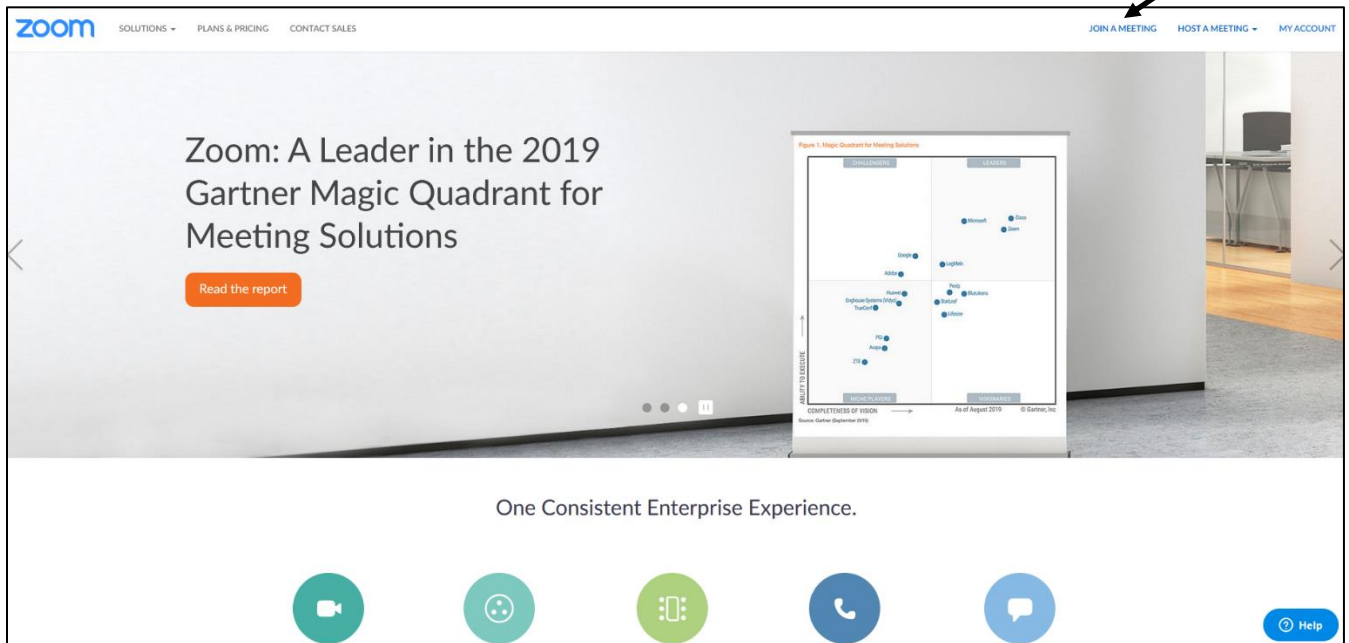
Joining a Zoom Call on Computer
By Meeting ID (continued)

Step 2. Enter 9-digit Meeting ID that you received. You may have received this ID by text, email or verbally depending on who scheduled the Zoom call. Then **click** (tap) *Join*.

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Joining a Zoom Call on Computer
By Meeting ID (continued)

Step 3. **Click** (tap) *Open Zoom Meetings.*

Open Zoom Meetings?

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

Open Zoom Meetings   Cancel

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

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Joining a Zoom Call on Computer
by Meeting ID (continued)

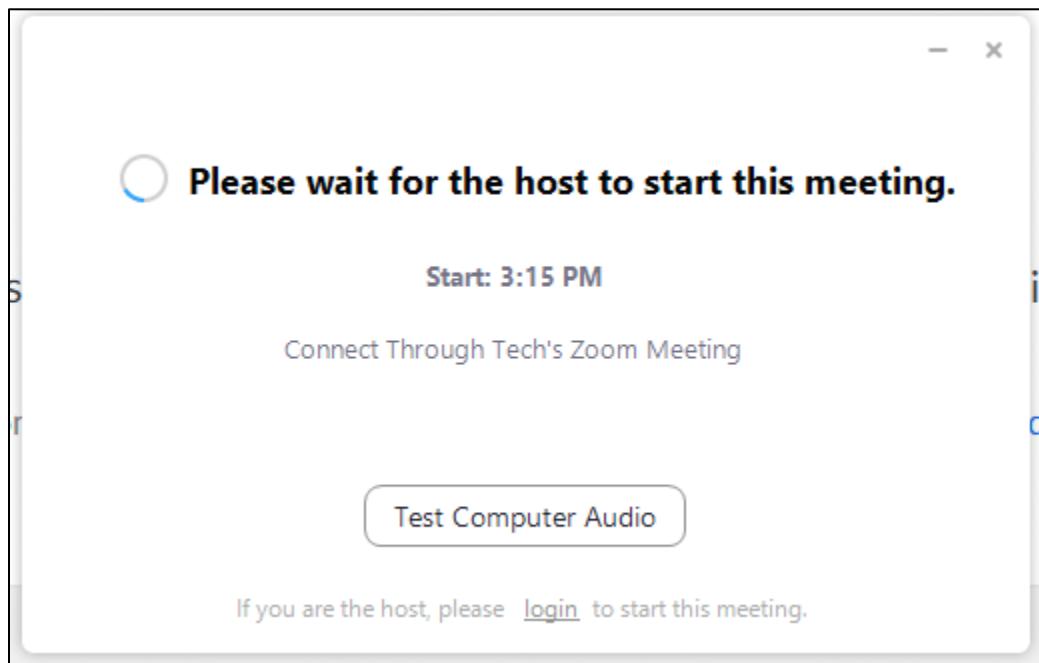Step 4. **Click** (tap) on *Join with Computer Audio*.

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Joining a Zoom Call on Computer
by Meeting ID (continued)

Step 5. If you've started the Zoom call before the host has, you will need to wait for host to join the video call before the call can begin. There is no need to disconnect. The call will begin automatically from here once the host connects.
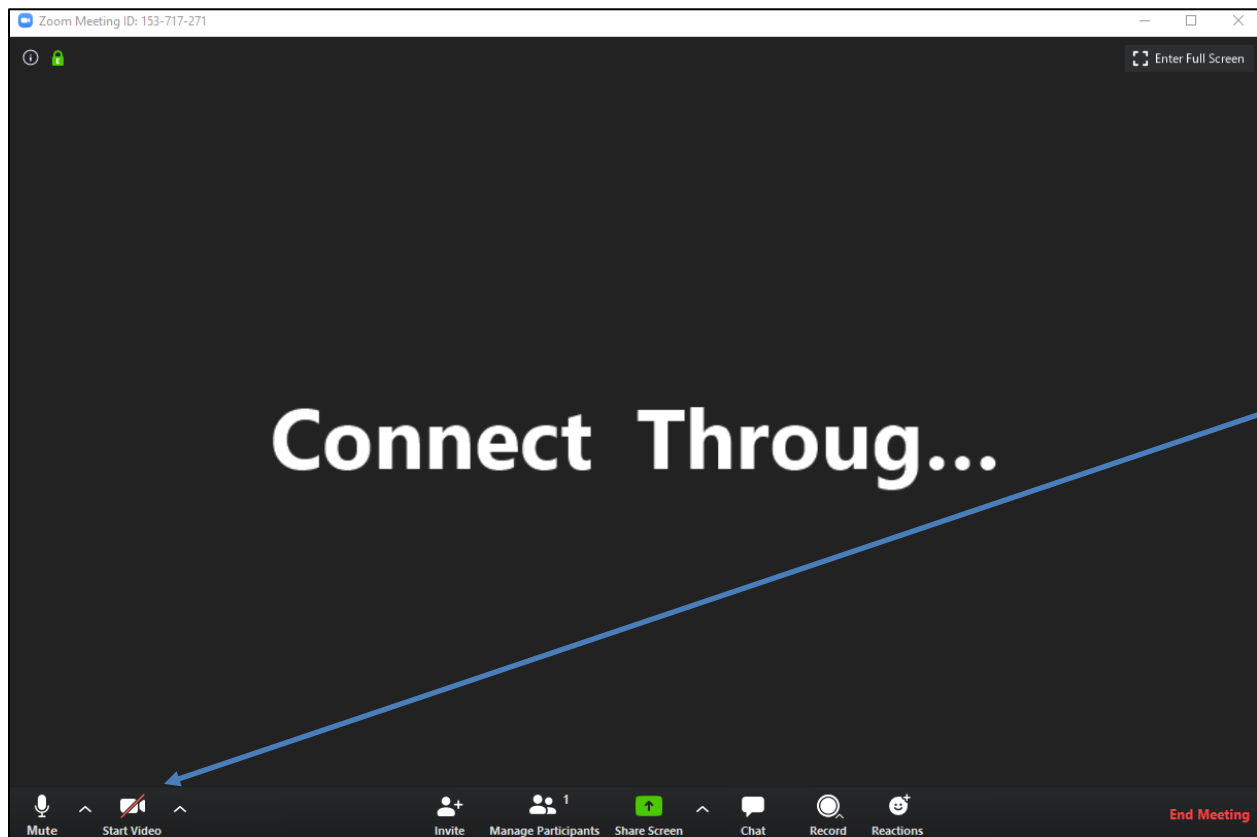
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Joining a Zoom Call on Computer
by Meeting ID (continued)

Step 6. The screen below will display when your call is connected. If desired, **click** (tap) *Start Video* to show your image to other participants. The default is for the camera to be turned off. You will see a red line through the video **icon** (picture).

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Joining a Zoom Call on Computer
by Meeting ID (continued)

Step 7. If you chose to *Start Video*, your video image will be shown. The large video image on the bottom is always the person speaking. It changes as people take turns talking. The other people on the Zoom call are displayed at the top of the screen in smaller windows. In example below, one participant turned off their video so that window is black. See page 21 to be able to control audio, video and chat features.
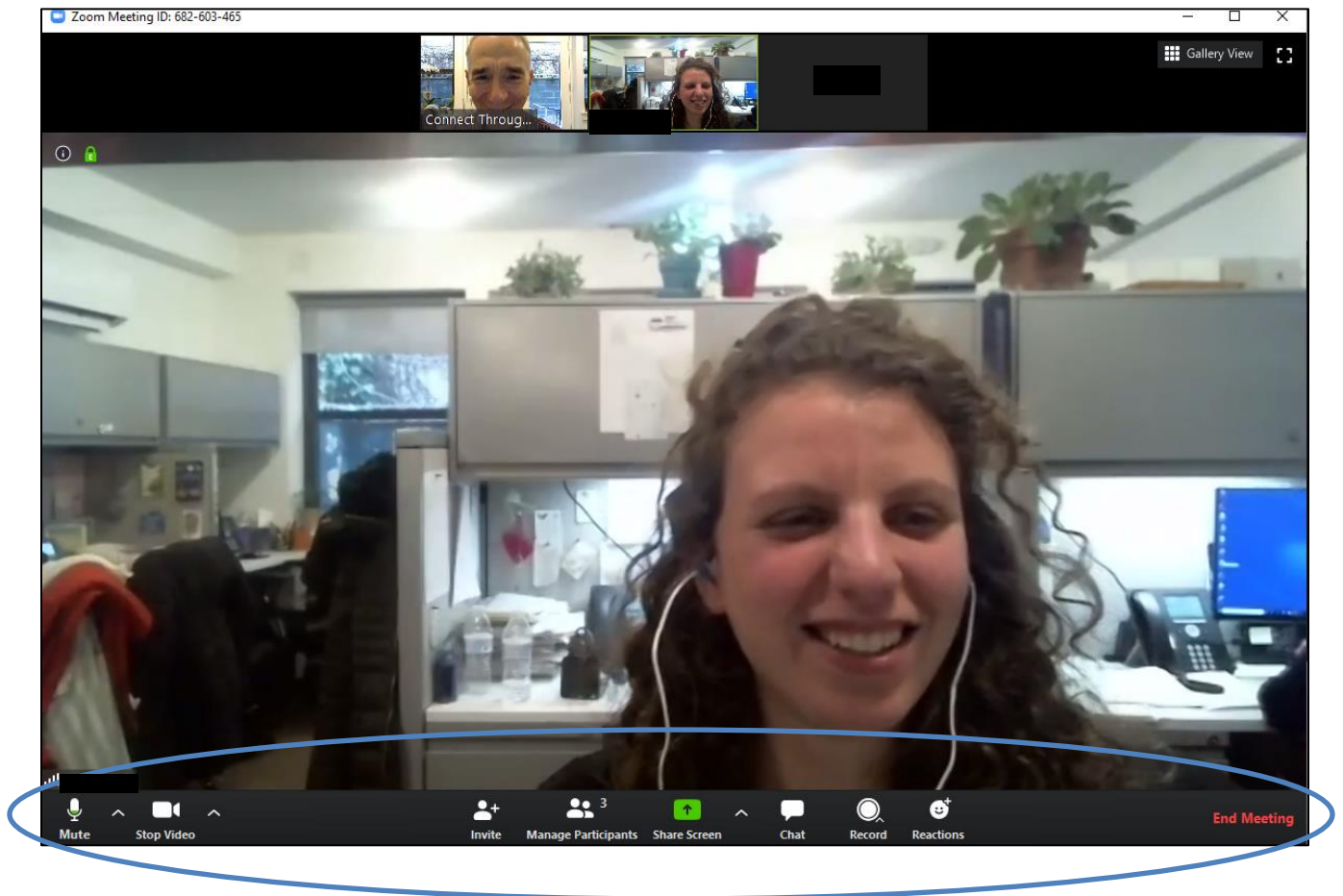
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Zoom Call Features on Computer

Step 1. Move your mouse anywhere in your picture to display **icons** (pictures) on bottom.
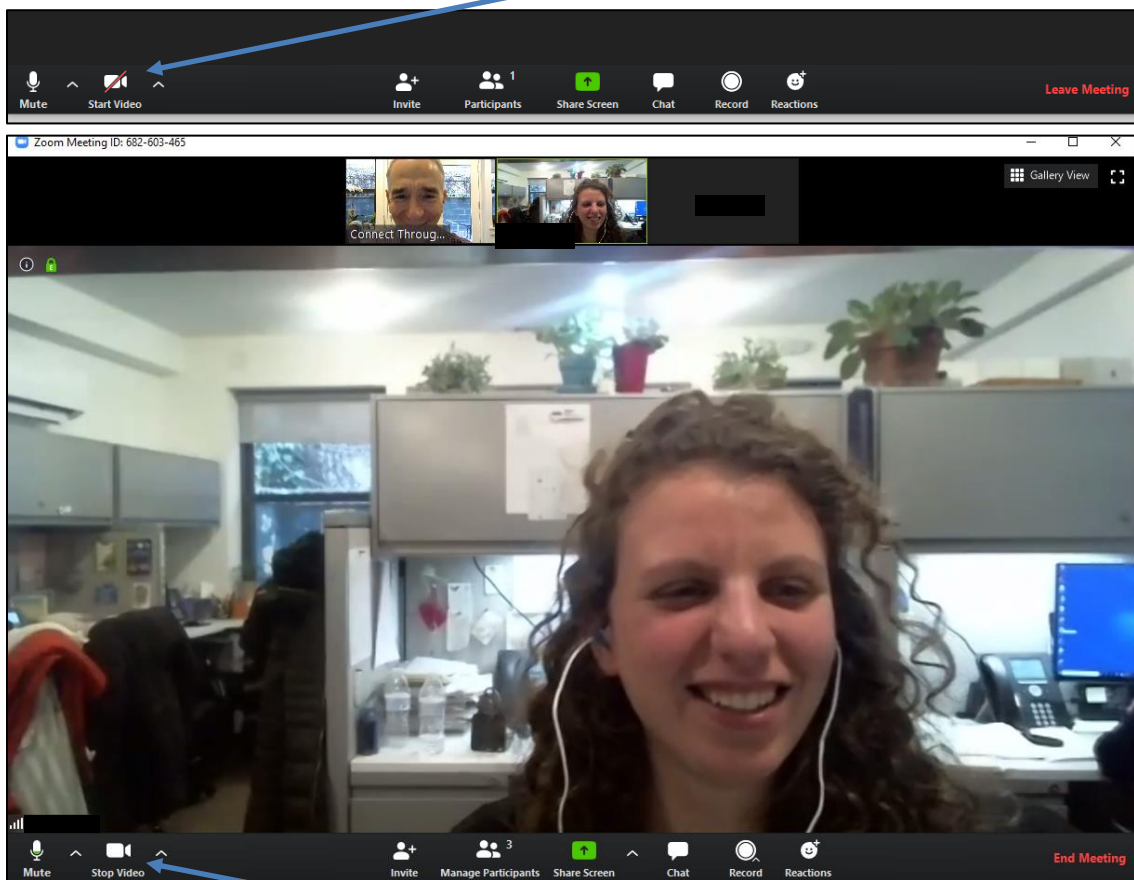
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Zoom Call Features on Computer - Video

Step 2. Every Zoom call starts with the video option turned off. There is a red line through the video camera **icon** (picture). You can leave it off for others to only hear you, while you can see and hear them. If you want others to see you, **click** (tap) on *Start Video.* The red line will disappear. You can stop the video at any time by **clicking** (tapping) *Stop Video*. The red line will reappear*.* Others will still be able to hear you.
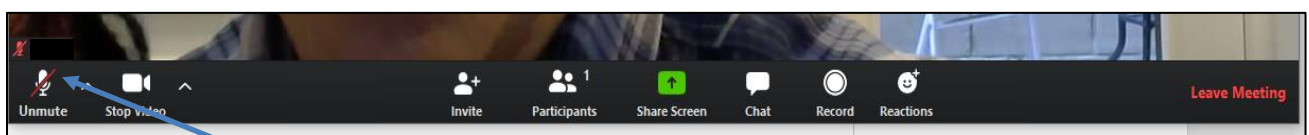
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Zoom Call Features on Computer - Audio

Step 3. To temporarily mute your audio so other participants cannot hear you (e.g. if you have background noise at your location), **click** (tap) *Mute*. A red line will appear over the microphone **icon** (picture). **Click** (tap) *Unmute* when ready to resume your audio.
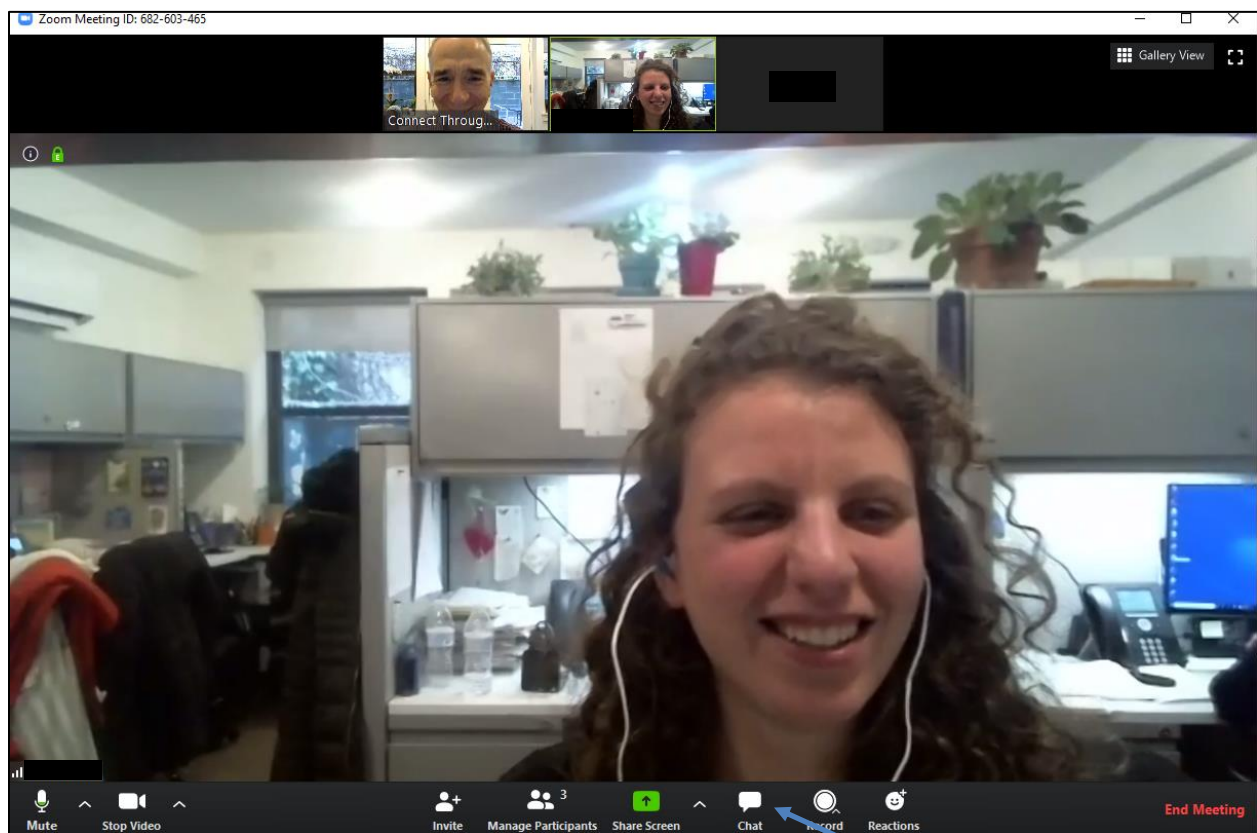
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Zoom Call Features on Computer - Chat

Step 4. The chat feature is like texting during the Zoom call. You can type messages to the group if you prefer not to speak.
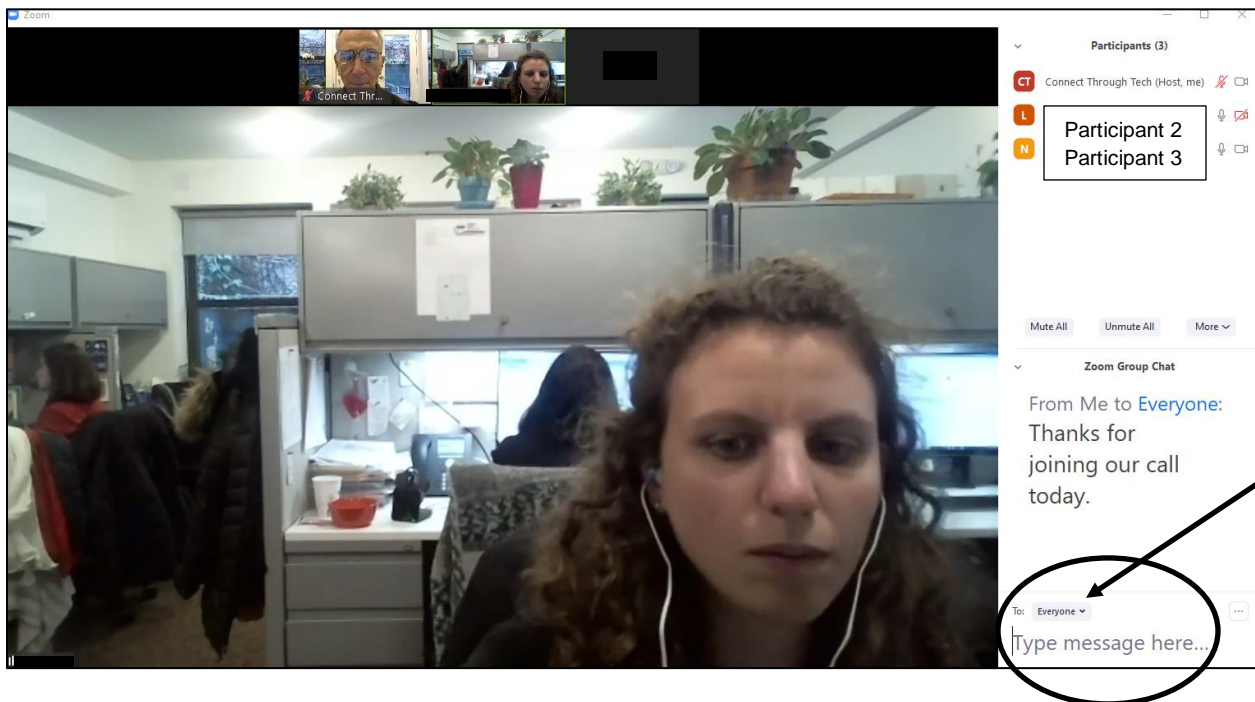
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Zoom Call Features on Computer - Chat (continued)

Step 5. **Enter** (type) in chat window on right. By default, chat messages will be sent to all call participants. If you wish to send it only one person, **click** (tap) on arrow next to *Everyone* to see and choose individual names.
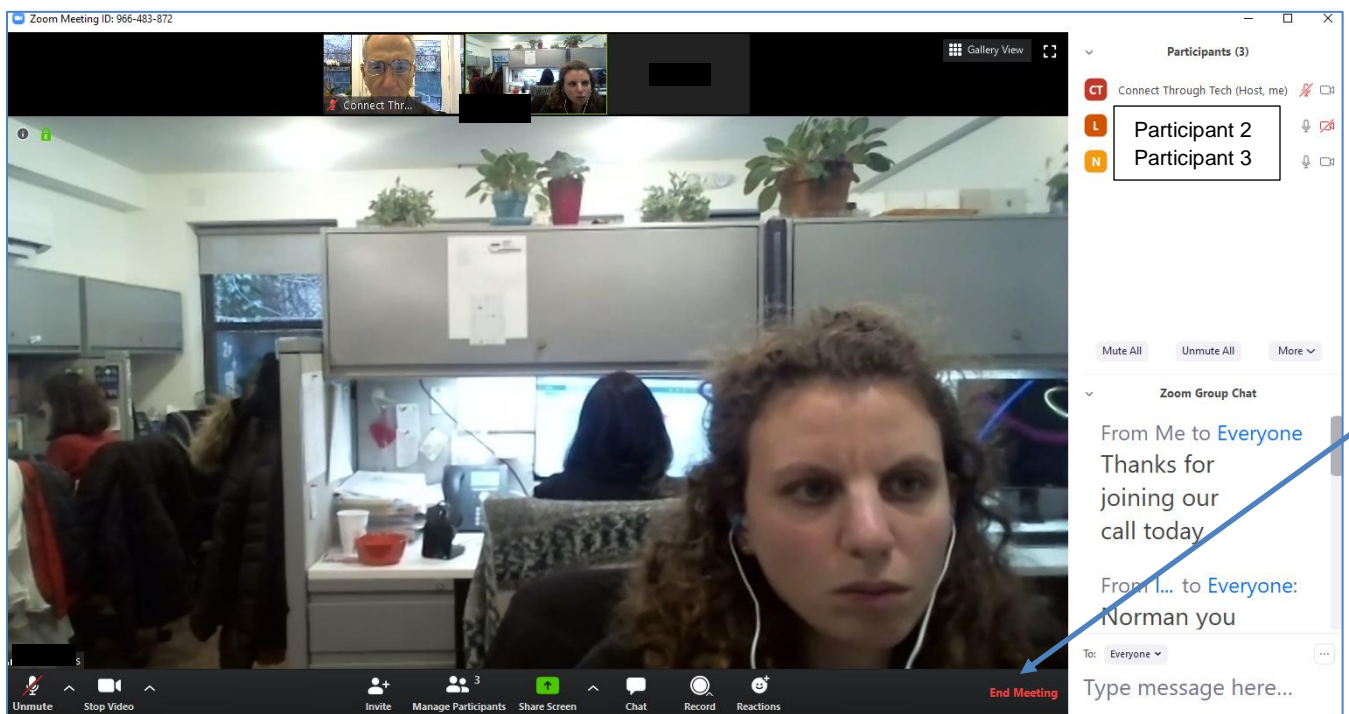
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Zoom Call Features on Computer – End Call

Step 6. To end a call, move your mouse anywhere in your image to display **icons** *(pictures)* on bottom, then **click** (tap) on *End Meeting.*

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DOROT hopes that you have found this guide useful and that it has made technology easily more accessible.

We would love to hear from you. Please share your comments through technologyhelp@dorotusa.org.