
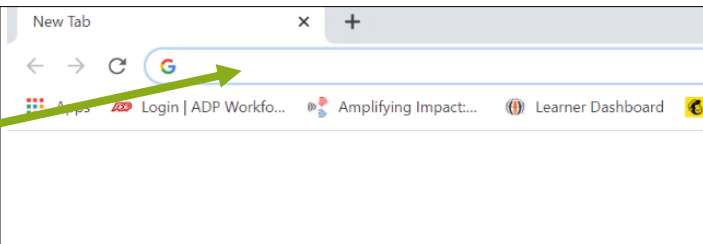
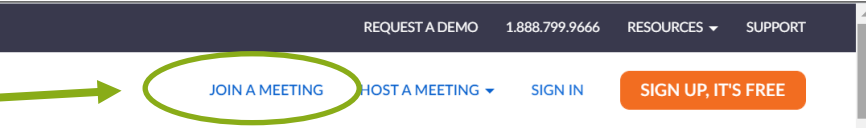
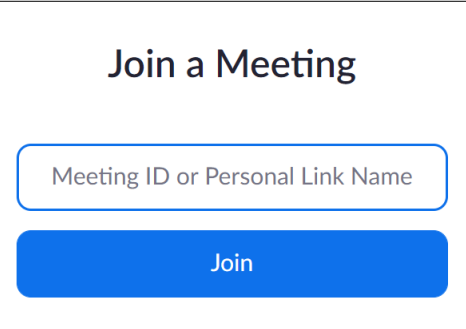
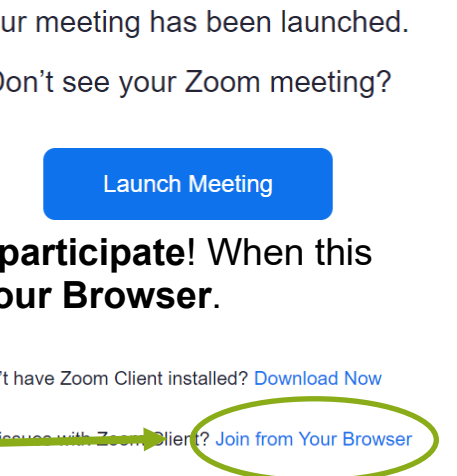


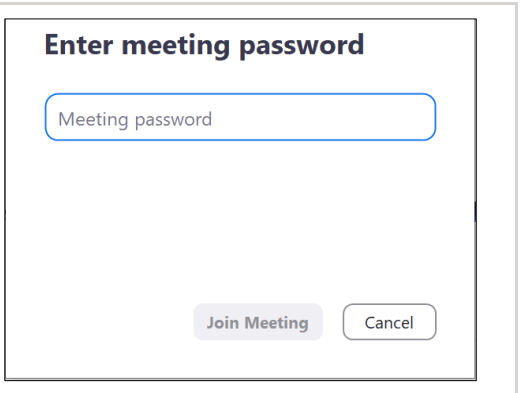
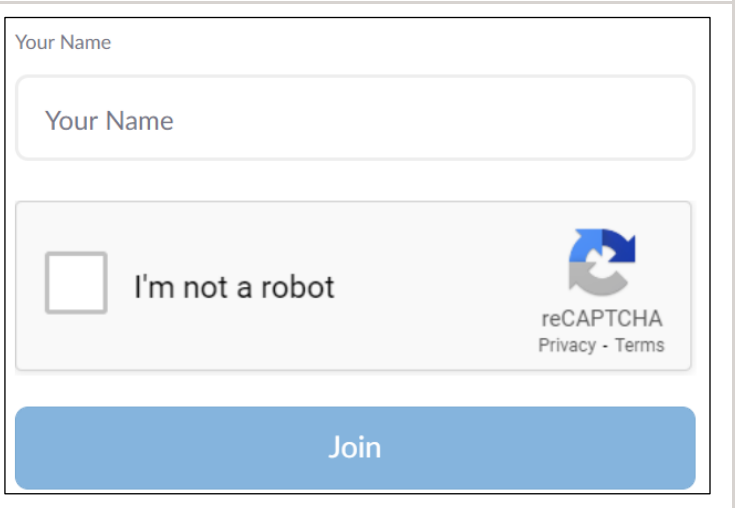
How to...

Join a Zoom meeting

1	Open the internet with the browser of your choice.	
2	Type zoom.us into the search bar near the top of your window press the Enter button your keyboard.	
3	Click the words " Join A Meeting " on the Zoom homepage.	
4	Click inside the box where it says Meeting ID. Type the Meeting ID (the 11-digit code provided in the meeting invitation email or by meeting host). Below is an example of a Meeting ID. Meeting ID: 920 0393 1255	
5	After you type in the Meeting ID, Zoom will ask to launch the application. If you have Zoom downloaded on your device, the meeting will open automatically. If you do not have Zoom downloaded, you can still participate! When this screen appears, click the text that says Join from Your Browser .	<p>Your meeting has been launched.</p> <p>Don't see your Zoom meeting?</p> <p>Launch Meeting</p> <p>Don't have Zoom Client installed? Download Now</p> <p>Having issues with Zoom Client? Join from Your Browser</p> 

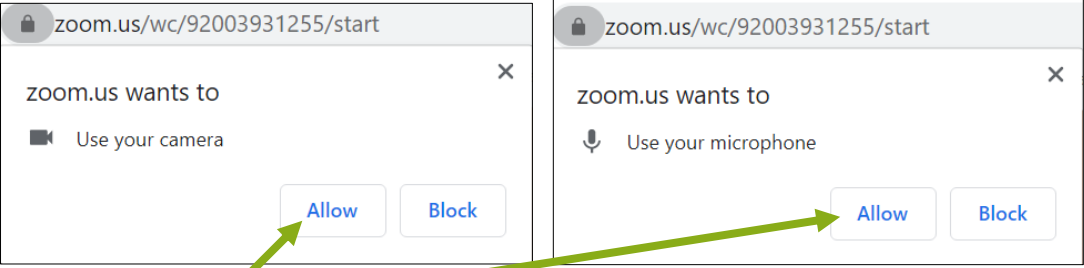
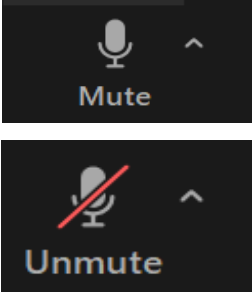
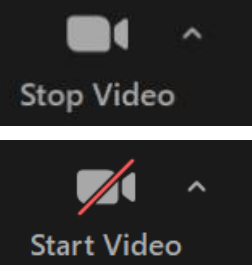
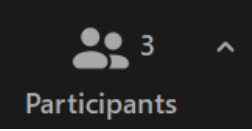
How to...

Join a Zoom meeting

<p>5</p>	<p>For privacy, meetings can have passwords so that only invited guests can join. If there is a password, it will be shared with you in advance.</p> <p>Type it into the box and then click the Join Meeting button.</p>	 <p>The screenshot shows a white box with the title "Enter meeting password". Inside the box is a text input field with the placeholder text "Meeting password". Below the input field are two buttons: "Join Meeting" and "Cancel".</p>
<p>6</p>	<p>Type in your name so others in the meeting will know it's you.</p> <p>You may see a CAPTCHA. This is just another security measure to make sure only invited guests can enter the meeting. You may need to select boxes with similar images or type a code that appears.</p>	 <p>The screenshot shows a white box with the title "Your Name". Below the title is a text input field with the placeholder text "Your Name". Below the input field is a CAPTCHA section with a checkbox and the text "I'm not a robot". To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below the CAPTCHA section is a large blue button with the text "Join".</p>
<p>ZOOM SETTINGS</p>	<p>The following details will help you successfully navigate through the settings available to you while in a Zoom meeting.</p>	
<p>Using Zoom from your phone</p>	<p><i>All the following settings and features are available whether you use a phone or tablet or computer to connect.</i></p> <ul style="list-style-type: none">• When using a phone, tap anywhere on your screen for the menu to appear. The menu automatically disappears after a few seconds to give you more room to see your meeting.• Slide between different views by swiping left or right across your screen. You can see each person in your meeting and view slides if they are being presented by swiping back and forth.	

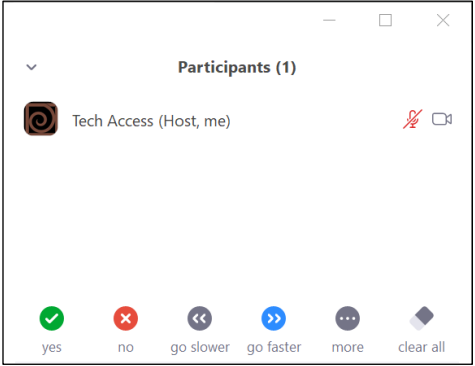
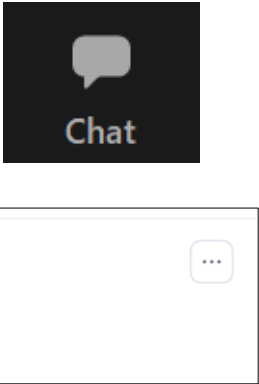
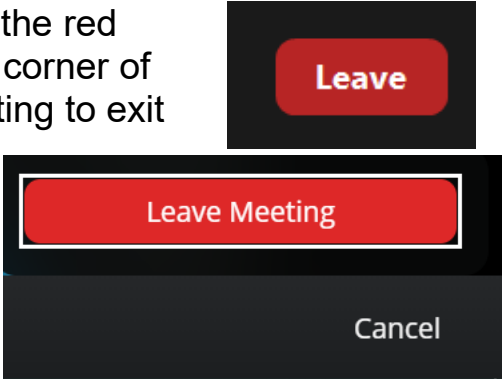
How to...

Join a Zoom meeting

Notifications	<p>Your device will probably show a pop-up before the meeting starts. The device wants to confirm that Zoom can use your camera and microphone settings during the meeting. This is how other participants will be able to see and hear you.</p>  <p>Click the “Allow” option to participate fully in the meeting.</p>
Microphone	<p>To mute or unmute yourself during a call, click on the microphone icon in the bottom left-hand corner of the Zoom window.</p> <p>When you are muted, you will see a red line through the microphone icon.</p> 
Camera	<p>To turn your video off and on during a call, click on the camera icon in the tool tray at the bottom left of your screen.</p> <p>When your video is turned off, you will see a red line through the camera icon.</p> 
Participants	<p>Click on the participants icon to see who is in the meeting with you as shown in the pop-up screen below.</p> 



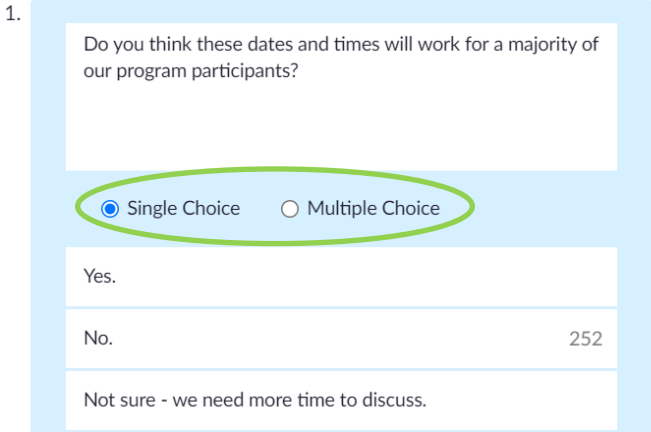
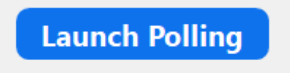
How to...

Join a Zoom meeting

	<p>You can also see who has their microphone and camera settings on and off.</p> <p>If you see a red line through an icon, you know that setting is turned off.</p>	
Chat	<p>Click on the chat bubble icon to open the chat box. Click where it says “Type message here”, type your message, then press the Enter button on the keyboard to communicate others without interrupting the speaker.</p>	
Leave Meeting	<p>When your meeting is finished, click the red Leave button in the lower right-hand corner of the Zoom meeting. Click Leave Meeting to exit the meeting and Zoom.</p>	

How to...

Join a Zoom meeting

<h3>ZOOM FOR PROS</h3>	<p>The information in these sections can be used by presenters to create a more interactive learning experience for participants. <i>NOTE: to add these options to your meetings, you may need administrator access to the Zoom account.</i></p>
<h3>POLL</h3> 	<p><u>POLL CREATION</u></p> <p>On the left-hand navigation bar, click on Meetings, then the Edit button next to the meeting you want to modify. Scroll to the bottom and click the Save button. It will display the meeting manager page. Scroll to the bottom and find the Poll section. Click Add.</p>  <p>You have not created any poll yet.</p> <p>A pop-up window will appear. Fill in the necessary questions and answers, select whether it will be anonymous or not, and whether it is a single- or multiple-choice answer. An example is filled out below.</p>  <p>You can include up to ten questions per poll. After writing all the questions and answers, click Save.</p> <p><u>POLL IMPLEMENTATION</u></p> <p>During the event, select the Polls option in the Zoom navigation bar. To allow participants to answer the questions, click Launch Polling.</p> 

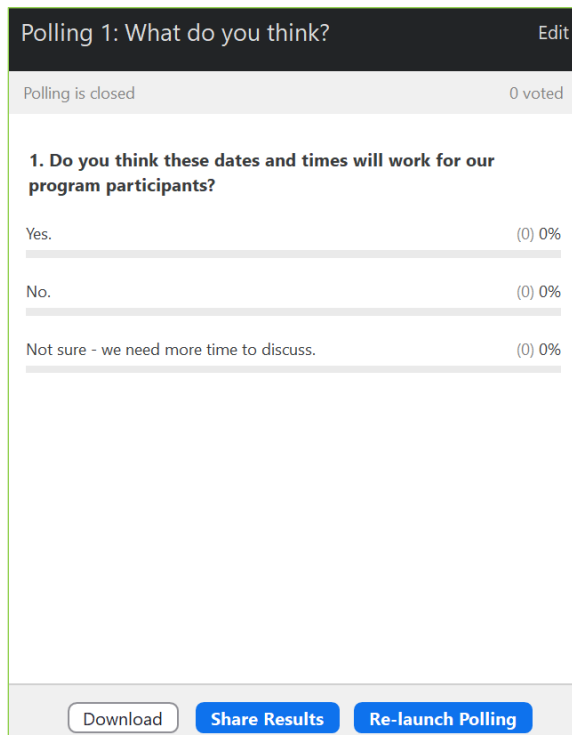
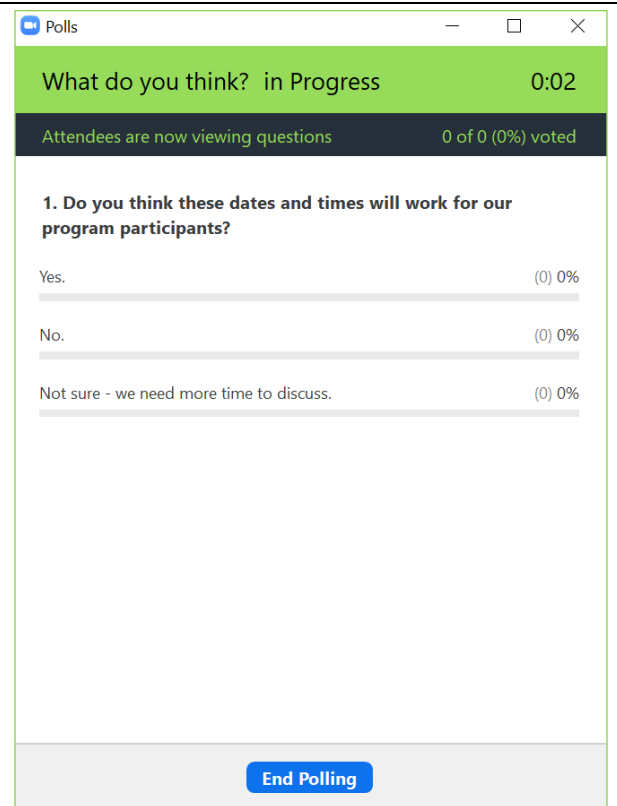
How to...

Join a Zoom meeting

This opens the polls for folks to answer – the accent color will change to green, and the words “in Progress” will be visible next to the question in the header.

Only people who are able to see the screen will be able to vote. If anyone joins by phone, consider alternative ways to hear from them.

The Polls pop-up shows how long the questions have been open, how many have voted, and the break-down of how many voted for each option. Once you’re happy with the results, click End Polling.



The pop-up window will say “Polling is closed”, along with the number of people who voted, and the break-down of answers.

From here, there are three options:

Download – save a copy of the results for yourself or future reference.

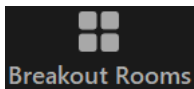
Share Results – shares the window with participants, to have a discussion about the results.

Re-launch Polling – if people joined late or misunderstood the question, re-launching the poll will allow folks a second chance to answer the questions.

How to...

Join a Zoom meeting

BREAKOUT ROOMS



BREAKOUT ROOM CREATION

Ensure that Breakout Rooms have been enabled on your Zoom account. There are two ways to set up breakout rooms: before or during the event.

- Allow participants to join anytime
- Mute participants upon entry
- Breakout Room pre-assign
 - [+ Create Rooms](#) [↑ Import from CSV](#)
- Automatically record meeting

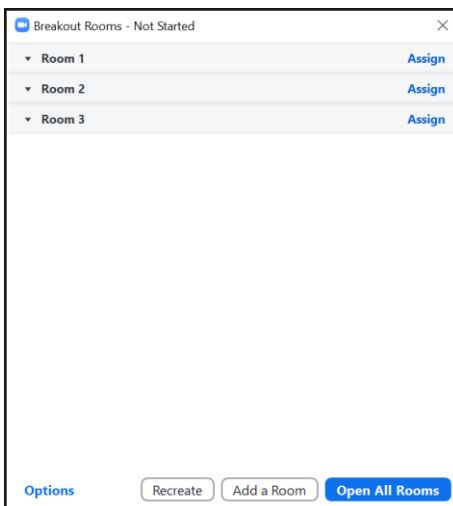
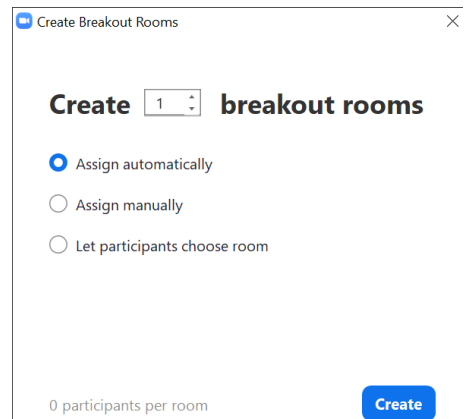
Before the event:

While creating the Zoom meeting, scroll down to Meeting Options and select breakout room pre-assign. Either enter the emails one-by-one or import them from a spreadsheet. Once the information is entered the way you like, save it, then save the meeting.

BREAKOUT ROOM IMPLEMENTATION

During the event:

Select the Breakout Rooms option in the Zoom navigation bar. A pop-up window will appear (right). Select the desired number of breakout rooms, then choose whether to auto-assign, manually assign, or let participants choose. Depending on your audience and the content of the meeting, each option has its own merits.



If you created the breakout rooms before the meeting started, the breakout rooms pop-up will show as pre-assigned lists. A new, separate Breakout Rooms pop-up will appear. This will show the full list of rooms and people assigned to each room. From here, you can move people to new rooms, add new rooms, name the rooms, or start the breakout sessions.

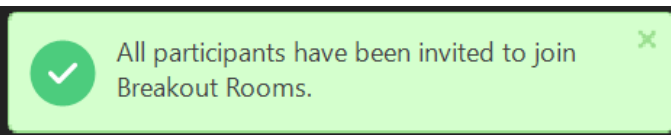
How to...

Join a Zoom meeting

The Options button opens a menu which shows the many ways to edit the way breakout rooms operate.

You can increase or decrease the amount of time spent in the breakout rooms and set a countdown timer for closing the breakout room, which will prompt participants to return to the main room.

- Allow participants to choose room
 - Allow participants to return to the main session at any time
 - Automatically move all assigned participants into breakout rooms
-
- Breakout rooms close automatically after: minutes
 - Notify me when the time is up
 - Countdown after closing breakout room
- Set countdown timer: seconds



When ready, click Open all rooms. You'll know it was successful when you see this green box in the corner of the screen.

While participants are in breakout rooms, those with the Host label will be able to join and leave breakout rooms at will, providing a way for the host to interact and lead even while folks are in small groups. In breakout rooms, the main room chat is not visible, so make sure any questions or topics are shared prior to breaking out, whether that is verbally asking a question, sharing the slide deck, or typing the question in the chat and asking folks to copy it to their device.

HOWEVER! You can send short messages to those in breakout rooms. The Host will need to be in the main Zoom room. With the Breakout Rooms pop-up open, click the Broadcast Message to All button. Once the message is typed and sent, it will show at the top of every breakout room window in a blue bubble. It is in very small font and disappears quickly, so be mindful of accessibility while using it.



Either after you have completed the full length of time set for the breakout room sessions, or when necessary, the Host will click the Close All Rooms button. This will prompt all participants to leave their breakout rooms and return to the main Zoom room.



How to...

Join a Zoom meeting

WHITEBOARD

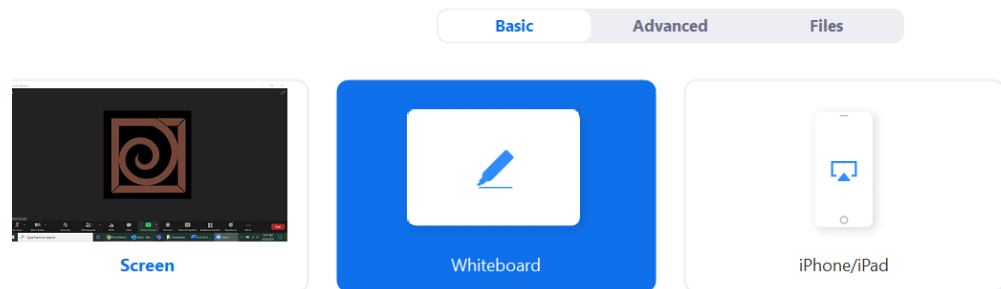


WHITEBOARD CREATION

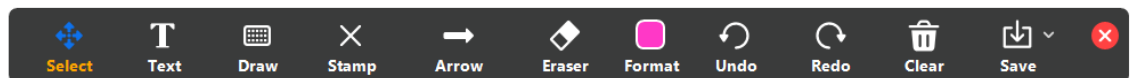
Almost all Zoom events are able to have Whiteboards created, since it is a basic option under the Share Screen option. No administrative access or pre-work is required.

WHITEBOARD IMPLEMENTATION

When you are ready to have the whiteboard visible and utilized, click on the Share Screen button. A pop-up will appear that looks like the image below. Under the Basic options, Whiteboard is the second option. Select it, then click Share! The shared screen will switch to a whiteboard – it can now be used by the host and other participants to type, draw, and more! If it doesn't appear as full-screen right away, make sure to expand the whiteboard, to maximize available space.



On the shared whiteboard screen, a toolbar will pop up that is separate from the Zoom screen-sharing toolbar. The Whiteboard toolbar displays the many ways to manipulate the whiteboard and the information added.

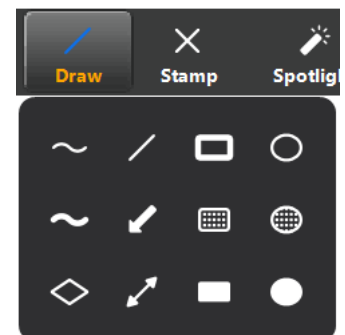


Each option is pretty straightforward, but let's take a look at them here:

Select – When clicking this, you can click-and-drag to rearrange items anywhere on the whiteboard.

Text – The words that you can type on the screen. If/when text is highlighted, you can use the Format button to change the color.

Draw – In addition to regular lines, there are options for arrows, circles, and squares. Icons with dotted backgrounds appear translucent, while solid icons appear as solid images.



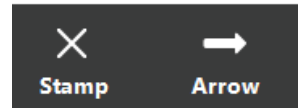
How to...

Join a Zoom meeting

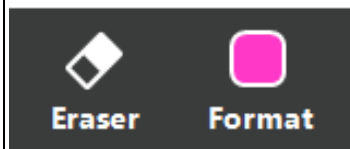
Stamp – With these stamp options, you're able to show some thoughts and emotions about text or pictures that others have shared.



Arrow/Spotlight – When in **arrow** mode: create a tag which will show the name of the person who created it. When in **spotlight** mode: the cursor can be used as a laser pointer.



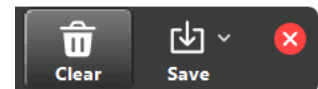
Eraser – When the cursor clicks over any item with the eraser equipped, it will be deleted.



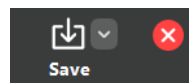
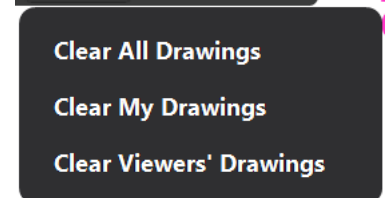
Format – Changes color of text and drawings, increases line sizes, and changes format or size of text.

Undo – Undoes the last operation done.

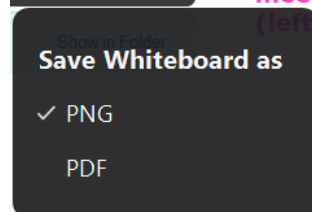
Redo – Redoes the last operation that was deleted.



Clear – When clearing, there are three options. Clear everything on the screen, only your drawings, or only those of the viewers.



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Save – Click on the save button to ensure your work doesn't disappear after the meeting is over. Click the down arrow next to the save button if there is a preference to save the whiteboard as a .PNG or .PDF – both options are available.

Exit – Don't forget to save before exiting! When exiting, you can choose to exit only the whiteboard, or to end the meeting from the whiteboard screen.