Using Zoom for Meetings

Intro

To join a Zoom meeting you do not need an account however creating a personal account is free and you can have 1 to 1 meetings for unlimited time or 40 minute meetings with up to 100 participants. To join a meeting you only need a name (whatever you want to type in, and a meeting ID). Individual platform instructions are below. You will normally get an invitation that looks something like this. ***The actual meeting invitation will have a different meeting number.***

```
Jeff F is inviting you to a scheduled Zoom meeting.

Topic: Jeff F's Zoom Meeting
Time: This is a recurring meeting Meet anytime

Join Zoom Meeting
https://zoom.us/j/123456789

One tap mobile
+19292056099,,1234567890# US (New York)
+16699006833,,1234567890# US (San Jose)

Dial by your location
        +1 929 205 6099 US (New York)
        +1 669 900 6833 US (San Jose)
Meeting ID: 123 456 7890
Find your local number: https://zoom.us/u/adnRm7SMit
```

Here you will see a Meeting ID at the bottom of the invite as well as a URL if you want to join using your browser and phone numbers if you want to join (or use audio) by phone. have a link with a meeting ID after it, you have phone numbers if you wish to join by phone. We will use these pieces of information later in the document.

Even if you don't get the meeting invitation (unless it is a closed meeting) all you need is the meeting ID. You can change the meeting URL by just adding the meeting id without spaces or dashes after https://zoom.us/j/xxxxxxxxx. Replace the x's with your meeting number. For phone calls the phone numbers stay the same only the meeting number changes.

In each case below I offer one final recommendation which is to use earbuds or headphones for the audio, wired or bluetooth. This will help you hear better, make the conversation more private and help reduce extraneous sounds from interrupting the ongoing meeting. It is also helpful, if you are not part of an active conversation, to mute yourself, again, to reduce the distraction of extraneous sounds like barking dogs, televisions in the next room, or noisy roommates!

Smartphone - Android

First Install the App

Go to the App Store (Play Store) and do a search for Zoom. You should find ZOOM Cloud Meetings. Install the app. Once the app is installed (or if you have already installed it) click on the app to open it.

To join a meeting all you have to worry about is the Join Button. To Join a meeting click the Join Button.

You will be presented with a screen asking for information about the meeting, and how you would like to join.

Just under the Join a meeting heading click and enter the meeting that you got in the invitation. It is a 9 or 10 digit number. The spaces are entered automatically.

If it is not prompting you with "Meeting ID" you can click where it says "Join with a personal link name" or "Join with meeting ID" until it prompts for a Meeting ID.

On the next line below you can enter whatever name you want to be seen as in the meeting.

By default it assumes you want to use your phone for video and audio. Click the switch if you want to hide your video or use a separate phone for audio. Instructions for using a phone call for audio are below. You can change either of these choices after you have joined.

The Join Meeting button will turn from gray to blue as soon as you enter the meeting number. Click Join Meeting, and you will connect.

When you first Join you may be asked if you want to use Device Audio or Dial in. Device Audio uses the app without a separate phone call. Dial in will send you to a screen where you click on the number you want to use and automatically dials. Fun fact when It asks for the meeting number and personal id it will automatically dial those for you. You might want to Use Dial in if you are concerned about the amount of data you have used this month or if you have an iffy internet connection where using video AND voice might create an inconsistent connection.
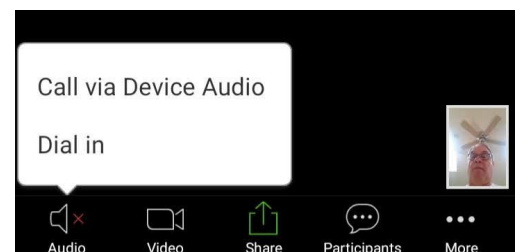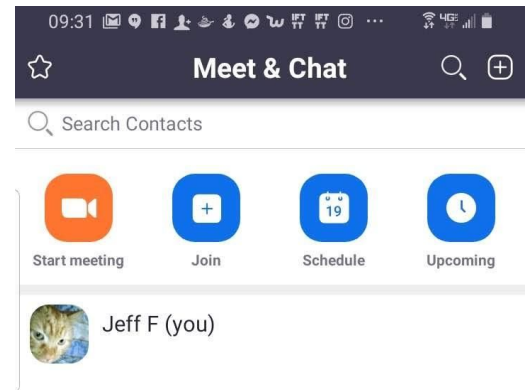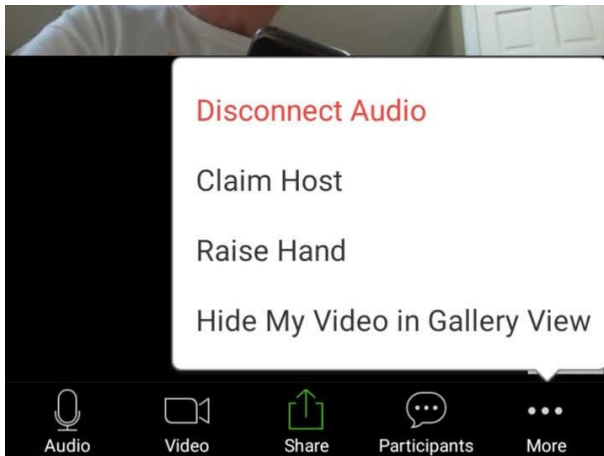
Once you have joined you can do a number of things from the menu at the bottom. Mostly you might click audio to mute your audio, or video to turn off the video you are sending. If audio is giving you a problem you can disconnect it and rejoin using your landline, or cell phone if you'd like. We might even ask you to share your screen if you have something we'd like to see on your phone. Clicking participants will show you a list of participants.

When you are done, you can click Leave at the top of the screen to leave the meeting. Otherwise when the host leaves the meeting you will leave automatically.

One final recommendation would be to use earbuds for the audio, wired or bluetooth. This will help you hear better, make the conversation more private and help reduce extraneous sounds from interrupting the ongoing meeting. It is also helpful, if you are not part of an active conversation, to mute yourself, again, to reduce the distraction of extraneous sounds like barking dogs, televisions in the next room, or noisy roommates!

Smartphone - IPhone

Please note: I do not yet have access to an iphone. As soon as I do I will fill out this section of the manual. Otherwise I believe there is zoom app in the iStore. If you download it and launch the app the instructions should look very similar to the Android instructions above.

Computer - Windows

First thing. If you are not using Windows 10, get it install it and stop complaining! All other versions are past end of life and are now longer supported. You are just fixin' for a problem. Thank you. We now return you to your regularly scheduled program.

I am using Edge for this demo. You can use the URL from the invitation that is in the format https://zoom.us/j/123456789 (the number will be different). When you enter the URL on your address bar and hit enter Edge will download an app for you to install. Follow the instructions.
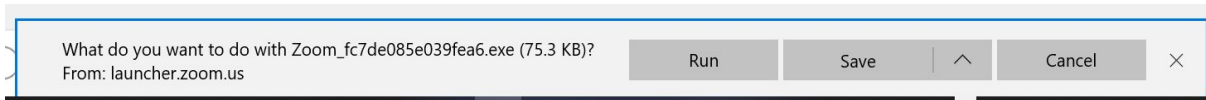
Hit run when prompted and allow the program to be installed. Once it is installed you will have a video preview (if video is available) and allow you to Join with or without video.
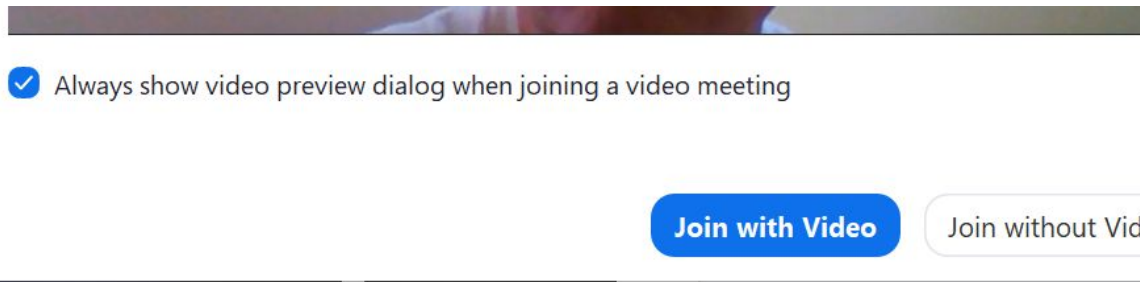
You can choose to turn off your video and/or audio as you join, these choices can be changed after you have joined. Click Join. You will also be prompted to use computer or phone audio. If you want to make a phone call you can click the phone Call tab and then use the instructions to make the call.
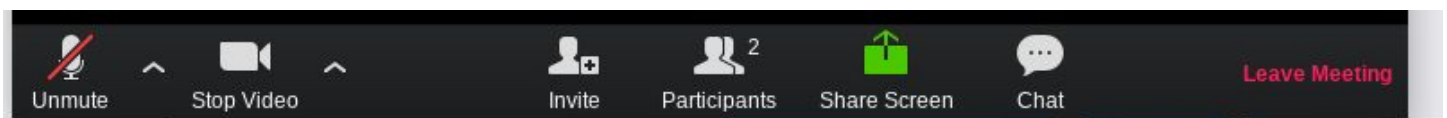

From the menu bar at the bottom of the screen (move your cursor down if you do not see it) you can mute or unmute your audio, stop or start your video, see who is participating, open a chat window, share your screen, or when you are done. Leave the meeting. If you do not see all these choices you can widen your window.

One final recommendation would be to use earbuds or headphones for the audio, wired or bluetooth. This will help you hear better, make the conversation more private and help reduce extraneous sounds from interrupting the ongoing meeting. It is also helpful, if you are not part of an active conversation, to mute yourself, again, to reduce the distraction of extraneous sounds like barking dogs, televisions in the next room, or noisy roommates!

Computer - Mac

Start your Zoom session from Safari (If you are using Chrome please see the section for Chromebook). You can use the URL from the invitation that is in the format https://zoom.us/j/123456789 (the number will be different). When you enter the URL on your address bar and hit enter Safari will download an app for you to install. Follow the instructions.
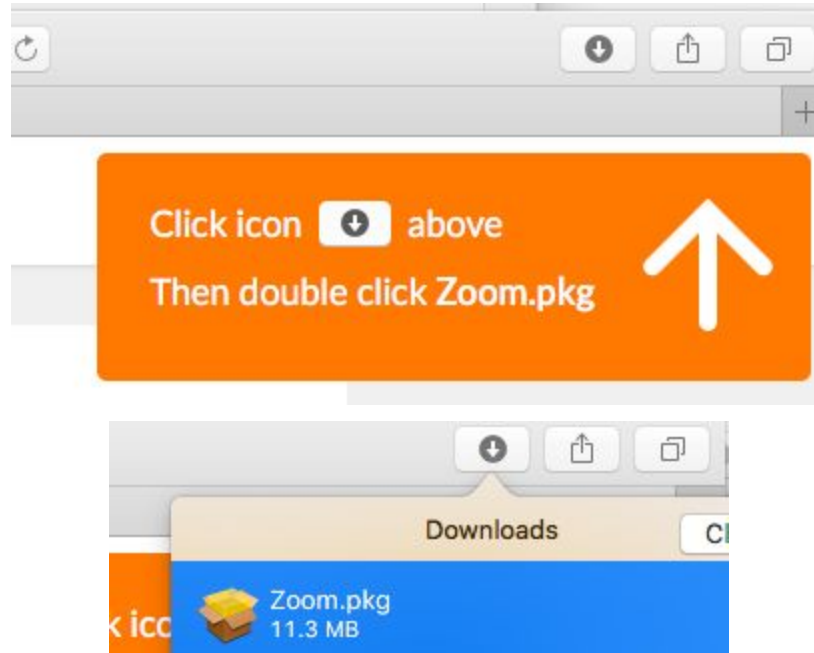
Double click to start the install process. When it is complete click on Join a Meeting.

A screen will appear that gives you the option to enter a meeting ID and the name by which you want to me seen. The dashes will be entered automatically, just type the numbers.
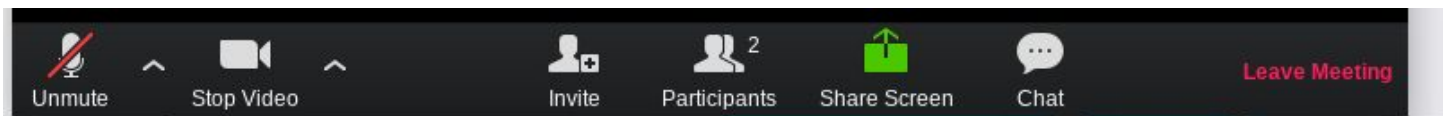
Join a Meeting

123-456-789

Jeff F|

☑ Remember my name for future meetings
○ Don't connect to audio
○ Turn off my video

Cancel   Join

You can choose to turn off your video and/or audio as you join, these choices can be changed after you have joined. Click Join.

| Unmute | Stop Video | Invite | Participants 2 | Share Screen | Chat | Leave Meeting |

From the menu bar at the bottom of the screen (move your cursor down if you do not see it) you can mute or unmute your audio, stop or start your video, see who is participating, open a chat window, share your screen, or when you are done. Leave the meeting.

One final recommendation would be to use earbuds or headphones for the audio, wired or bluetooth. This will help you hear better, make the conversation more private and help reduce extraneous sounds from interrupting the ongoing meeting. It is also helpful, if you are not part of an active conversation, to mute yourself, again, to reduce the distraction of extraneous sounds like barking dogs, televisions in the next room, or noisy roommates!

Computer - Chromebook
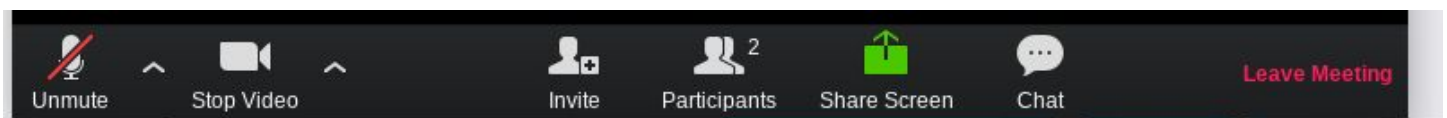
This has been my platform of choice. Simple.

In the invitation you will find a link in the form https://zoom.us/j/123456789 (the number will change).

Click the link or copy it and paste it in your chrome address bar and hit enter.

You may be asked to Add Zoom to Chrome. Go ahead and install it from the Chrome Web Store. (if you are in the incognito mode it will not install)
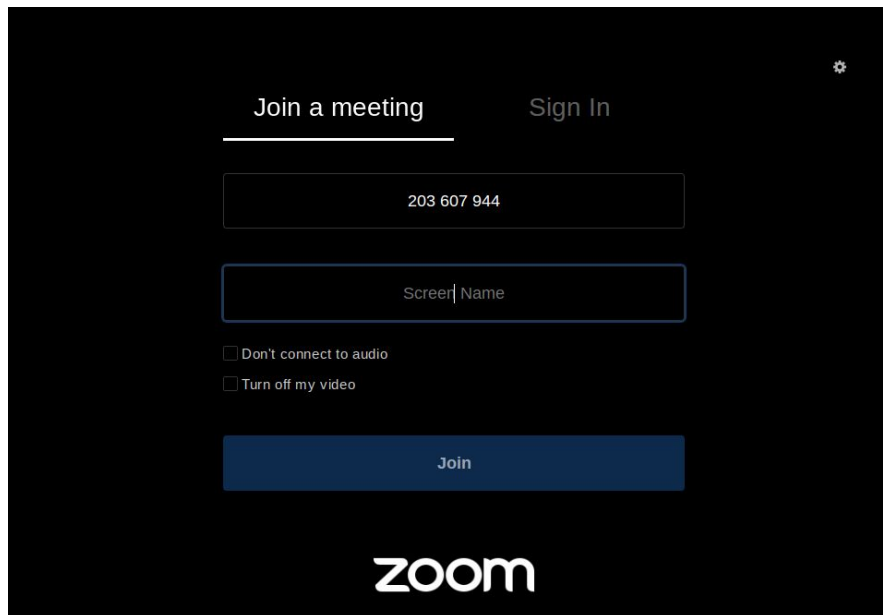
Enter the name you want to be seen as and click Join. You can choose to turn off your video and/or audio as you join, these choices can be changed after you have joined.

From the menu bar at the bottom of the screen (move your cursor down if you do not see it) you can mute or unmute your audio, stop or start your video, see who is participating, open a chat window, share your screen, or when you are done. Leave the meeting.

One final recommendation would be to use earbuds or headphones for the audio, wired or bluetooth. This will help you hear better, make the conversation more private and help reduce extraneous sounds from interrupting the ongoing meeting. It is also helpful, if you are not part of an active conversation, to mute yourself, again, to reduce the distraction of extraneous sounds like barking dogs, televisions in the next room, or noisy roommates!

Computer - Other Browsers

On Mac and Windows zoom actually runs in an app. Each browser (Edge, IE, Safari, Firefox, Opera, etc) will use a different mechanism to download and install (or run) the app, but once the app is installed it will operate the same as Edge or Safari. Once the app is installed please refer to your operating system, above.

Phone

You can use phone audio instead of computer or smartphone audio or by itself.

In the meeting invitation there are two important pieces of information The phone numbers to call and the meeting it.

Choose one of the phone numbers. These are not toll free numbers so choose accordingly. Currently providing a toll free number is prohibitively expensive. Using your computer or smartphone and wifi data is the most inexpensive options unless you have unlimited long distance calling on your landline (kids, ask your grampa what a landline is and he'll try to explain it. Try.)

Dial the phone number.

You will be prompted to enter the meeting number followed by the #. This will not work on a rotary phone (kids, ask your grampa what a rotary phone is. You won't understand his answer but it will be fun to watch).

It will probably prompt you for a participant number. You may or may not have one. If you are using computer video for the meeting and choose to use phone audio you will be assigned a participant number. Entering it will bind your video and audio so that when you speak your video will be shown. You can just hit # if you do not have one.

You will then be in the meeting!

A couple things you can do on the phone

> *6 - will toggle mute/unmute.
> *9 - will raise your hand for a moderated meeting
> ** - will read you all commands available to you

To leave the meeting just hang up.

Closing remarks

Thanks. I hope you enjoy using Zoom for our meetings. If you have any additional questions or any place that this document is unclear please let me know so I can improve the document.

Thanks, Jeff
jeff@fillian.com