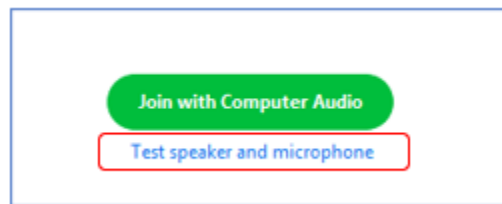


INTRODUCTION TO ZOOM MEETINGS

SOME TIPS & INSTRUCTION FOR FIRST-TIME ZOOM USERS

Joining a Meeting

1. Click on the link provided by the meeting host. It will be in a format like this: <https://zoom.us/4227565411> **OR if you don't feel comfortable online, call-in using the phone number provided (select New York- EST number)**
2. If this is your first time using Zoom, Click on “download & run Zoom” (bottom right)
3. Click “Open Zoom.us?” in the dialog box on the top.
4. Click “Test speaker and microphone.”



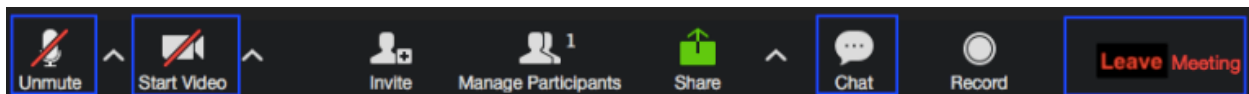
If you're asked to enter your name, type only your first name and last initial.

Managing the Control Functions – Muting, Video and Chatting

ToolBar: Once in a Zoom meeting, turn on this toolbar by hovering your cursor at the bottom of your screen. There are just a few tools you will need.

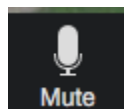
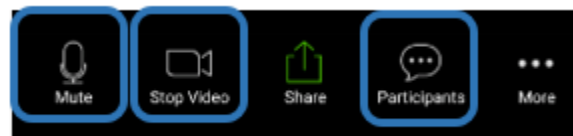
On Desktop

Hover over bottom of screen with mouse to turn on



On Mobile

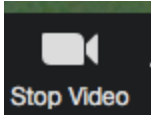
Tap top of screen to turn on



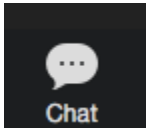
Click **Mute** to turn on and off your microphone (*it's a good practice to mute unless you are speaking. Always mute if there is background noise at your location.*)



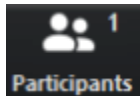
If the secretary calls on you to speak, tap or click the **Unmute** button. If there is no Unmute button, and you only see a Mute button, then everyone on the meeting can hear you.



Click **Stop Video** to turn off your camera.
Click **Start Video** to turn it on.



Select Chat (or Participants and then Chats on mobile) to make comments to the group, or to any of the individuals on the call. The Chat window on the right of the screen shows comments posted by all participants.



To Share: Select Manage Participants and tap on “Raise Hand” to share.



To Leave: Click “Leave Meeting”



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