

Step-by-Step Zoom Guide

PRE-MEETING PREP

Step 1: Check that your laptop has a built-in camera and microphone. Most laptops already have these.

- Make sure your camera doesn't have a cover on it. If your laptop has a built-in camera cover, slide it open so others can see you.

Step 2 (If Zoom is not installed): Install Zoom on your laptop.

- Go to <https://zoom.us/download>
- Click "Download" under "Zoom Workplace Desktop for Windows (or Mac)".
- A file will start downloading by itself.
- If it doesn't start, double-click on the file (found in your downloads folder) and follow the instructions to install Zoom.
- Wait for the download to finish.
- Once it's done, look for a Zoom icon on your desktop.
- Double-click the Zoom icon to open Zoom.

Step 3: Set up a Zoom test call.

- Click this link: [Join a Test Meeting | Zoom](#) and then click "Join".
- Zoom should open automatically. If a pop-up appears, click "Open" or "Yes" to launch the Zoom app (You may need to wait a few seconds for Zoom to load and open.)
- Once Zoom opens, the test meeting will launch, and several prompts will pop up.
- Follow the instructions on your screen to join the meeting and test your video, audio and microphone. After the test, you'll enter a practice meeting where you can get used to the controls **(See page 3 for instructions on how to use the controls)**.

Step-by-Step Guide: Zoom

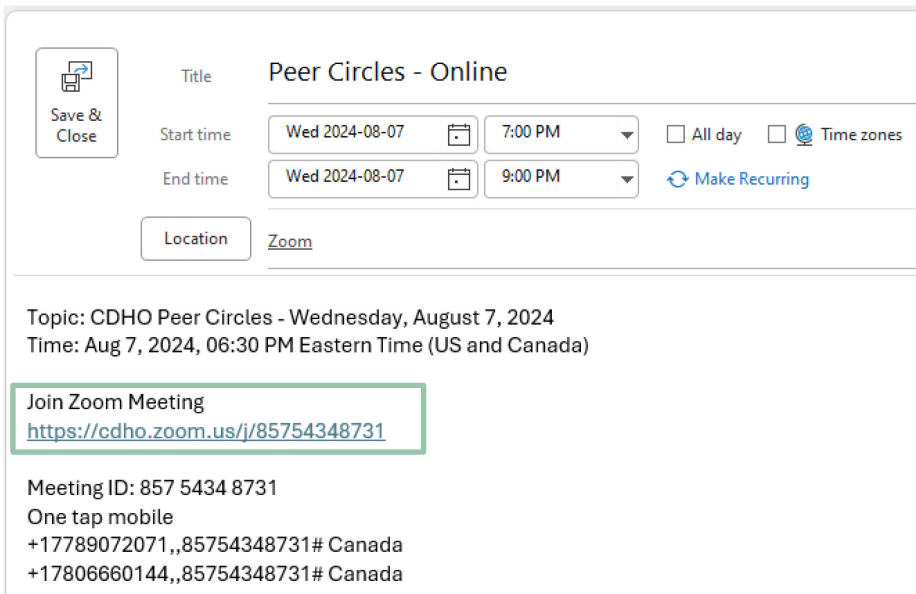
JOINING THE MEETING

Step 1: Find the Zoom meeting invite.

- Look in your email for a Zoom meeting invite from CDHO. This email will contain the link you need to join the meeting.

Step 2: Click the meeting link (see picture below).

- At the scheduled meeting time, click the link in the email invite. Zoom should open automatically.
- If a pop-up appears, click “Open” or “Yes” to launch the Zoom app.



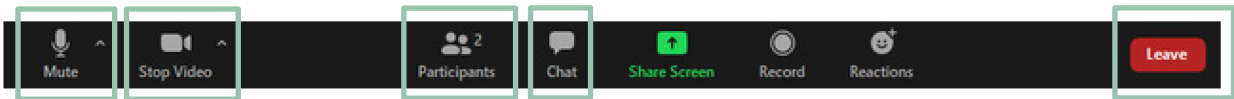
The screenshot shows a Zoom meeting invite form. On the left is a 'Save & Close' button. The form fields are: Title: Peer Circles - Online; Start time: Wed 2024-08-07, 7:00 PM; End time: Wed 2024-08-07, 9:00 PM; Location: Zoom. There are checkboxes for 'All day' and 'Time zones', and a 'Make Recurring' button. Below the form, the topic is 'CDHO Peer Circles - Wednesday, August 7, 2024' and the time is 'Aug 7, 2024, 06:30 PM Eastern Time (US and Canada)'. A 'Join Zoom Meeting' button is highlighted with a green box, containing the link <https://cdho.zoom.us/j/85754348731>. Below the link, the meeting ID is 857 5434 8731, and mobile phone numbers for Canada are provided.

Step 3: Join the meeting.

- Once Zoom opens, the following prompts will pop up:
- Click “**Join with Video**” to turn on your camera so we can see you (Remember to slide open your camera cover, if you have one, so we can see you).
- Click “**Join with Computer Audio**” to use your laptop’s microphone and speakers so we can hear you and vice-versa. Ensure that your volume is turned up.

HOW TO USE THE CONTROLS

The control bar can be found at the bottom of the Zoom meeting window and should look like this (You will only need to be using the icons outlined in green):



Join Audio or Mute/Unmute

- **To mute/unmute:** Click the microphone icon at the bottom left to mute or unmute your microphone. Please ensure your computer volume is also turned up.
- **To change audio settings:** Click the ^ arrow next to the microphone icon to change your microphone or speaker, leave computer audio, or access full audio settings.

Start Video / Stop Video

- **To turn camera on/off:** Click the camera icon at the bottom left to start or stop your video.
- **To change video settings:** Click the ^ arrow next to the camera icon to switch cameras, choose a virtual background, or access full video settings.

Participants

- **To see who's in the meeting:** Click "Participants" at the bottom of the screen to view the participant list.
- **To rename yourself:** Hover over your name in the participant list, click "More," then click "Rename."

Chat

- **To send a message:** Click "Chat" at the bottom of the screen to open the chat window and type a message to other participants.

Leave the Meeting

- **To leave:** Click "Leave" at the bottom right corner to exit the meeting. The meeting will continue for others. Only the host can end the meeting for everyone.