



GFWC Florida

Zoom Instructions



Zoom is a free audio and video conferencing tool that allows groups of people to hold meetings online. It's as simple as 1-2-3. 1 – Do a one-time download of the app; 2 – Click the link you receive from your meeting host; 3 – Enjoy the online meeting! Here are detailed step-by-step instructions in case you need them.

Which Device Should I Use

Zoom can be accessed from your computer, tablet or smartphone. If possible, it's recommended you use a computer or tablet. There are a few limitations when using your phone. Using larger screens allow you to better see other meeting participants and any shared slides or information. There are also fewer controls on your phone screen.

Download the Zoom app

Before joining your first Zoom meeting, you will need to download the Zoom app to whichever device you wish to use. If you don't do so in advance of your first Zoom meeting, you will be prompted to download and install Zoom when you click your first "join" link sent to you by the meeting host. Once you have Zoom installed one time, you don't need to install it again. Please allow a few minutes to download Zoom.

Download the Zoom app on your Android phone

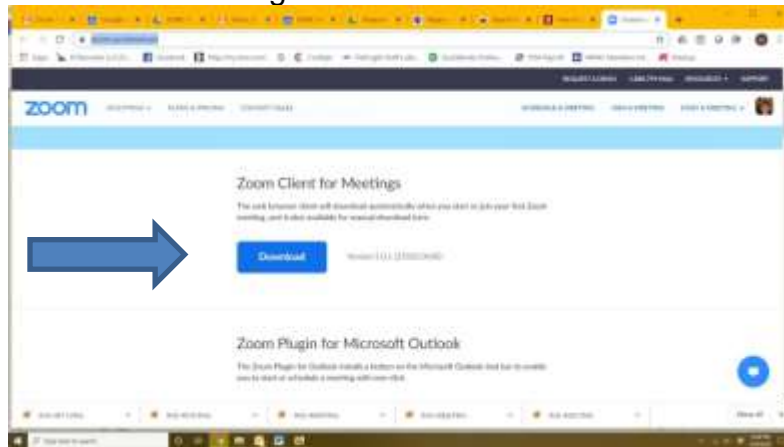
1. Open Google Play Store on your Android phone.
2. Search for Zoom Cloud Meetings
3. Locate and tap the entry by zoom.us
4. Tap Install.
5. Read the permissions listing
6. If the permissions are acceptable, tap Accept.
7. Allow the installation to complete.

Download the Zoom app on your iPhone or iPad

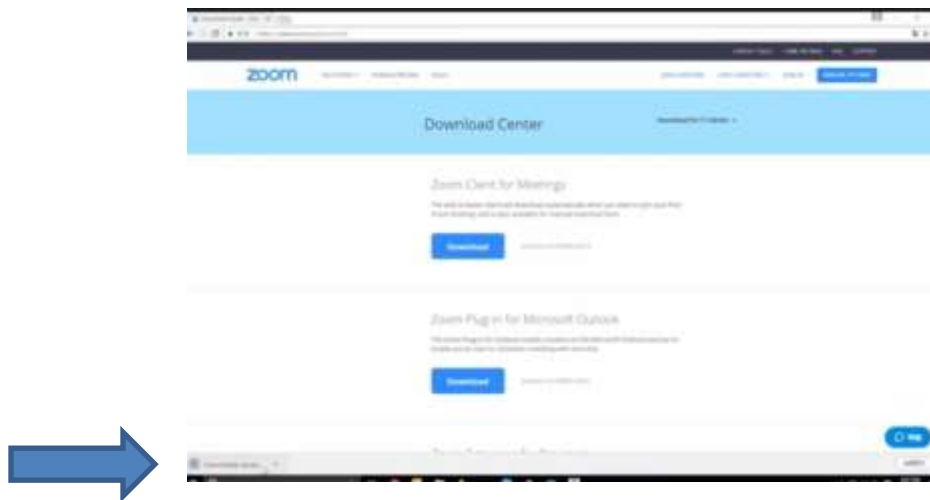
1. Go to App Store on your Apple device
2. Search for Zoom Cloud Meetings
3. Choose download
4. Then open the app Zoom Cloud meetings by pressing the home button and then click the icon Zoom.
5. Allow the app to install.

Download the Zoom app on your computer

1. Go to www.zoom.us/download
2. Choose Zoom Client for Meetings and click on the blue Download box.

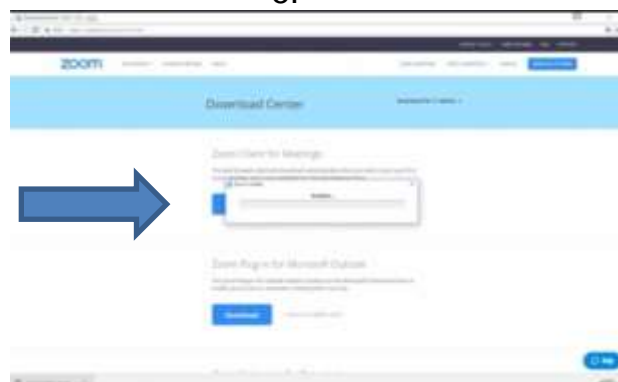


3. The download will appear in a little box in the bottom left corner of your screen. Watch the little box and when it says the download process is complete, double click on the little box to begin installation



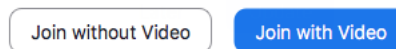
4. A box will appear in the center of your screen during the installation. . It should only take a few seconds to install.

5.

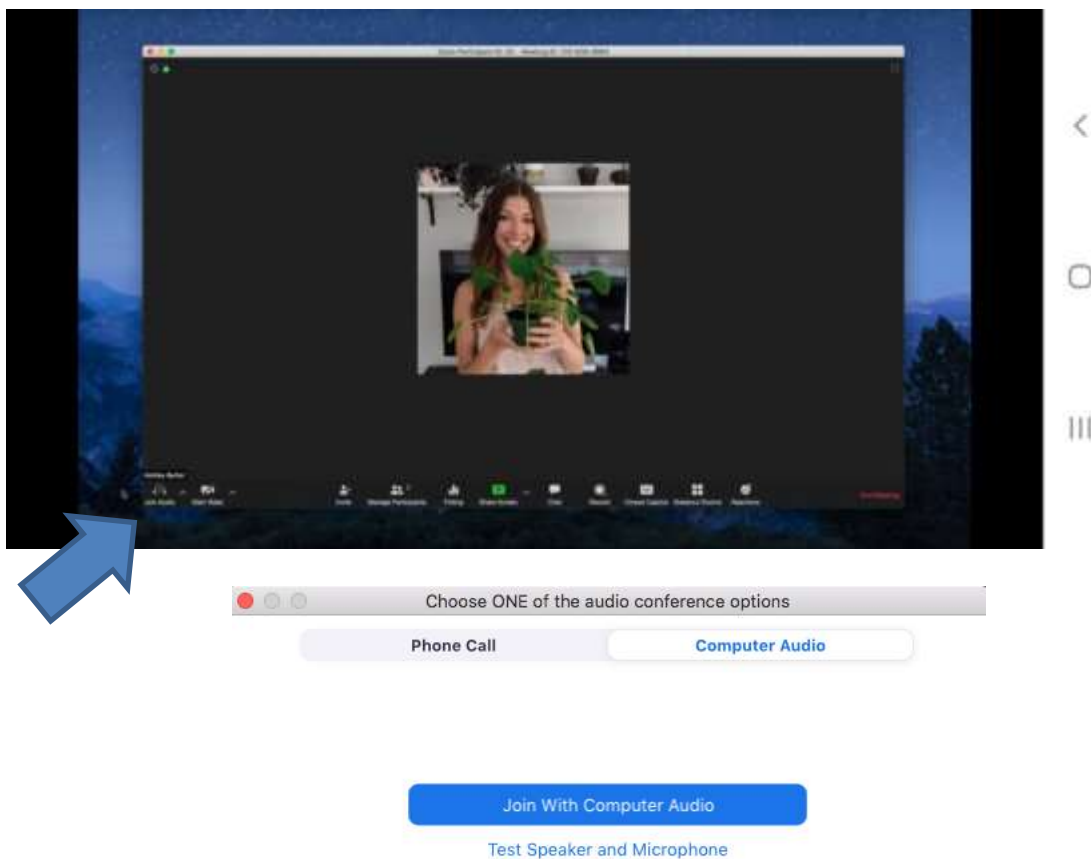


Join a Zoom meeting

1. Click on the link sent to you by your meeting host. It generally starts with <https://zoom.us> followed by some numbers. Links can change from one meeting to the next so be sure to use the link for that meeting on that date. If your host provides a meeting password, have it handy so you can enter it when prompted.
2. You may be prompted to click the *click here* link to join, or say Yes to open zoom meetings.
3. Decide whether to join with or without video, which determines whether or not people can see you. Most of the time you will likely want to choose Join with Video so you can be seen.



4. Choose which audio to use. In the lower left corner you will see a button that says Join Audio, or you may see Join with Computer Audio.



Click on Join Audio or Join with Computer Audio and you will have a choice whether to use your computer audio or use a phone call for the audio portion of the meeting. Generally you will want to choose Computer or Device Audio rather than phone, since

the quality will be better. You can click on the Test Speaker and Microphone if you aren't sure about your device's audio. If there is a problem with your computer audio, you can join using your phone.

5. If you arrive before your host, you may be placed in a waiting room until the host arrives and admits you to the meeting.

Other Zoom Features

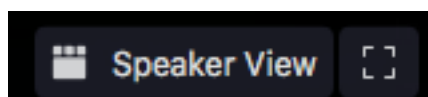
Move your mouse around and familiarize yourself with several buttons. Where they appear on your screen depends on your device. Some phones don't have all these features.





1. Seeing others – If you clicked *Join with Video*, you will see your image and that of everyone else who joined with video. If you clicked *Join without Video*, you will show up as a small blank window. A receiver symbol represents someone who called in by phone. An outline on someone's image indicates that they are speaking.
2. Gallery vs. Speaker View



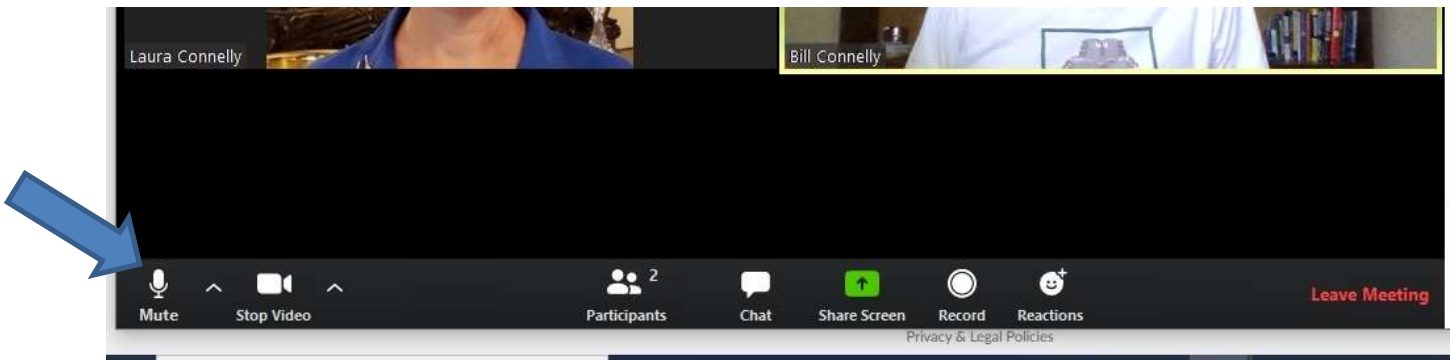
In Gallery View, you can see everyone who joined using video (picture above). In Speaker View, the image of the person speaking fills your Zoom window.



Use  to switch between Speaker View and Gallery View.

Use  to minimize or maximize your Zoom window.

- Mute and Unmute – you can mute yourself, or the host can mute you. If you are not speaking, it's often appreciated if you mute yourself to limit background noise. When you are muted, you can hear the speaker but no one can hear what you are saying.

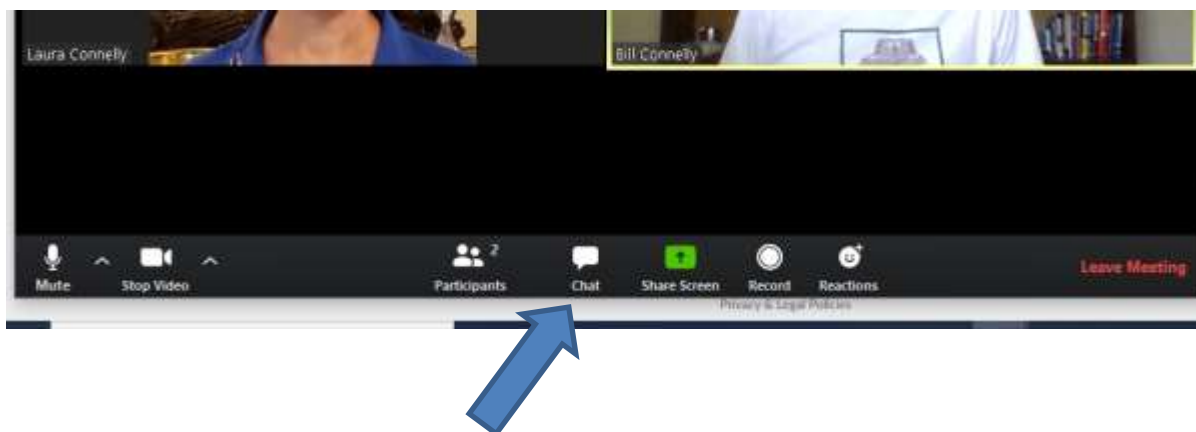


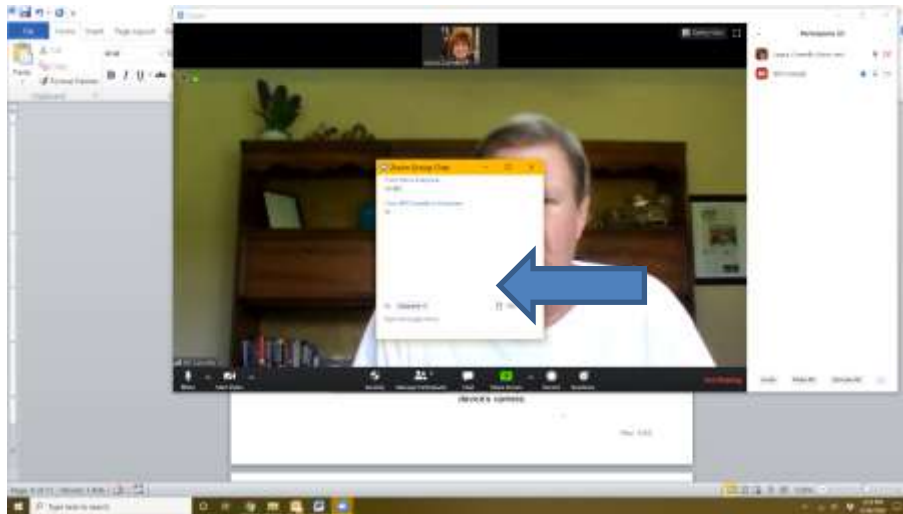
Note You can also use keyboard shortcuts to mute and unmute yourself.

- Windows: Alt + A
- Mac: Shift + Command + A

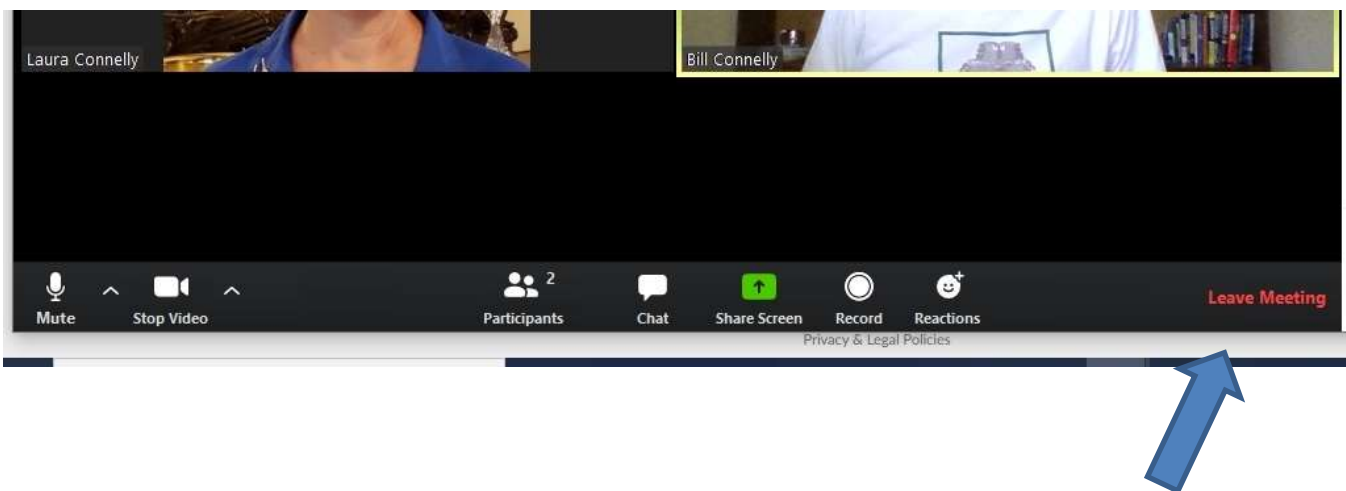
You can also unmute yourself temporarily by holding the spacebar down while you talk (unmute), and release it (mute) when you are finished to go back on mute.

- Chat – this feature can be useful to remind someone to unmute herself if she's speaking and can't be heard. It can also be useful to communicate with people who are trying to connect and are having audio issues. Note that you can determine who sees your text chat --- everyone or selected people.





5. Leave the meeting – simply click “Leave Meeting”.



To Join By Phone

Remember to have the numbers handy before you call in.

1. Dial in using one of the listed meeting call-in numbers.
2. Follow the prompt to enter your Meeting ID.
3. Follow the prompt to enter your Password.

This short video is a good tutorial on How to Join a Zoom Meeting

https://www.youtube.com/embed/hkCmbvAHQQ?rel=0&autoplay=1&cc_load_policy=1

Online meeting etiquette

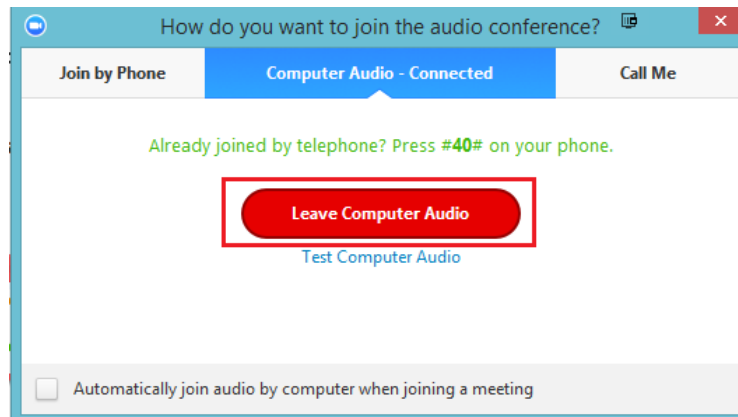
1. Mute your microphone - In smaller meetings, it's alright to leave your microphone unmuted but in larger groups, it's best to mute your microphone unless you need to speak. Unmuted microphones often pick up background noises in your home that

everyone can hear, and it can be disruptive.

2. Access the meeting at least five minutes early in case you run into unexpected delays.
3. Speak one at a time, and wait until the last person finishes before trying to speak. The system can only transmit one voice at a time, so interruptions cause delays and require the host to call on people to establish a speaking order.

Troubleshooting Issues

1. Audio echo or feedback – this is usually caused by one of three things:
 - A participant has both the computer and telephone audio active – if you join from a computer and call in from your phone, please make sure you either
 - Enter your participant ID when calling in, or when already in the call, OR
 - Manually choose “leave computer audio” on your computer, OR
 - Access the meeting from only one device



- Participants with computer or telephone speakers that are too close to each other – if you have two people near each other and both have speakers on, please “Leave audio conference” on one of the computers or hang up one of the telephone connections.
- Multiple computers with active audio in the same room – if you are in a room with multiple devices connected to the Zoom, please disconnect computer audio from the other devices. Muting is not enough, since that mutes your mic but leaves your speaker on.