



Zoom Training: How to Join a Zoom Call/Meeting
Offered by the Jewish Community Relations Council

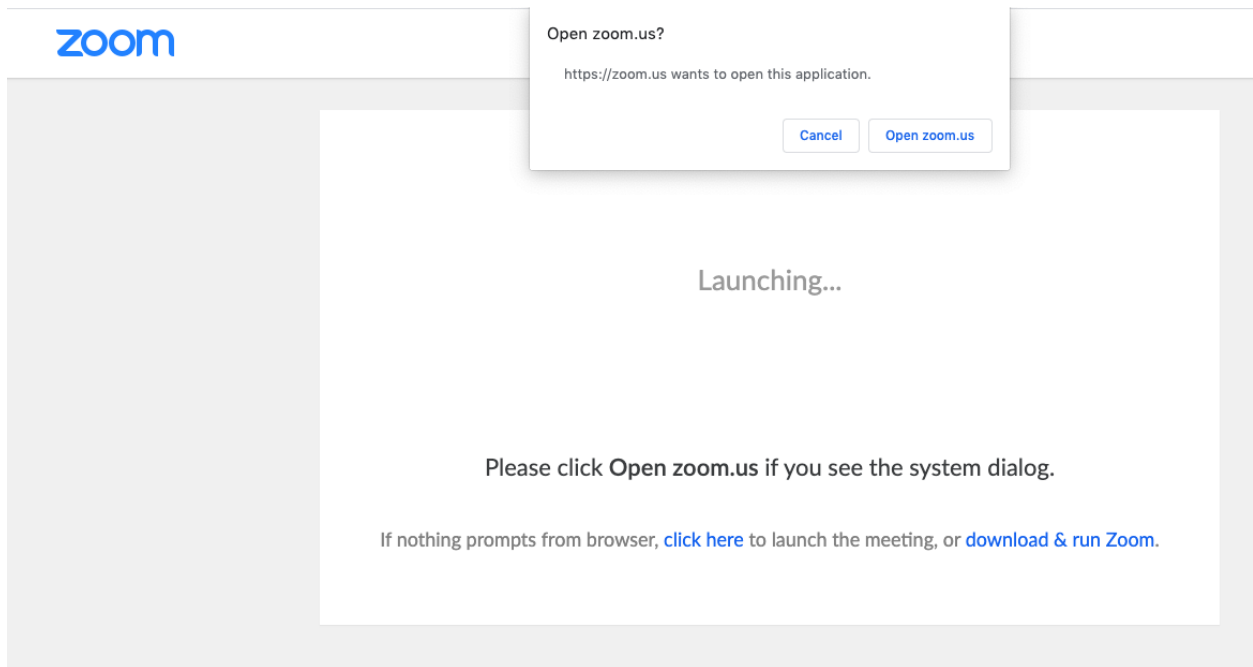
Graphics taken from Zoom website or screenshots from meetings held on Zoom.

How to Join a Zoom Call/Meeting.....	2
Mute/Unmute Functions.....	5
Start/Stop Video Functions.....	6
Video Layout Options.....	7
Chat Functions.....	8
Enter/Exit Full Screen Options.....	9
Leave Meeting Function.....	10
Helpful Zoom Links.....	11
iPad Version of Zoom.....	12

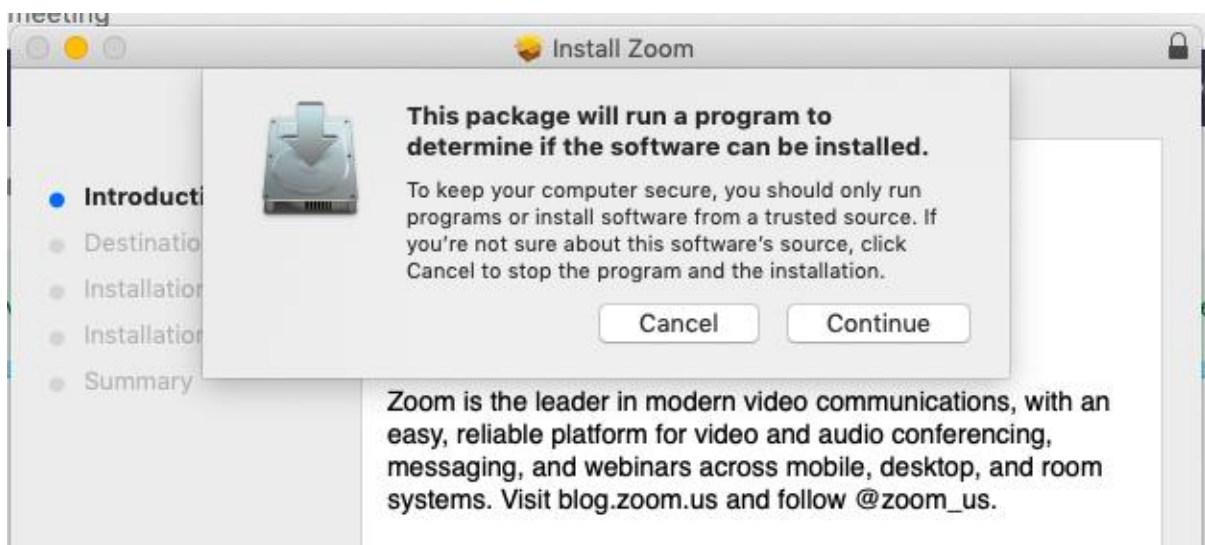
**The photos for this manual were taken from a Mac computer; see page 12 for iPad versions

How to Join a Zoom Call/Meeting

1. Open a computer and ensure you are connected to the internet
2. Open a web browser
3. Enter the link provided by the host for the meeting
4. The link will open a new tab with instructions that say “Open Zoom.us” or “Download and Run Zoom”
 - a. Click either option to proceed to join the meeting



5. If you do not already have Zoom downloaded, follow the instructions to download the application Zoom



6. Once you have downloaded Zoom, you will have two options:
 - a. Option 1: enter the link into the Zoom account

Join Meeting

Meeting ID or Personal Link Name ▼

Your Name _____
Your Name

Don't connect to audio

Turn off my video

Cancel Join

- b. Option 2: close the application and re-enter the link into your browser which will enter you into the meeting

7. Click "Join with Computer Audio"

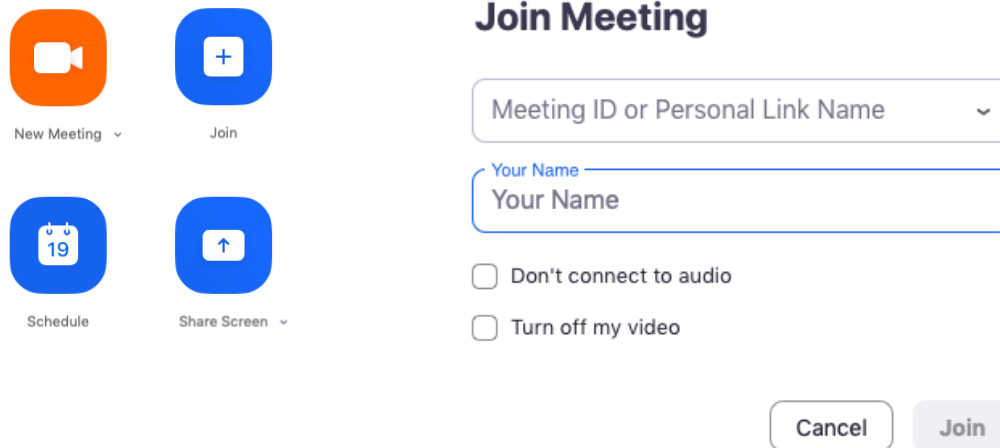


Helpful hint:

- *You can also call into a Zoom call in case you are having trouble with the audio*
- *Hosts will provide a number that you can call into to simply listen to the call*
- *Video function is not available if you call in*

Helpful hint:

- *Once the application is downloaded, you can go to zoom.us and put in a meeting ID number instead of entering or clicking a link*
- *You are able to enter the link or meeting ID number straight from the application*



Mute/Unmute Functions

- If you have many people on a call or a lot of background noise, you may want to choose to utilize the mute and unmute functions
- The host also has the ability to mute you
- The mute function is found on the bottom left corner of the screen



Helpful hint: Using headphones can improve audio to decrease background noise and improve quality of sound

Start/Stop Video Functions

- You can choose to have your video on or off during the call
- You can turn it on and off multiple times during the call
- Start/Stop Video is found next to the mute bottom on the bottom left corner of the screen



Video Layout Options

- You are able to choose the method of seeing the screen
- Gallery View: allows you to see all the participants on the call
- Speaker View: allows you to see the person who is speaking in large
- To change between gallery view and speaker view find the function in the top right corner

Speaker View:



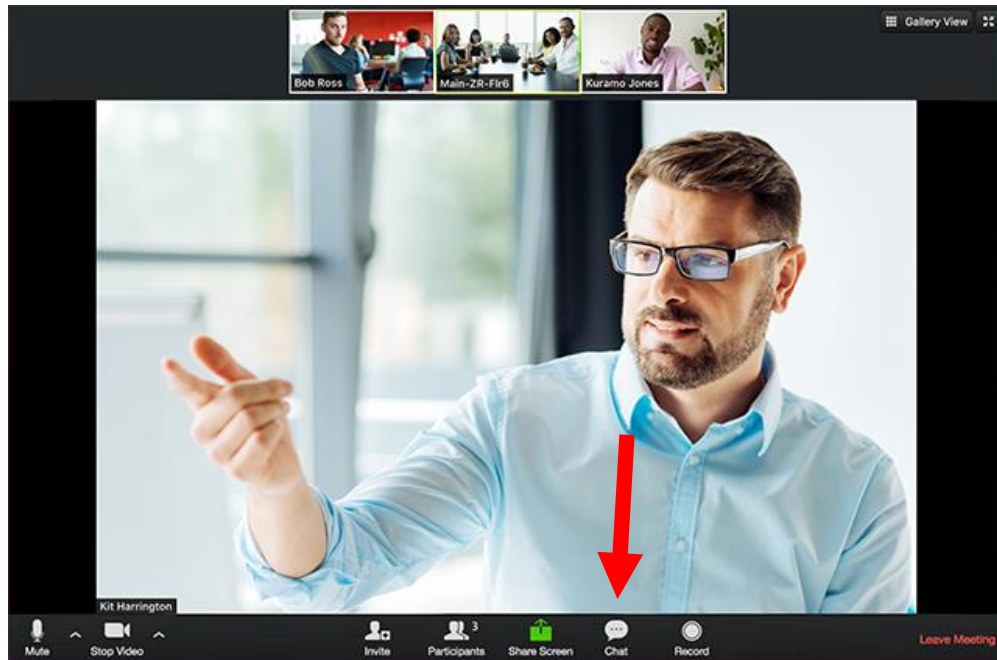
Gallery View:



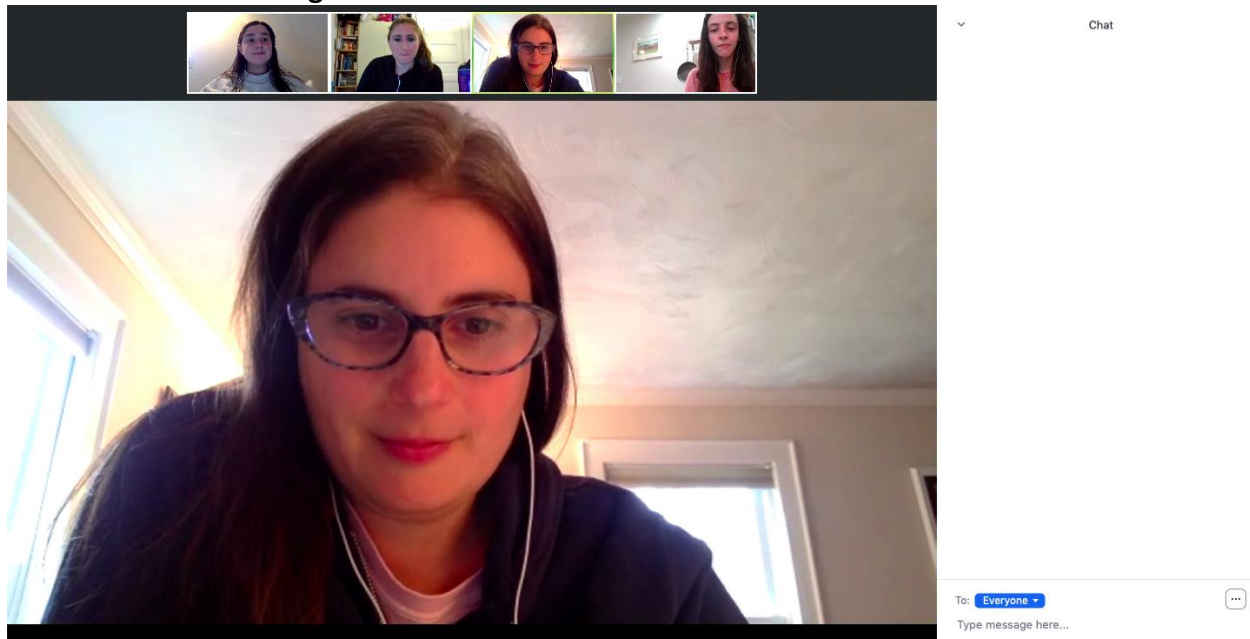
Chat Functions

- You are able to type messages in the chat function with everyone in the meeting
- Click “Chat” to open up the chat window which appears to the right of your screen
- To begin chatting, find the chat function, next to the share screen function

Finding the Chat Button



Chats Viewed to the Right of the Presenter



Helpful hint: you can select “To” and choose to chat one individual instead of the entire chat

Enter/Exit Full Screen

- At the top right of the Zoom window, you can enter or exit full screen
- You can also exit full screen by clicking the esc (escape) button.



Leave Meeting

- You can leave the meeting at any time by clicking on the “Leave Meeting” option on the lower right corner of the zoom window
- The leave meeting function is found at the bottom right of your screen
- If you leave mistakenly, you can return to the call.



Helpful Zoom Links

Getting Started: <https://support.zoom.us/hc/en-us/categories/200101697>

Audio/Video/Sharing: <https://support.zoom.us/hc/en-us/categories/201137166>

Meetings/Webinars: <https://support.zoom.us/hc/en-us/categories/201146643>

Messaging: <https://support.zoom.us/hc/en-us/categories/201137186>

Contact Technical Support: <https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

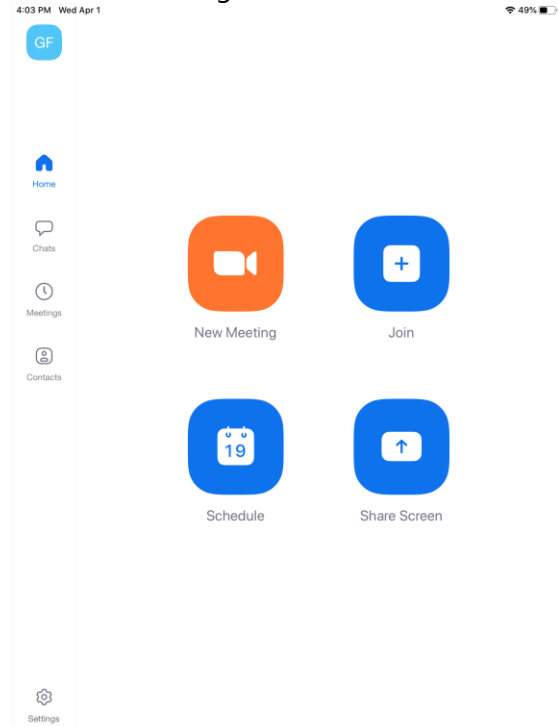
Zoom Help Center: <https://support.zoom.us/hc/en-us>

Tutorials: <https://support.zoom.us/hc/en-us/sections/201740096-Training>

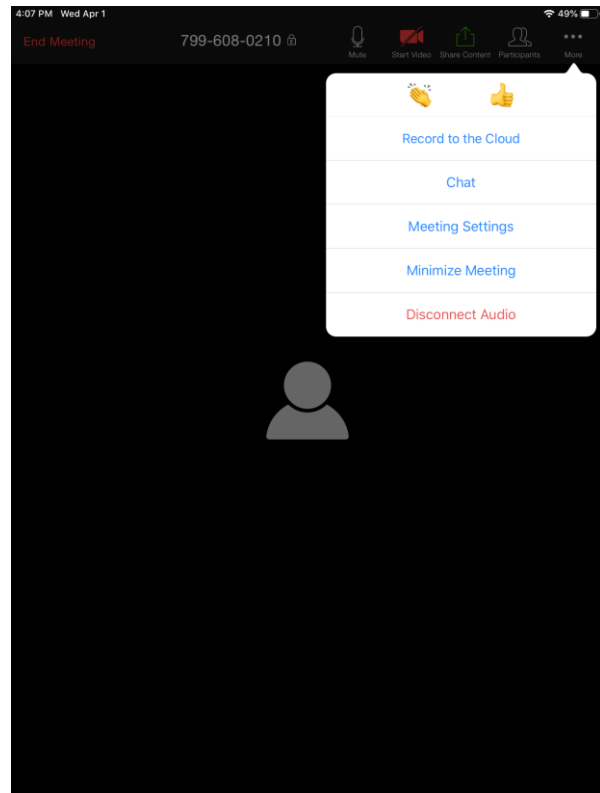
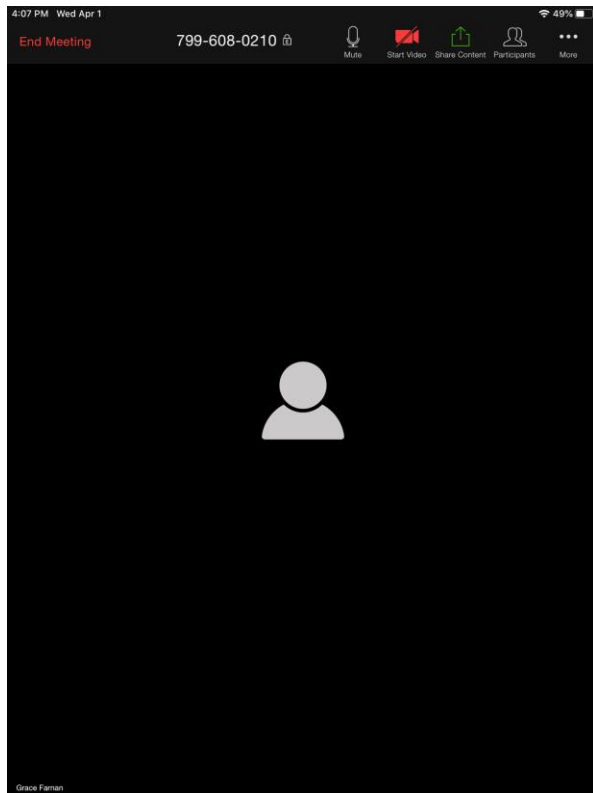
For Zoom support you are able to call: US: +1.888.799.9666 ext 2

iPad Version of Zoom

To Join a Meeting:



The Different Functions on an iPad:



To Chat:

