

# ZOOM

App for iPhone and Samsung Devices

Website <https://zoom.us/home?zcid=2478>

Create a free account-in the top right corner of the homepage

## Join a meeting:

- The host or staff holding the virtual event will send a meeting invite. The invite will have this information

*Host Name* is inviting you to a scheduled Zoom meeting.

Topic: My Meeting

Time: Date & Time Pacific Time (US and Canada)

Join Zoom Meeting

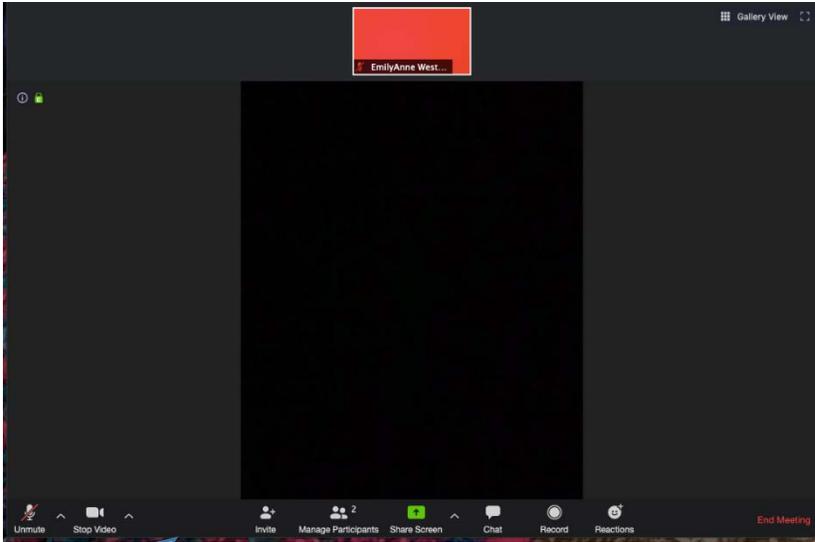
<https://us04web.zoom.us/j/310775667?pwd=ZWx FemI xTXZMRnJsbVhaNVRZY0d3dz09>

Meeting ID: 310 775 667

Password: 560343

- Click the link to go to the meeting
- From a computer, IPAD or tablet-click 'join with *computer audio*'
- From your cell phone- click call using internet audio

This is a view of a Zoom meeting from a computer, IPAD or tablet



The screenshot shows a Zoom meeting interface. At the top, there is a red video thumbnail for 'EmilyAnne West...'. The main area is a large black rectangle representing the video feed. At the bottom, there is a toolbar with icons for 'Unmute', 'Stop Video', 'Invite', 'Manage Participants', 'Share Screen', 'Chat', 'Record', and 'Reactions'. An 'End Meeting' button is visible in the bottom right corner. Annotations with blue arrows point to specific features: 'Mute/unmute-use this to control when you are heard in the meeting' points to the 'Unmute' icon; 'Video- this feature allows you to control your camera in the display' points to the 'Stop Video' icon; 'Chat-this feature allows you to have a conversation with one or all participants' points to the 'Chat' icon; and 'Gallery view-click this feature to see a thumbnail of all the participants.' points to the 'Gallery View' button in the top right corner.

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participants.

More info on using Zoom...

### **Schedule a Meeting:**

- Click the Schedule a meeting button on the front page of the Zoom App
- Fill in **Topic Name**, **Start Date**, **Start Time**, **Duration**,
- Check off if it will be a **Reoccurring Meeting**
- Uncheck **Password Requirement**
- Check off **Video: Host on**
- Check off **Video: Participants On**
- Under **Advanced Options** at the bottom of the page there is an option for enabling a **Waiting Room** if this is something you are interested in

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These features will only be enabled when you are in a previously scheduled meeting. In order to have these features also enabled when conducting an instant meeting that hasn't already been set up with these parameters, you need to permanently change the settings within your Zoom profile.

### **Changing Settings Within Zoom Profile:**

- While in the main page of the Zoom Program click on the **Settings Gear** on the **Top Right** of the page. This will bring up the settings options
- Click **General** located at the top of the list on the left hand side of the page
- On the bottom of the page click **View More Settings**. This will launch the Zoom Webpage within your web browser.
- **Sign in** to your profile if prompted to do so.
- Click the **Settings** tab on the left hand side of the screen. This will bring up many different options that you can change.
- Options you may be interested in are: **Host Video**, **Participants Video**, **Require a Password**, & **Upcoming Meeting Reminder**.

There are many other options that you can look through and decide if you would like to utilize or not. Otherwise above are the basic options needed in order to run a Zoom meeting smoothly.

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There is a way to add contacts to your Zoom directory.

- Click **Contacts** button located on the top toolbar of the main Zoom page
- On the upper left hand side of the contacts page click the tiny + sign located next to the **Directory** and **Channels** tabs.
- Click the **+** and select **Add a Contact** from the dropdown menu.
- Enter in the desired email address and click the **Add Contact** button.

This will send an email invitation to the addressee in the form of a link, that when clicked adds them to your external contacts. Once the students have done this you will no longer have to send them email invitations and will instead be able to directly invite them to a meeting or class.