# zoom
Zoom Communication- A Self Help Guide for New Starts

Zoom is a video/phone-based interface for communicating much like skype, Facebook, facetime, or any of the other video communication applications. This basic how to guide will help answer some questions from the start.

1. First thing is first, you want to make sure you either have a phone, smart phone, or computer to view zoom. To host a zoom meeting you will need speakers, microphones, and a camera. Newer laptops have all of those things built in for smaller meetings.

2. Downloading and installing Zoom on your home computer or apple or android smart phone.
   a. For smart phone- go to app store and search Zoom- download **Zoom Cloud Meetings.**
   b. For computer-based operators you can go to https://zoom.us/support/download. The program will download in the bottom of the screen, once downloaded please click on the program to run and install it on your computer.
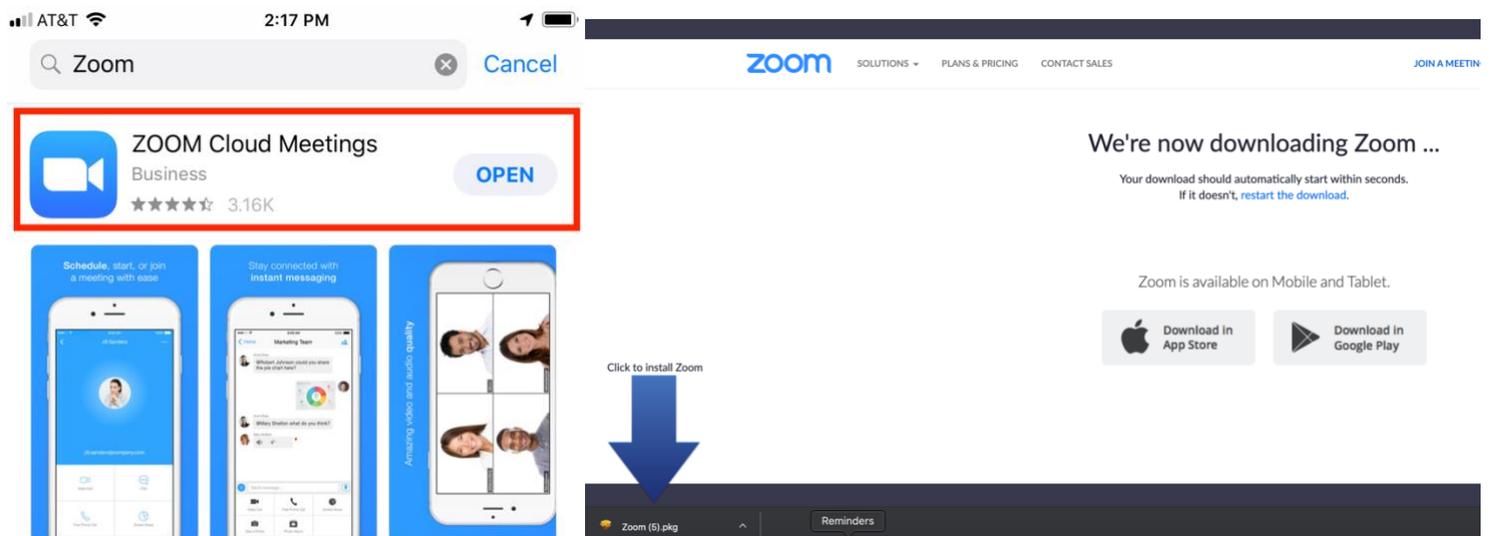

3. Creating your account- create a free account with your email and a password, from there you can create meetings or get meeting invites on your device. Note: you do not have to create an account to watch or join meetings- you can simply get an email invite with a link or call in number if you are just joining. In the mobile app you just open the app and click "Join Meeting" and type in the meeting ID that needs to be provided to you.

4. Getting the Invite- your zoom invite will come by mail or maybe by text message if places have that ability. The zoom meeting invite may look like this one below over email.

Topic: Test Meeting
Time: Mar 18, 2020 11:00 AM Central Time (US and Canada)
Join Zoom Meeting example
https://zoom.us/j/515369318
Meeting ID example: 515 369 318

One tap mobile
+13126266799,,515369318# US (Chicago)
+19294362866,,515369318# US (New York)
Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 515 369 318
Find your local number: https://zoom.us/u/ab5EdM7SSz

5. Accepting the zoom invitation- Click on the hyperlink that would look like this:
   https://zoom.us/j/515369318 after clicking the link you will be directed to a new web tab that will ask you to open zoom.us- you want to click on that button to open. It will then run and open up zoom. Note that if you can only dial in to listen by telephone then you will want to use the Chicago telephone number and meeting ID to listen over phone. If you are trying to get on via smart phone you will want to put in the meeting ID # into the apps home screen once downloaded.
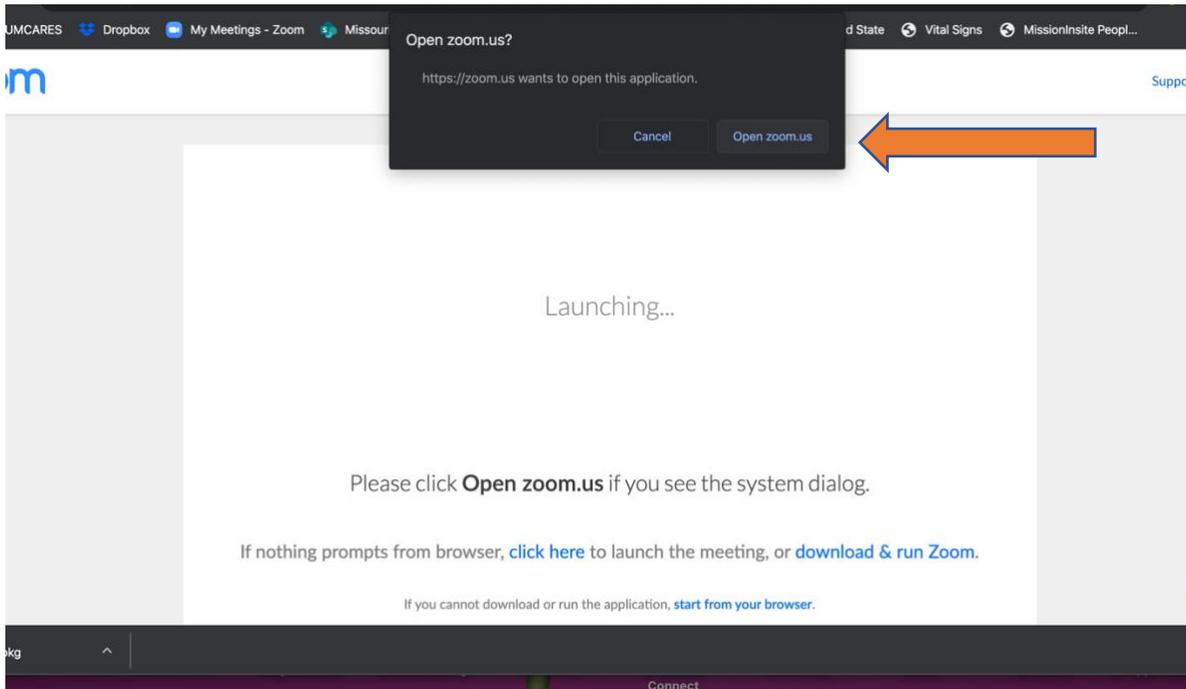

6. Navigating Zoom- Once you are in zoom either by phone, computer, or smart phone then you should be able to communicate with people. Again, if you do not have a microphone or camera you will not be able to be heard or seen but have speakers will allow you to see and listen from the host. Below is what zoom will look like on a computer or smart phone.
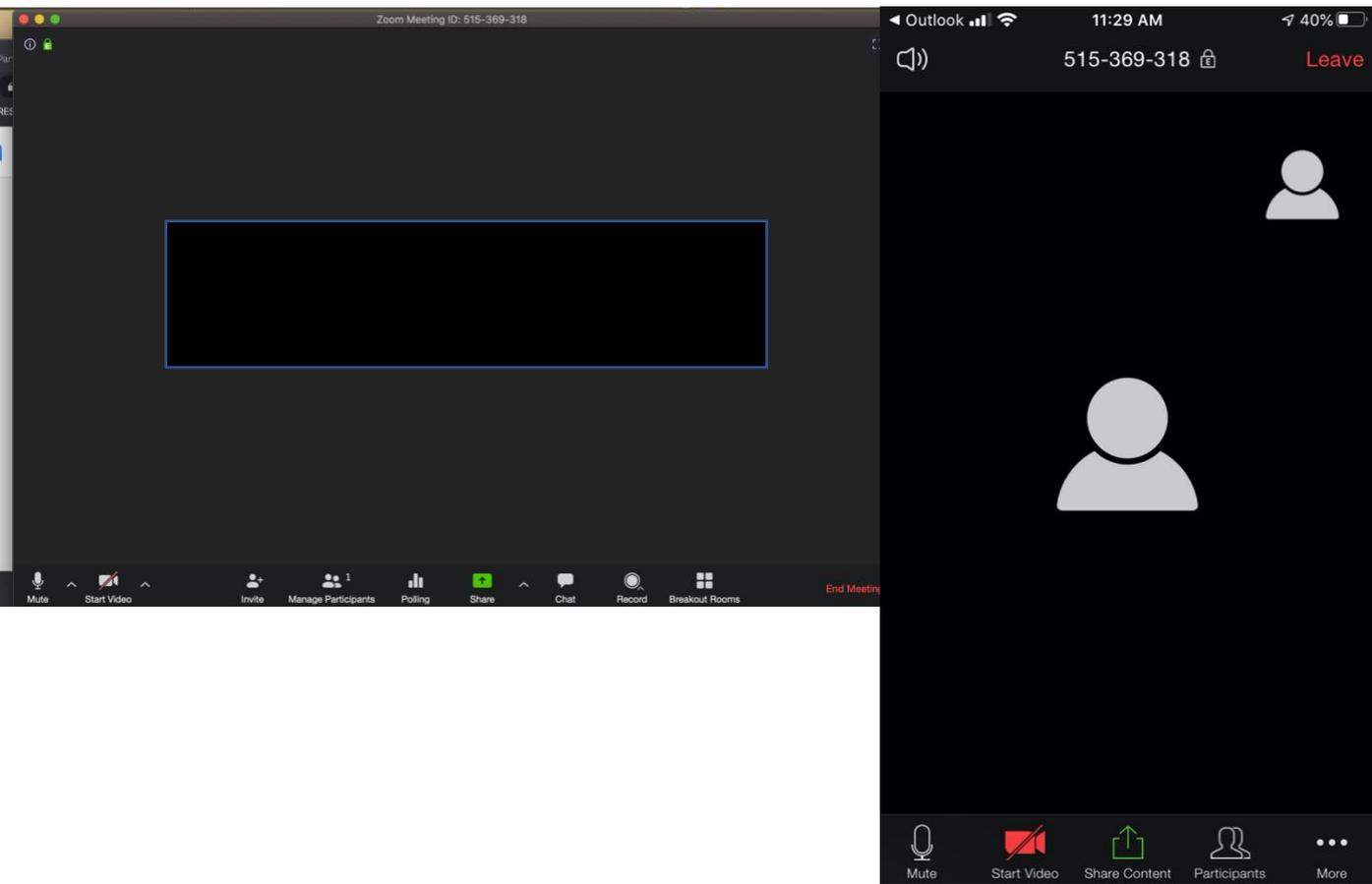
7. Navigating Smart Phone App Zoom- Once you get the meeting ID or the zoom meeting link you can input it and your app will open to the meeting. You will be asked 2 things before entering, do you want your camera on or off, and do you want your microphone on or off. Click which ever option best suits you. If you wish to change your choice once in then you can switch them in the bottom left of the screen. You can see the example as well on the picture above and see that you can see who is in, you can send messages, share content, etc. This all depends on the host settings so please remember that settings for some may be different.

8. Navigating computer based zoom program- The computer based and app based program are very similar you if you cannot hear anyone, try turning your volume up, if people cannot hear you and you have a microphone then see if the microphone has a red slash through it in the bottom left corner, if so you are muted, this is the same for the camera options on visibility.
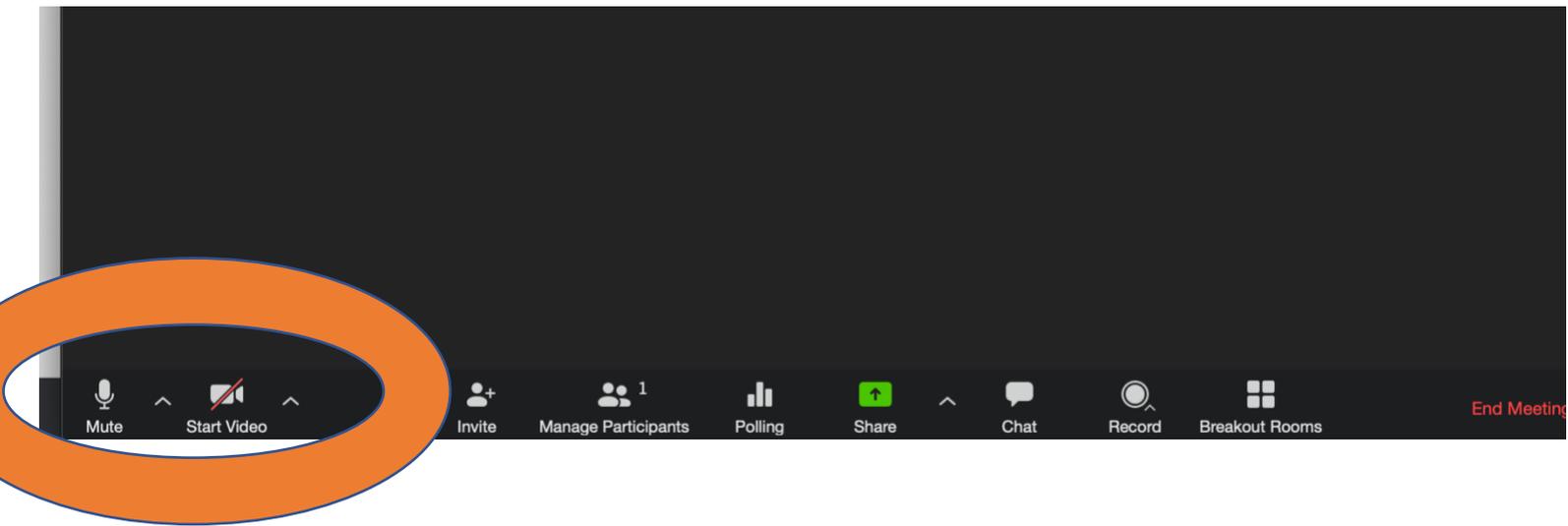
9. Chat Options- You can type questions to everyone or just a certain person. You can do that by clicking the chat option on the bottom tool bar, if your tool bar goes away like mine then just hover over it with the mouse or cursor and it should pop back up. From there click chat and pick who you want to send to and type your message and hit send or hit enter.
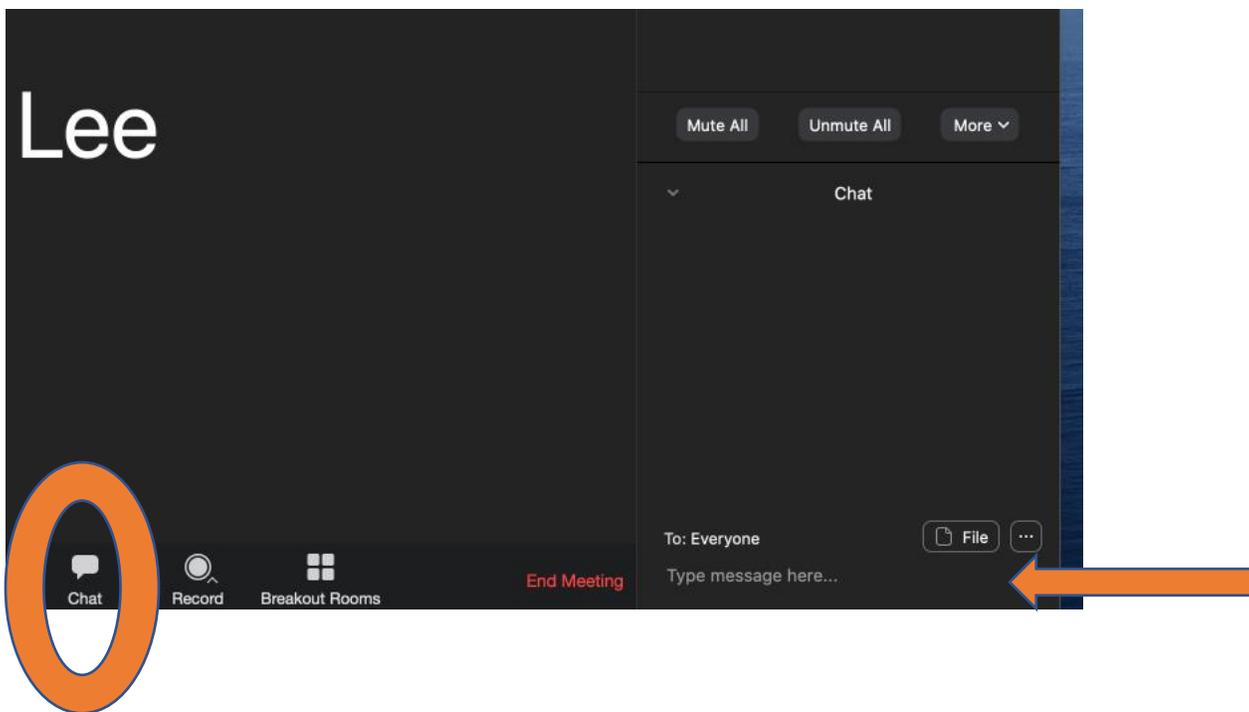
10. Ending the meeting- once the meeting has concluded you will probably be exited out by the hosting ending the meeting for all but if not or if you wish to leave earlier then the scheduled time just hit the leave meeting button in the bottom right corner. The font will be highlighted in RED it will say "Leave
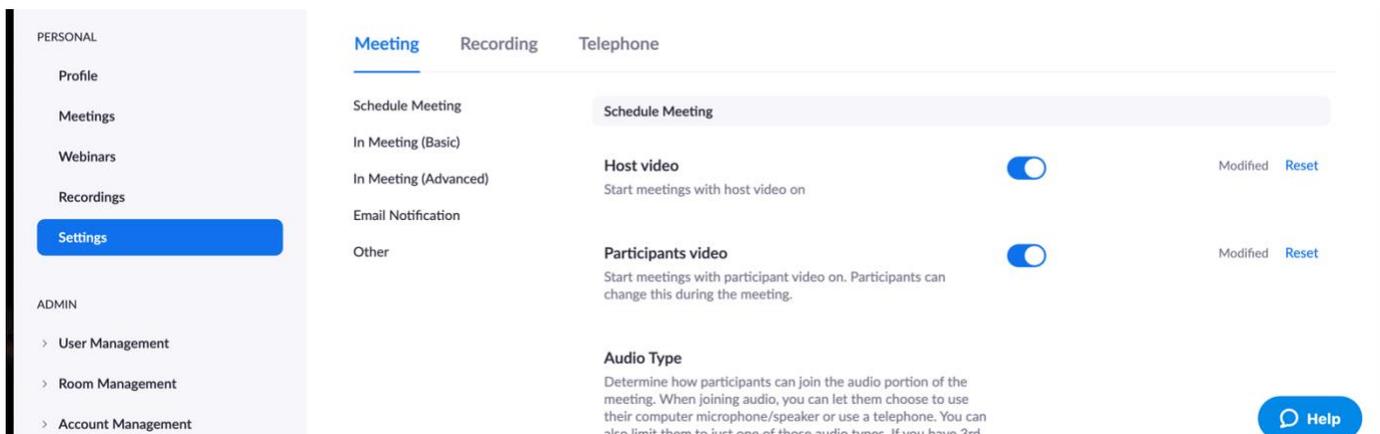
Meeting" Once the meeting is ended you can exit the app or computer program in the upper left or right corner depending on your computer.
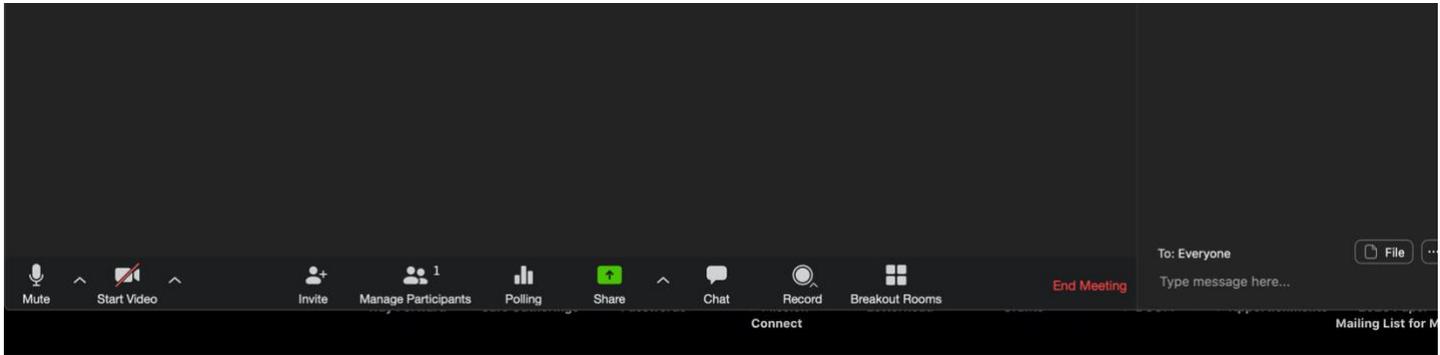
For questions about Zoom, please contact:

Or you can see more help guides at: https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started

Zoom Hosts Helpful Notes:

- Zoom Hosts- Once you have created a profile, free or paid version you can start zoom meetings-

- Here are some helpful settings to have **ON** as the host. Below are snapshots of how your tool bar will look with these settings on and where settings are located.

  - Basic Settings: Host Video, Participants Video, Audio type- Telephone and computer audio, Join before host, Embed Password in meeting link for one-click join, upcoming meeting reminder, chat, private chat, play chat when participates join or leave- heard by host only, file transfer, co-host ability, polling(if you want to put together polls), Allow host to put attendee on hold, Always show meeting control tool bar, screen sharing(host or all participants) depending on purpose, Annotation, Whiteboard,
  - Advanced Settings: Breakout room, Virtual Background, and finally- Show a "Join from your Browser" link- this is critical as it makes joining easier for participants.
  - Email Notifications: When meeting is cancelled, when an alternative host is set or removed from a meeting, when someone scheduled a meeting for a host, when the cloud recording is going to permanently delete from trash

Helpful Host Zoom Links

https://www.youtube.com/watch?v=4y_puMRsjTQ   - Creating a Zoom account

https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-Adding-a-Co-Host

https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms

https://support.zoom.us/hc/en-us/articles/209605493-In-Meeting-File-Transfer

https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings

https://support.zoom.us/hc/en-us/articles/201362473-Local-Recording

https://support.zoom.us/hc/en-us/articles/115004797286-Using-the-whiteboard-in-Zoom-Rooms-for-Touch

Facebook Live Tips:
By: https://blog.hubspot.com/marketing/facebook-live-guide - Use the link and scroll down to "How to use Facebook Live" for pictures and a step by step.

1. Tap the camera icon to the left of your search bar.

2. Give Facebook access to your camera and microphone when prompted.

3. Switch to "Live" on the bottom of your camera screen.

4. Choose your privacy and posting settings.

5. Write a compelling description.

6. Tag friends choose your location, or add an activity.

7. Set your camera's orientation.

8. Add lenses, filters, or writing and drawing to your video.

9. Click the blue "Start Live Video" button to start broadcasting.

10. Interact with viewers and commenters.

11. Click "Finish" to end the broadcast.

12. Post your reply and save the video to your camera roll