

How-to Zoom

A guide to having a stress-free experience at your Zoom event

**Never used Zoom before?
Need a review of the basic tools to make the most of your event?
This guide is for you!**

STEP 1 Choose what device you will use. If you are new to Zoom, for the easiest experience it is highly recommended that you use a desktop or laptop. Tablets and iPads can be challenging to navigate and phones are much more difficult and often lack some important functions. This guide will be focused on the experience when using a desktop or laptop. If possible, have your device connected with an Ethernet cable or sit close to your wifi. Try to not have multiple devices using wifi in your location, as that might compromise your experience.

STEP 2 There are two different ways you can join Zoom, but the best way is to download the Zoom Client onto your device, which give you the most recent version. Go to <https://www.zoom.us/download>

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

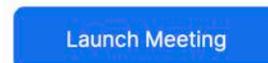


Or, for Macs with the M1 processor, click [here](#) to download

HOT TIP: If you already have the Zoom Client installed, doing the download step is a good way to check to be sure you have the most recent version installed. **YOU WILL WANT TO USE AT MINIMUM, ZOOM VERSION 5.3.0 for this event.** The current version as of 1/13/21 is 5.4.9.

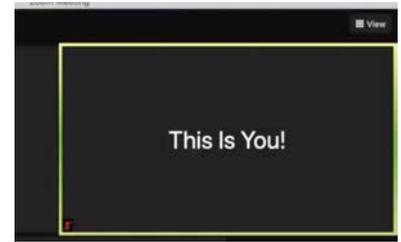
STEP 3 Once you've downloaded the Zoom Client, it's a great idea to do a test run before the event. Join our Zoom School Info Session before the event (check your email for information). To join a meeting/event, click on the event link from the email invitation. That will open the invite pictured here. Be sure to "allow" Zoom to open.

Click **Allow** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below



Don't have Zoom Client installed? [Download Now](#)

STEP 4 Follow the Zoom prompts until you get to the event, and you will see yourself in a box, either with your camera on or off (as pictured here with only a name visible). In the example to the right the name is “This is You!” You will also see other people. The number of people you will see on depends if you are in “Gallery View” or “Speaker View.” More on view options in step 5.



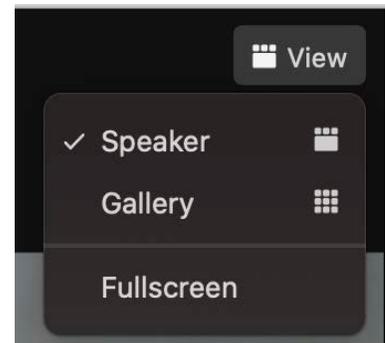
STEP 5 You can change how you see people. Usually in the upper right hand corner of the Zoom screen, find and click on the “View” button. You will have several options.

Speaker view will place on your screen whomever is actively speaking (which could be anyone without their microphone muted).

Gallery view will give you the option to see many people at once. The number of people you can see on one “page” will depend upon the size of your screen and how much your window is expanded. The larger the screen, the more people you will see. You can “flip” though the pages of attendees by clicking on the arrows on the side of the screen.

Sometimes the event host may “spotlight” one person, which will place them into a full screen view for you.

Fullscreen takes away the toolbar and other controls and is not recommended for those unfamiliar with Zoom.



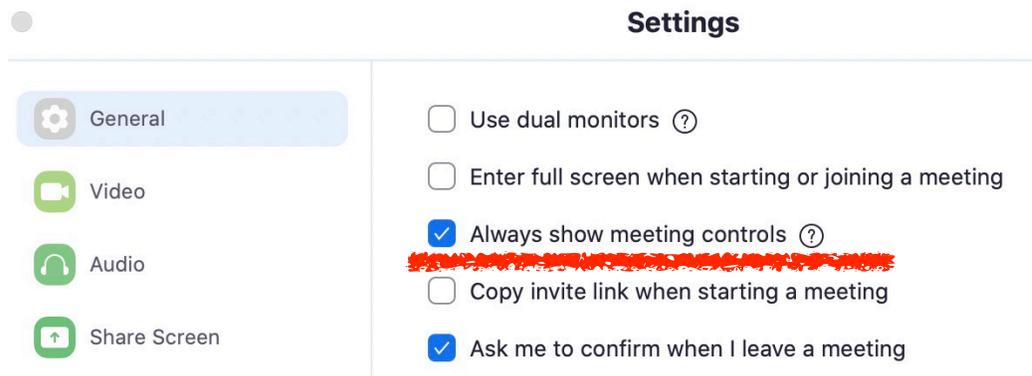
STEP 6 Familiarize yourself with the toolbar functions. See the **Toolbar Tips** on the next page.

STEP 7 Check your settings, especially if you can’t see the toolbar or are having sound issues. To check your settings, look for the green shield in the upper left corner of your screen. Click on the shield and you should see a window with a wheel to the right of your information. Click on the wheel. and review the settings. It is easy to get overwhelmed by the choices.

Most important:

Make sure “Always show meeting controls” is checked, allowing you to navigate.

If you have trouble hearing, click on the “Audio” section.



Step 8 Know Your Toolbar & Toolbar Tips

Using the toolbar will give you control of your Zoom experience. Here are the 6 important tools:



Microphone Turns your microphone on and off. **HOT TIP:** Always stay muted unless you are speaking. Microphones pick up everything: typing on a keyboard, rustling papers, dogs barking, other conversations taking place in the same area.

Other Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings. This is not important unless you can't hear. If you can't hear, check your device's audio settings or speakers first.

HOT TIP: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

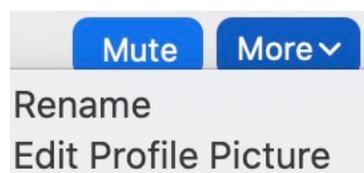
- Windows: Alt + A
- Mac: Shift + Command + A

Video Camera Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): select a virtual background (if enabled), or access your full video settings to adjust your appearance.

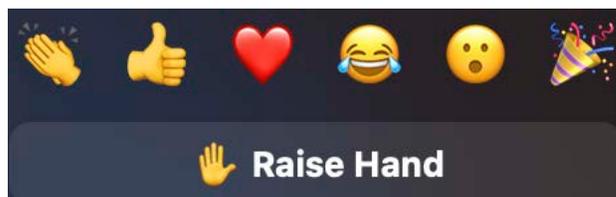
Participants Click to see who's currently in the event. A list will appear. You will be at the top of the list. From the list, you can also access these options:

- **Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants. You can also hover over your square on the video screen and click on the three dots to rename yourself.



Chat Click on the caption logo to open the chat window to send messages to everyone or directly to that person.

Reactions Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate your appreciation, excitement, or give feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.

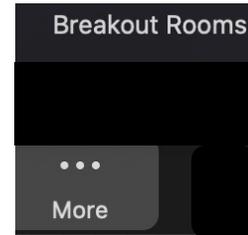


Breakout Rooms Navigating to and between Breakout Rooms is one of the most important skills to learn if an event allows you to self-select Breakout Rooms. The host will need to have opened Breakout Rooms for you to use this feature.



Navigating to Breakout Rooms: The Breakout Room icon is in the toolbar. Click on the Breakout Room icon and you will see the Breakout Room Menu open in a new window.

Can't See the Breakout Room Icon? If you do not see the Breakout Room icon and words, expand your screen until you see More to the right of the Reactions. Hover over More and click on the 3-dots. Find and click on the words Breakout Rooms in the menu that appears.



Viewing the List of Breakout Rooms

The Breakout Room window should now be open and the list of rooms should appear with a list of participants in those rooms. If the event has many attendees, you may only see a few Breakout Rooms. To see more, you will need to scroll down the menu.

HOT TIP: For easier viewing of the list of Breakout Rooms, click on the carrot/arrow icon to the left of the name of each of the Breakout Rooms to hide the names of the people who have joined that room.

International Dance

-  S/mod-Andy,Arlington,MA
-  Th Tech help Rosemary, B'more USA
-  Josephine Portland ME
-  I-Tech Help (SEA) (me)
-  th tech help Liz Sturgen, Greenfield, MA

Randy Miller

Music Jam

Social Room

Sound Room

Tech 1 Help

Joining a Breakout Room: To join a room, go to the name of that room and to the right, you will either see the word JOIN or a blue number that shows how many people are in the room. If you see the word JOIN, click on the word. If you see the number hover over the number and magically the word JOIN appears. Click on JOIN and you will go to that Breakout Room.

> Breakout Session 1 (1/1)



Leaving a Breakout Room Before the Rooms are Closed: If you want to go to a different room, you can pull up the Breakout Room Menu and follow the same process to join another room. Or, if you choose Leave Room, you will be returned to the main room and you can be moved by a Tech Helper or Co-host.

Thanks for Reading!

This concludes the How-To. There is more to learn, but the best way to learn in Zoom is through experience.

Rev. Jan 2021