

TIPS FOR JOINING A ZOOM MEETING AND OPTIMIZING RESULTS

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CONTENTS

Page 1:	Joining a meeting (Invitation)
Page 2:	Joining a meeting (Invitation) (continued)
Page 3:	Copying and pasting the invitation information when necessary
Page 4:	Testing the speaker and microphone
Page 5:	Testing the speaker and microphone (continued) Joining with computer audio
Page 6:	Using features on the Zoom screen
Page 7:	Audio Settings
Page 8:	Video, Accessibility (font size) settings
Page 9:	Security, Participants, Chat settings
Page 10:	Share Screen, Record, Reactions
Page 11:	Speaker View vs Gallery View
Page 12:	Renaming yourself on screen (changing your screen name)
Page 13:	Enter/exit full screen Virtual Background
Page 14:	Virtual Background (continued) Using Zoom features on a Phone
Page 15:	Phone: Audio and video settings, Participants, Renaming
Page 16:	Phone: Reactions, Raise hand, Record, Chat Dial in for audio connection Link to Zoom tutorials

Whether this is your first Zoom meeting or you've been to many, there's always more to learn! Here's a step-by-step guide that will explain things as if you've never used Zoom before.

I. JOINING A MEETING:

You've been asked to join a Zoom meeting. How do you do that?

To join with both audio and video connections, you can use any computer, tablet, or smartphone connected to the Internet (though if you wish to present a song, it's better to do it on your computer for sound quality).

On a computer, you won't need a Zoom account to join a meeting that's set up by someone else (often the meeting "host").

On a tablet or smartphone, you will first need to install the free Zoom Cloud Meetings app from the App Store or Google Play.

To join with audio only, you can dial in on any telephone. If you have a basic phone service, you may get charged for the call, but most of the time it's a free call.

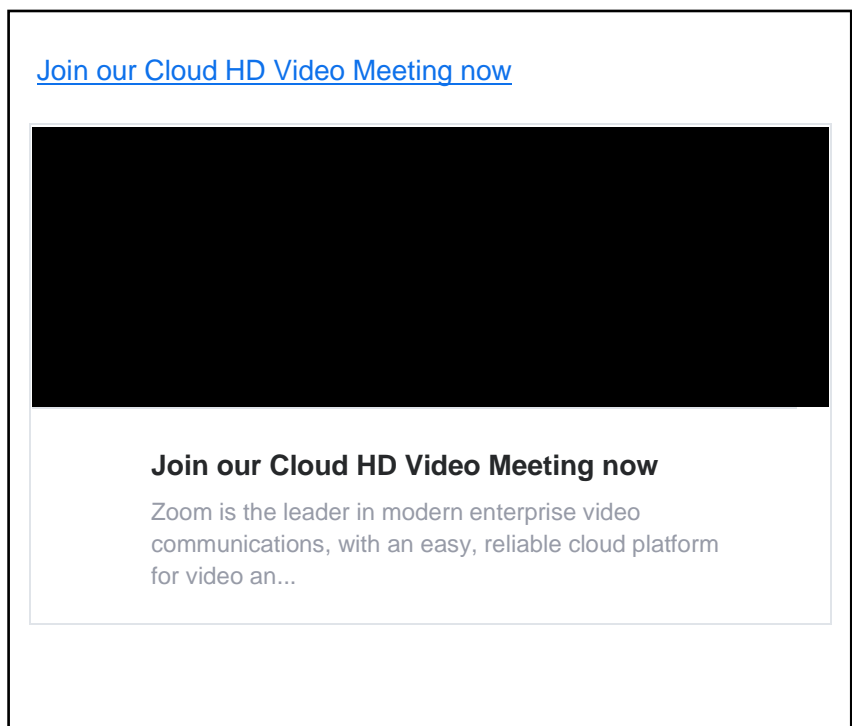
You will need the host of the meeting to send you an invitation to join.

*It may look like a long link starting with https://

<https://us02web.zoom.us/j/88200669277?pwd=YkpSMEZYZk1yc1FwTGFRRTUNuVE1tdz09>

* or on some screens, the host has entered the link, but the screen has morphed into this:

In this case, click on the [blue](#) directive that says [Join our Cloud HD Video...](#)



***Alternatively, the host may have sent you a Zoom invitation without a blue link. If you receive this, here's what to do:**

(Note: I've added the numbers for clarity. Numbers will not appear in your actual invitation)

1) Name of the host

2) Topic: The name the host has assigned to the specific meeting

3) Join Zoom Meeting – most important! If you did not get a blue link to click on, you will need to copy the entire <https://> and paste it into your search bar on the top of the home page screen (see next page for details)

4) Meeting ID may be embedded into the [https](https://) link or you may be asked to enter it to join the meeting. The same is true for

5) Password. Enter if asked for it.

6) If you do not have an Internet-connected device, you may dial into the meeting on any telephone using one of the numbers listed in your invitation. For best sound quality, use the closest Area Code. You will be asked to enter the Meeting ID (and Password if required by the host).

7) The URL here (starting with <https://>) is for finding phone numbers outside the United States.

1)The host is inviting you to a scheduled Zoom meeting.

2) Topic: name of meeting

Time: May 21, 2020 11:00 AM Eastern Time (US and Canada)

3) Join Zoom Meeting

<https://us02web.zoom.us/j/84852522243?pwd=cUZQT1FlcUlxRTFrVEVhU0d6YXJrZz09>

4) Meeting ID: 848 5252 2243

5) Password: 442978

6) One tap mobile

+16699009128,,84852522243#,,1#,442978# US (San Jose)

+13462487799,,84852522243#,,1#,442978# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 848 5252 2243

Password: 442978

Find your local number: <https://us02web.zoom.us/j/84852522243?pwd=cUZQT1FlcUlxRTFrVEVhU0d6YXJrZz09>

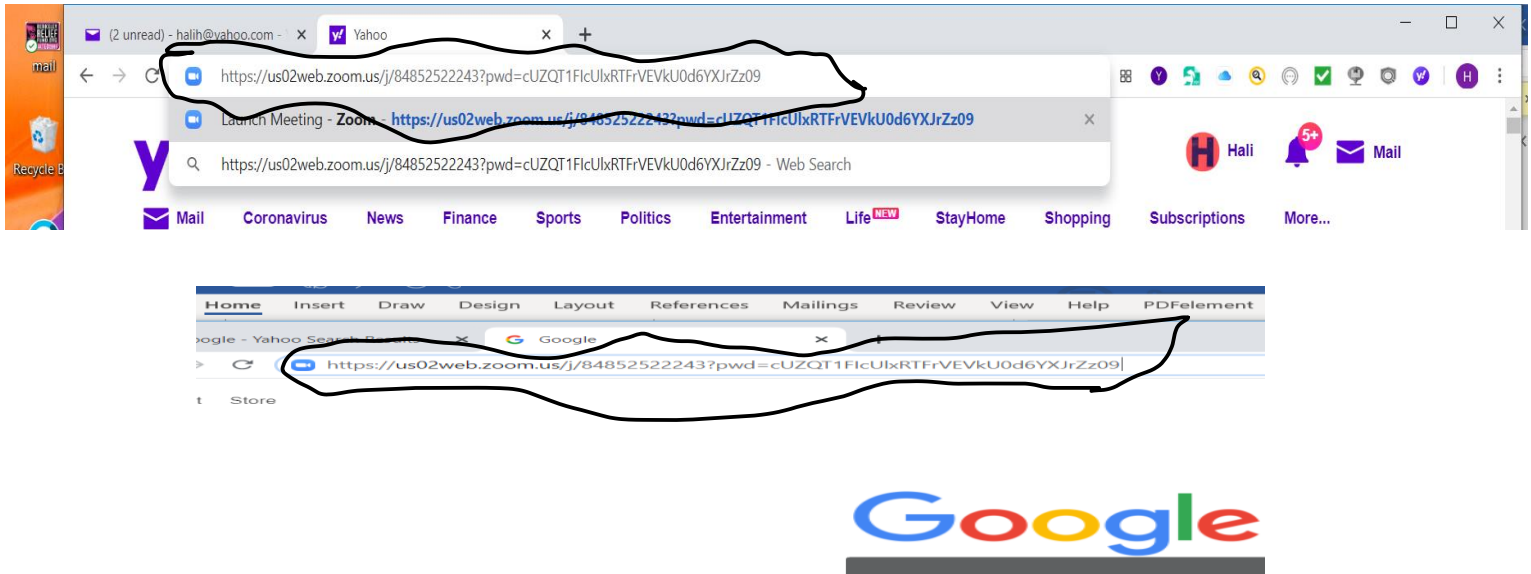
IF YOU NEED TO COPY AND PASTE THE LINK INFORMATION:

Copy the entire URL starting with https and going all the way to the very end of the sequence of numbers and letters (#3)

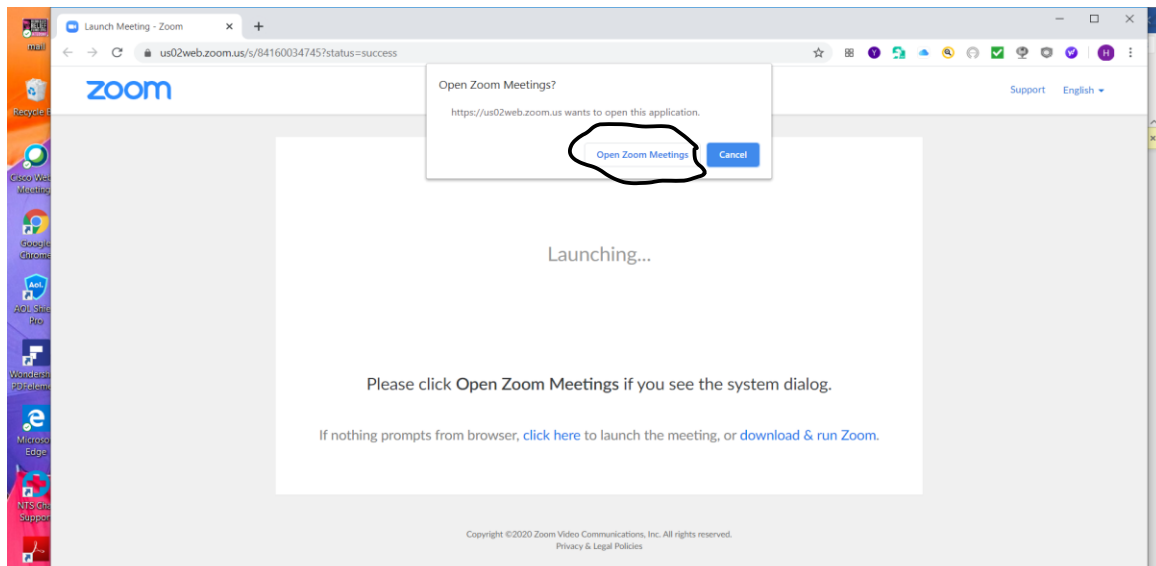
3) Join Zoom Meeting (the series of #s, letters and symbols is the URL).

<https://us02web.zoom.us/j/84852522243?pwd=cUZQT1FlcUlxRTFrVEVhU0d6YXJrZz09>

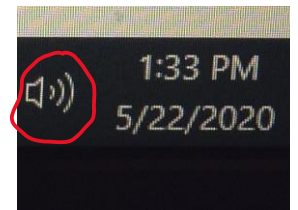
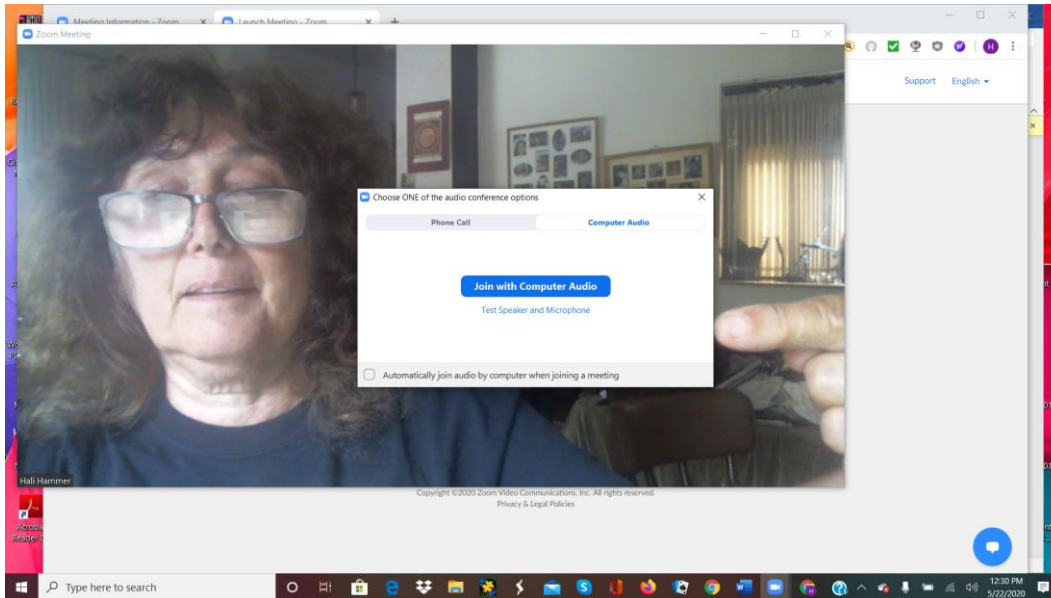
At the top of your home page, **Paste** the URL as noted below.
Here's a Yahoo screen and a Google screen.



Congratulations, you've gotten this far! You should now see a screen like the one below.
Click on the rectangle in the top center box that says **Open Zoom Meetings**.

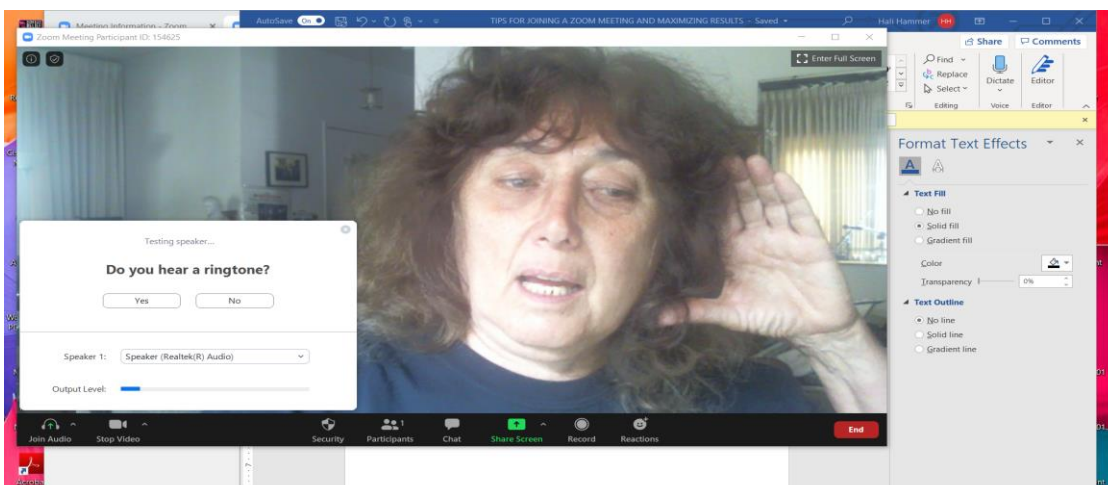


You are in the meeting! You should be able to see yourself, and a blue button in the center that says Join with Computer Audio. Under that button is a directive that will say **Test Speaker and Microphone**. If you click on that directive, you can make sure that you'll be heard at a certain level and that you will hear others. **IMPORTANT:** Make sure the sound is on for your computer or this won't work! There should be a sound icon on your computer screen with sound waves coming from the speaker (it's bottom right for me). If there is an x next to it instead of sound waves, you will need to turn on your computer sound. You should be able to do this by clicking on the sound icon. You can then set the level of sound you want from your computer. This will be different from the Zoom sound test.

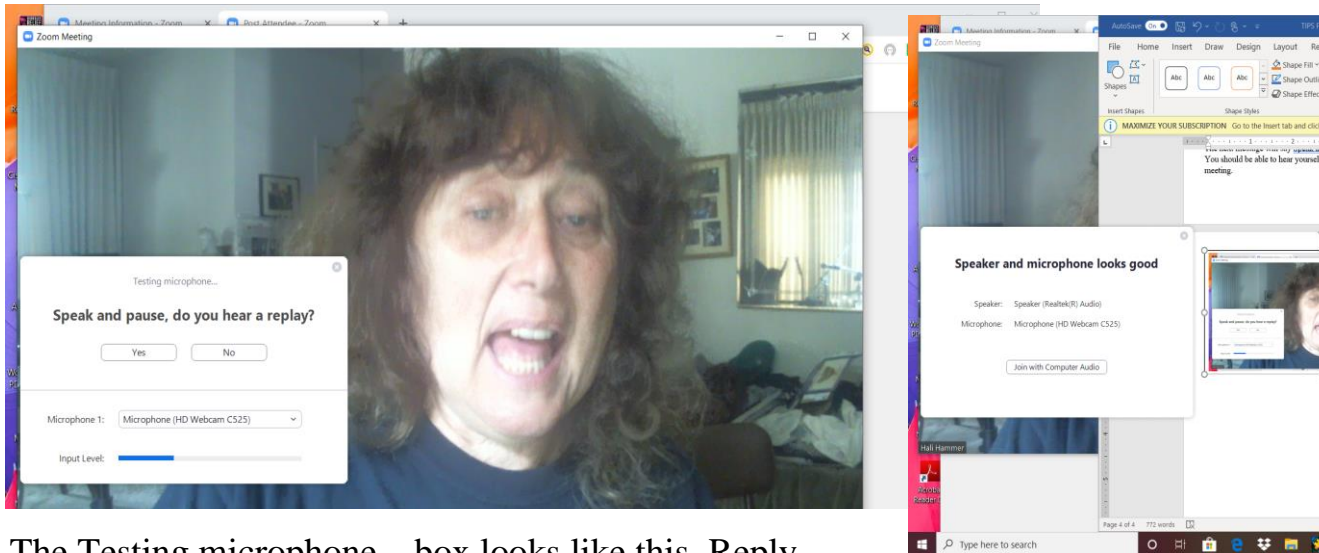


If the sound icon looks like this, your computer sound is on.

There will be a dialog box saying Testing speaker...
Do you hear a ringtone? It will show an output level on the bottom. Reply Yes or No.



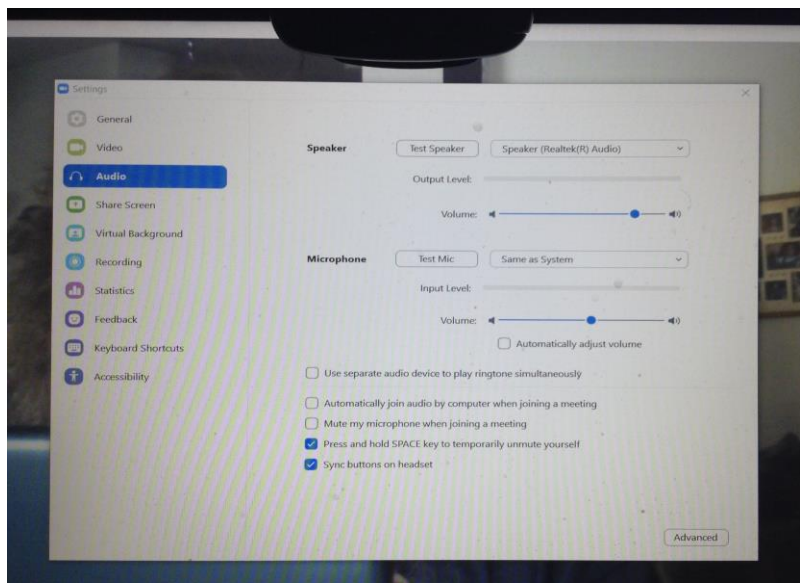
The next dialog box will say Speak and pause, do you hear a replay? (see photo next page)
If you don't hear yourself talking after a few seconds, click No and Test Again. If you can hear yourself, so will the others at the meeting. (Note: sometimes you will get one screen that allows you to test both your speaker and mic. Use the same protocol to test your sound.)



The Testing microphone... box looks like this. Reply.

In the next box, press the button that says Join with Computer Audio.

The same test information may also appear in one box like this:



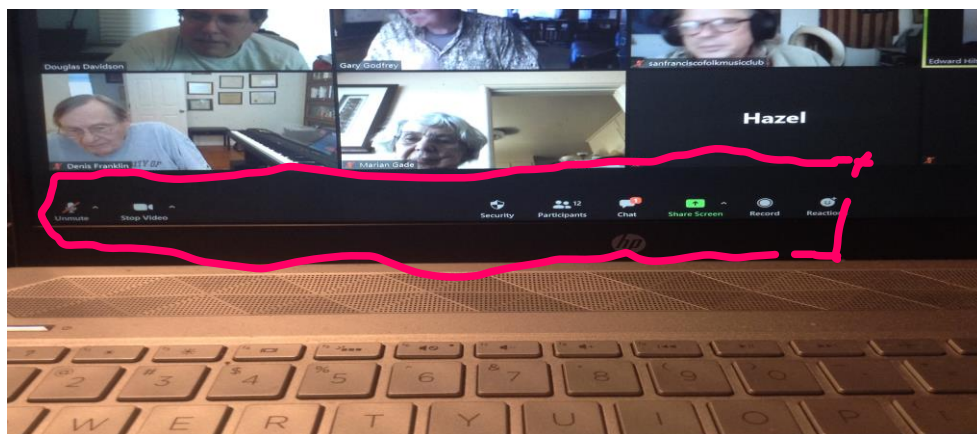
If you get this dialog box, you have the option of checking “Automatically join audio by computer when joining a meeting” and “Mute my microphone when joining a meeting.”



YOU DID IT! Welcome to your Zoom meeting!

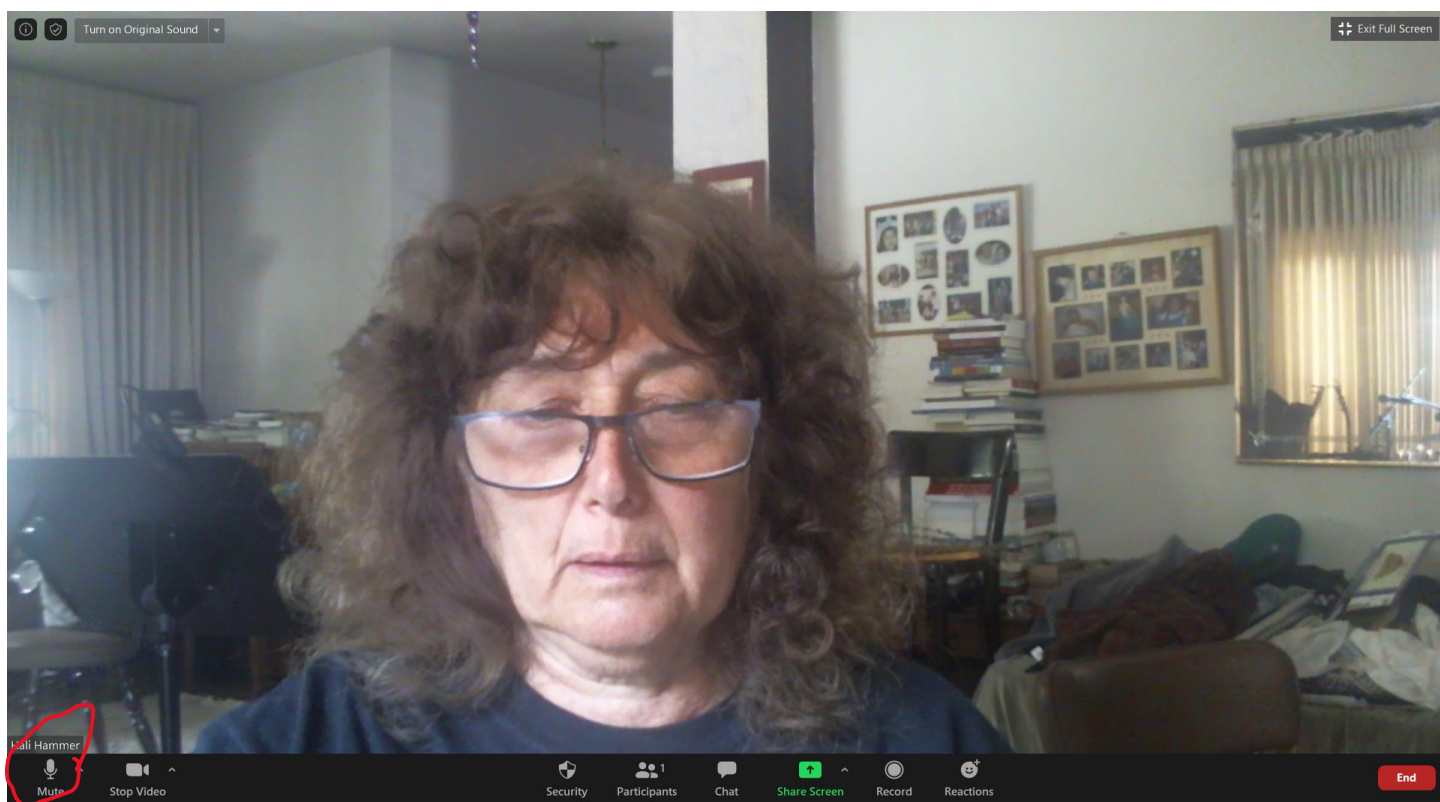
II. USING THE FEATURES ON THE ZOOM SCREEN.

IMPORTANT: Some screens will show icons at the top of the page and some at the bottom. Look for the icons circled and described below. Smart phones have a different setup.

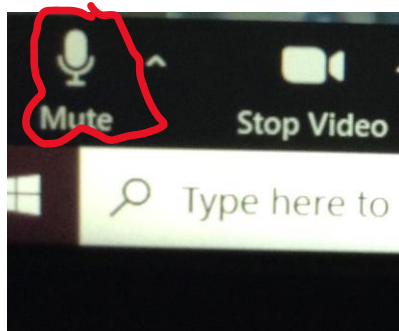


On my screen most of the icons are at the bottom. There are also a few things of note at the top. These show up in different locations on different screens. (See next few pages and see Page 14 for phones.)

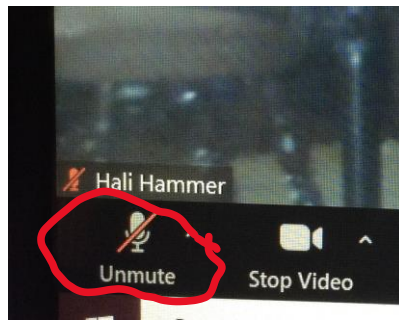
Let's start with the bottom of my screen in the picture below. I've circled the mic icon in red. If you speak, you should be able to see a signal that goes along with your speech. This shows that your mic is on. The mic will have a diagonal line through it when it is muted. Often the host will mute everyone upon their entry, but if not, it's good practice to mute yourself (by clicking the mic icon) when you're not speaking. If you want to speak briefly, you can press and hold the space bar while you talk. This will unmute you for as long as you need to comment. There will be a brief delay – only start to talk when the diagonal line in the mic is gone. Keep in mind that the host has the final say on when the guests are muted!



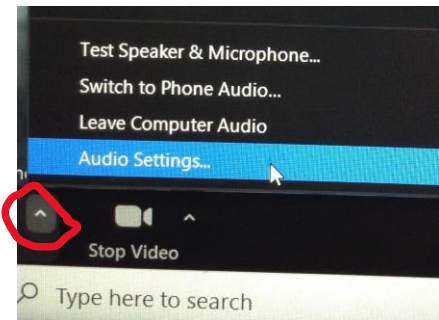
*MICROPHONE ICON



Mic is on. When you speak you should see some green sound level in the mic.

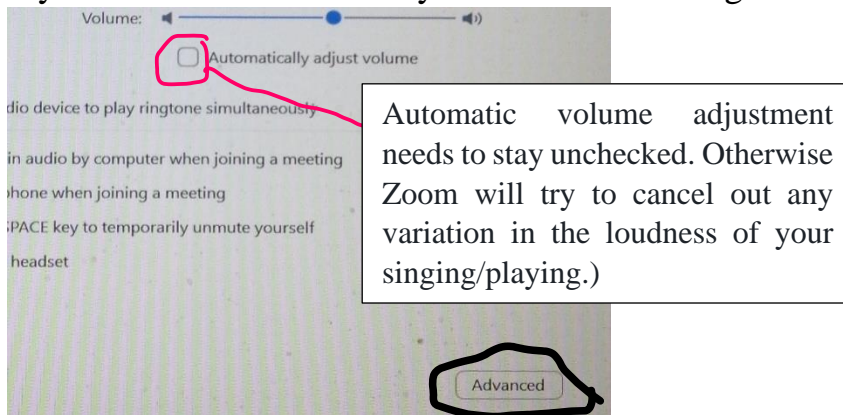


Mic is muted either by you or the host.



If you click on the caret to the right of the mic icon a box will pop up showing options.

The very bottom option is Audio Settings. Clicking on that option will open a Settings dialog box with Audio highlighted in blue. At the very bottom right of that box, click the button that says *Advanced*. It will take you to the next dialog box.



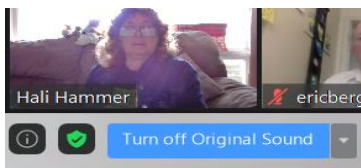
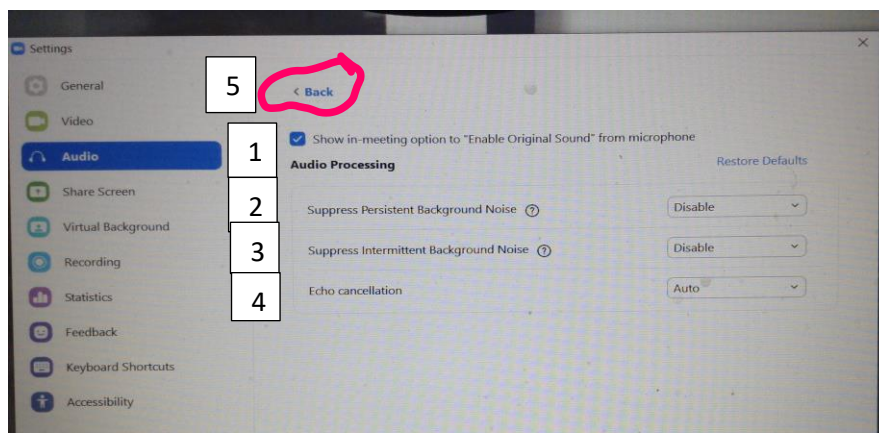
1) Make sure the blue box is checked that says: Show in-meeting option to “Enable Original Sound” from microphone. (This will improve sound quality for singing and instruments. Otherwise Zoom is set up for spoken voice.)

2) Disable “Suppress Persistent Background Noise”

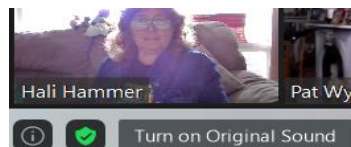
3) Disable “Suppress Intermittent Background Noise”

4) Leave Echo cancellation on Auto

5) Once you are done with the above adjustments, click the blue word < Back to return to the main screen.



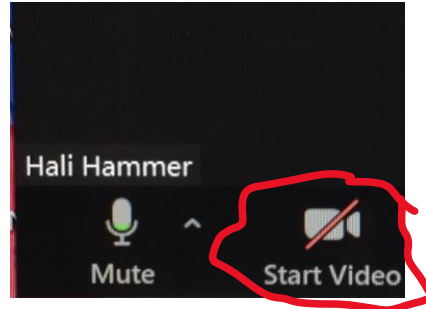
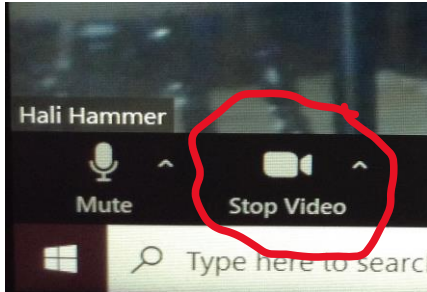
Original sound **on** when box says “Turn off”...



Original sound **off** when box says “Turn on”...

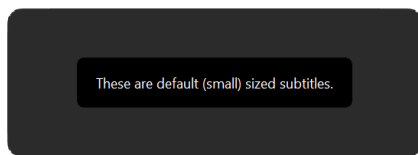
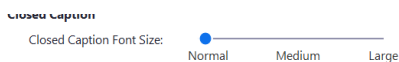
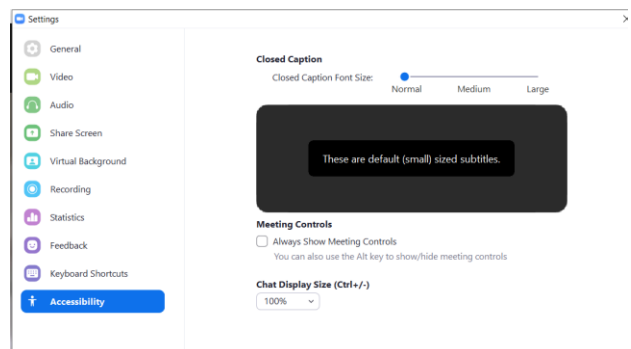
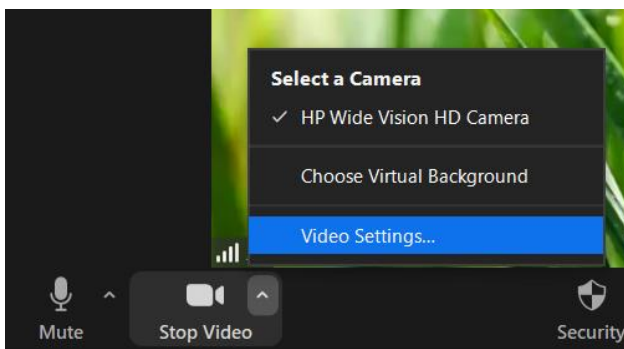
*VIDEO ICON

The video icon, like the mute icon, is a toggle switch. If you see a white camera icon, people can see you and you can see them. It says Stop Video underneath, but is on unless you click it and get a diagonal line through it. You can turn video off if you want to be off-screen, but your name will stay on the screen and you can hear the conversation. (This is helpful if you're getting dressed...)



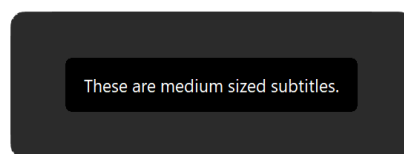
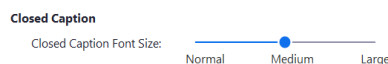
ACCESSIBILITY SETTINGS:

Clicking on the caret to the right of the video icon will open the Settings dialog box. In that box, click on Accessibility (the bottom item at the left) to open another dialog box. Here you can change the font size of closed captions and of the text in the Chat box.



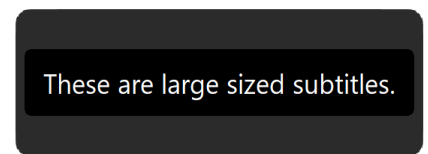
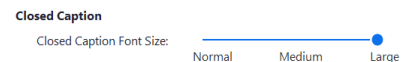
Meeting Controls

Normal Font 100% (default)



Meeting Controls

Medium Font (150%)

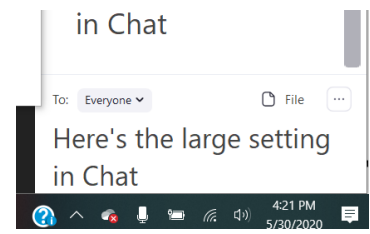
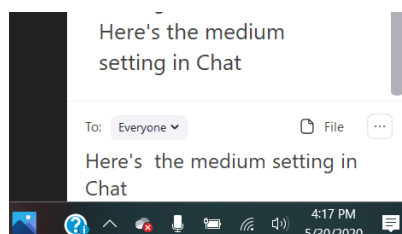
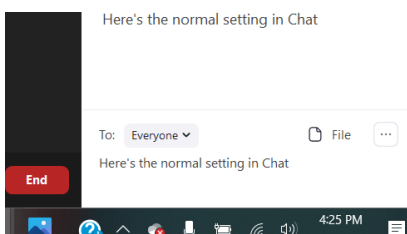


Meeting Controls

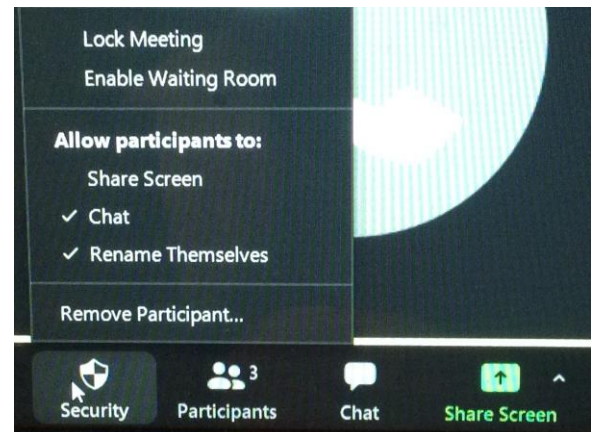
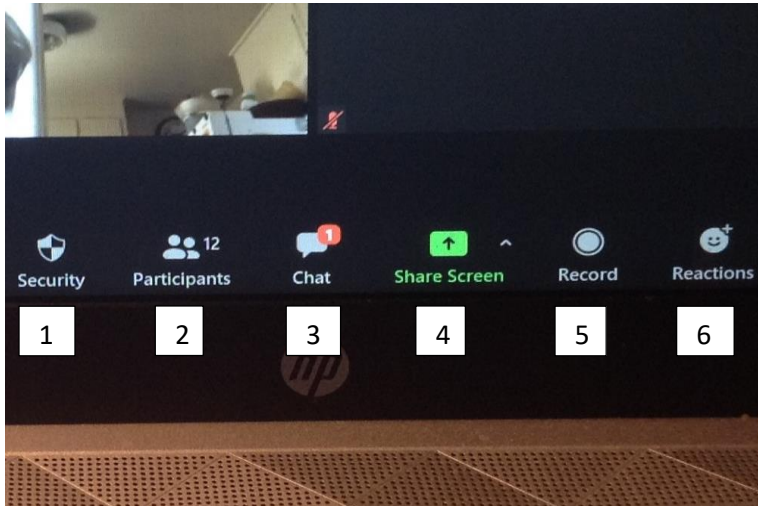
Large Font (200%)

+

Here's the Chat box in the three different fonts:

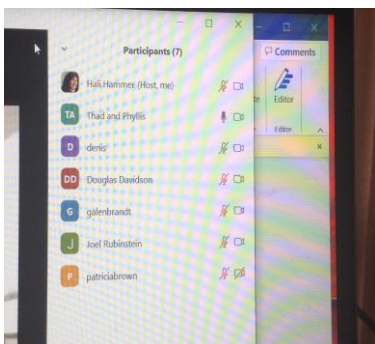


***OTHER ICONS:** I will now go through the controls that appear in a row on your screen (I've added the numbers, they won't appear on your screen):

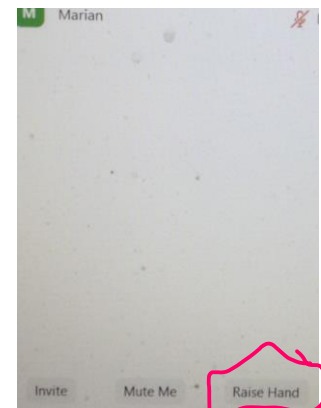


1. **Security:** This will only appear on the screen of the host. Unless “Allow participants to: Share Screen” is checked, only the host can share things (e.g. song lyrics). It's generally good for the host to allow everyone to screen-share if they know the participants.

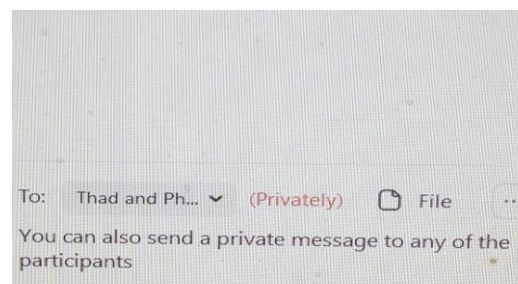
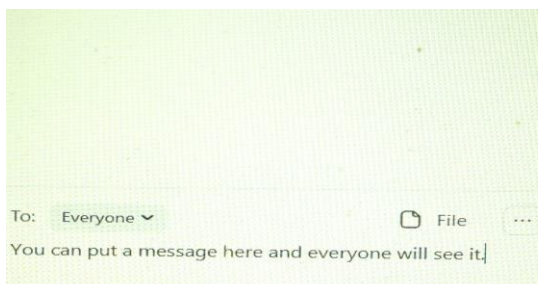
2. **Participants:** Shows how many people are in the meeting. When you click on this icon a box opens to the right, giving the following information:



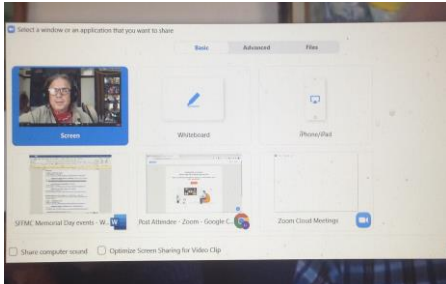
- * Names of all participants
- * Whether they are muted or unmuted
- * Whether their video is on or off
- * If the host wants to change hosts
- * Toward the bottom, you will see a Raise Hand option. Click this to comment vocally when recognized by the host.



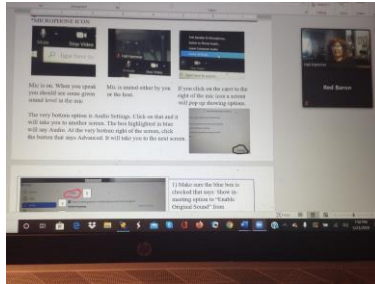
3. **Chat:** You can type in remarks that you want to send to Everyone, or to a specific person in the group. You can comment on things that are going on while you are muted or unmuted.



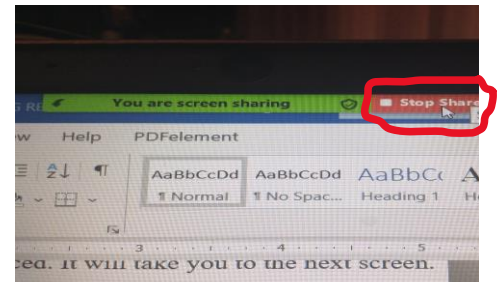
4. **Share Screen:** This will enable you to share files, song lyrics, anything that you have in your computer that you'd like to show to everyone.



You can choose any open app or file to share.



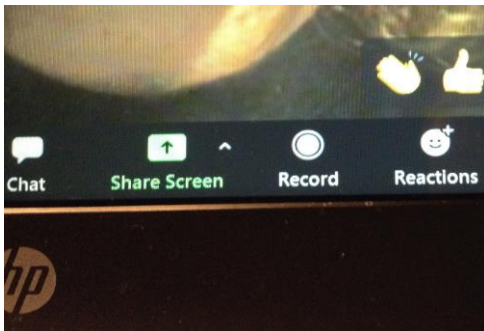
Screen-share large in center



Click on red to end screen-share and return to Gallery or Speaker View (top of screen).

5. **Record:** Host will be recording (or not). You will need the host's permission to record.

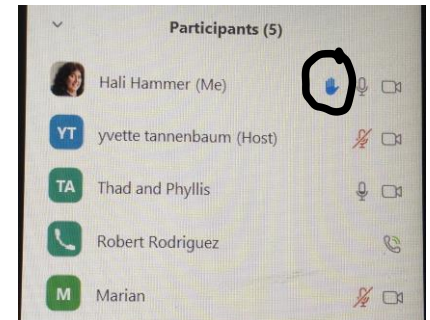
6. **Reactions:** If you click on this icon, you will see an applause icon and a thumbs-up icon. If clicked, these icons will appear over your picture in the screen for a few seconds only. If you wish to leave a hand up until you are called upon, you will need to raise hand in the Participants box.



Choose your reaction



Your screen will look like this



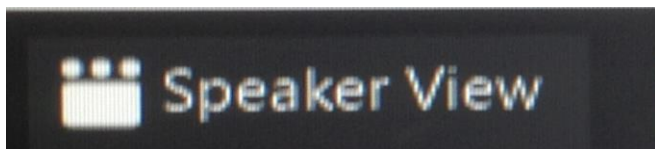
Participant-box hand raise

SPEAKER VIEW vs. GALLERY VIEW

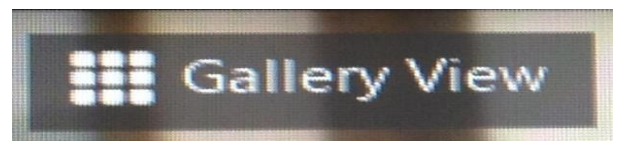
In **Speaker View**, whoever is speaking or singing has a large picture in the center of the screen. Other participants appear in small boxes either at the top or side of the screen. (If people are not muted and they are talking, their picture will sometimes appear instead of the presenter. This can be avoided by making sure everyone but the main presenter is muted.) If there are more than a few of you, there will be an arrow to the side that you can click on to see the next group of participants.

In **Gallery View**, you will be able to see a group of participants in same-size boxes in the middle of the screen. If there are a dozen, you can usually see everyone. If there are more, there will be an arrow to the side that you can click on to see the next group of participants.

There is a toggle switch at the top of the screen that will allow you to go back and forth between these two features.



Click on this to go from Gallery View
View to Speaker View



Click on this to go from Speaker
to Gallery View



In **Speaker View**, whoever is presenting has a large picture in the center of the screen. Other participants appear in small boxes either at the top or side of the screen.

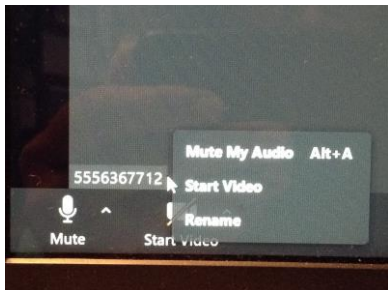


In **Gallery View**, everyone is equally. If there are more than a few participants, you will have to click on the arrow to the side to view the others on your screen.

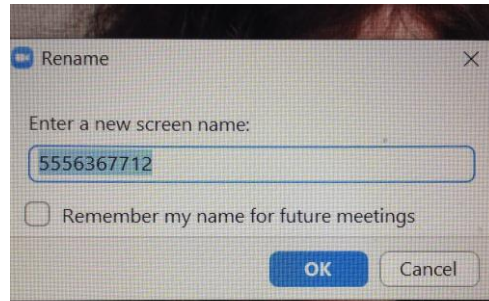
*RENAMING YOURSELF ON THE SCREEN

You may be identified any way you'd like. Sometimes a phone number will appear instead of your name. Sometimes you may be with another person you'd also like to identify. It's simple to change your screen name. There are two methods:

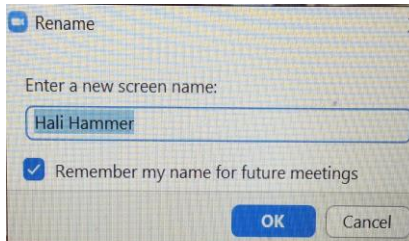
METHOD #1 (in Gallery View): My phone number shows instead of my name. No one at the meeting can tell who I am. I right-click on the phone number, then click on Rename.



Right-click on phone number on the screen



Enter your name in place of phone number

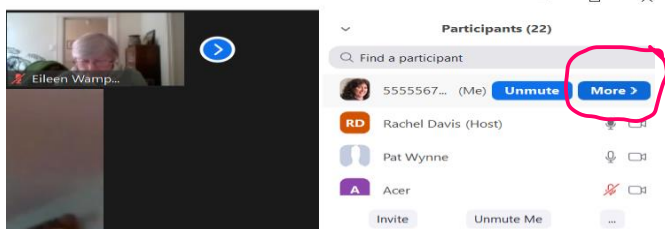


My name now appears in the box where my phone # used to be. When I exit, my name will stay there. If I check Remember my name... it will come up for future meetings.

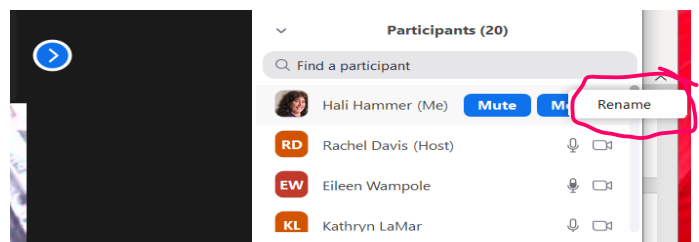


My name has now replaced my phone number and if I chose Remember, it will stay that way.

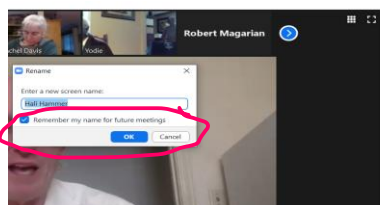
METHOD #2 (in Participants box):



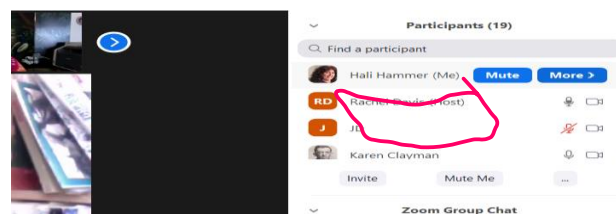
1. Move cursor over your name until blue buttons appear on the screen. Click on More.



2. A white Rename button appears. Click it. (see Step 3 for photo of actual Rename box)



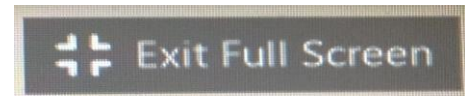
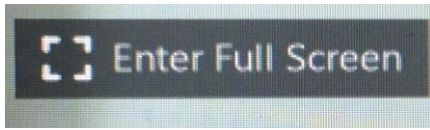
3. A Rename dialog box opens. Rename yourself in the highlighted area.



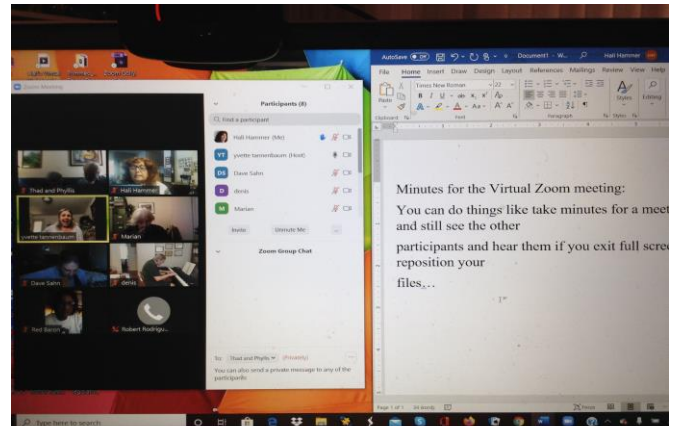
4. Your new name appears the way you typed it into the Rename box.

*ENTER/EXIT FULL SCREEN

You have the option of being in full screen or having the Zoom event appear on only part of your screen. For example, if you're taking minutes for a meeting and need to also be in Word, you can still see what's going on in the meeting while having some of the screen available for other work. Toggle on the icon below to change this option.



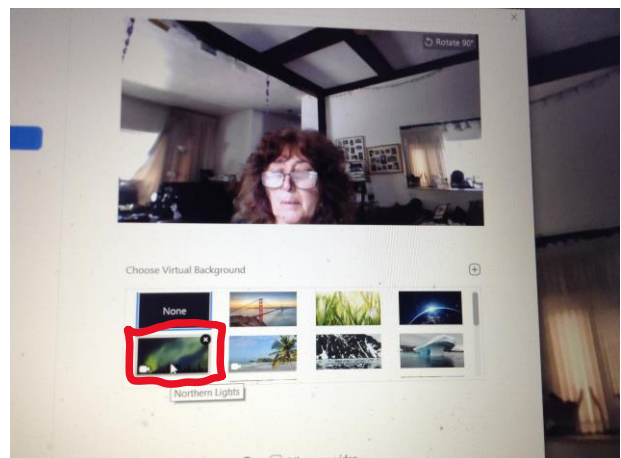
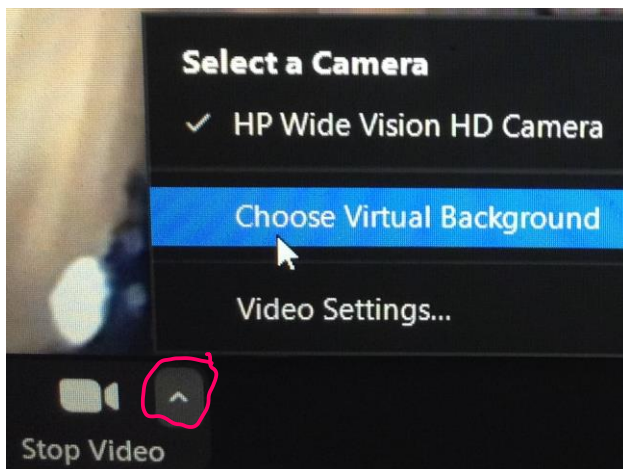
In Enter Full Screen mode



In Exit Full Screen mode

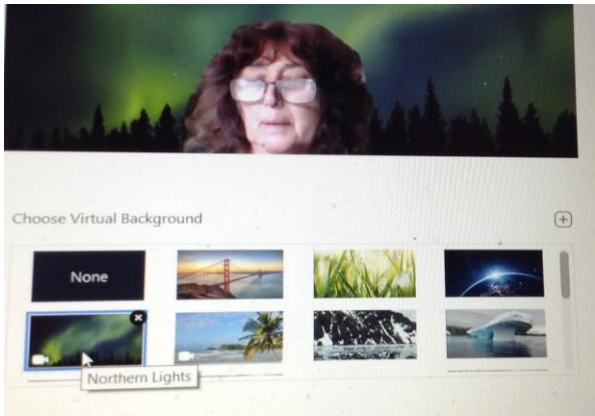
*VIRTUAL BACKGROUND

Now that you can do all these other things, here's a fun thing to play around with! You can change your background and use one of the stock samples or put in a background of your own choosing! Be forewarned that unless you have a green screen, you may sometimes disappear into your chosen background.



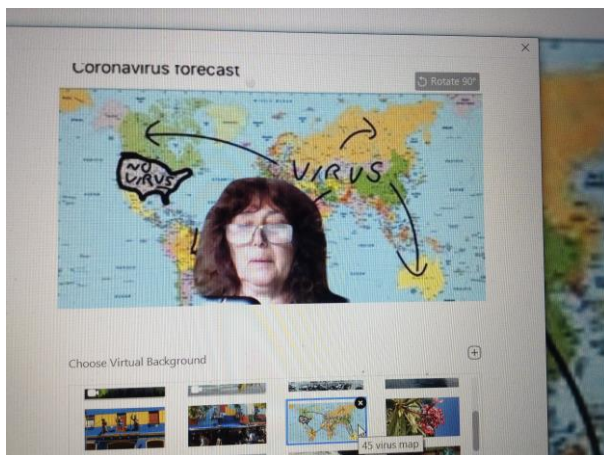
1) Click the caret next to the video icon. The above list of options will appear. Click on Choose Virtual Background.

2) The box that opens will show None as the first option. This is your normal background. Choose one of the others. (I picked Northern Lights.)



You're now in front of the Northern Lights! Re-enter the main screen, and here's the view.

You can also put any photo you'd like behind you if you click on the + icon. Choose a picture and you can enter it into your Virtual Background choices (I've already added a few in the above sample. Zoom provides five, plus the None option. You can add as many as you'd like.)



Here's one of my custom backgrounds...but here's what happens if I move around too much!

USING ZOOM FEATURES ON A PHONE

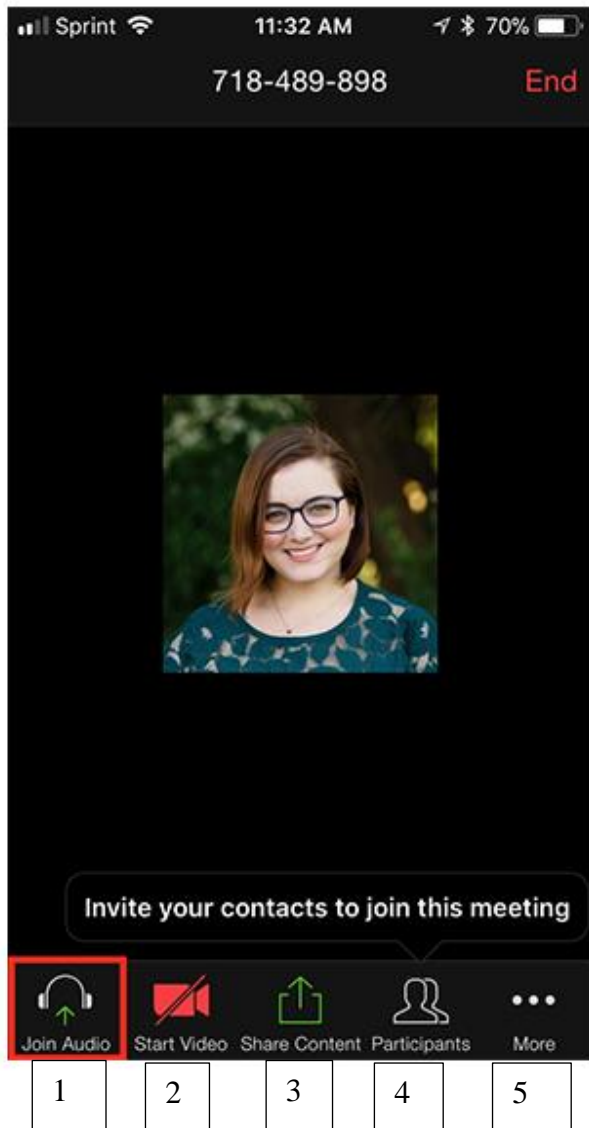
I don't use a phone to get into Zoom meetings myself, but got these excellent suggestions from my friend Anita Medal:

I haven't been able to find a complete tutorial for phone users. So I put one together below for those using a phone.

Zoom on a phone has a different appearance from Zoom on a computer. When you join a meeting using the Zoom app (see Page 1), the screen shown on the next page appears after you enter your Meeting ID (and Password if required). [Note: This is Anita's photo. You will see your own name or photo.]

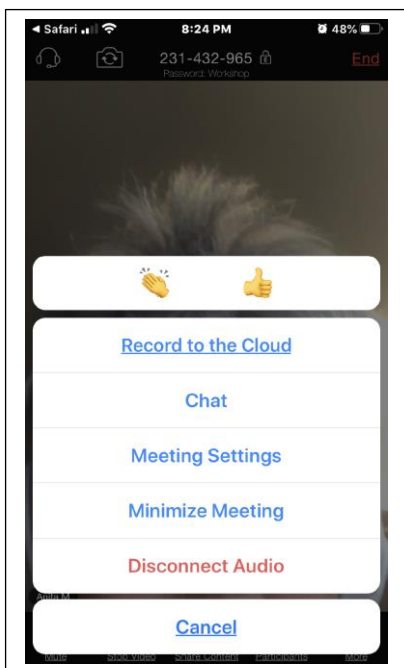
Tapping the Join Audio icon (headphone picture at the lower left) opens a box that says, “To hear others please join audio.” You can choose “Call using Internet Audio” or “Dial in”—similar to choosing computer sound or telephone sound when using Zoom on the computer.

After you choose how to join audio, the screen changes to one resembling the main Zoom screen on a computer. At the upper left is a speaker icon that's like the computer-sound icon, with sound waves or x in front of it. By tapping that icon, you can toggle between (1) listening by the speaker mode and (2) holding the phone to your ear or listening by using a headset.



On the bottom is a row of icons.

- 1. The one on the far left is your audio.** You can tap to **Mute or Unmute**. You can also press * 6 to toggle between mute and unmute.
- 2. Tapping the video icon** allows your face to be seen by other participants. Tapping again turns off the video camera.
- 3. Skip** the Share Content icon.
- 4. By clicking “Participants”** you will see the name of everyone on the call. You will also see if they have their audio and video on or off. Also, **you can Rename yourself by tapping on your name in the list of Participants.** You can rename yourself with your first name only or whatever is appropriate for your uses.
- 5. On the lower right** are 3 dots with “More” underneath. Tapping “More” brings up the options shown on the next page.



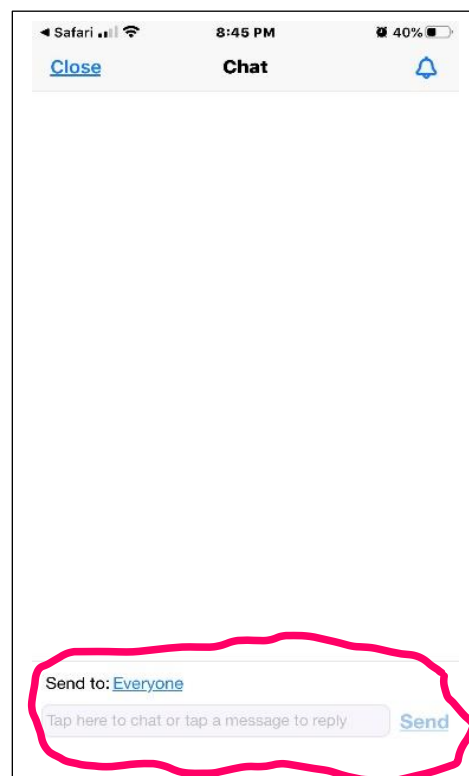
“More” screen

Reactions: Tapping one of the icons above the list of options will display (for a few seconds) either the applause or the “thumbs-up” icon over your picture on the main Zoom screen.

You can also press *9 to Raise your hand (which will appear next to your name in the list of participants)

The host must allow you to **Record**.

Chat: If you have a question or want to list some information you can tap “Chat.” You will be taken to a screen with "Send to:" at the bottom. You can choose Everyone or choose any individual who is on the call. Then type your message in the dialog box below the “Send to” line.



Chat screen

If you are dialing in, you can only get an audio connection. Other participants can tell that you are in the meeting as your name or phone number will appear on the participant screen, but they will not see you.

*After dialing the phone number and entering #, you will be asked for the Meeting ID followed by #.

The entry of digits needs to be spaced about 1 second apart and cannot start too soon after switching back to the keypad from the "Calling" screen or it will not be processed correctly. Zoom may respond: “You entered . . . (a sequence of digits that doesn’t contain all digits entered) . . .” followed by “That meeting number does not exist. Enter the meeting ID followed by pound.” Make sure you space your entry numbers!

Happy Zooming! –Anita

I hope this helps you navigate through Zoom. There are also many tutorials available through the Zoom website if you follow this link:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Logging off, Hali Hammer

(with many thanks to Fred Stollnitz for his editing suggestions)