

Zoom is Easy! Why a Tutorial?

Because

- If you have never used Zoom, it is nice to have a guide
- Step 1 is where to get the Zoom app for computers, smartphones, and Chromebooks
- Step 7 is about testing and adjusting audio – your speakers and your microphone
- Step 8 reveals how to make the meeting tool bar appear
- Beginning on page 3 is a brief introduction to getting and using a Zoom account

1 ► Get and Install the Zoom app

- **Mac, Windows, and Linux** <https://zoom.us/download>
- **Chromebooks** <https://support.zoom.us/hc/en-us/articles/213298746-Getting-Started-On-Chrome-OS>
- **Zoom mobile apps (iOS and Android)** <https://zoom.us/download>
- **Zoom extension for browsers** <https://zoom.us/download>

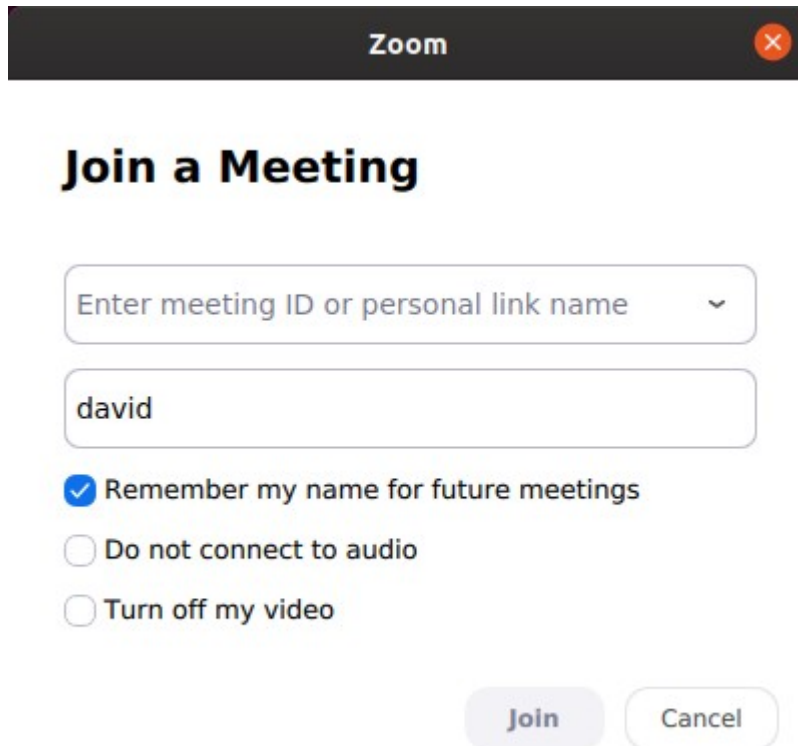
2 ► Open the Zoom app

- Double-click (or tap) its icon

3 ► Click Join a Meeting

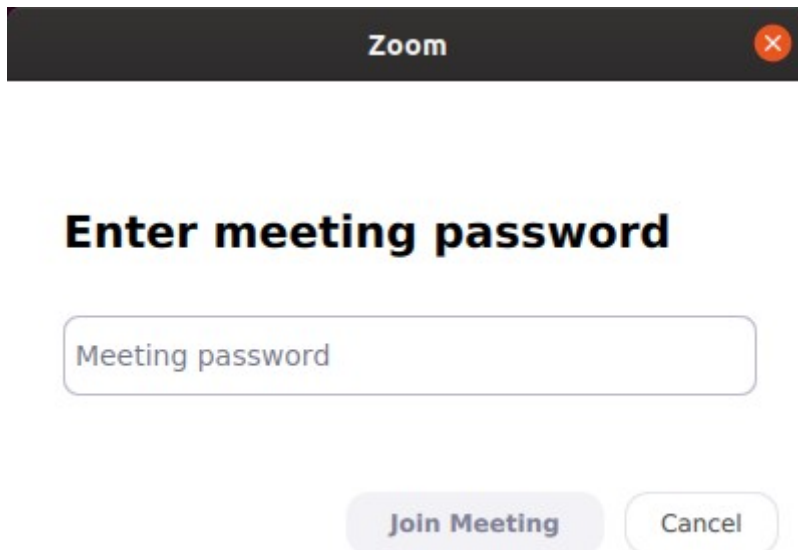


4 ► **Enter meeting ID and click Join**



The image shows a Zoom application window with a dark title bar containing the word "Zoom" and a close button. The main content area is titled "Join a Meeting". It features a dropdown menu with the text "Enter meeting ID or personal link name" and a downward arrow. Below this is a text input field containing the name "david". There are three radio button options: "Remember my name for future meetings" (which is selected), "Do not connect to audio", and "Turn off my video". At the bottom right, there are two buttons: "Join" and "Cancel".

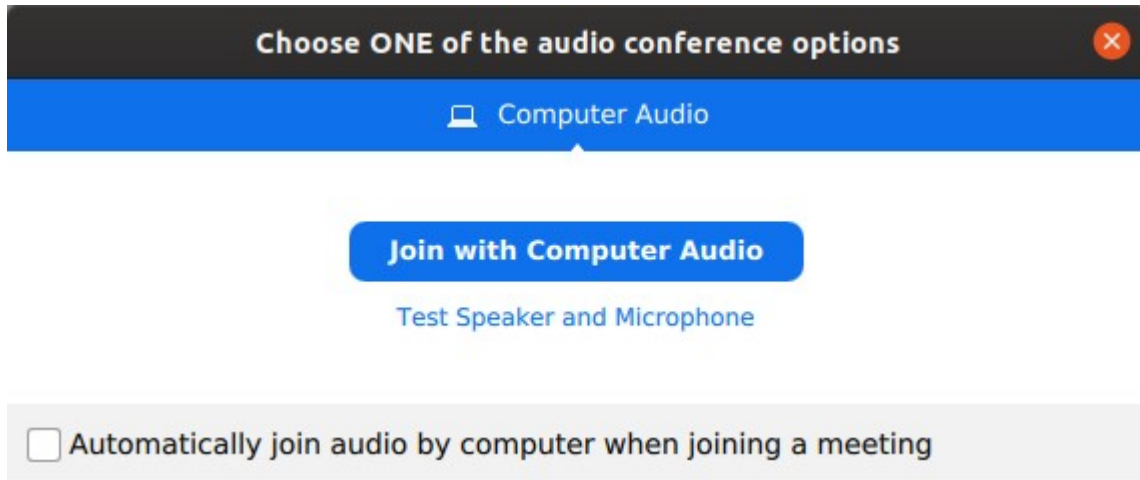
5 ► **Enter meeting password and click Join Meeting**



The image shows a Zoom application window with a dark title bar containing the word "Zoom" and a close button. The main content area is titled "Enter meeting password". It features a text input field with the placeholder text "Meeting password". At the bottom right, there are two buttons: "Join Meeting" and "Cancel".

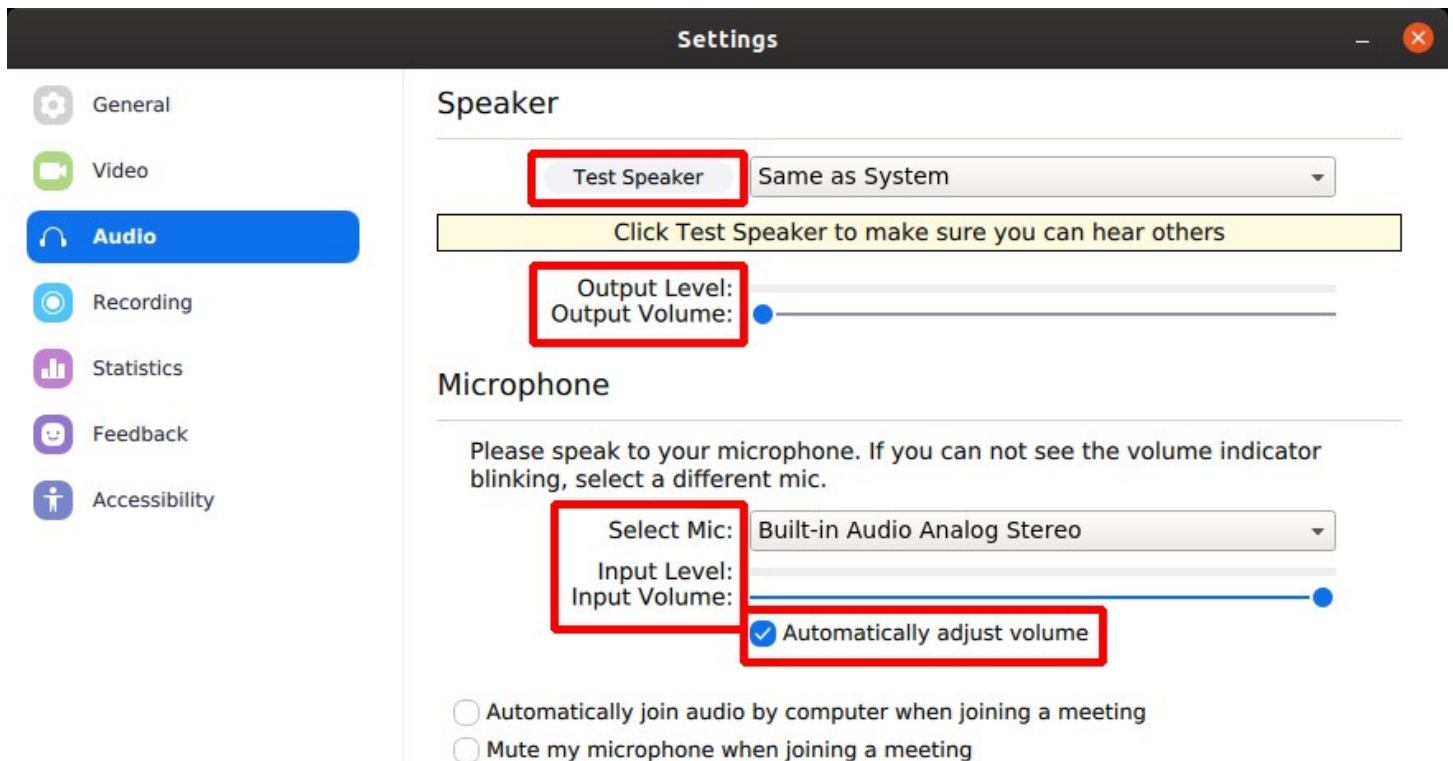
6 ► Choose one

- Join with Computer Audio
- Test Speaker and Microphone



7 ► OPTIONAL – If you click Test Speaker and Microphone

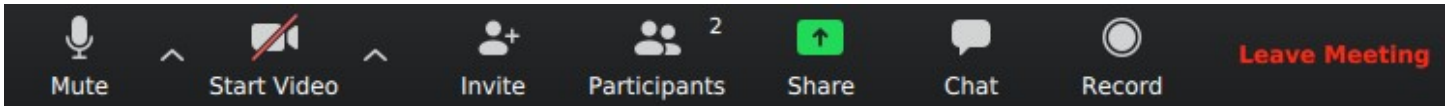
- Use red highlighted items to set up and adjust your audio
- Test speaking after un-checking Automatically adjust volume



8 ► When you click Join with Computer Audio, you are in the meeting

- Move your mouse pointer toward the bottom of the screen
- The toolbar appears out of nowhere
- Important options found in the toolbar

Mute Share (your screen or an app) Chat Leave Meeting



9 ► Enjoy the Meeting

10 ► Leave the Meeting

- Click Leave Meeting at lower right in the toolbar (see above)

OPTIONAL -- Getting and Using a Zoom Account

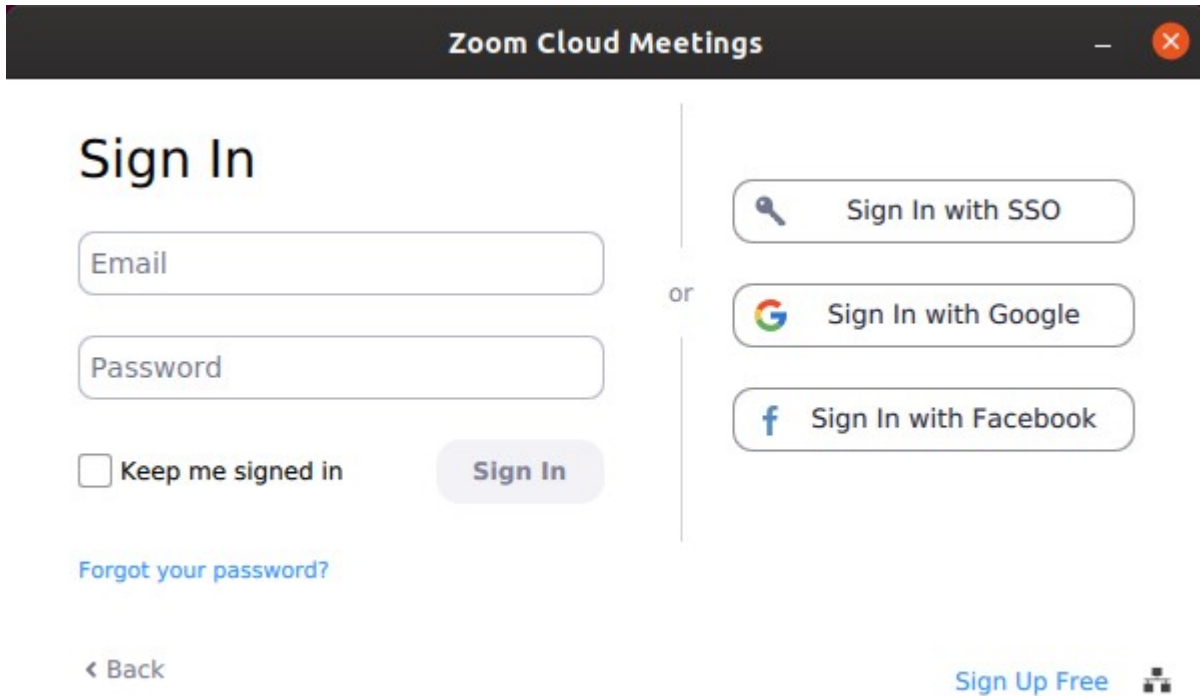
1 ► Get a Zoom Account – Step 1

- Open the Zoom app
- Click Sign In



2 ► Get a Zoom Account – Step 2

- Click [Sign Up Free](#) (at far lower left) to start a standard account creation process



3 ► Using Your Zoom Account

- Open the Zoom app
- Click [Sign In](#)
- Sign in to your Zoom account
- The dialog on the right will appear

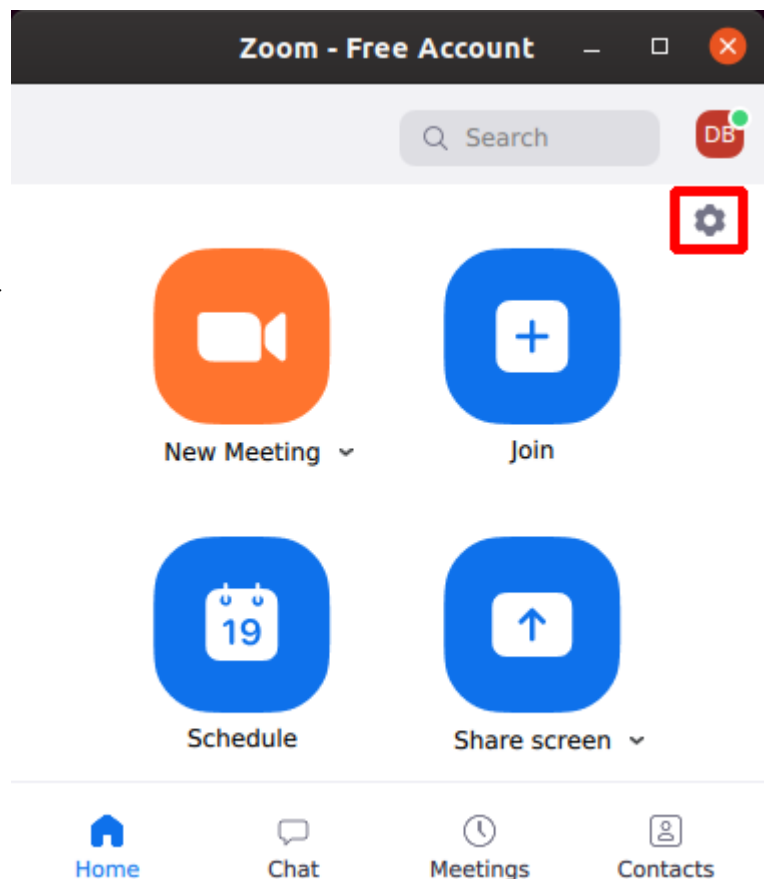
You can [Join](#) a meeting, or create a [New Meeting](#), or [Schedule](#) a meeting for a future date and send invitations to participants.

As the host of a meeting, there are many options available to tailor the event.

- Note the gear icon, highlighted in red

Click the gear icon to bring up the settings dialog.

See a screen shot of the settings dialog on the next page of this document.



The Zoom Settings Dialog

The screenshot shows the Zoom Settings dialog with the 'General' tab selected. The left sidebar contains navigation options: General (selected), Video, Audio, Chat, Virtual Background, Recording, Profile, Statistics, Feedback, and Accessibility. The main content area is divided into two sections: 'Application' and 'Share Screen'. The 'Application' section includes settings for window behavior, such as minimizing to the notification area, copying invitation URLs, and reminders. The 'Share Screen' section includes settings for screen sharing, such as using dual monitors, entering full screen, and grabbing remote control. A 'View Advanced Features' link is located at the bottom of the settings list.

Settings

General

- Video
- Audio
- Chat
- Virtual Background
- Recording
- Profile
- Statistics
- Feedback
- Accessibility

Application

- When closed, minimize window to the notification area instead of the task bar
- Automatically copy invitation URL once the meeting starts
- Ask me to confirm when I leave a meeting
- Remind me minutes before my upcoming meetings
- Stop my video and audio when my display is off or screen saver begins

Share Screen

- Use dual monitors
- Enter full screen when a participant shares screen
- Enter full screen automatically when starting or joining a meeting
- Scale to fit shared content to Zoom window
- Side-by-side mode
- Share selected app window only
- Grab remote control automatically when controller idle seconds
- Limit your screen share to frames-per-second

[View Advanced Features](#)