



Joining a Zoom Meeting

You can join a Zoom meeting/event from your computer, phone or tablet. Note: You do not need your own Zoom account to join an Impact100 meeting.

For first time users, Zoom will want to install the Zoom Cloud Meeting application. You can install this in advance so that you're ready when you want to join your first Zoom meeting. Click on the following link to download Zoom for your device: <https://zoom.us/support/download>.

You can do a test run with Zoom at <https://zoom.us/test>. We'd recommend that first-time users test Zoom well ahead of the meeting.

Your Meeting Invitation

You should receive an email invitation that looks something like this:

Zoom Meeting Date: Saturday, April 25, 2020

Time: 10:00 am

Meeting ID: 843 0780 9298

Join Zoom Meeting via Internet with audio and video:

Click on this link:

<https://us02web.zoom.us/j/84307809298>

Join Zoom Meeting via one tap mobile phone

+16699009128,,84307809298# US (San Jose)

Join Zoom Meeting via dial up mobile phone

+1 669 900 9128 US (San Jose)

Meeting ID: **843 0780 9298**

To join the meeting from the web, click on the link that looks similar to what is in [blue](#) above. The Zoom application should start automatically and connect you to the meeting. If you experience problems, click the "join from your browser" link on the bottom of the Zoom launch page.

To join the meeting by phone (voice), dial one of the numbers in the invitation – all work and all take you to the same place where you will need to enter the Meeting ID in the invitation (highlighted in green above).

Basic Meeting Functions

How to mute your connection to the meeting

In the lower left corner of your screen should be a “button” you can click to mute/un-mute your line. It should look like this (slightly different, depending on your device):



If you are currently muted, and want to turn your mic back on, the button will read “Unmute.”

How to turn your camera on/off so others can see you (or not)

The button to the right of mute, Start Video/Stop Video, allows you to turn your camera on/off, controlling whether others in the meeting can see you. If you are on a smartphone or tablet with cameras on both sides, there will be a button to click to switch cameras, like this .

There will also be a Speakerphone button, like this  that will turn on/off your speakerphone.

Accessing the Zoom menus when using a Smartphone or Tablet

These examples reflect the user interface when using a computer. To access the menus when using a Smartphone or Tablet, you may need to tap the screen or swipe up or to the side to make the menus appear.

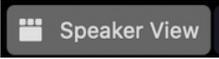
Changing the name that shows up with your video image

Hover your cursor over your video image, click on the three dots in the upper right, select *Rename*, and type in the name you want to display with your video.

Controlling How You See Other Participants

Zoom has two basic ways it displays the other participants in the meeting:

- **Gallery View** (default): Nicknamed “Brady Bunch” view by many, you will see medium size images of all participants (you may have to scroll left/right if there are more participants than can fit on one screen)
- **Speaker View**: The person currently speaking will fill the majority of your screen automatically, and small images of other participants will be at the top of your screen, where you can also scroll left/right.

Near the top right of your Zoom window will be a button that you can click to change modes, something like this: .

In Gallery Mode, you’ll see a green highlight around the person who is currently speaking.

Meeting Etiquette and Tips

Audio Quality: The Mute Button and a Headset

When you are not speaking, it is best to **mute your line**. If you aren’t muted, everyone hears everything going on in your room, interfering with their ability to hear the speaker. Even if you’re alone, this is good practice as there is often distracting background noise that we don’t notice. Also note that if you’re typing on your keyboard, the keystrokes may vibrate into the microphone. Muting your line helps everyone have a better meeting experience.

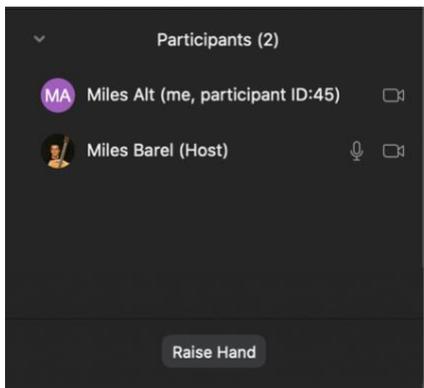
Similarly, Zoom strongly recommends that users **wear earphones** as opposed to using the mic and speaker on the computer. Earphones significantly improve audio clarity and reduce background noise when you are speaking to the group.

Viewing a List of the Participants

See a list of the meeting participants by clicking this button at the bottom of the window.



A list of participants will pop up. The icons next to each name show if the participant has a camera and/or microphone. A microphone in red with a line



through it means a participant is muted. An absence of the icon means the participant does not have that capability.

Click the Participants button again to make the list disappear.

If the Participants list appears in a separate window, you can drag the window to the side so it isn't blocking your video.

Raising Your Hand

In large meetings, you may be asked to raise your hand when you want to speak. To raise your hand, you must first display the Participants list (see above). To raise or lower your hand, click the button at the bottom of the Participants window.

When your hand is raised, you will see a hand next to your name in the Participants window and the Raise Hand button will change to Lower Hand.

When you are recognized, remember to unmute yourself before speaking (if necessary) and to return to mute when you are finished speaking.

Participating in Yes/No Votes or a Poll

If your meeting host asks the group to **vote** on a question, click  to find



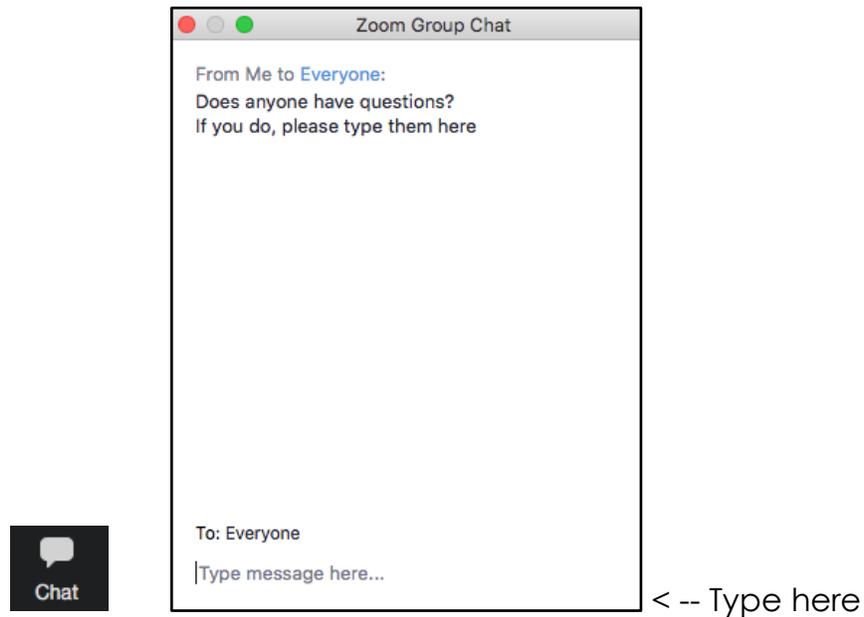
at the bottom of the Participants window.

If your meeting host conducts a **poll**, you'll see a pop-up window. You simply make your selection(s) and click to submit the answer.

Using the Chat Feature

The Chat feature in Zoom can be set to allow all participants to chat publicly, or to have Chat questions visible only to the host. For larger groups, it can be distracting to have an active Chat window, so the host might prefer to manage questions separately.

To comment or ask a question, first click the Chat button at the bottom of your video screen. In the popup window, simply type in the field at the bottom and hit Enter.



If You Don't Have a Strong / Fast Network Connection

If you don't have a good network connection, you may sound garbled to other participants or your video of others may become jumpy or fractured.

Consider:

- Move closer to your wireless router if you are using Wi-Fi.
- Move closer to a window if you are using a cellular connection.
- Turn off your camera (Video).
- Use your phone for Audio. You can still watch the Video on the computer, but your sound will be better. Note: If you do this, mute your computer to avoid feedback issues.

If you have more questions, refer to the online [Getting Started](#) section of the [Zoom Help Center](#).