

# ZOOM HOW TO SHEET

## DOWNLOAD ZOOM


1. **TO DOWNLOAD ZOOM** - On your laptop go to: <https://zoom.us/download> or open “Zoom Cloud Meetings” in the App Store on your phone.
2. Once you’ve downloaded Zoom to your device, you can join a meeting using the links provided or any link you’ve been given. **TO JOIN MEETING CLICK ON OR COPY AND PASTE A ZOOM LINK YOU’VE BEEN PROVIDED.**

## ONCE YOU HAVE JOINED A ZOOM MEETING



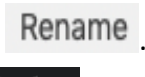


### FOR COMPUTER PARTICIPANTS (Scroll down For Phone Participant instructions)

If the tool bar isn’t already showing, place your cursor at the bottom of the screen to see the tool bar.

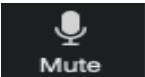
#### TO START VIDEO


Click  so you can be seen. Your name will show in the bottom of your square.

#### TO CHANGE YOUR NAME


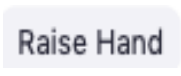

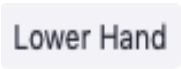

Click  and then put the cursor over your name. Two options come up, click  and then click . Change your name to whatever you want it to be and then then click . Click  on the main tool bar to close back out.

#### TO MUTE AND UNMUTE

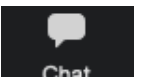

Click  to mute yourself. *Please have your mute **ON**, while you are not speaking. Otherwise, every time you make a noise your video will pop up instead of whoever is speaking.*

Click  to unmute yourself when you want to speak.


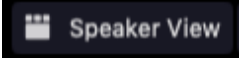

#### TO RAISE AND LOWER YOUR HAND

Click . Click . When your hand is raised you will see  next to your name. To lower it, click . Click  to close the side bar.




#### TO CHAT

Click  and click the drop down for names. *Please use sparingly during meeting.* Click  on the main tool bar to close out of chat.




## TO CHANGE VIEW

In the top right corner, click  Gallery View to see other participants. Click  Speaker View to only see the speaker and a couple of participants. Click  for full screen.

## SHARE SCREEN

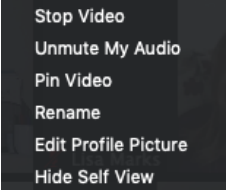
Click  Share Screen to share your screen and then  Share. When you're done click  Stop Share.



## CLAP HANDS AND THUMBS UP ICONS

Click  Reactions and then click one of the following  . It will show up in the corner of your square and will vanish after a few seconds.



## OTHER WAYS TO DO THINGS DIRECTLY FROM YOUR MINI SCREEN

If you hover your cursor over the top section of your personal mini screen, you'll see  Unmute  ... if you click

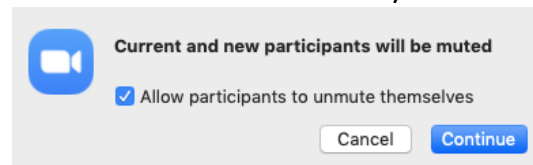
the ... this dropdown will open  here you have options you can get in other ways and some new ones.

If you've raised your hand as described early, you'll see  in your mini screen. If you put your cursor over it, you'll have the option to lower it .



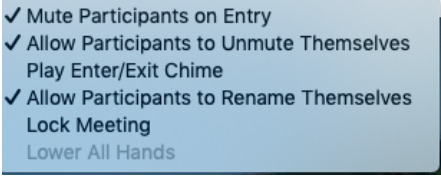
## HELPFUL FUNCTIONS FOR THOSE HOSTING A MEETING

Click  Participants. In here you have the option to  Mute All and to  Unmute All. When you click  Mute All a

message will pop up. Make sure you checked the box



so people can

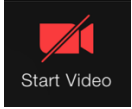
Also, in  Participants you can click  More. The following are options  these options are related to choices you did or didn't make when setting up the meeting.

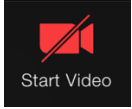
- ✓ Mute Participants on Entry
- ✓ Allow Participants to Unmute Themselves
- Play Enter/Exit Chime
- ✓ Allow Participants to Rename Themselves
- Lock Meeting
- Lower All Hands

## **FOR PHONE PARTICIPANTS**

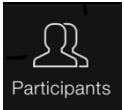
You may be asked if you want to join with or without video, click **with** unless you'd prefer not to be seen. It will then say, *To hear others please join audio*, Click "Call using Internet Audio."

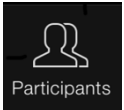
### **TO START VIDEO**



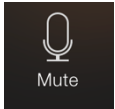
Click  so you can be seen. Your name will show in the bottom of your screen when the tool bar disappears. Touch screen to bring it back up.

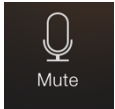
### **TO CHANGE YOUR NAME**

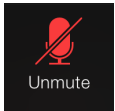


Click  and then your name. Click Rename, then change your name to whatever you want, then click done and close (top left).

### **TO MUTE AND UNMUTE**

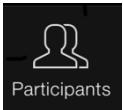


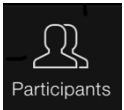

Click  to mute yourself. *Please have your mute **ON**, while you are not speaking. Otherwise, every time you make a noise your video will pop up instead of whoever is speaking.*



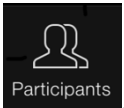
Click  to unmute yourself when you want to speak.

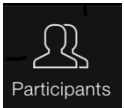
### **TO RAISE AND LOWER YOUR HAND**



Click  then click your name, then click **Raise Hand**. When your hand is raised you will see  next to your name. Take the same steps to **Lower Hand**. You can also do this from **More** on the far right.

### **TO CHAT**



Click , you'll see **Chat** in the bottom left. Click to send a message. *Please use sparingly during meeting.*

### **TO CHANGE VIEW**

Swipe left for Gallery of participants, swipe right for Speaker.