# ZOOM Conferencing Software 101

# For Participants

## (PC Users)

This is a supplemental tool that works best if you follow along with the software open.
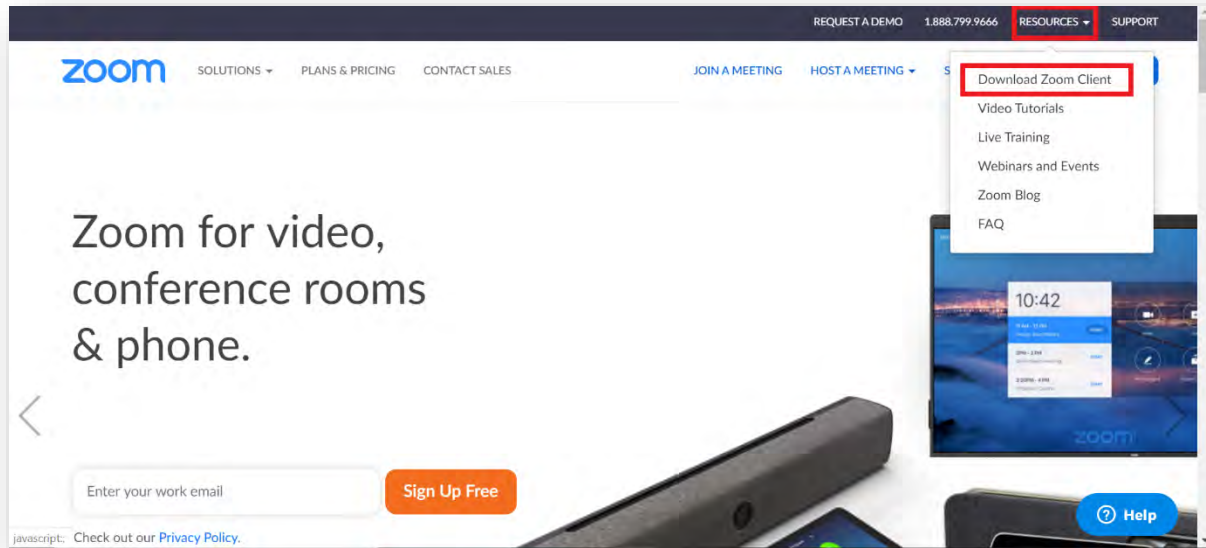
# Table of Contents

# Downloading Zoom

1. Go to the main ZOOM page: www.zoom.us

2. Hover your mouse over "Resources" and then click "Download Zoom Client" from the options.



3. Click "Download" under "Zoom Client for Meetings" and click the file that shows up.
   a. Give your computer the necessary permissions and the file will download automatically. If you are the administrator on your personal computer, this should be a simple "do you trust this program" question. If you are using a computer where you are not the administrator, the administrator's password may be needed to approve the program.
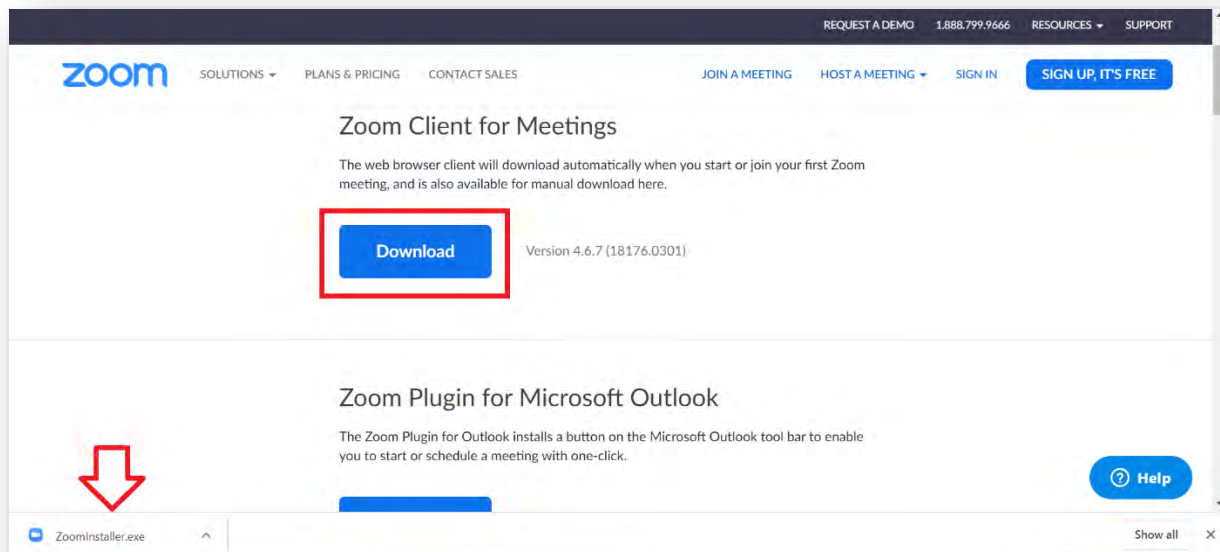
4.  A zoom window should open automatically.
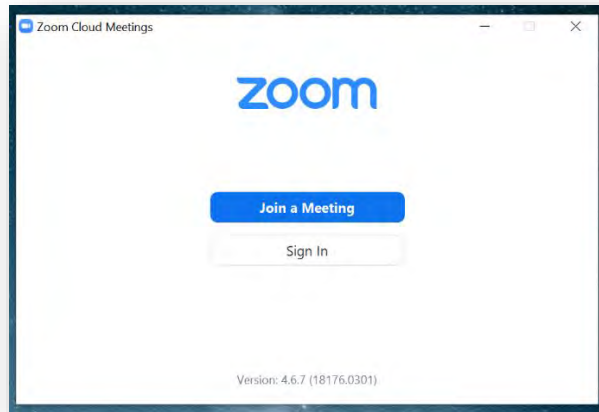
# Joining a Meeting

If you have been asked to join a zoom meeting, you can do so in one of three ways:

1. By clicking the link sent to you in an email with a direct link to the meeting. It link would start with **https://zoom.us/j/** and then have a **9-digit number code.**
   a. If you downloaded Zoom ahead of time, clicking the link will prompt you to open your zoom account (either red option).
   b. If you have not yet downloaded it, you will be given an option either to download it right at the moment (green) or open it directly in your browser (blue). We recommend downloading the application for a smoother experience, but opening it in your browser will work just as well if you have any issues downloading the application.
      i. **NOTE**: The option to open directly in your browser may not become apparent until you try to either download or run the software *first*.
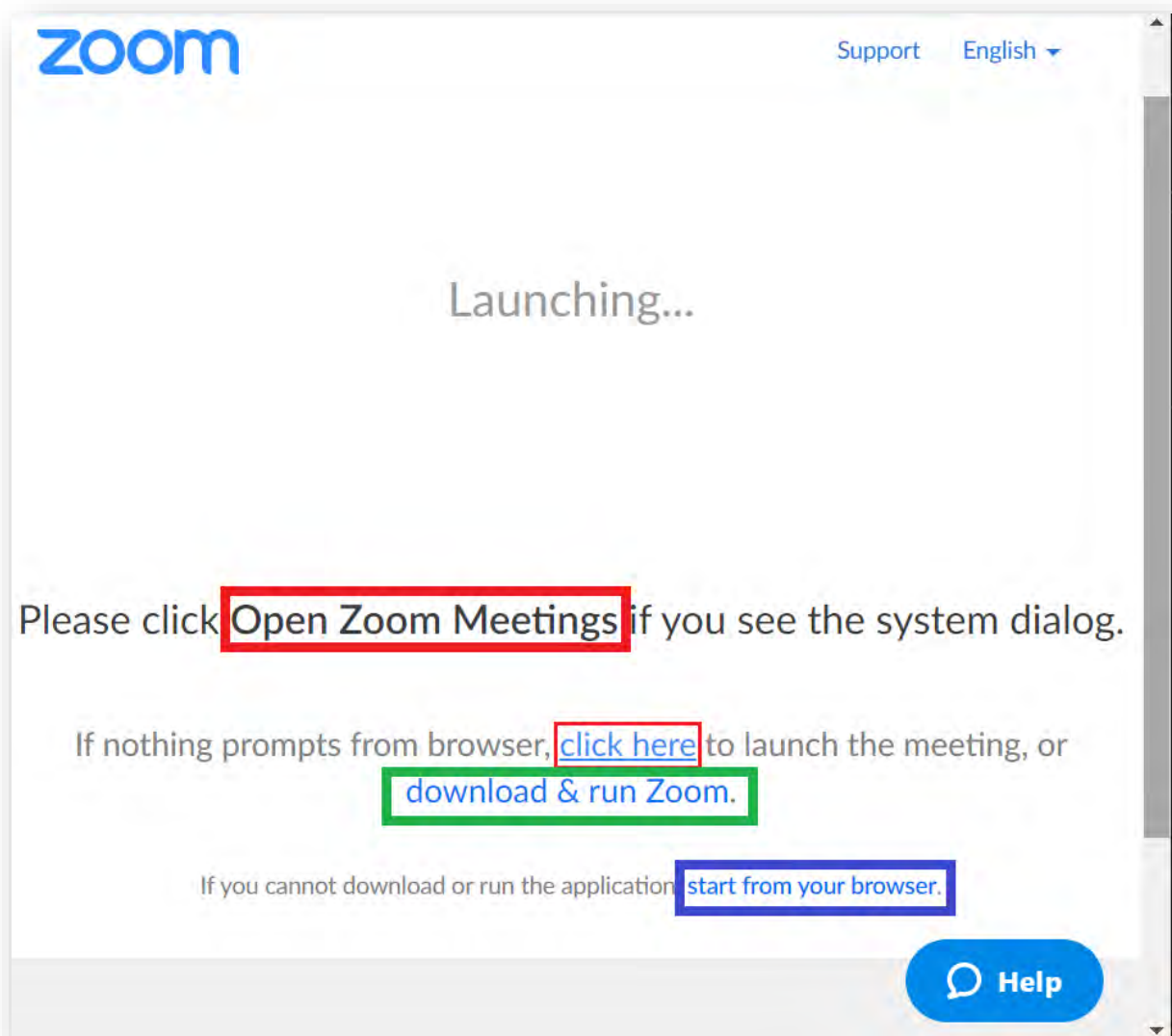
2. By clicking "Join Meeting" and manually entering your meeting's **9-digit number code** and your display name (what other will see).
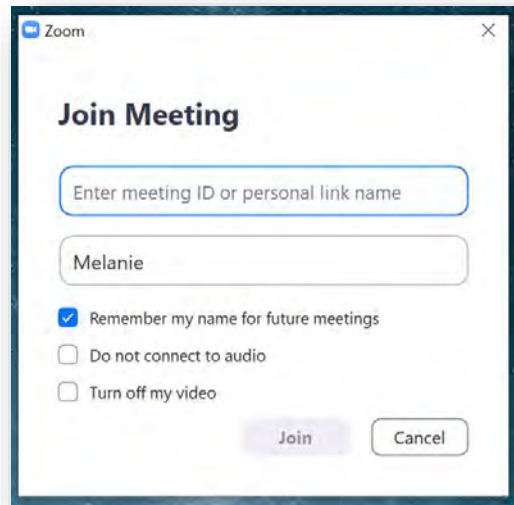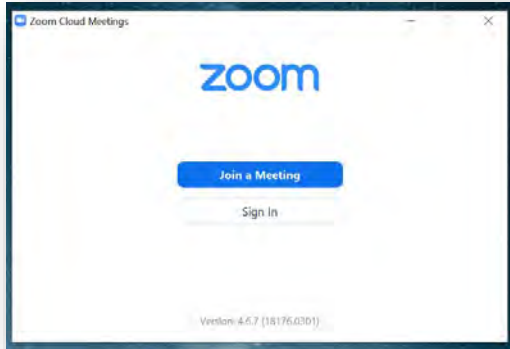


3. By phone. Dial **+1 646 558 8656** and you will be prompted to enter your meeting's **9-digit number code** followed by pound (#). You will then be connected to the meeting.
   a. **NOTE:** If you find yourself having any microphone/speaker issues when trying to join a meeting, dialing by phone is a good alternative.

# Testing Audio and Speakers

Before you join the meeting, it's recommended you click the option to test your **audio and microphone.** Depending on whether you joined the meeting before or after it started, click on one of the following:
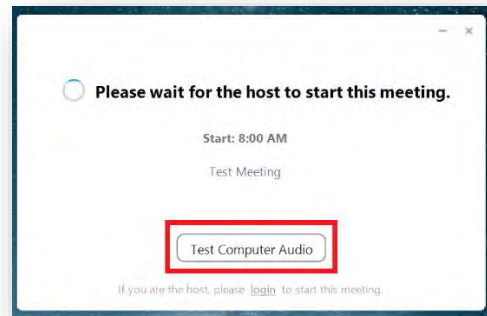


Make sure your computer volume is up and then click the "Test Speaker" and "Test Mic" options and follow the prompts. Unless you have plugged in external speakers or an external microphone, there will be only one option in the drop-down menu. Once you've made sure both work, exit out of the window. If the meeting has started, clicking "Join With Computer Audio" (image above left) will put you directly in the meeting. If the meeting has yet to start, you will return to the wait screen (above right).
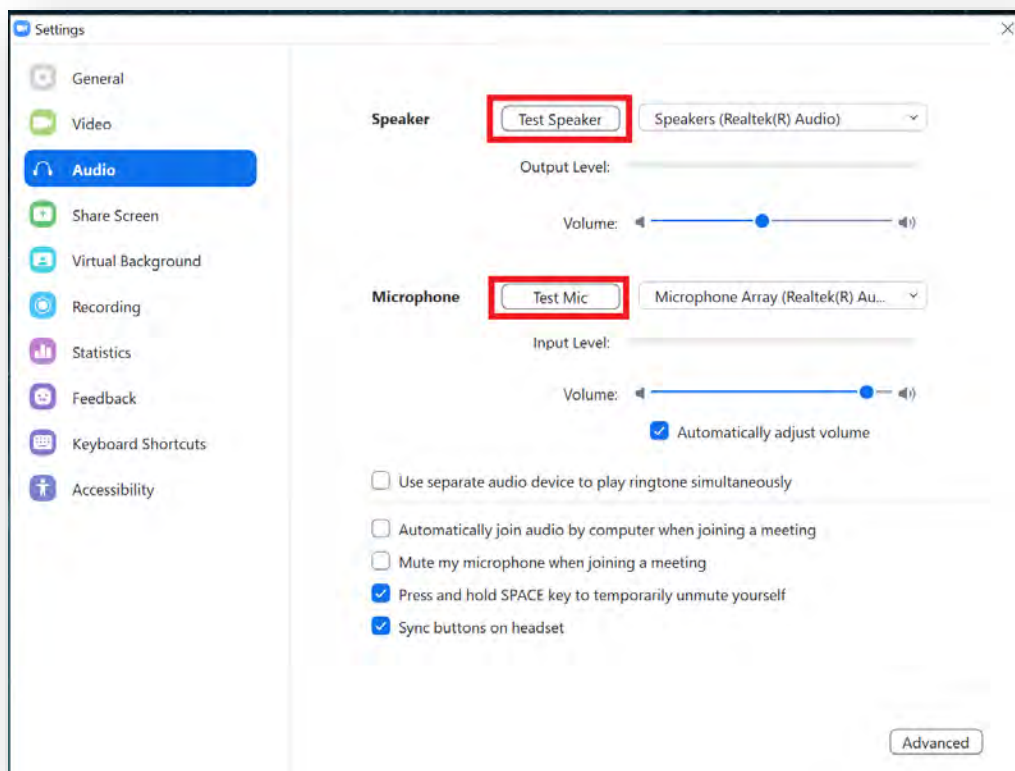
# Participating in a Meeting
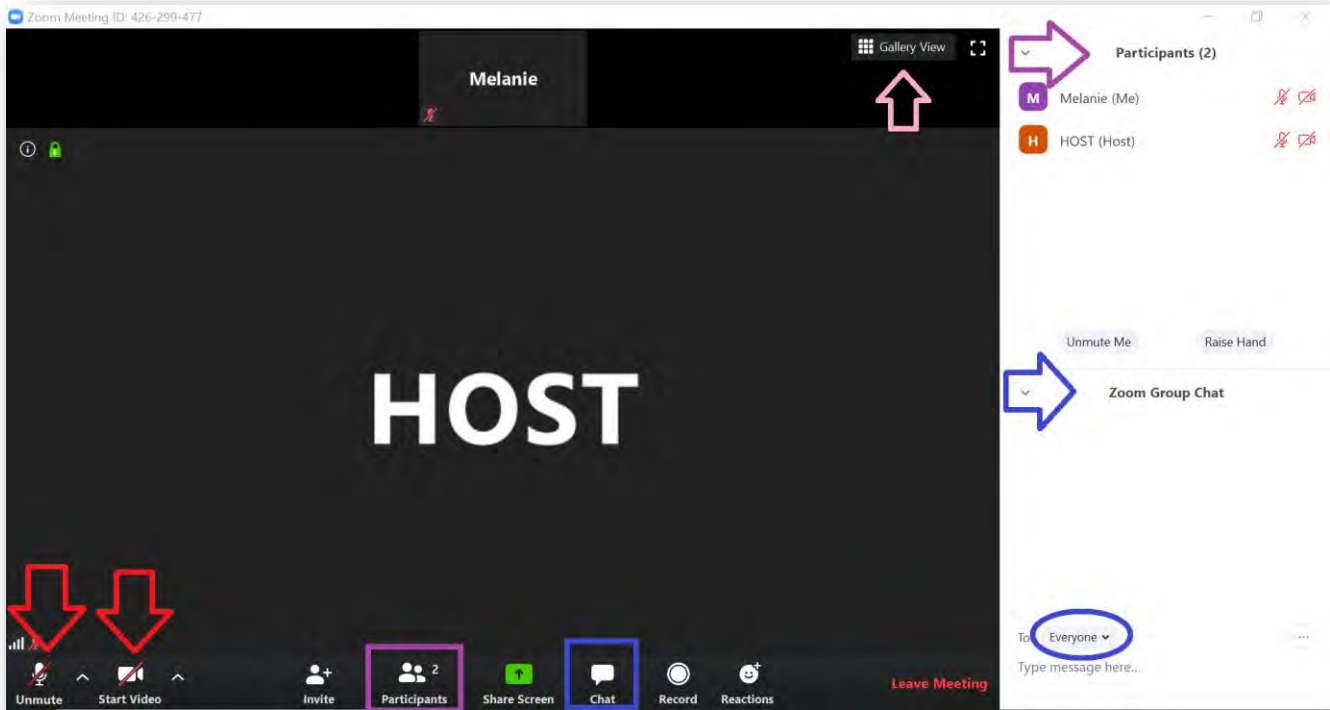


Your meeting screen should look something like this (without the side-bar on the right).

- On the lower left-hand corner are your "Mute/Unmute" and "Start/Stop Video" buttons (red). Out of courtesy, we suggest you keep yourself muted until you need to speak to prevent background noises. We suggest keeping the video on, even if you are muted, so that the host can see your face and better gauge your reactions to their material.
- Clicking on "Participants" will create a window on the right of your screen listing all the meeting participants and whether their microphone and video are on or off (purple). If you hover over your own name and click "More," you have the option to rename yourself. You also have the option to "Raise Hand" which will put a small hand-icon next to your name. However, if you wish to communicate with your host or the group, we recommend using the "Chat" option instead.
- Clicking on "Chat" will create a window on the right of your screen (blue). Here, you can communicate with everyone in the meeting by typing into the text box and hitting your Enter key. If your host has allowed person-to-person chat, clicking "Everyone" will open a drop-down menu of participants that you can then communicate with privately. The Chat icon will flash orange if there is a message in it.
- Finally, on the upper right-hand of your screen is the option for "Gallery View/Speaker View" (pink). This will let you view every participant in the meeting (Gallery View, where all windows are side-by-side) or focus on the current speaking participant (Speaker View, which is what the above screen currently shows). If one person is the primary speaker, Speaker View is the suggested view. If more than one participant may be speaking, Gallery View is recommended.
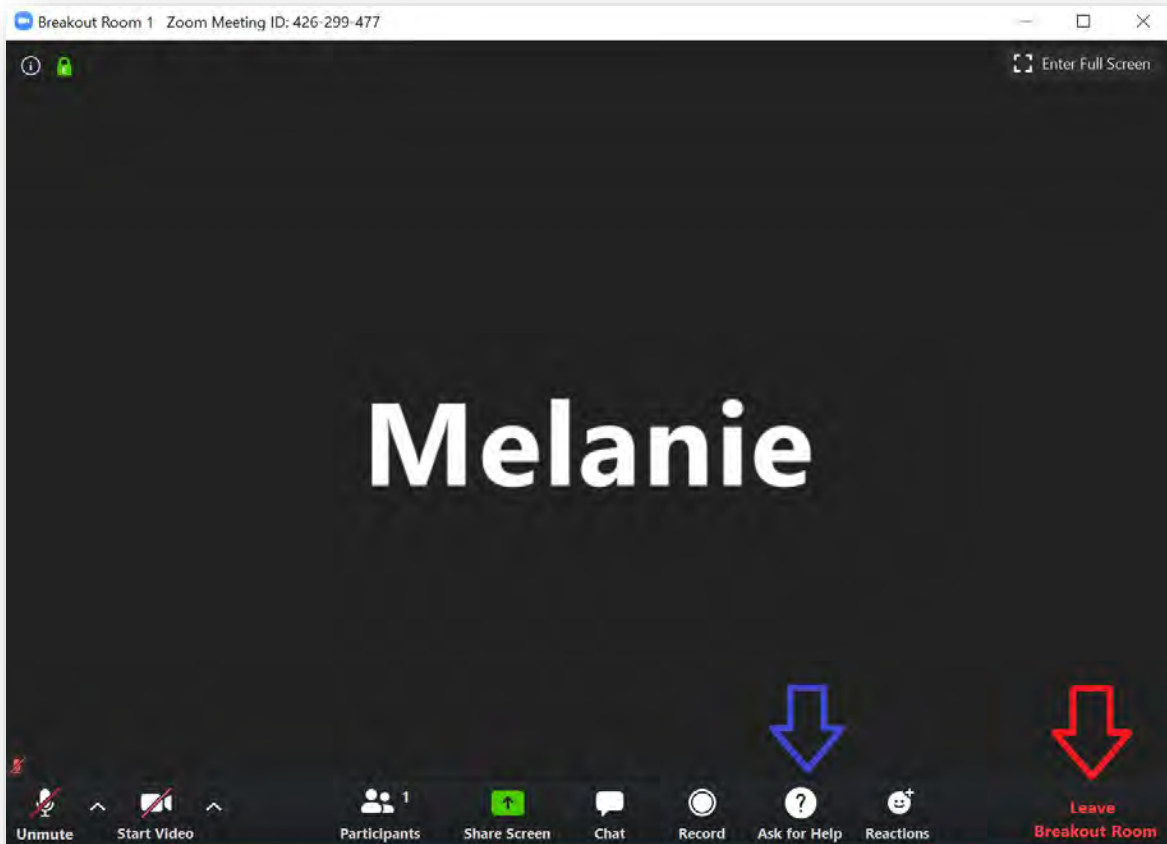
# Breakout Rooms

If your host assigns "Breakout Rooms," you'll receive the following prompt which will ask you to accept the breakout room invitation.
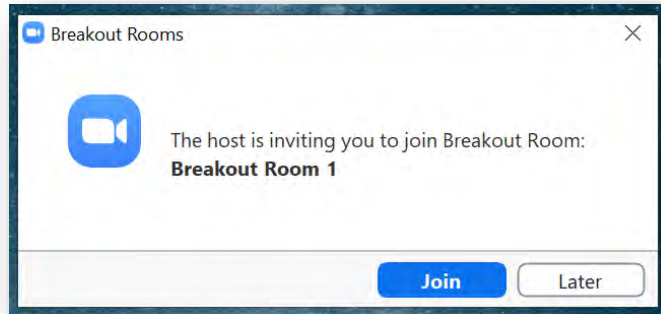


The breakout rooms are essentially the same as the main meeting with two differences. You can "Ask for Help" (blue) which will invite the Host into your particular breakout room, and clicking "Leave Breakout Room" (red) on the lower right side will prompt you to "Return to the Main Session."

Your host may close the breakout rooms themselves, in which you will be given 60 seconds to wrap up and then be automatically returned to the main session.
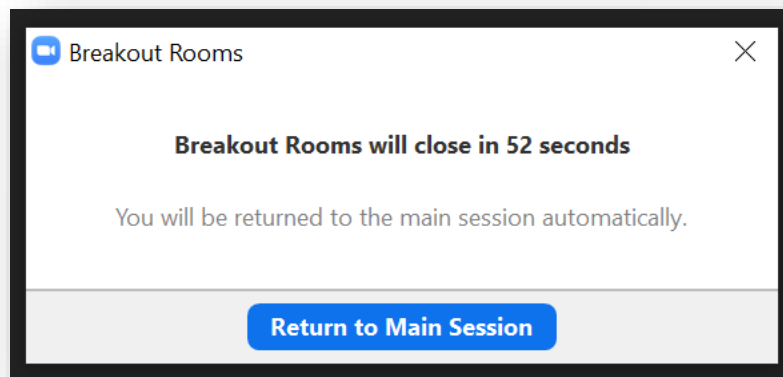


For any further questions, please reach out to Melanie Martinez at melanie.martinez@slu.cuny.edu