

https://zoom. Us/join







Le CONSEIL de PLANIFICATION SOCIALE d'Ottawa

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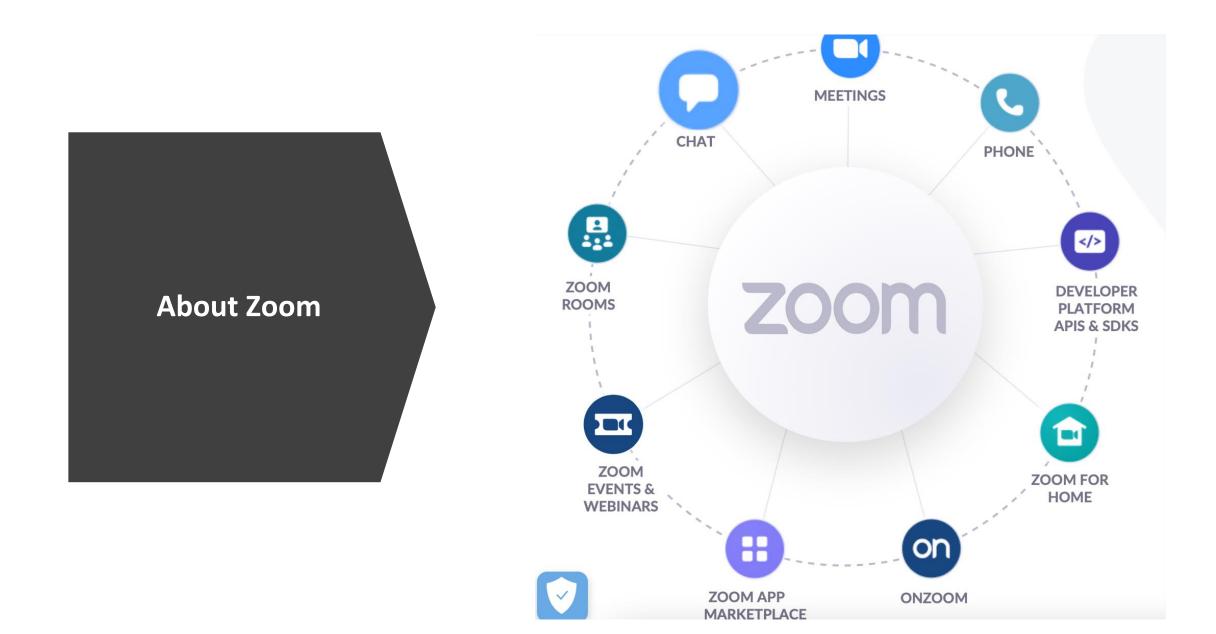
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- <u>Zoom</u> is a video conferencing tool that can be used for <u>video conferencing</u> meetings, audio conferencing, webinars, meeting recordings, and live chat. It allows individuals to get work done and to meet remotely. During the pandemic, it 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)



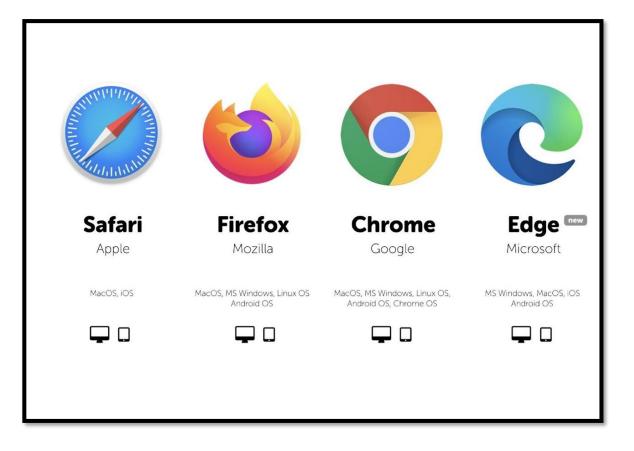
#### What is a web browser?

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

## 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
  - ttps://zoom.us/join
- 3. Enter your <u>meeting ID</u> provided by the host/organizer. For example,

#### Join Zoom Meeting

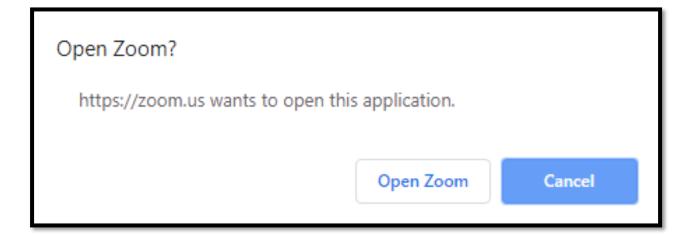
https://us02web.zoom.us/j/83548896104?pwd=d1phYytCMHRZRVE1bno2YWN4dU1zdz09

| Meeting ID: 835 4889 6104 |  |
|---------------------------|--|
| Passcode: 574259          |  |
|                           |  |
|                           |  |
|                           |  |
|                           |  |

| zoom                    |   | SCHEDULE A MEETING | JOIN A MEETING | HOST A MEETING 👻 |   |
|-------------------------|---|--------------------|----------------|------------------|---|
|                         |   |                    |                |                  |   |
|                         | Join Meeting  |                    |                |                  |   |
|                         | John Meeting  |                    |                |                  |   |
|                         | Meeting ID or Personal Link Name                              |                    |                |                  |   |
|                         | Enter Meeting ID or Personal Link Name                        |                    |                |                  |   |
|                         | Join  |                    |                |                  |   |
|                         |   |                    |                |                  |   |
|                         | Join a meeting from an H.323/SIP room system                  |                    |                |                  |   |
|                         |   |                    |                |                  |   |
|                         |   |                    |                |                  |   |
| © 2022 Zoom Video Commu | nications, Inc. All rights reserved. Privacy & Legal Policies | Support English -  |                |                  | • |

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- 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?



2. Go to join.zoom.us

1.



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

Join Zoom Meeting

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

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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?

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- 1. Open Edge or Internet Explorer
- 2. Go to join.zoom.us



ttps://zoom.us/join

- 3. Enter your <u>meeting ID</u> 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

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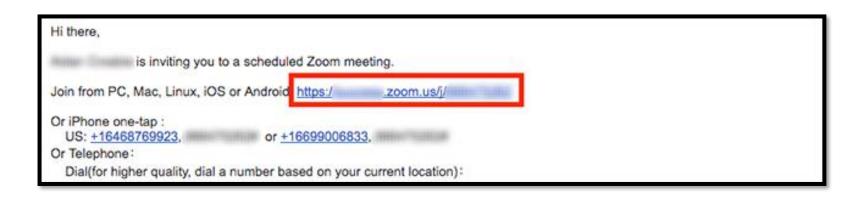
b. To skip this step in the future, select the Remember my choice for zoom meeting links check box

5. Click open link

| Launch Application  |                |  |  |  |
|---|----------------|--|--|--|
| This link needs to be opened with an application.<br>Send to: |                |  |  |  |
| Zoom Meetings   |                |  |  |  |
| Choose other Application                                      | <u>C</u> hoose |  |  |  |
|   |                |  |  |  |
|   |                |  |  |  |
|   |                |  |  |  |
|   |                |  |  |  |
| <u>R</u> emember my choice for zoommtg links.                 |                |  |  |  |
| Cancel  | Open link      |  |  |  |
| Cancer  | open link      |  |  |  |

#### How to join a Zoom Meeting via Link?

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

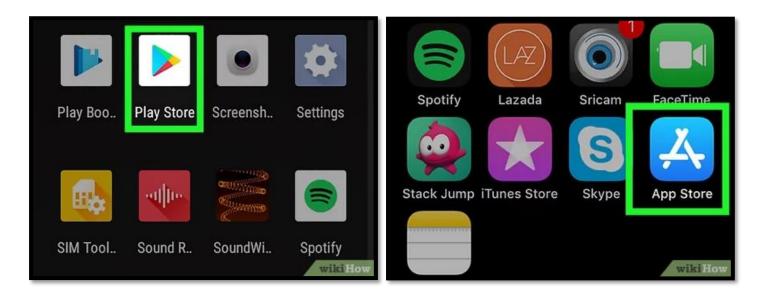


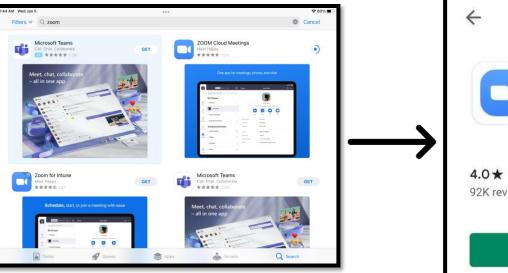
2. Depending on your default web browser, click Allow if you are prompted to open Zoom

**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?

- Open the "Google Play" app or "Play Store" on your tablet
- On the top search bar, type in Zoom
- Click GET or OPEN on "Zoom Cloud Meetings"
- 4. Install



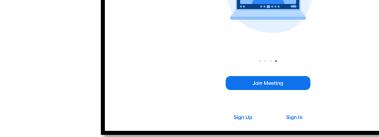




#### Let us Get Started...Let us sign up your Zoom account!

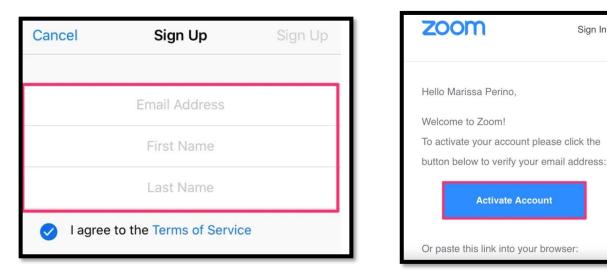
#### How to sign up a Zoom account?

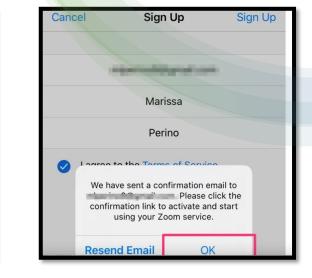
- 1. Click sign up option
- 2. Enter your email address, first name and last name
- 3. A confirmation email will be sent to the email you chose, click Ok to activate your account
- 4. Go to the email you entered earlier
- 5. You will find an email from Zoom, pen it then click activate account tap



Get started

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### 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

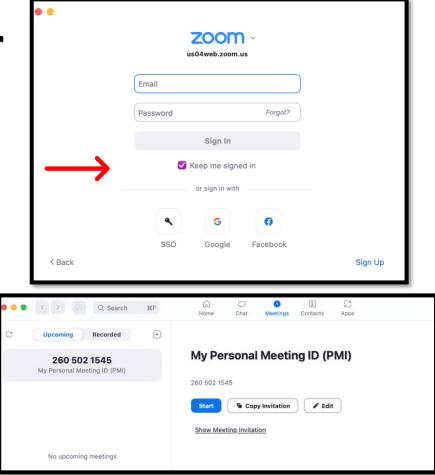
| Continue |  |  |
|----------|--|--|
|          | signing up, I agree to the Privacy Policy and Terms of vice. |  |
|          | Confirm Password   |  |
|          | Password   |  |
|          | Perino   |  |
|          | Marissa  |  |
| 3        | Test Meeting   |  |
| 2        | Invite Colleagues  |  |
| 1        | Account Info   |  |

### 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

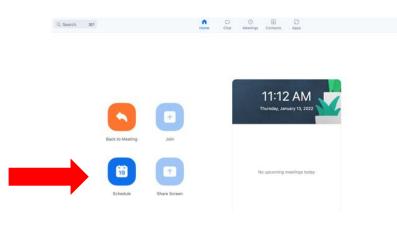
or message (the most common way to join meetings)

| Cancel           | Join Meeting  |
|------------------|---|
|                  | Meeting ID  |
|                  | Join with a personal link name                                  |
|                  | Shireen's iPad  |
| By clicking "Joi | n", you agree to our Terms of Service and Privacy Statement     |
|                  | Join  |
| If you received  | d an invitation link, tap on the link again to join the meeting |
| JOIN OPTIONS     |   |
| Don't Connect T  | o Audio   |
| Turn Off My Vide | 20  |



## 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



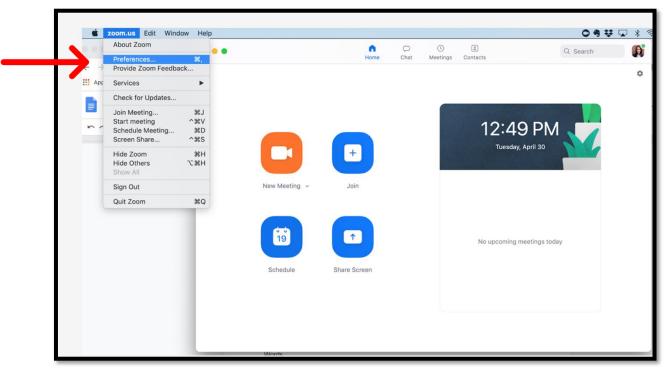
| Schedule Meetin Vour scheduling settings have been synced from your Zoom web portal × Change Default Settings  |
|--|
| Торіс  |
| Shireen's Zoom Meeting   |
| Date & Time  |
| 2022-01-13 ~ 11:00 AM ~ to 11:30 AM ~ 2022-01-13 ~   |
| □ Recurring meeting Time Zone: Eastern Standard Time ~   |
| Meeting ID Generate Automatically Personal Meeting ID 260 502 1545 Security Passcode BJ4b23 Only users who have the invite link or passcode can join the meeting |
| <ul> <li>Waiting Room</li> <li>Only users admitted by the host can join the meeting</li> </ul>   |
| Video<br>Host O On O Off Participants O On O Off   |
| Calendar O iCal O Google Calendar O Utlook O Other Calendars   |
| Cancel Save  |

| Shireen's Zoom Meeting  | Home     | \$ |
|---|----------|----|
| https://us04web.zoom.us/j/77620482091?<br>pwd=KpwbcSPZ90VAXRVECIUKAXFIsI2yFv  | .1       |    |
| □ us04web.zoom.us ~   | Join     |    |
| Shireen is inviting you to a scheduled Zoom   | meeting. |    |
| Topic: Shireen's Zoom Meeting<br>Time: Jan 13, 2022 12:00 PM America/Toror<br>Join Zoom Meeting<br><u>https://us04web.zoom.us/j/77620482091?</u><br>pwd=KpwbcSPZ90VAXRVECIUKAXFIsI2yFv<br>Meeting ID: 776 2048 2091<br>Passcode: xLxNk4 |          |    |

#### **Tips for Using Zoom**

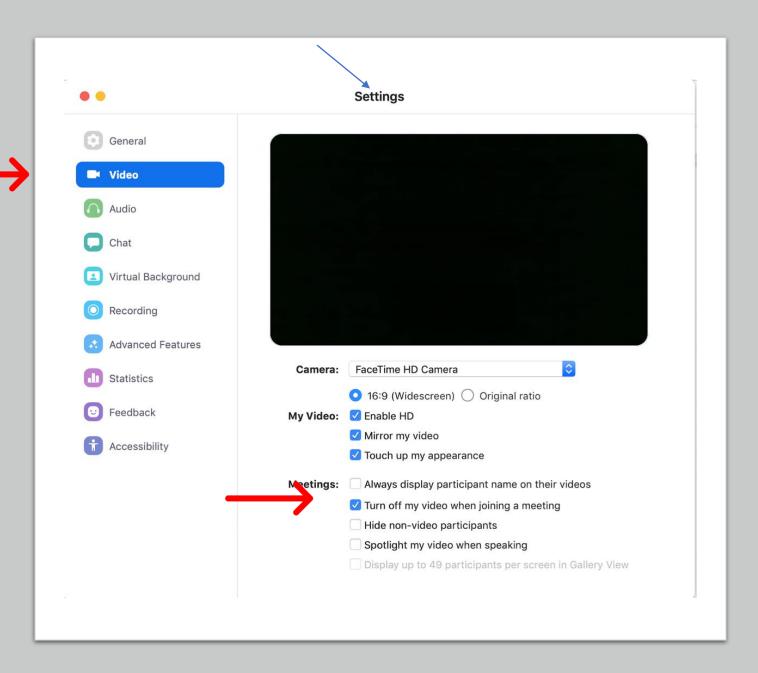
In your Zoom app, you can set/customize your preferences that will apply to every Zoom Meeting you attend.

- 1. Turn off your video
- 2. Mute and unmute yourself



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

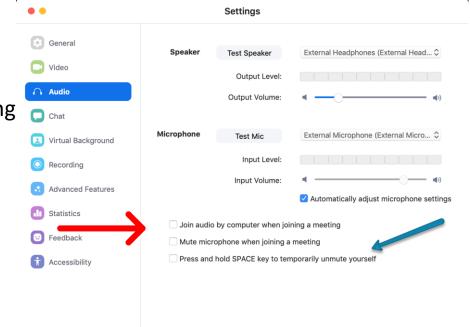
- 1. Go to settings
- 2. Click video tab
- Check "Turn off my video when joining a meeting" so your face doesn't appear on the screen.



## 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.

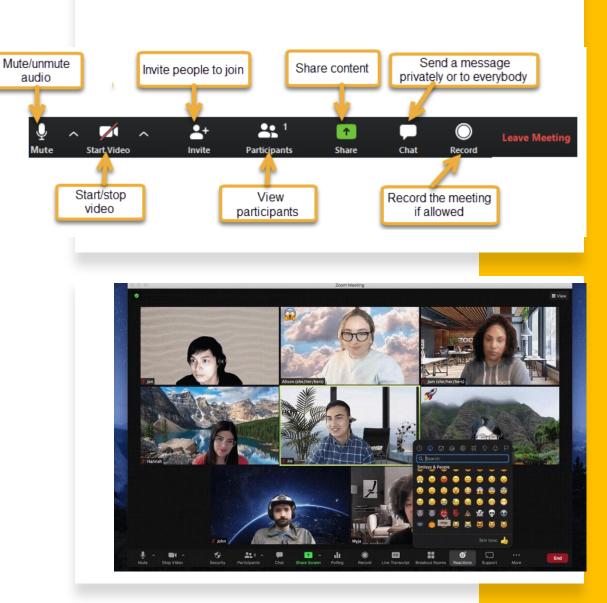




Tip: Mute yourself when you're not speaking is a basic rule of a video conferencing etiquette.

### **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

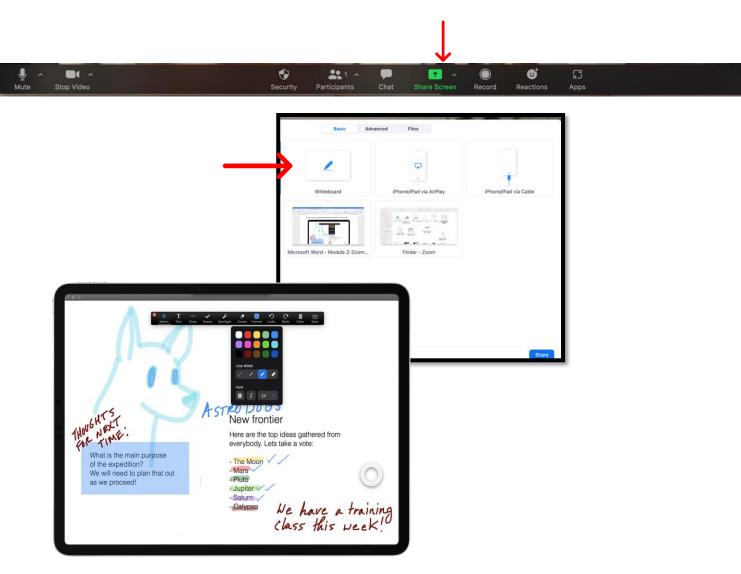
How to use annotation tools for

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

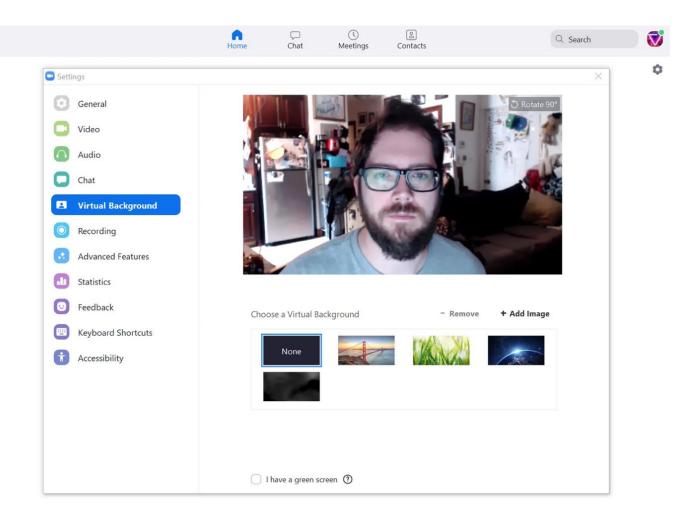


End

#### 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