

Zoom Quick Reference

There are many guides that will teach you the mechanics of using Zoom for video conferencing, web conferencing, and webinars. One helpful resource is Zoom's Help Center at <https://support.zoom.us/hc/en-us> that includes an in-depth Getting Started guide (<https://support.zoom.us/hc/en-us/categories/200101697>) and a collection of one minute video introductions (<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>). Zoom also hosts free and interactive live training webinars daily (<https://support.zoom.us/hc/en-us/articles/360029527911>).

To join a meeting, all you need to do is click on the zoom meeting link for your small group.

If you have not already, download and install the Zoom desktop client and/or the mobile app for your device: <https://zoom.us/download> (it only takes a minute or two and if you have not downloaded zoom on your computer before you click on the zoom meeting link it will download for you and then automatically log you into the meeting). Once you click on the link (provided you have downloaded the Zoom desktop client) you will see a dialog box asking if you want to "Join With Computer Audio." Click on that box. You will then see the main Zoom window appear.

Quick notes (all features will appear at the bottom of your screen):



Unmute/Mute – Turn on and off your own voice so those on the call can or cannot hear you. If you are not speaking please mute yourself. Your computer microphones often pick up background noises and distracts the current speaker. It is a good idea to remind the students to mute their microphones when they are not speaking so you can avoid distracting noises.

Start/Mute Video – Those on the call can or cannot see you. For your small group, please leave your video on so the session is as interactive as possible (unless your background is distracting, then feel free to turn off your video).

Chat – can send inter-zoom communication with either one or all participants.