Module 2

https://zoom. Us/join

Table of Contents

About Zoom

- [Zoom](#) is a video conferencing tool that can be used for [video conferencing](#) meetings, audio conferencing, webinars, meeting recordings, and live chat. It allows individuals to get work done and to meet remotely. During the pandemic, it became an essential tool in helping users feel and stay connected. It allows the individuals to:

- Chat with family and friends

- Attend virtual classes and events

- Screen-sharing

- Collaborate and engage with participants

- Make unlimited phone calls

- Hold unlimited meetings

How to join a Zoom meeting?

There are different ways to join Zoom:

- Via Internet browser

- Via link

- Download Zoom application (sign up Zoom account)

What is a web browser?

A web browser (commonly referred to as a browser) is application software for accessing the World Wide Web. When a user requests a web page from a particular website, the web browser retrieves the necessary content from a web server and then displays the page on the user's device. Web browsers are used on a range of devices, including desktops, laptops, tablets, and smartphones.

Internet Browsers

Most used Internet Browsers are:

- Google Chrome
- Safari
- Microsoft Edge or Internet Explorer
- Mozilla Firefox
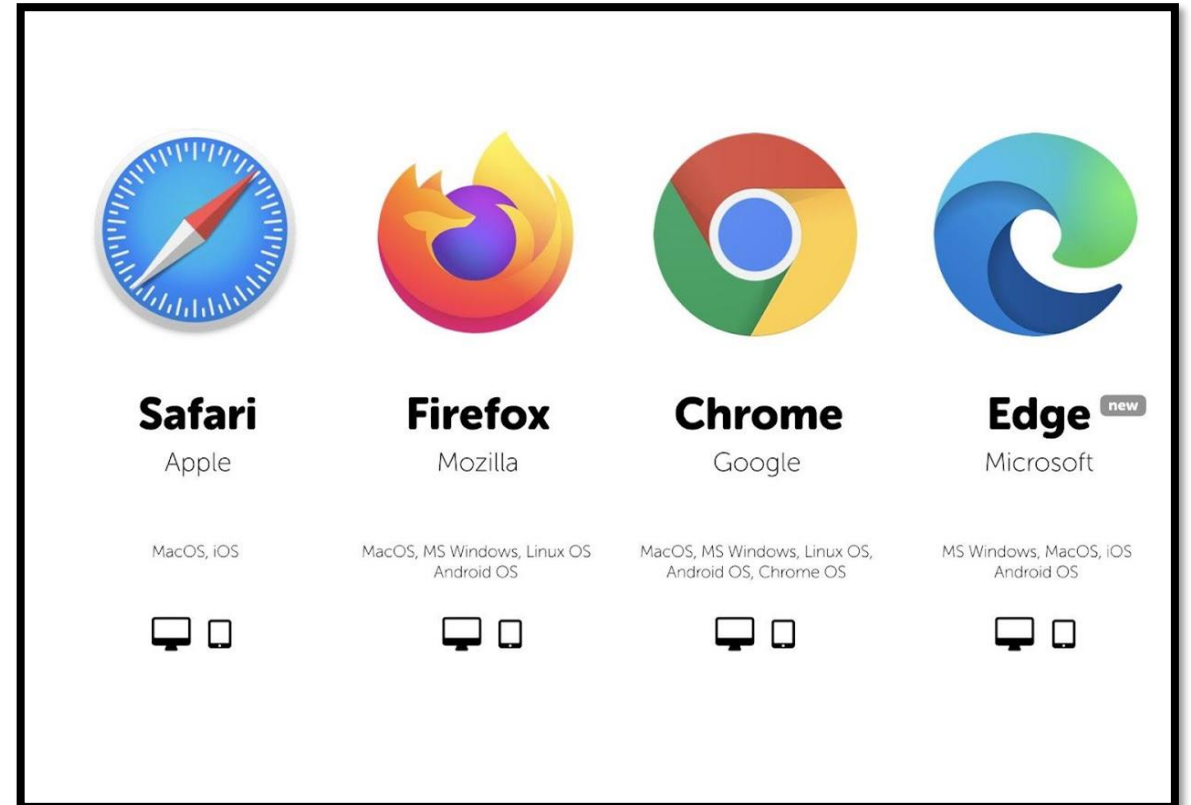
What do we use the browser for?

- Creating/Saving documents
- Emailing
- Downloading files
- Finding information
- Shopping
- Playing games
- Sharing videos or photos
- Getting directions and maps
- Reading the news
- Communicating with friends and families
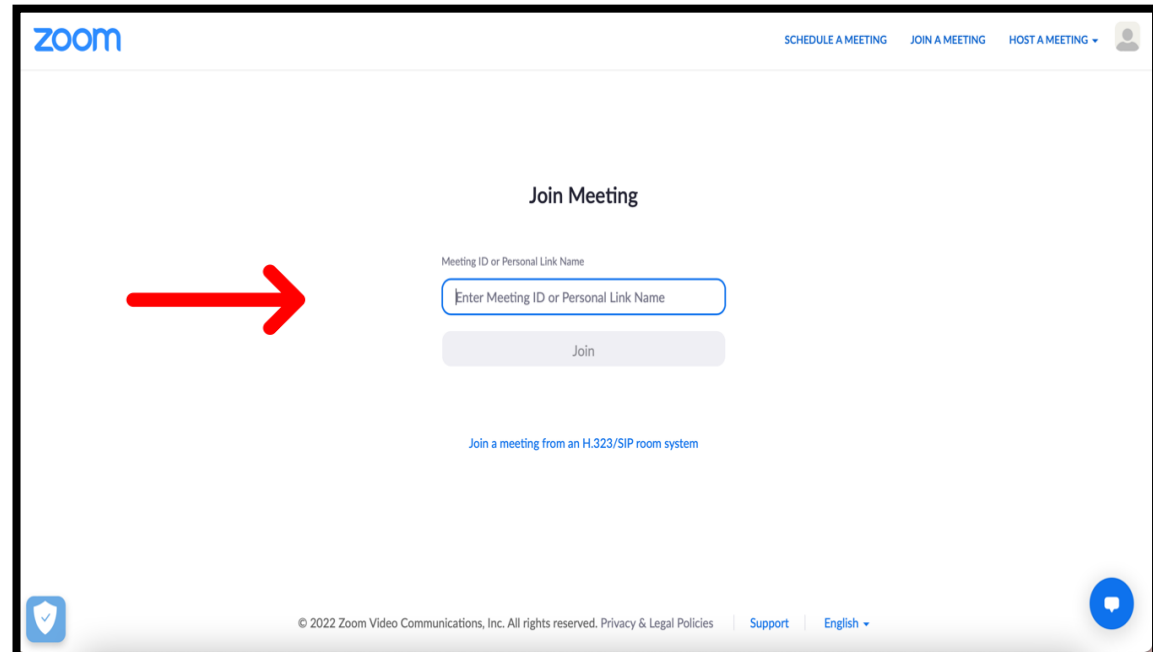
How to join a Zoom meeting via Google Chrome browser?

1.   Open the Chrome browser

2.   Go to join.zoom.us   ⊕ https://zoom.us/join   ↻

3.   Enter your meeting ID provided by the host/organizer. For example,

Join Zoom Meeting

https://us02web.zoom.us/j/83548896104?pwd=d1phYytCMHRZRVE1bno2YWN4dU1zdz09
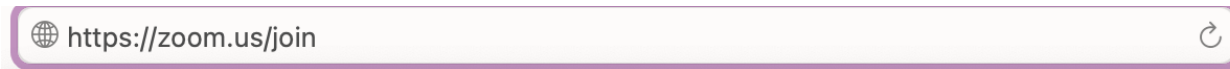
Meeting ID: 835 4889 6104

Passcode: 574259

4. Click Join

    a. If this is your first time joining from Google Chrome, you will be asked to open the Zoom desktop client to join the meeting.

    b. (Optional) Select the **Always open these types of links in the associated app** check box to skip this step in the future

    c. In the pop-up window, click **Open Zoom Meetings** (PC)
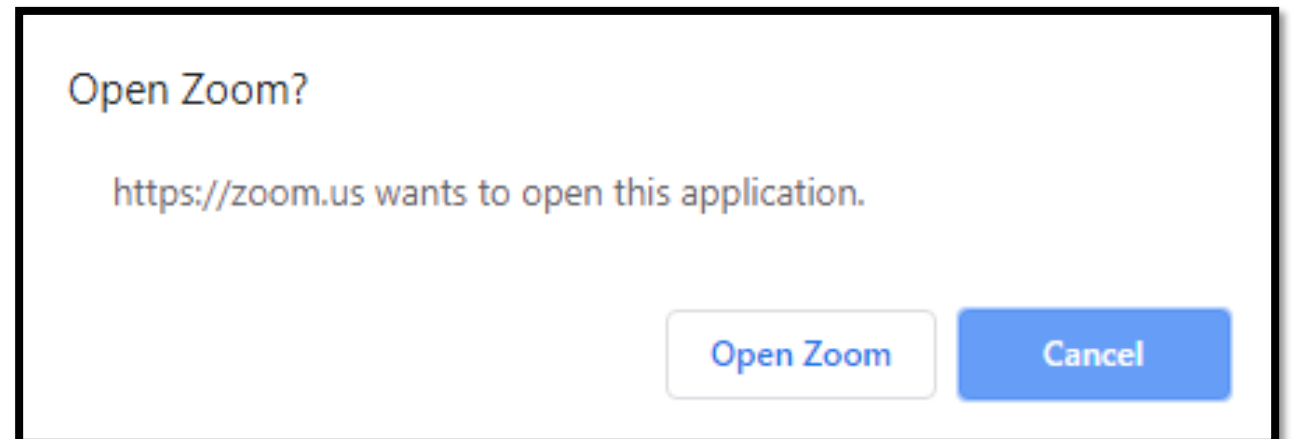
How to join a Zoom meeting via Safari browser?

1.   Open Safari

2.   Go to join.zoom.us

https://zoom.us/join

3.   Enter your meeting ID provided by the host/organizer. For example,

Join Zoom Meeting

https://us02web.zoom.us/j/83548896104?pwd=d1phYytCMHRZRVE1bno2YWN4dU1zdz09

Meeting ID: 835 4889 6104

Passcode: 574259

4.   Click Join

5.   When asked if you want to open zoom. Us, click **Allow**

How to join a Zoom meeting via a Microsoft Edge or Internet Explorer browser?

1.   Open Edge or Internet Explorer

2.   Go to join.zoom.us   🌐 https://zoom.us/join   ↻

3.   Enter your meeting ID provided by the host/organizer. For example:

Join Zoom Meeting

https://us02web.zoom.us/j/83548896104?pwd=d1phYytCMHRZRVE1bno2YWN4dU1zdz09

Meeting ID: 835 4889 6104

Passcode: 574259

5.   Click Join

How to join a Zoom meeting via Mozilla Firefox browser?

1. Open Firefox   Firefox

2. Go to join.zoom.us | 🌐 https://zoom.us/join   ↻ |

3. Enter your meeting ID provided by the host/organizer. For example,

Join Zoom Meeting

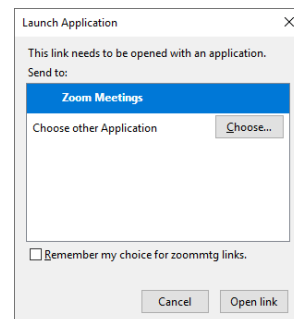https://us02web.zoom.us/j/83548896104?pwd=d1phYytCMHRZRVE1bno2YWN4dU1zdz09

Meeting ID: 835 4889 6104

Passcode: 57425

4. Click Join

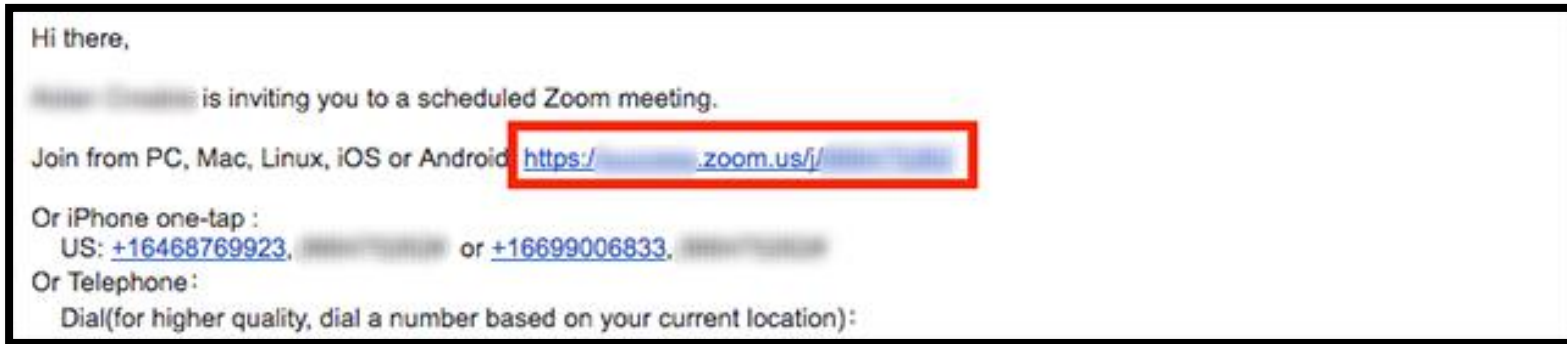   a. If this is your first time joining from Firefox, you may be asked to open Zoom or the Zoom installer package

    b. To skip this step in the future, select the Remember my choice for zoom meeting links check box

5. Click open link

How to join a Zoom Meeting via Link?

1.   In your email or calendar invitation, click the join link

Hi there,

[name] is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: https://[blurred].zoom.us/j/[blurred]

Or iPhone one-tap :
    US: +16468769923, [blurred]   or +16699006833, [blurred]
Or Telephone:
    Dial(for higher quality, dial a number based on your current location):

2.   Depending on your default web browser, click **Allow** if you are prompted to open Zoom

Tip: Having an email account helps you access Zoom, social media applications, YouTube and order online more securely and easily!

How to download Zoom application on your tablet?
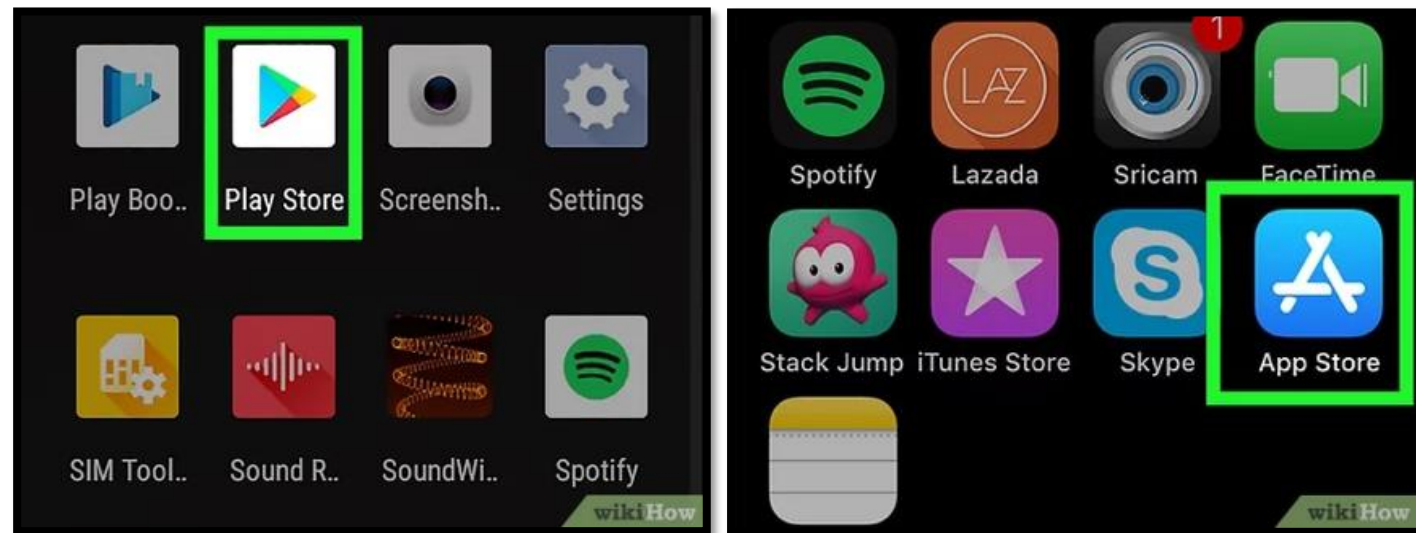
1. Open the **"Google Play"** app **or "Play Store"** on your tablet

2. On the top search bar, type in Zoom

3. Click GET or OPEN on "Zoom Cloud Meetings"

4. Install
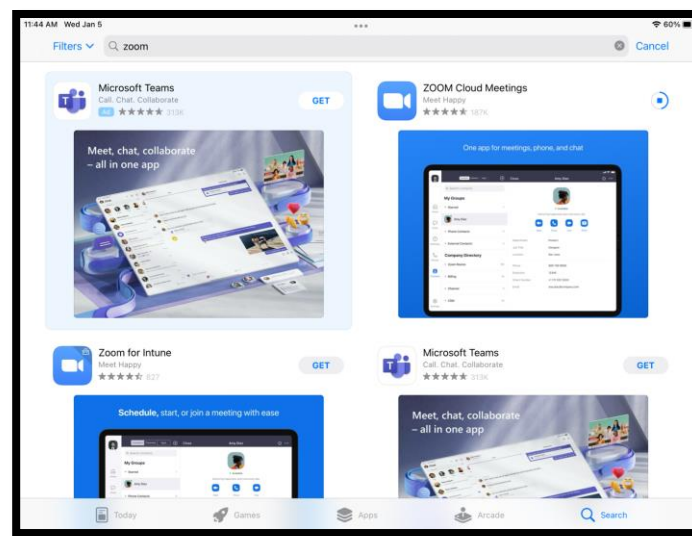
Let us Get Started...Let us sign up your Zoom account!
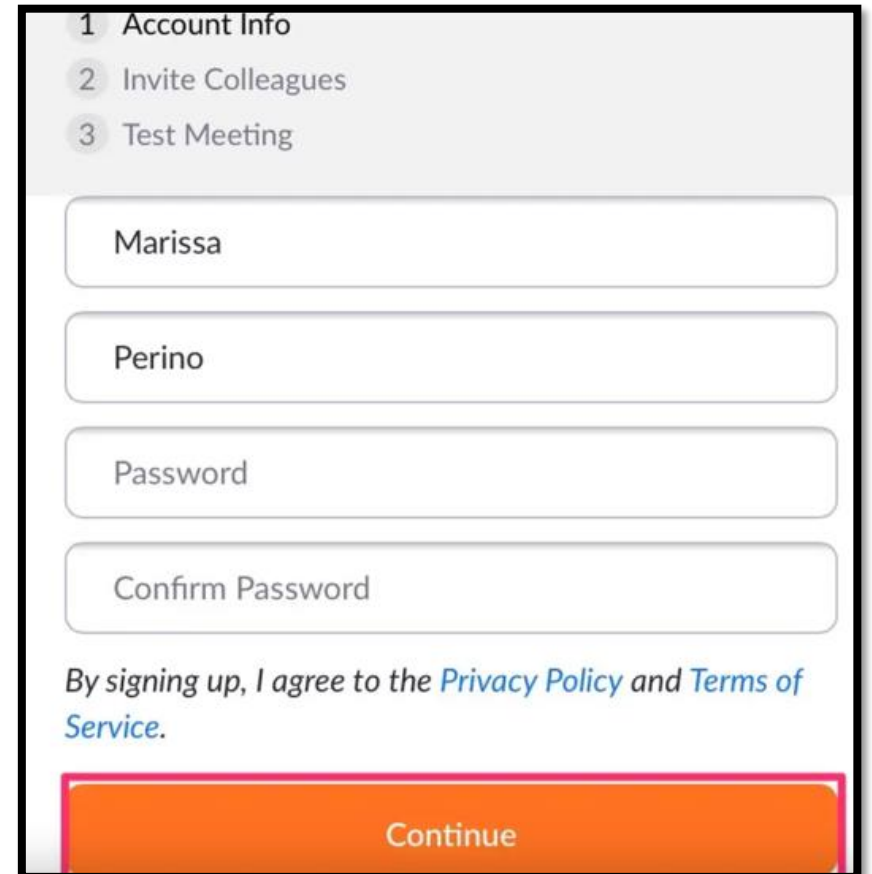
How to sign up a Zoom account?

1. Click sign up option

2. Enter your email address, first name and last name

3. A confirmation email will be sent to the email you chose, click Ok to activate your account

4. Go to the email you entered earlier

5. You will find an email from Zoom, pen it then click activate account tap
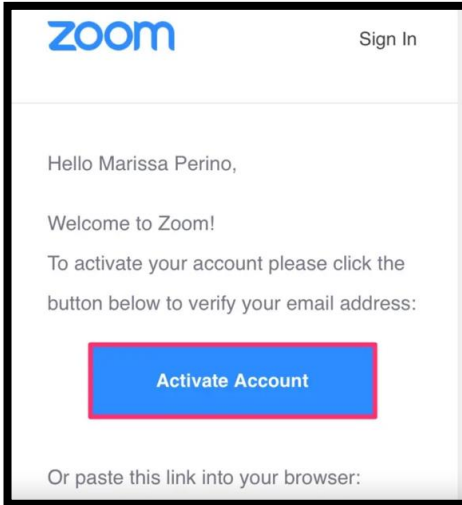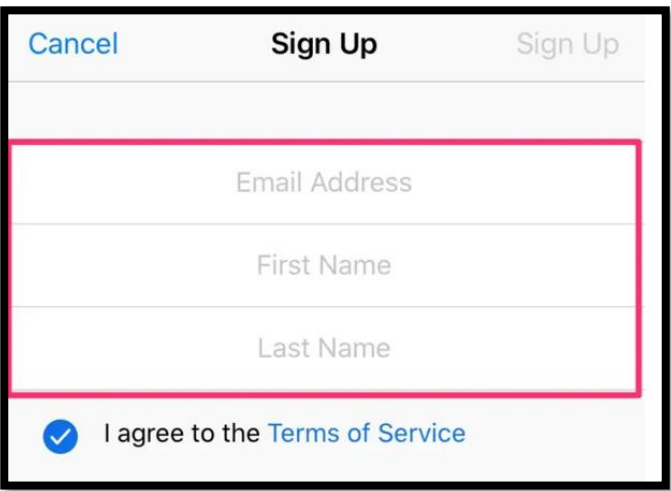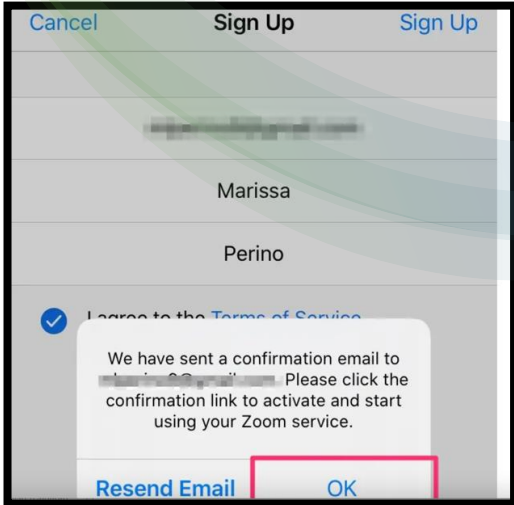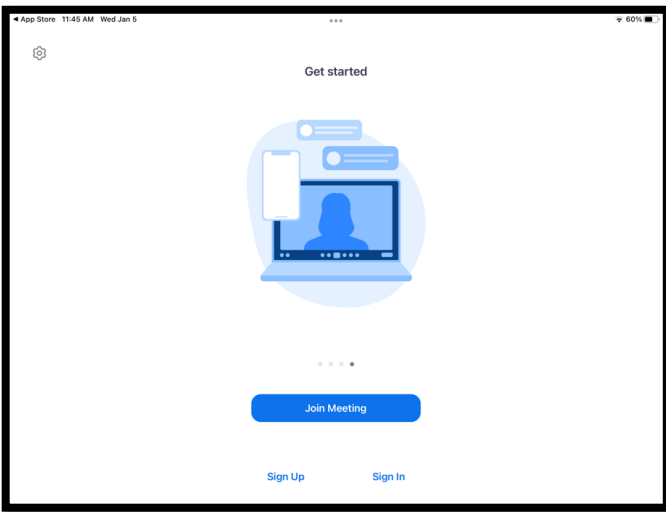
Now let us confirm your Zoom account and the password:

1. Re-enter your first name and last name

2. Type a password of your choice, then retype it for more confirmation

Password Tip: Your password must include at least eight characters and at least one letter and number. For instance, Waller/65_Q400

Now, you are all set to start your Personal Meeting with family, friends, and colleagues!

How to start your personal meeting?

1. Enter your email

2. Enter your password

3. Check keeps me signed in

4. Click sign in

5. By signing in, you will see below screen

6. Click start, you will see your first and last name on the screen as below

Tip: To avoid having signing in each time, select the box for "Keep Me Signed In"
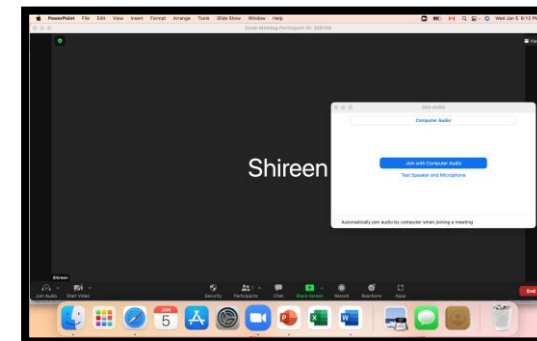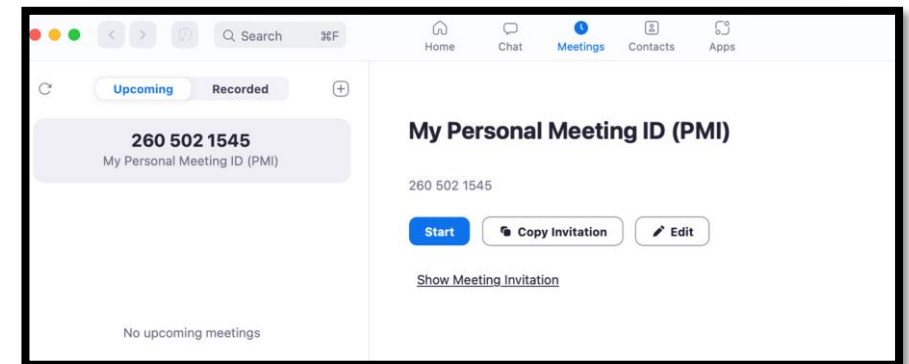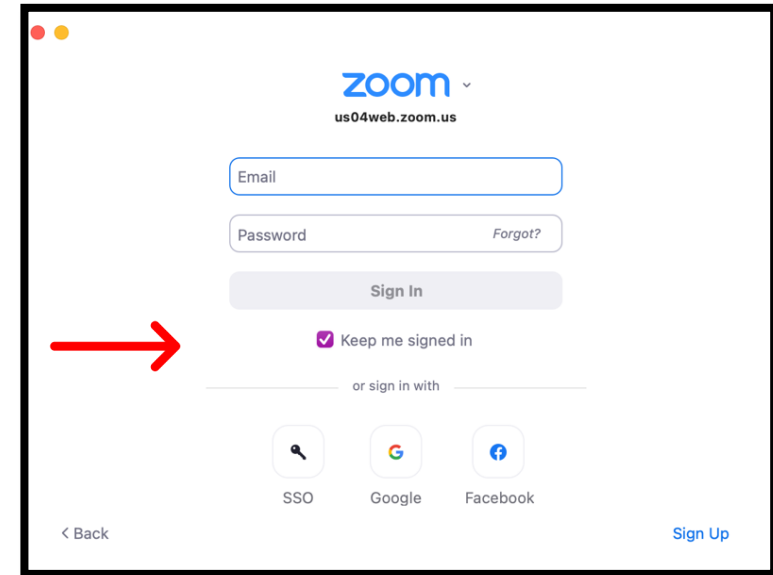
Professional Meetings:

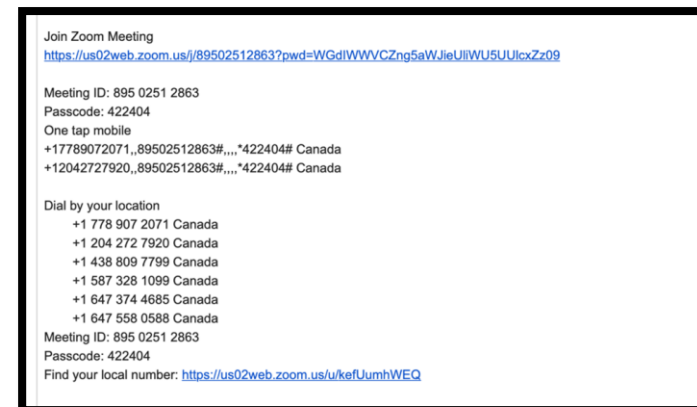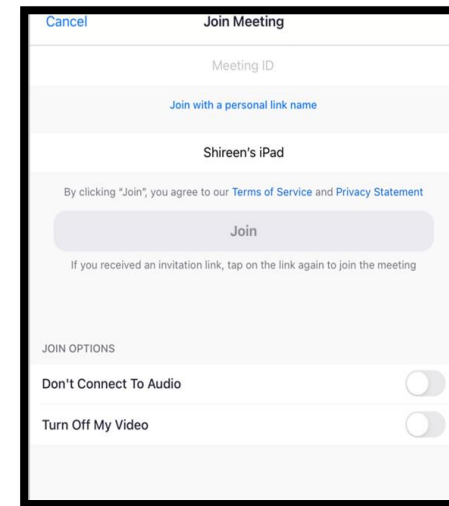How to join a professional meeting, class, webinar or online event?

1. Join with using meeting ID (should be sent via email or message).
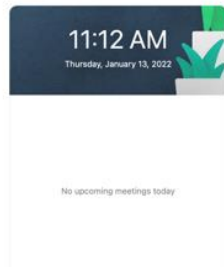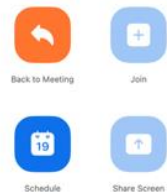
For example, Meeting ID: 895 0251 2863

OR

2. Click on the invitation link. Usually, it sent either via email

or message (the most common way to join meetings)
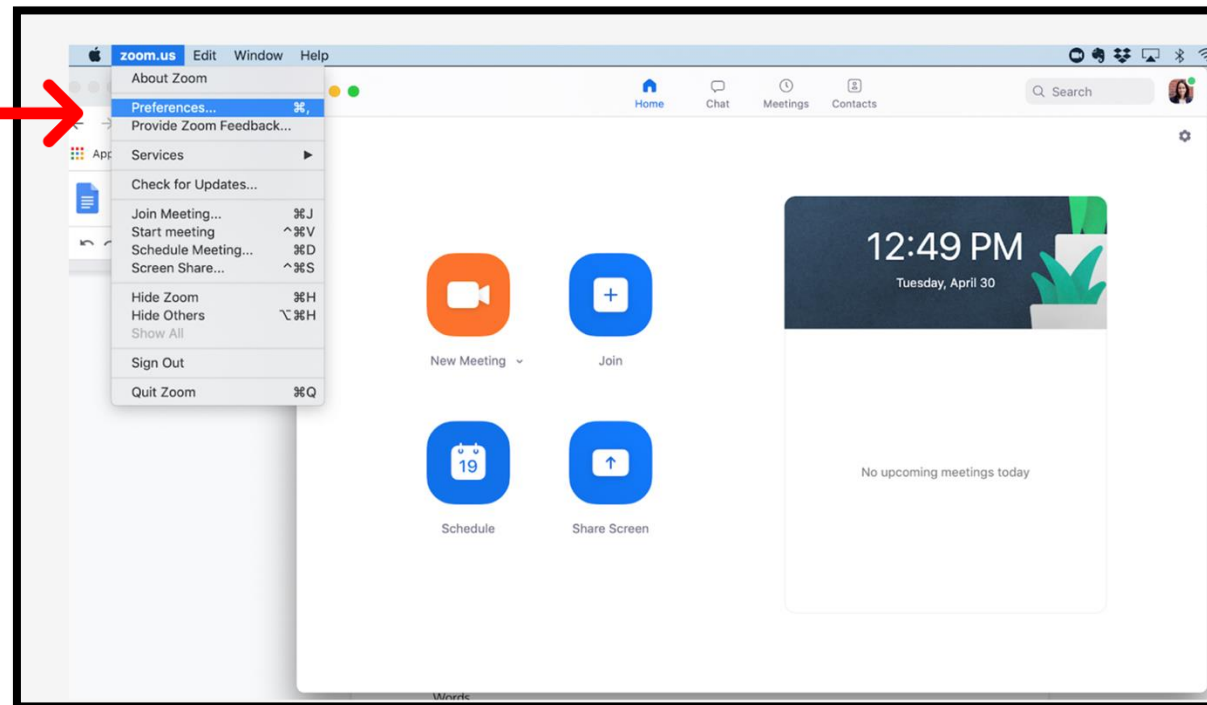
How to schedule a Zoom meeting?

1. Open Zoom landing page
2. Click schedule icon
3. Set up date and time
4. Copy, paste the Zoom invite
5. Send it vis email to participants

Tips for Using Zoom

In your Zoom app, you can set/customize your preferences that will apply to every Zoom Meeting you attend.

1. Turn off your video

2. Mute and unmute yourself

# How to turn off your video when joining a Zoom meeting?

1. Go to settings

2. Click video tab

3. Check "Turn off my video when joining a meeting" so your face doesn't appear on the screen.
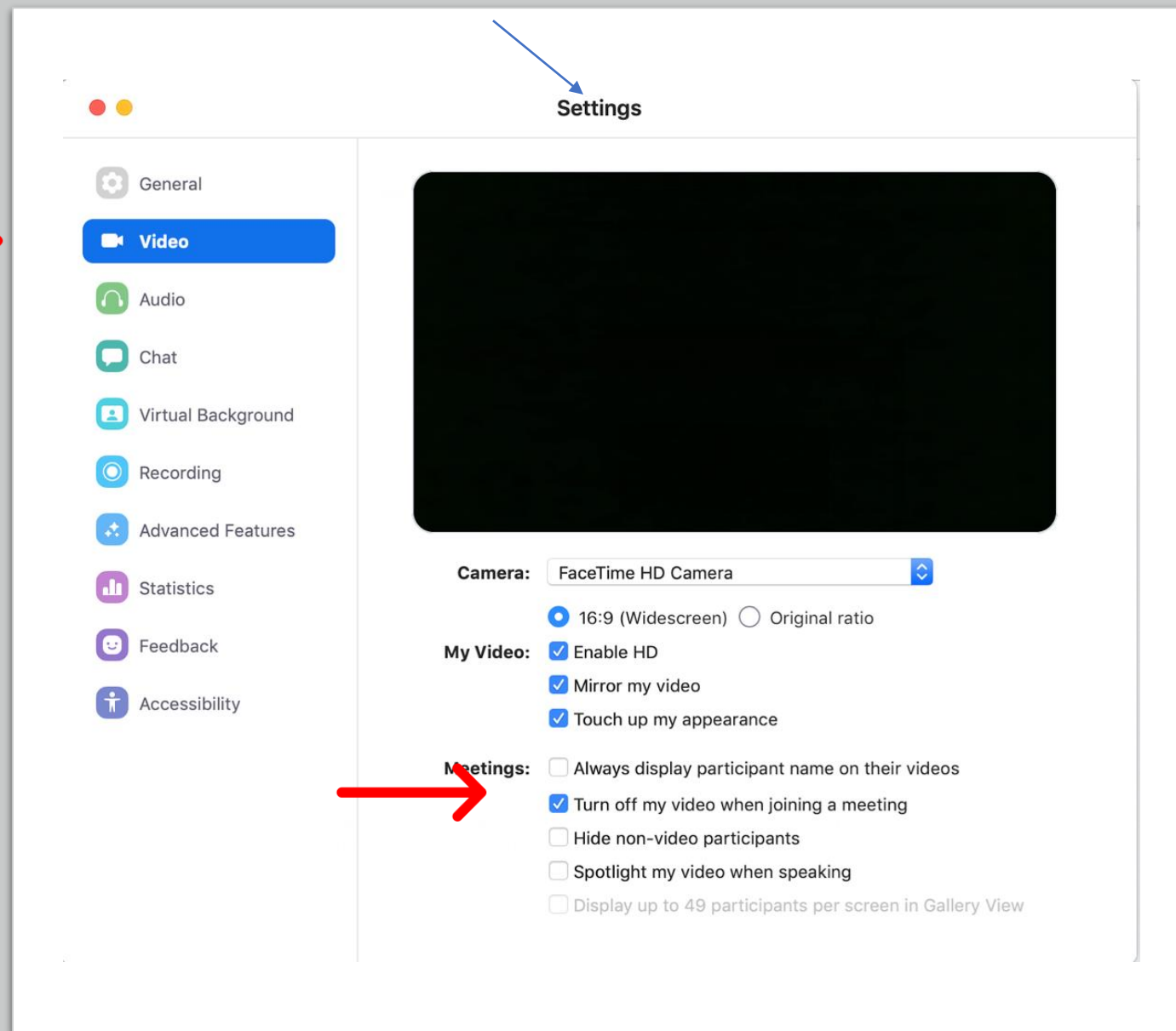
How to mute yourself when you're not talking to cut down on distracting background noise?

In your preferences, you can set yourself to be automatically muted when joining a meeting.

1. Go to settings

2. Click audio tab

3. Check "Mute microphone when joining a meeting"

4. When you're ready to un-mute yourself, you can press and holding microphone icon.
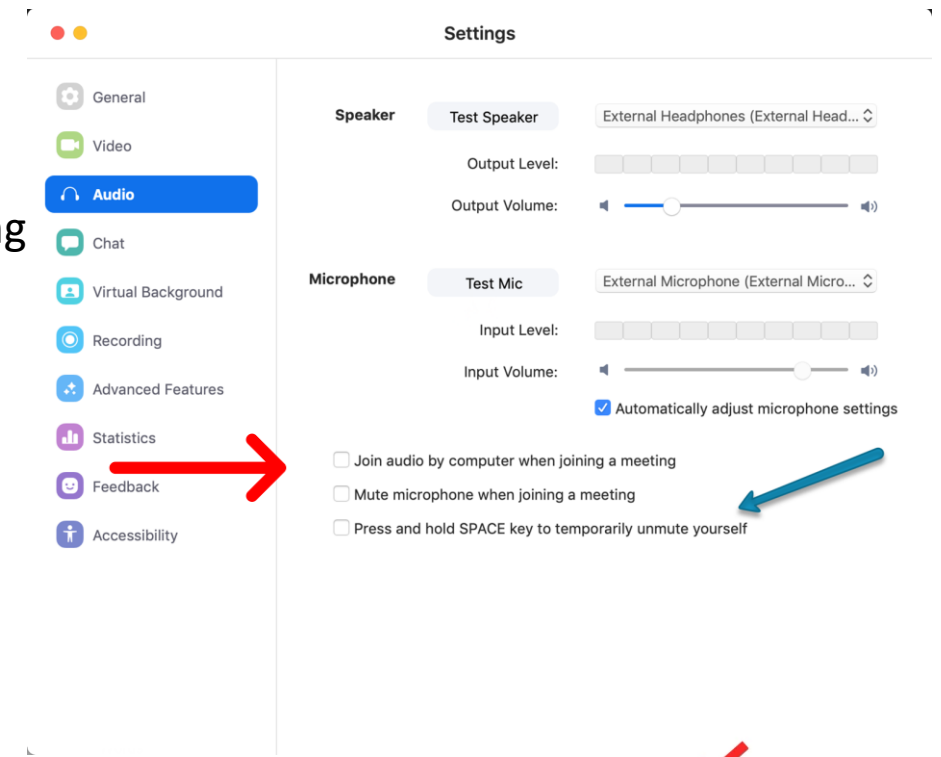
Tip: Mute yourself when you're not speaking is a basic rule of a video conferencing etiquette.
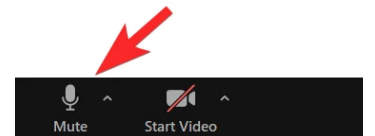
Zoom Panel

- Participants: it shows the number and names of people joining the meeting

- Share: you can share image, video, presentation, or any document with participants

- Chat: you can send a private message to a particular participant or public message to all participants

- Private Chat: it can be seen only by the participant you chat with

- Public chat: it can be seen by all participants

- Record: you can record a class session, meeting, or event

- Reactions: it adds more fun to the meting using emojis, raising hand and other reactions

- Leave meeting: you can leave if the meeting is up, or you have an emergency to leave right away
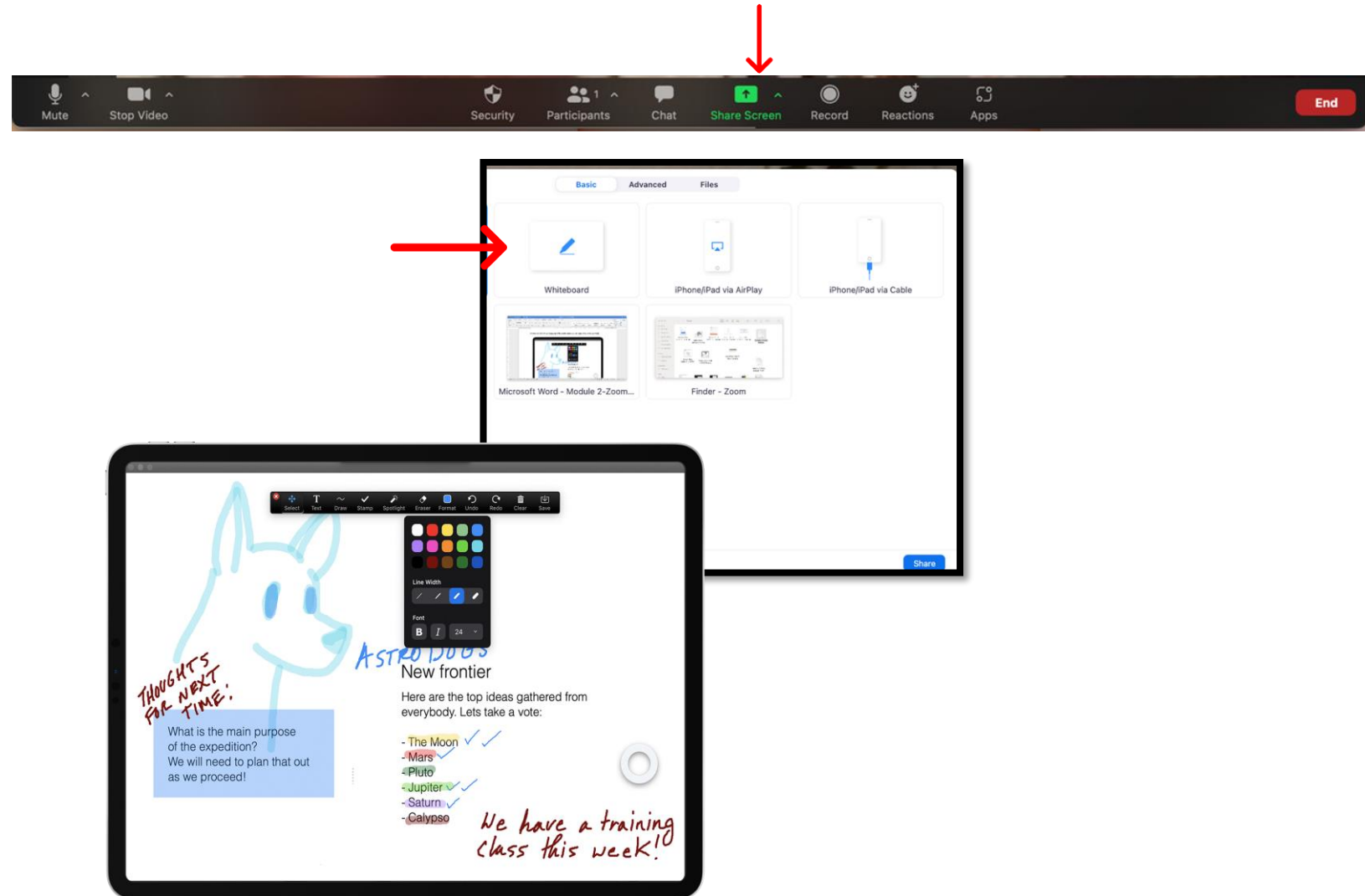
Annotation:

It is a virtual whiteboard where you can type, draw with participants, and save documents

How to use annotation tools for

collaboration?

1. Click on share screen option

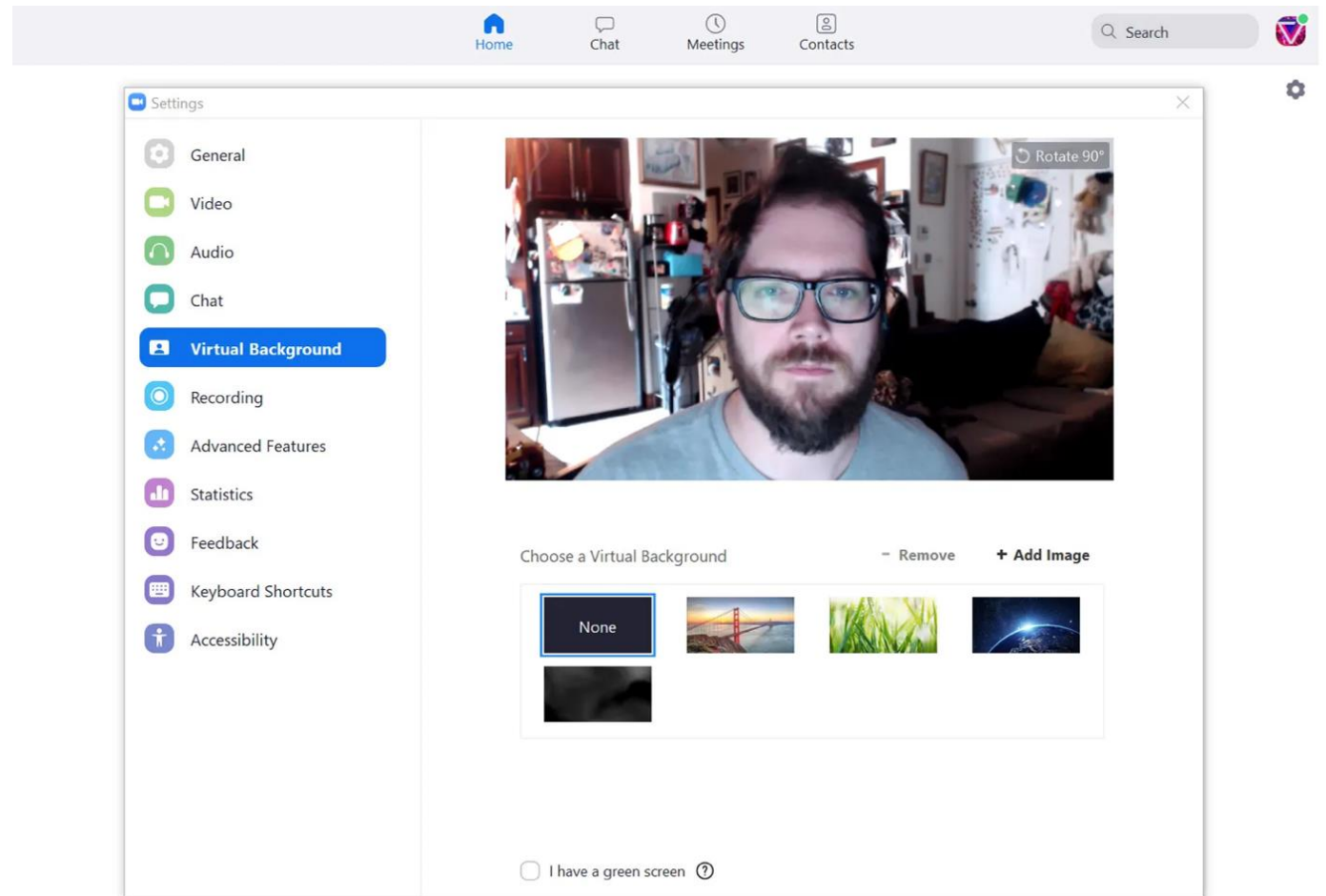2. Click on whiteboard window

3. Click share

Your whiteboard will look like below screenshot

with a variety of options

Virtual background:

How can you get a virtual background for Zoom?

- Click the gear icon in the top right-hand corner

- Click Virtual Background

- Select one of Zoom's default background images or click the + icon to upload your own photo

Thank you