



## Zoom Instructions, Hints, and Tips

### Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones.
2. You will receive an invitation to join a Zoom meeting via e-mail. The invitation will include a link to “**Join via computer**” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.
3. If you are using a **tablet or smartphone**: there is a Zoom mobile app available for both iOS and Android devices.
  - a. For iOS, search "Zoom" on Apple AppStore or open Safari, and enter zoom.us. It will direct you to <http://itunes.apple.com/us/app/zoom.us-cloud-video-meetings/id546505307>
  - b. For Android, search "Zoom Meetings" on Google Play. It will direct you to <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

### To join the videoconference:

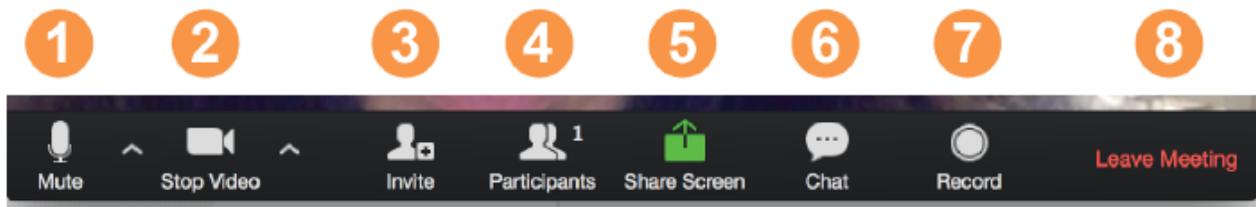
1. At the start time of your meeting, click on the link in your invitation to **join via computer**.
  - a. On a laptop, you may be instructed to download the Zoom application.
  - b. On a tablet or smartphone, you will need the mobile app described in step 3 above.
2. You may be asked if you want to call in for audio or “join audio by computer,” to use your computer/tablet/smartphone’s built-in microphone, click “join audio by computer.”

### Joining via phone or using your phone for audio:

If you are having trouble hearing the meeting (or others are having trouble hearing you), you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit **participant ID** to be associated with your computer. (#participantID#)
  - a. To find your participant ID, click the up-arrow next to the mute button along the bottom.
  - b. Then click “Switch to Phone Audio...” for instructions.
4. Once connected via phone, press \*6 to mute or un-mute yourself.

## The Basics of Zoom Video Conferencing



### The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

1. **Mute/unmute your audio.** You can also select your audio input here by clicking the up arrow next to the microphone icon.
  - a. Clicking on the feature once will disable it; clicking it again will turn it back on.
  - b. PRO TIP: If there is a lot of background noise in your environment, turning on the mute button until you want to speak can decrease distracting noises for other participants.
2. **Start/stop your video.** You can also select you video input here by clicking the up arrow next to the video camera icon.
  - a. Clicking on the feature once will disable it; clicking it again will turn it back on.
  - b. PRO TIP: If the internet is bad, disabling video can help maintain a better overall internet connection using just audio.
3. Invite more people to join by email, IM, or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g. Microsoft Word)
6. **Chat:** Send a message to all participants ("Everyone") or select one attendee from the drop-down list to send a message to.
  - a. PRO TIP: This can be a useful tool when technology acts up, as participants can communicate about sound and video quality.
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

### Change view settings:

- There are three view options: Gallery, Speaker, and Minimize.
- To change between Gallery and Speaker views, move the cursor over the upper right corner of the meeting window. (The view option named there is the opposite of the view option showing on the meeting screen - the view you could change to if you click on it.)
  - “Speaker view” will minimize all tiles except that of the person currently speaking (see below).
  - “Gallery view” will make all participant tiles equal sizes (see below).
- PRO TIP: As the facilitator, Speaker view can be distracting as the screen is constantly changing with the speaker. It can also make it hard to read body language of participants not speaking as their video tiles are much smaller.
- PRO TIP: Depending on the number of participants, you may need to adjust the size of the meeting window to fit all video tiles. Hovering the cursor over the meeting window, there will be neon yellow, right or left arrows to indicate if there are more participants than those showing. Attempt to have all tiles showing at once, so no one is forgotten.

Speaker View:



Gallery View:



**Helpful Hints:**

Video conferences are a great way to meet - and stay connected with - your friends, family, fellow parishioners, classmates, teachers, and co-workers. To make sure you get the most out of every session, keep the following tips and tricks in mind:

- Find a quiet location from which to join your session, and make sure you have access to a fast LAN connection or excellent Wi-Fi signal. Take a minute to check what scenery is behind you and make sure you are okay with sharing that view of your home.
- Log in to every session using your full first and last name (others will see what you input as your name).
- Join a session a few minutes early to test your audio and video connections. You should also make sure you have the latest Zoom app downloaded (Zoom.us menu > Check for updates)
- Use a headset (or earbuds) instead of speakers and a microphone. The connection may sound fine to you, but speakers and a microphone can generate static for others.
- Mute your audio unless you are speaking (or in line to speak) so as to prevent unintentional background noise from disrupting the conversation. (\*6 if you are connected by phone)
- When video is enabled, speak to the camera (and not to the screen).
- If you need to get up and step out of the room for a moment, you can click “stop video” so your movement doesn’t distract others.