Zoom Tips & Detailed Reference Guide

Thank you for joining us for an upcoming online event. Below are some tips on navigating Zoom and how to join a Zoom meeting.
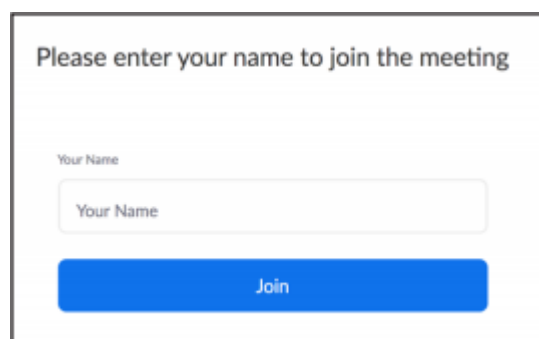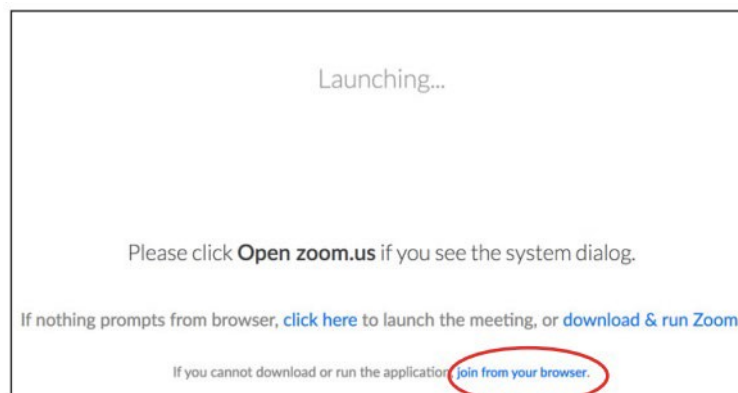
JOINING A ZOOM MEETING

1 The quickest and easiest way to join will be to **click on the link that will be provided via email**. You can practice joining a Zoom meeting by clicking on this link to JOIN A TEST MEETING hosted by Zoom.

2 It isn't necessary to download or run the Zoom application to join a meeting. Simply click **join from your browser** in the bottom, right of your screen and the meeting will open.

Launching...

Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, **click here** to launch the meeting, or **download & run Zoom**.

If you cannot download or run the application **join from your browser**.

3 **Enter Your Name** to join the meeting.
Then click **Join**.

Please enter your name to join the meeting

Your Name

Your Name

Join

For more information and to watch videos on how to join Zoom meeting please visit the Zoom Help Center pages on: Joining a Meeting and Testing Your Audio

KNOW YOUR ZOOM MEETING CONTROLS

When you join a Zoom meeting, you will see a black bar at the bottom of your window with your meeting controls:
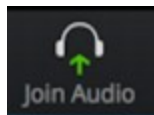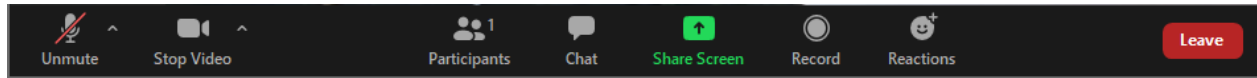
Click on this icon to select the source audio for the call. Click on **Join Audio by Computer.** You can also test your computer audio by clicking on **Test Speaker and Microphone.**
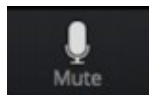
Once your audio is working, you will see the **Microphone** icon. You can click on this icon to **Mute** and **Unmute** your microphone.

Click on the **Camera** icon to start and stop your video. If you see the red slash through the camera that means your video is off.
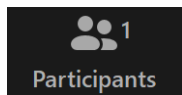
The **Participants** icon tells you how many people are currently in the meeting. Click on the icon to open your Participant Controls
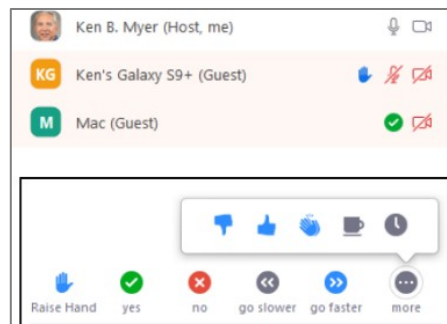
The new panel that opens after clicking **Participants** icon lists the meeting participants and has the **Participant Controls**. These buttons can be used for **non-verbal communication** during the meeting.
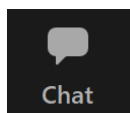
The **Chat** icon accesses the chat window and will allow you to chat with other participants. You can send a message to the entire group or a private message to an individual participant. Visit the Zoom Help Center page on in meeting chats to learn more about Zoom chat
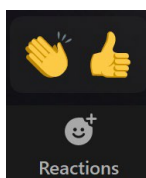
The **Reactions** icon is where you can quickly access more non- verbal communication options. From this icon you can choose a **Thumbsup** or a **Clapping** emoji

VIDEO LAYOUT/CHANGING YOUR MEETING VIEW

You can choose to set up Zoom view to "Speaker View" or "Gallery View". Below are some examples for both views and information on how to switch between them during the meeting.

Speaker View prioritizes the screen of the individual speaking during the meeting or presentation. The speaker will appear in the large tile and all meeting participants in small tiles above the speaker.


Gallery view allows you to see multiple meeting attendees at one time. The tiles will fill your window
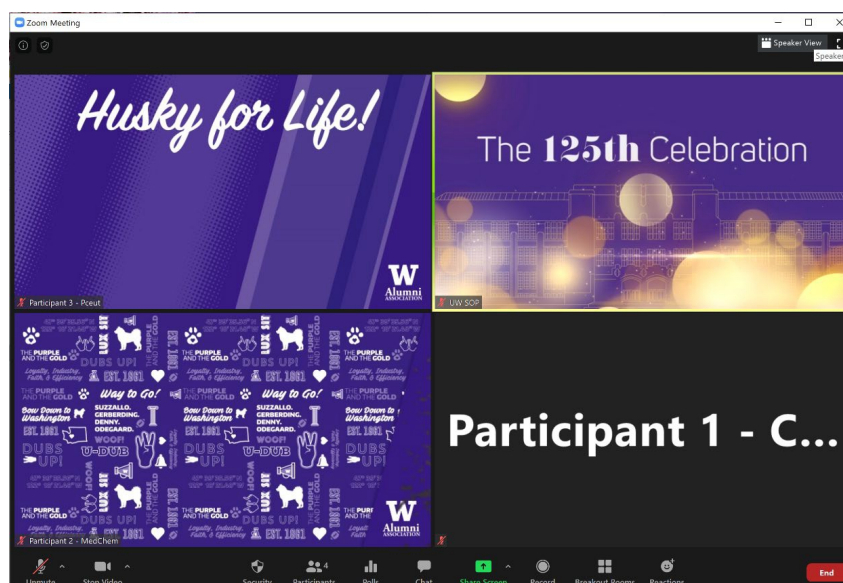
You can switch between **Speaker View** and **Gallery View** by clicking the **View Option** icons at the top, right of your Zoom Window. You should see one of the two icons below.


When you are in **Speaker View**, you can click on the **Grid** icon in the top, right of your window to switch to the **Gallery View.**
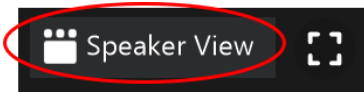
When you are in **Gallery View**, you can click on the **Speaker View** icon in the top, right of your window to switch to the **Gallery View.**

Presentation Mode is the view you will get when a meeting host shares their screen to show a video or slideshow.

You can select a different view by clicking on the **View Option** icon at the top, center of your window and selecting various modes from the menu.
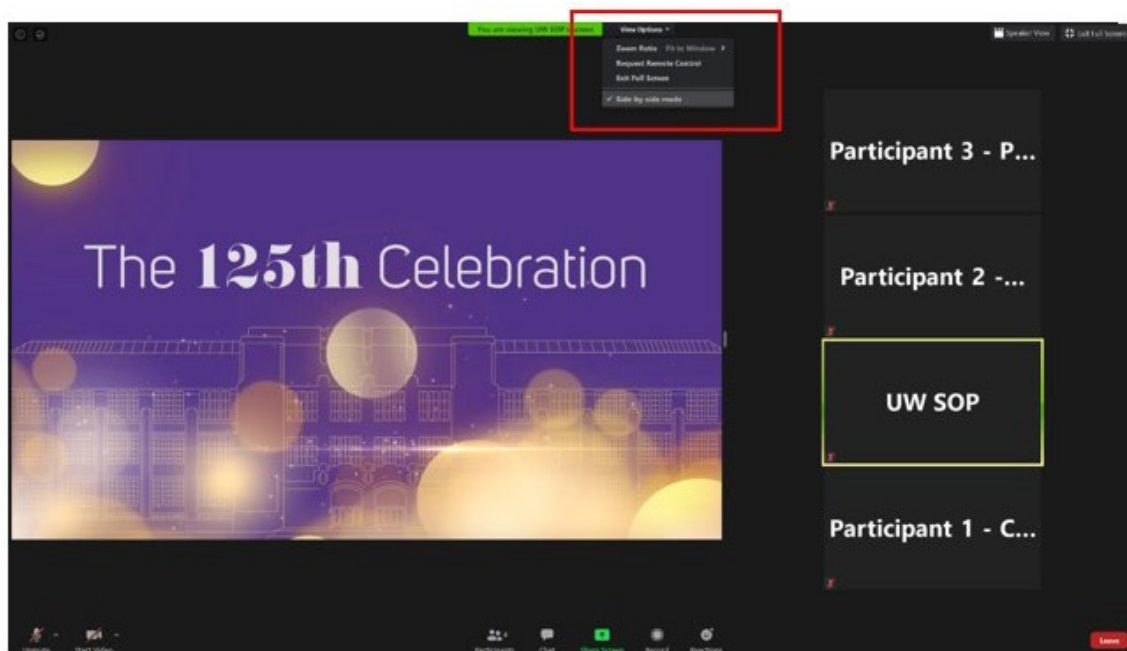
HAVE ADDITIONAL QUESTIONS?

Check out the Zoom Help Center for more information. Below are a few links to help you get started.

- [Zoom Help Center: Frequently Asked Questions](#)

- [Zoom Help Center: Getting Started](#)

- [Zoom Help Center: Joining a Meeting](#)

- [Zoom Help Center: Testing Your Audio](#)

- [Zoom Help Center: Virtual Background](#)

- [Zoom Help Center: In Meeting Chat](#)

- [Zoom Help Center: Video Layout](#)

- [Join a Zoom test meeting](#)