

Info for first-time Zoom users

Do you need an account to use Zoom?

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account. If you wish to host meetings yourself you can sign up for a free or paid account.

To use Zoom you need a computer, tablet, or smart phone that connects to the internet (or a phone to just participate by phone call, no visual). The first time you connect you may be asked to download ZOOM on your computer or the Zoom app from the app store (for Android or Apple IOS users). Once that's done it's very simple to use. If possible, use a device that has a camera, speaker, and microphone (most laptops, tablets, and smart phones have these built in; desktop computers may not, in which case you might need external headphones with microphone and/or optional camera--if you wish the other participants to see you). You will be given a chance to see what you look like on your video (on a laptop move the cover back and forth a little so the camera gets the best view; on a tablet or phone change the angle at which you are holding the device to get the best view) and a chance to test your audio (speaker and microphone) and your volume setting.

When you join a meeting, you may be placed in a “waiting room” until the host admits you or you may be sent directly to the meeting. Once there you will see individual video feeds of the other participants (or just their name if they do not wish to have video on). You can speak and listen without doing anything further!

That's really all you need to know for your first meeting. If you wish to know more details about joining a meeting or about what else is possible to do, continue reading....

Joining a Meeting

How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link in the email invitation or going to <http://join.zoom.us> and entering the meeting ID and password. [Learn more about joining a meeting.](#)

How do I join computer/device audio?

On most devices, you can join computer/device audio by clicking Join Audio, Join with Computer Audio, or Audio to access the audio settings. [Learn more about connecting your audio.](#)

Can I Use Bluetooth Headset?

Yes, as long as the Bluetooth device is compatible with the computer or mobile device that you are using.

Do I have to have a webcam to join on Zoom?

While you are not required to have a webcam to join a Zoom Meeting or Webinar, you will not be able to transmit video of yourself. You will continue to be able to listen and speak during the meeting, share your screen, and view the webcam video of other participants.

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from our [Download Center](#). [Learn more about downloading Zoom](#).

Viewing

There are two ways to view the screen – **Gallery** and **Speaker**.

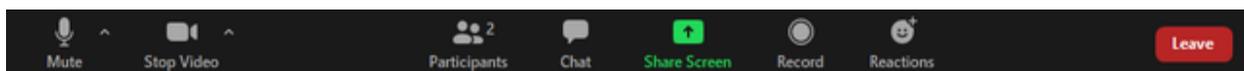
- 1) In the **Speaker** view, you will see a large window with the speaker; everyone else appears above or to the side (only a few may show, but you can use the arrows at the end of the row/column to see others). When I first started using Zoom, this view came up and I didn't realize there even was a Gallery view.
- 2) In the **Gallery** view, you will see small pictures of all (or many of, in large groups) the participants. The person speaking will have a highlight box around them.

You may find an icon at the top right to change the view or, depending on your device, if you hover over your picture, a menu (3 dots or lines) may appear that has the view as a choice.

Attendee Controls

PC or Mac

The attendee controls appear at the bottom of your screen if you're not currently screen sharing. **Mute** and **Unmute** (an icon of a microphone without or with a line through it) may also appear in the box with your picture. This is probably the most important control to master! The host may mute or unmute you or you can do so yourself by clicking on the icon. For a meeting with only a few attendees, it's usually okay for everyone to be unmuted during the whole meeting and just speak as you would if you were meeting in person. For large meetings you should probably unmute yourself when you wish to speak and mute yourself when you finish. Extraneous sounds like your dog barking, the dishwasher running, or you moving your chair or things on your desk around may be distracting. Occasionally there may be some audio feedback, in which case the host may need to mute everyone until the source can be determined.



Attendees have access to these features (if you don't see these on your screen, move your cursor around until you do – these may appear at bottom or top or side of screen):

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

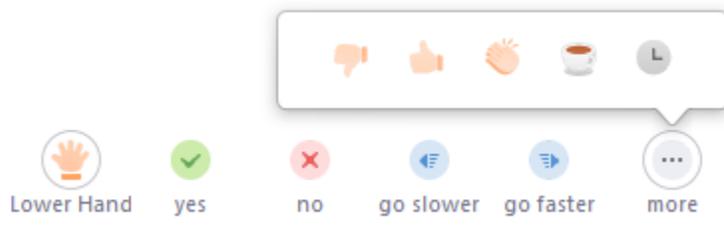
- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video / Stop Video: Turns your camera on or off. If you turn it off, just your name will appear in your box.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants: See who's currently in the meeting. (A list appears on the right). You can also access these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
- [Non-verbal feedback](#) icons (if enabled by the host): Places an icon beside your name to quickly notify the host.



Share Screen: Start a screen share (if the host allows). You will be able to select the desktop or application you want to share. [Learn more.](#) This can be useful if you wish others to see something from your computer such as an agenda, a photo, or a chart. (Open items you wish to share on your computer before you click on Screen Share and you will be given a choice of your open windows so you can pick what to share.)

Chat: Access the chat window to chat with the participants. [Learn more.](#)

Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#).



The attendee controls appear at the bottom of your screen, except for Leave meeting which appears at the top-right corner.



Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats:** Chat with other participants. [Learn more.](#)
- **Invite:** Invite others to join your meeting. [Learn more.](#)

More: Non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, the hand icon places the raise hand icon beside your name and simulates a hand raise.



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Mute / Unmute: Mute or unmute your microphone.

Video: Start and stop your own video.

Share: Start a screen share. You'll be able to select what you want to share. [Learn more.](#)

Participants: See who's currently in the meeting. The participants list also gives you access to these options:

- Tap your name if you want to rename yourself.
- **Chats:** Chat with other participants. [Learn more.](#)
- **Invite:** Invite others to join your meeting. [Learn more.](#)

More: View non-verbal feedback icons (if enabled by the host). Tapping an icon will notify the host by placing the icon beside your name in the participants list. For example, **Raise Hand** places the raise hand icon beside your name and simulates a hand raise.

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