

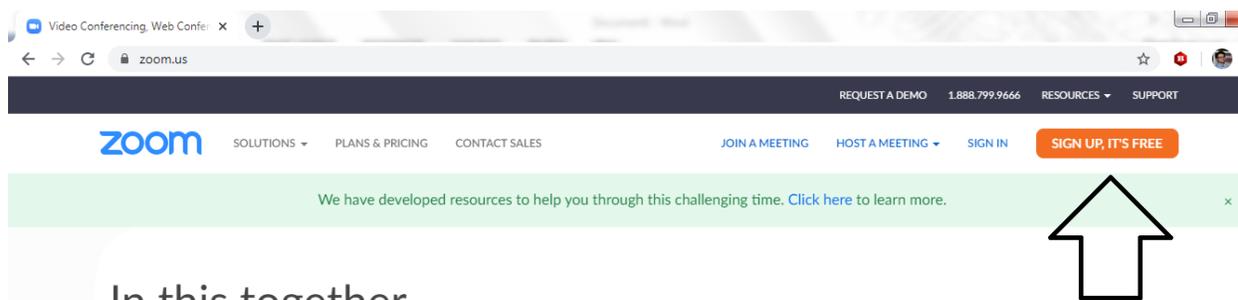
# Zoom Tutorial

## Creating a Zoom Account

### [Official Zoom Steps](#)

Joining Zoom is free and is a similar process whether using Apple or Windows.

- a. Open your web browser; Safari, Chrome, Firefox, Edge, etc
- b. Go to [Zoom.us](https://Zoom.us)
- c. Near the upper right of your screen you will see an orange rectangle that reads “Sign Up, It’s Free!” click that!



- d. You must be 18 to create a zoom account. Enter a date prior to 2000 and press the enter key.
- e. If you have a Gmail or a Facebook account, simply use that to log in by scrolling down and clicking “Sign in with Google” OR “Sign in with Facebook”

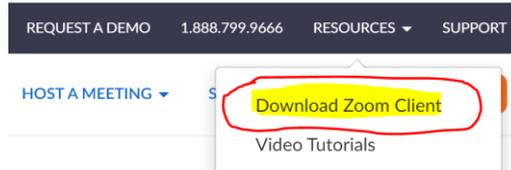
Or

- e. If you don't want to use a Google or Facebook account, provide an email to use for your Zoom account under “your work email address” and click “Sign up.” Verify your email. You need to log into your email account to find the verification email and follow instructions to complete Zoom registration

- f. Prior to first meeting, download the Zoom desktop or mobile app. Find this on the Zoom.us website under the resources drop down on the black bar at the top of the page.



- g. Select “download zoom client.” Mobile devices will prompt to download app.



## Joining a Meeting by Smart Phone, Computer, or Tablet

After MSAC staff or your instructor has created and scheduled a class you will receive an email invitation to join similar in appearance to this:

Chet Cienkowski is inviting you to a scheduled Zoom meeting.

Topic: Zoom Training

Time: Sep 2, 2020 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us04web.zoom.us/j/77786959174?pwd=VkdFN2V3RmNYVki4UGZILOM5alcwdz09>

Meeting ID: **777 8695 9174**

Passcode: **kt4TPW**

The invite will include the url (website address) which includes the meeting ID and passcode (in bold above)

As the meeting time approaches, the quickest way to join will be to open the invite and click on the link provided in the invite. By using the url it should not be necessary to enter the Meeting ID and passcode. The same link will open your meeting on either your computer desktop, tablet, or mobile device.

If the above does not work, you can open the Zoom application and click “Join”. It will prompt for the meeting ID (in this example it would be 777-8695-9174). Enter the password exactly as shown (it is case-sensitive). The password example above is “kt4TPW”. It may prompt for the name you wish to have displayed for the other students and professor.

## Connecting with a landline

- Dial 1(301) 715 8592 – To connect to Zoom
- You will be prompted to enter the meeting id (for example: 777 8695 9174# )
- Press # to skip the request for a participant ID.
- Enter the password from your meeting invite (for example: kt4TPW# )
- Press \*6 to unmute yourself once you are in the room – Press \*6 again to mute

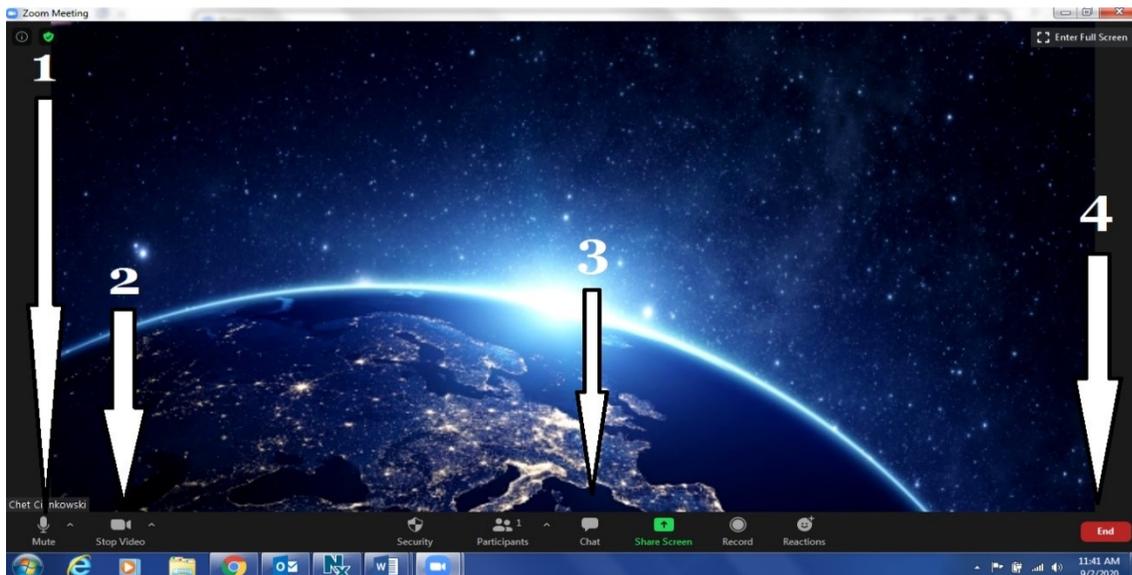
# Zoom Meeting Options

There are 4 meeting options that you need to be familiar with. The options are the same for both computer, tablet, and mobile apps. Follow the arrows that match your version of the app:

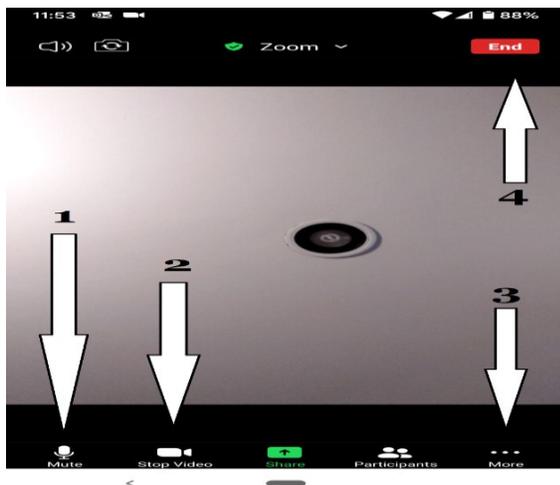
- 1: Use the “Mute” option to turn on/off your microphone
- 2: Use the “Start/Stop Video” option to turn on/off your camera
- 3: Select the “Chat” option to open/close a text chat window. You can select whether to send chats to everyone or to an individual.
- 4: Select “End” to leave a Meeting

## Computer (aka desktop) or Tablet:

The Basics Legend is located at the bottom of the zoom app:



## Mobile:



# Tips and Tricks for Using Zoom

Computer and Mobile Phones tend to have very sensitive microphones. Even a small movement can make a big noise that will distract the class. To prevent this when you join a meeting you will be muted. Looking at the pictures above you would use the button labeled “1” to unmute yourself when you are ready to talk. If you are using a landline, you would press \*6 to mute or unmute yourself.

Similarly, you can turn on and off your camera using the button labeled as “2”

Private, or public, texts can be sent through the chat option; labeled “3.” It is hidden under the more section on a mobile device. I believe all messages, private or otherwise, can be seen by the host after a meeting has concluded!

To leave a meeting, simply click on the “End” button numbered “4”

## Resources:

<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-asked-questions> - Zoom FAQs

[https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM\\_I1lId3N\\_XI77fKDzSXe](https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1lId3N_XI77fKDzSXe) – An official Zoom playlist of video tutorials.