

Zoom Novice - Laptop or Desktop Computer

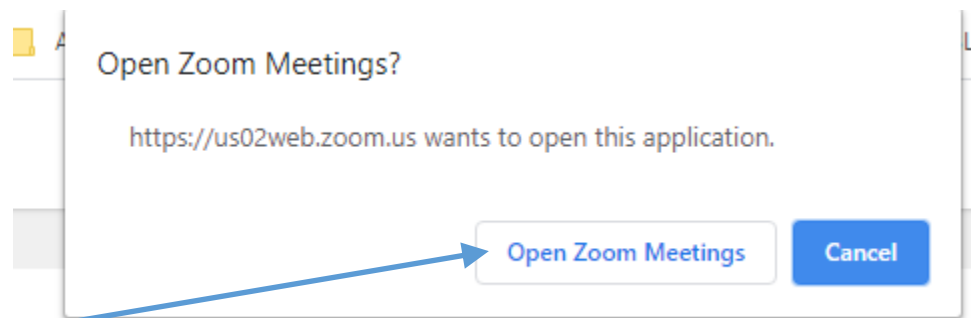
Join a Meeting

You will receive or have already received an email **Invitation to Join a Meeting** giving the date/time and containing a **Link**, the **Meeting ID** (9 to 11 digits), and a **Password** (letters or numbers or a combination). It's a good idea to print this for reference and keep it in your Inbox so that you can tap the Link when the meeting starts.

Please be prompt. If this is your first time using Zoom, please start at least 5 minutes early. **Click the Link** in your Invitation email on your computer.

One of several different possible things should happen, depending on whether your computer has previously been used with Zoom.

If you see this:



Click **HERE**

If you see this:

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](#).

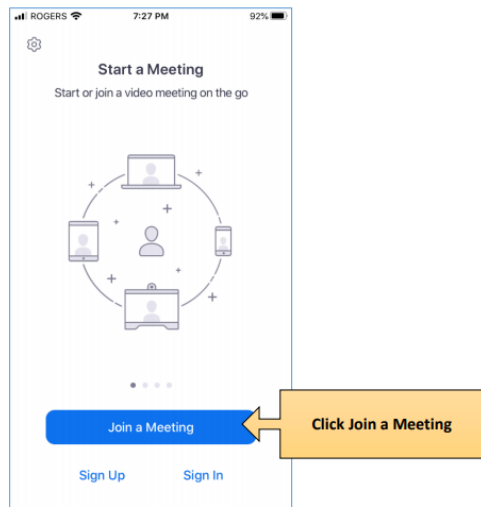
If you cannot download or run the application, [join from your browser](#).

Click **HERE** to install the Zoom application if you have a few minutes to spare before the meeting time.

Or click **HERE** to install the application at another time.

You may be prompted to enter the **Meeting ID** and **Password**, and you will be asked to enter your **Screen Name** (the way you would like to be addressed and recognized during the meeting).

If you see THIS screen, do what's indicated:



then enter the Meeting ID and Password.

Tap [HERE](#) if you want to [See a Demonstration](#).

You may then be asked to wait a moment until the Host is ready, and you may be given an opportunity to check your camera, microphone, and speaker.

Important Basic Controls in Zoom Meetings

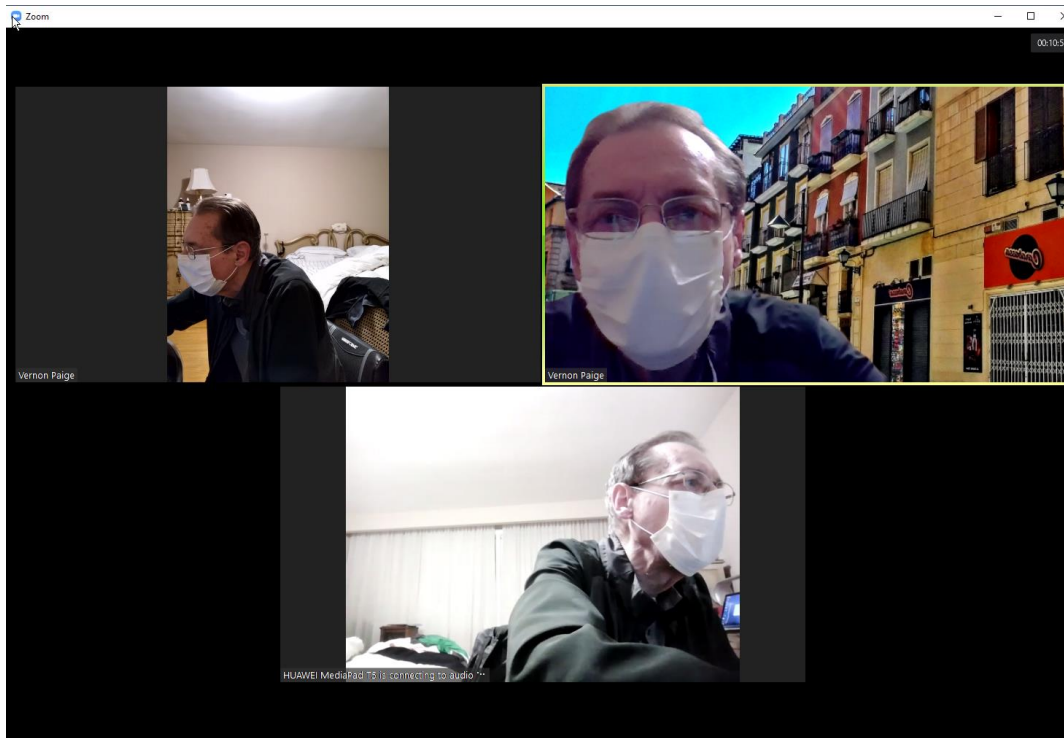
There are a few important basic controls that help the Host run an orderly meeting and will help YOU have an enjoyable and worthwhile experience. Most important are the following:

Mute/Unmute (microphone), **Start/Stop Video** (your camera), **Chat** (send and read text messages), **Raise Hand** (catch the host's attention), and **Participants** (how you see others). Also look for a menu ("More" or **3 dots**). There are a few other controls as well, useful but less important.



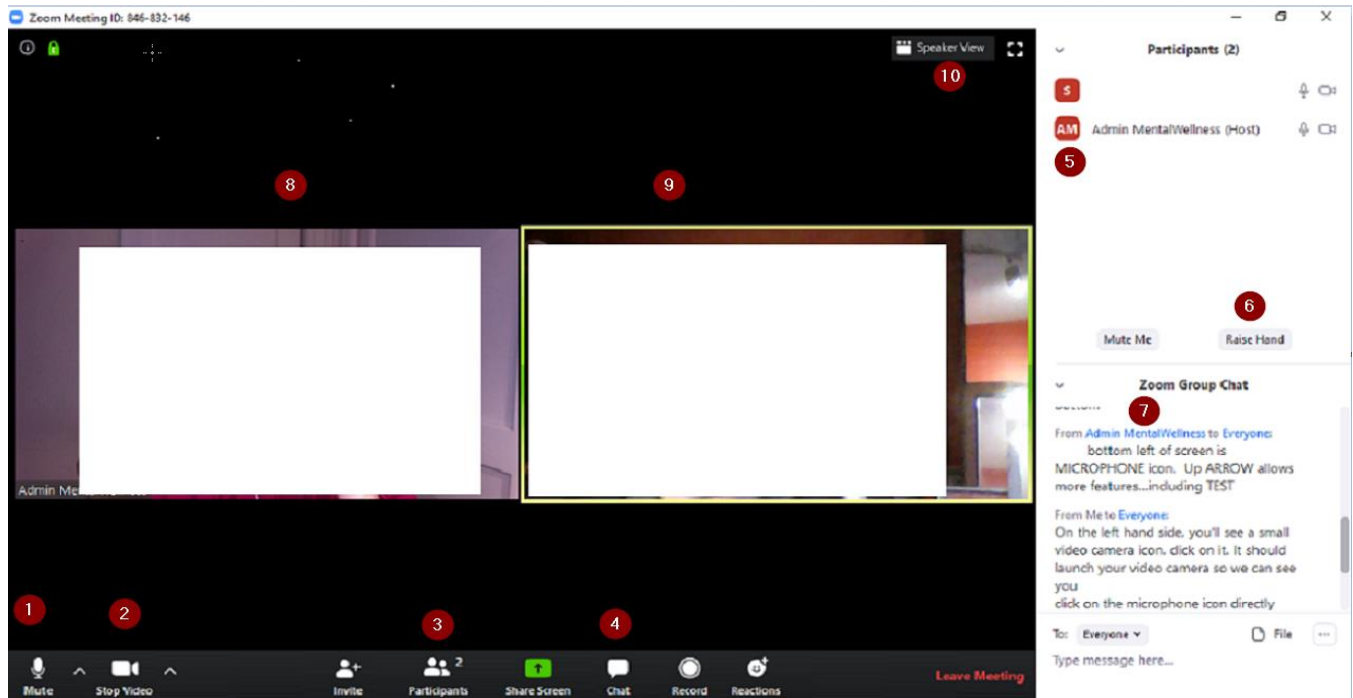
Above is an example of the “Speaker View” showing a large view of the current speaking participant with smaller images of other participants in a row above. The switch between “Speaker” and “Gallery” view is in the top right corner, other controls are at the bottom of the screen.

Below is an example of the “Gallery View” showing all the participants in a “Gallery” with a frame around the current speaking participant. Notice that all the controls have faded from view to minimize distraction. Just move your cursor to the bottom of the screen to bring back the controls.



Above is another example of the “Gallery View”, this time with the controls visible. Also notice another menu with more controls, this menu opens by right-clicking your own image.

Below is another “Gallery View” example, this time showing the “Participants Panel” (list of attendees) and the “Chat Panel” for exchanging text messages during the meeting.



1 – Mute button – This will toggle your computer mic on and off. If your mic is muted the icon will appear with a red slash through the icon. **NB: The Host may mute all microphones except for the Host and the Speaker sharing. Use the “Raise Hand” control rather than interrupting.**



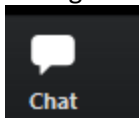
2 – Video button – This will turn your computer camera on and off. If the camera is turned off, a red slash will appear through the icon.



3 – Participants button – Clicking on this button will display a window to the right of the participants’ images. On the right hand side of the button the number of participants in the meeting is displayed.



4 – Chat button – Clicking on this button will show a chat window (currently displayed below the participants in the right hand side bar)



5 – Participants list – The participants’ initials and name (the name you decide to use when first signing up for the meeting), will be displayed in a list including the Host. To the right of each participant, a mic and video status icon will be displayed. If their mic and/or camera are off, the icons will be red with a slash through it.

6 – Raise Hand button –click this button if you think of something while someone else is speaking. A small blue hand will be displayed beside your name in the participant list and it will indicate to the Host that you want to say something. If you select Raise Hand and change your mind you can re-select the button (which will be labelled “Lower Hand”) and the blue hand icon will disappear. Maybe make a quick note to remind yourself what you want to say when the Host acknowledges you.

Raise Hand

7 – Group chat list – For the meeting, group chat is enabled if you want to share a link or note. All participants will see all comments.

8 and 9 – These are the image windows of participants. An image of each participant is displayed.

10 – Speaker/Gallery view.