

Helpful Tips & Tricks for using Zoom Conferencing

Zoom is a web conferencing application and can be downloaded and installed easily.

DOWNLOAD & INSTALL ZOOM

There is a free version of Zoom available for Windows & Mac, iPhone and Androids.

- **Windows/Mac** - <https://zoom.us/download>
- **iOS:** <https://itunes.apple.com/us/app/id546505307>
- **Android:** <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

JOIN A MEETING (PARTICIPANT)

You can join using a link or meeting ID. If you were sent a link to join, just click the link and follow the instructions.

If you were sent a meeting ID - open the Zoom application, click the blue Join a Meeting button and enter the Meeting ID and your name. Then click Join.

QUICK TIPS FOR USING ZOOM

- Only 1 microphone should be used per location.
- Be sure to mute yourself when not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.
- Zoom meetings without a Pro User signed in will be limited to 45 minutes.

SETTINGS TO TURN ON

Password - provides an added layer of security (can also be found when scheduling a meeting).

Waiting Room - requires your approval for a participant to join (also found when scheduling a meeting).

SETTINGS TO TURN OFF

Join before Host - prevents participants from joining the meeting before you start (also found when scheduling a meeting).

WHILE IN ZOOM MEETING

If you click on MORE at the bottom of the screen, you can access these features:

Play Enter/Exit Chime - this can be enabled in the settings.

Lock Meeting - once everyone who's invited is in the meeting, you can use this to prevent anyone else from entering.

Co-Hosts - you can select a co-host if you need them to have Host privileges, just click the More and co-host to set assignment.

END MEETING

To properly end the meeting, you can either Leave Meeting if you are participant OR End Meeting if you are the host (which will close the meeting down for everyone).

User Interface

Zoom Participant ID: 25 Meeting ID: 569-765-741

Meeting Topic: Anthony Boen's Zoom Meeting
Host: Anthony Boen
Invitation URL: <https://nl.zoom.us/j/569765741>
[Copy URL](#)

Participant ID: 25

Join Audio
Computer Audio Connected

Share Screen

Invite Others

1 Unmute **2** Start Video **3** Invite **4** Manage Participants **5** Share Screen **6** Chat **7** Record **8** End Meeting **9**

1. Mute or unmute your microphone. (*Tip: If you mute your microphone, you can easily unmute by hitting the spacebar on your keyboard.*)
2. Start or stop your video feed.
3. Invite participants to the meeting.
4. Manage or view a list of meeting participants.
5. Share your screen.
6. Open the Chat window.
7. Record the meeting.
8. Leave the meeting (*Tip: If you are the host, this will say End Meeting*).
9. Video area