

How to use ZOOM Teleconferencing

08/31/2020 - 11:40PM

First, you'll need a computer, smartphone or tablet that has a webcam built-in or added-on. You'll also need a microphone built-in or added-on. Most desktops have neither a built-in camera nor a built-in microphone; most laptops/notebooks do.

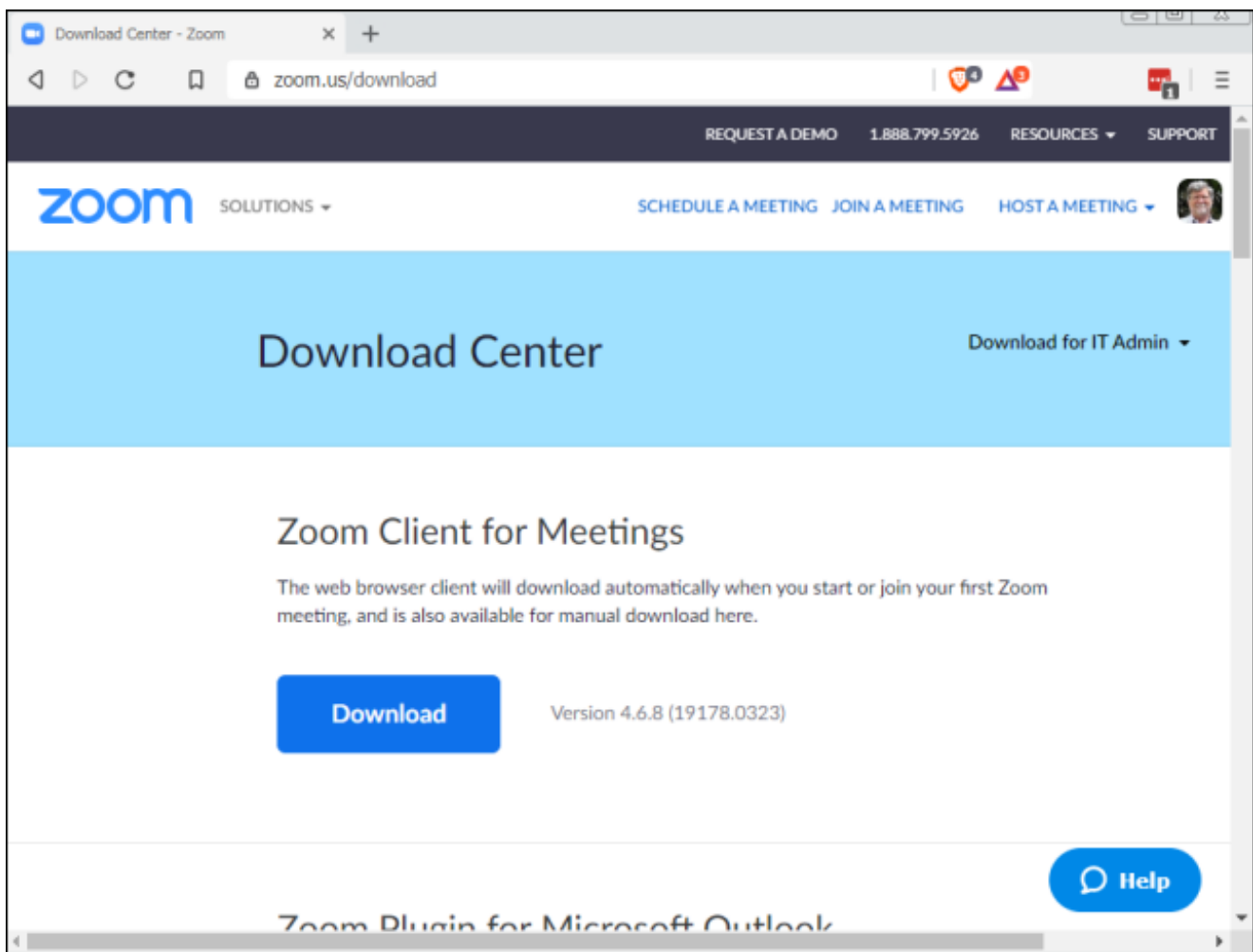
Next you'll need to download and install the ZOOM program.

To download and install ZOOM on a PC or Mac:

Open your browser and type this into the URL/Address line:

zoom.us/download

Do **NOT** type it into Google search as there are many programs with Zoom in the name. When you do it properly, you'll see a screen like this:



Click the Download button to download the ZOOM installer. It will appear wherever your downloads go. If you're on a PC, the file name will be **zoominstaller.exe**. If on a Mac, the file name will be **zoom.pkg**

Double-click on the downloaded file to install Zoom on your computer. Follow instructions.

To download and install the ZOOM app on a smartphone or tablet:

If you're going to use a iPhone or iPad, go to the App Store and download and install ZOOM. If an Android device, go to Google Play and download and install it.

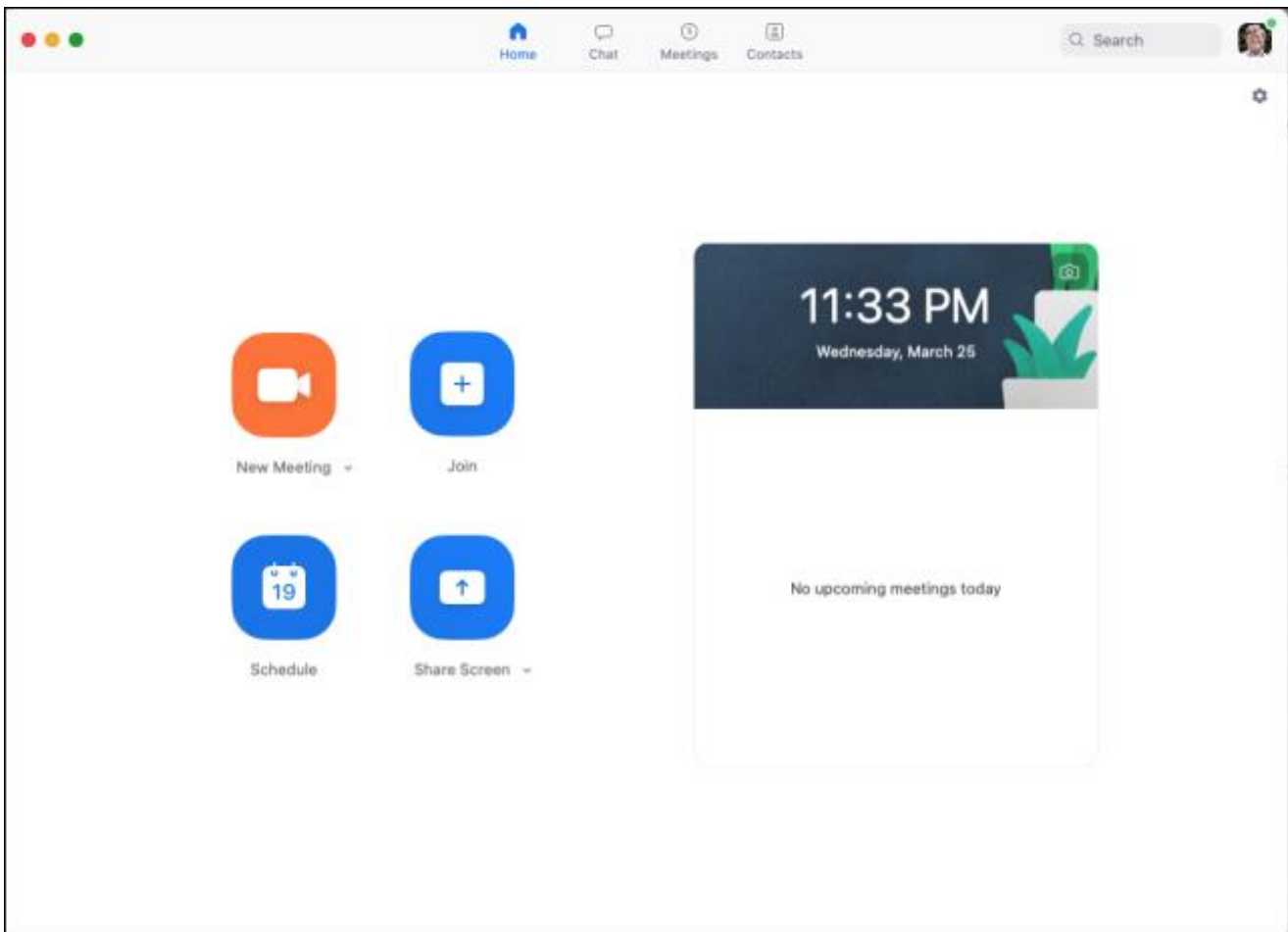
Assuming you've downloaded and installed ZOOM successfully, that's all you have to do to get ready to host or join a meeting.

To join one of *my* meetings:

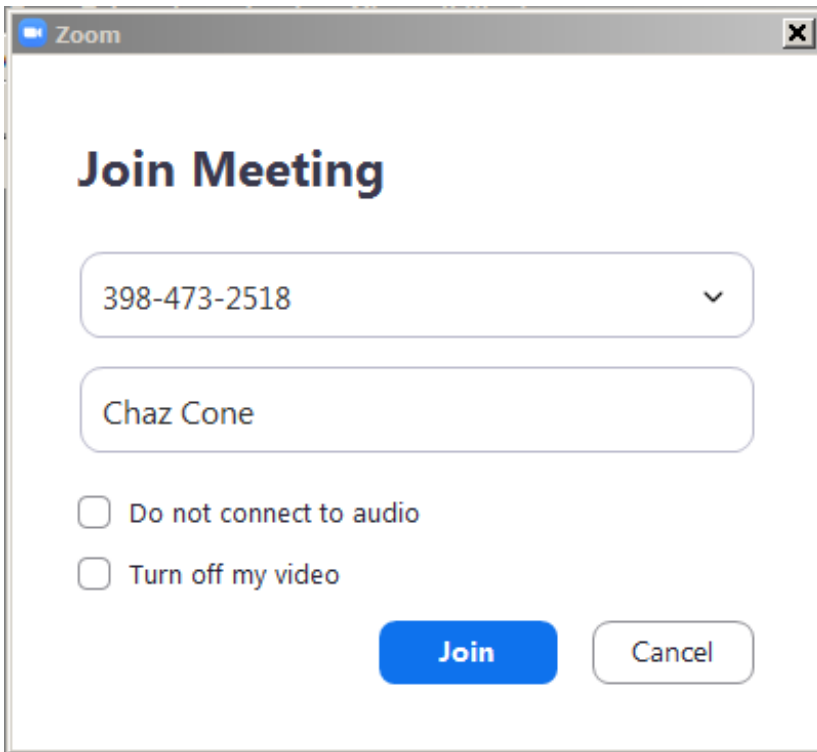
When the meeting time approaches (maybe 5-10 minutes before) do this:

1) Find and start the ZOOM program. Whether you use the PC version, the Mac version or a tablet/smartphone version you'll see a screen with an option to "Join" or "Join a Meeting". Click or tap that.

Here's what that screen looks like on a PC or Mac:



2) If joining one of my meetings, click/tap the Join button and you'll get a screen asking for a Meeting ID.



Don't check either of the checkboxes; leave them empty Type in this number:

398 473 2518

...and your name if not already there.

3) You may get choices of audio (choose "use computer/internet audio") and video (choose "use video" if you have a webcam)

You'll see my face and be able to talk/listen and your video and mine will be visible. You'll be able to see a thumbnail for each participant and an indication of who is speaking. I recommend "Gallery view" rather than "Speaker View". That option is in the top right corner of the screen.

As a general rule, you should mute your microphone when you're not speaking. On computers there'll be a microphone icon at the bottom left of the screen you can click to mute/un-mute -- or you can press and hold the spacebar to temporarily un-mute. Release to mute again.