

Basic Zoom Instructions

Here are basic instructions for accessing the Zoom meeting. Note that your screen may look a little different if you are on a different operating system or version of Zoom.

Ideally you can join the meeting via computer so that you can participate with video. You do need a webcam; most laptops have them built in these days, or you can use an add-on device. If you don't have a webcam, you can still join via computer and see the rest of the group; we just won't be able to see you.

If you don't have access to a computer, you can dial in via phone for audio only.

Computer

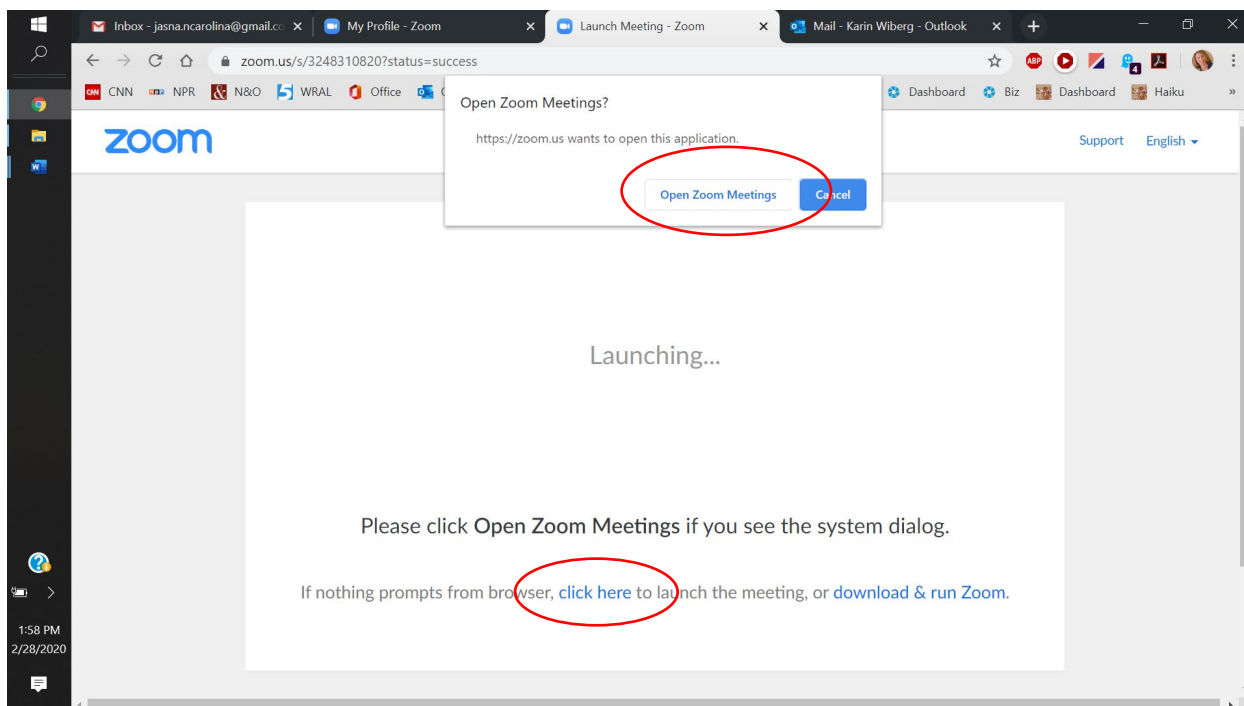
To join the meeting via computer, click on this link: <https://zoom.us/j/3248310820>

****OR****

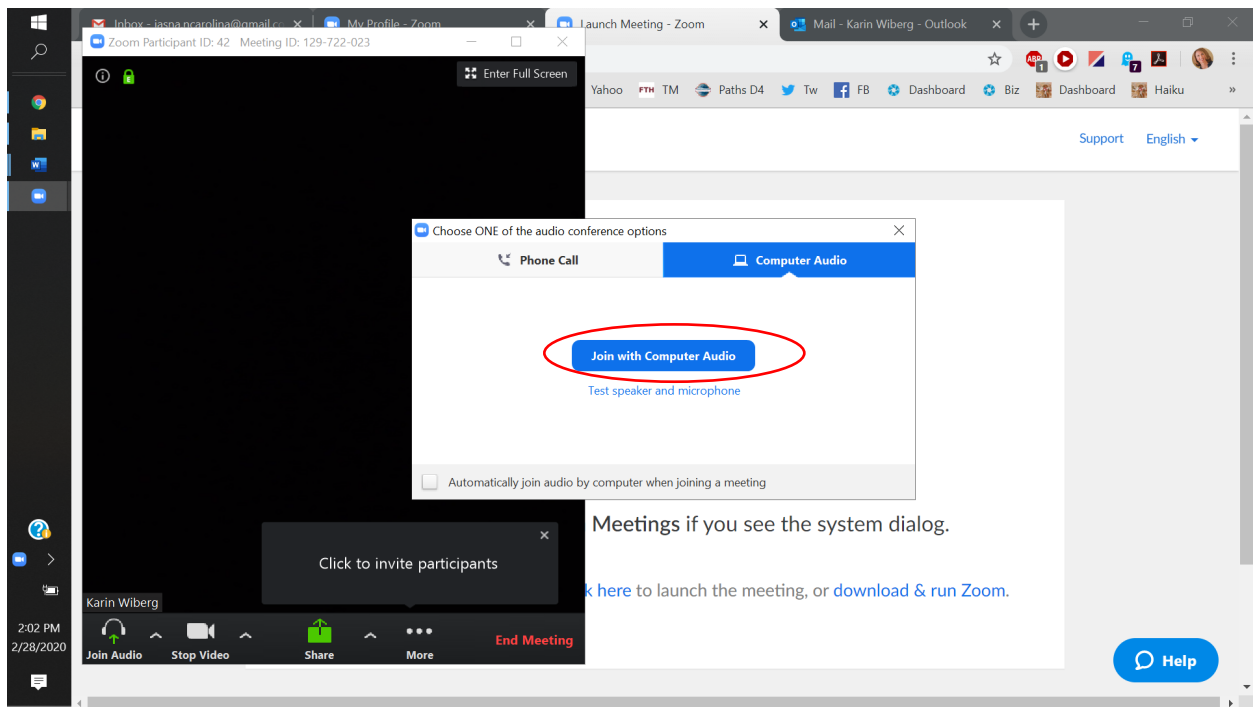
Go to <https://zoom.us/>, click on JOIN A MEETING, and enter 324-831-0820.

(If you are prompted to install Zoom, just follow the instructions; it shouldn't take long. Here is the [FAQ page](#) with more information.)

Assuming Zoom is installed, it may launch automatically, or you may need to click the Open Zoom Meetings button. If you don't see the Open Zoom Meetings dialog box, click on "click here" at the bottom of the screen.



As Zoom opens, it will ask if you want to use the computer audio. If you're at your computer, probably you do, so click Join with Computer Audio. (If your computer does not have a microphone or there is some other issue, you can join via computer to view the participants, and dial in via phone to hear them.)

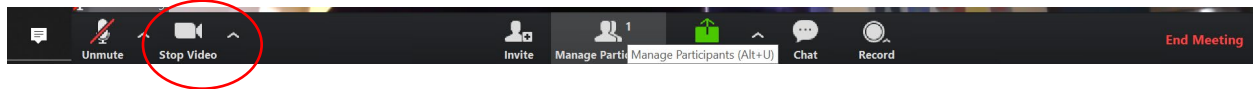


Hi, everybody! Here I am! When you join the Zoom meeting, you should see me and any other participants who are online.



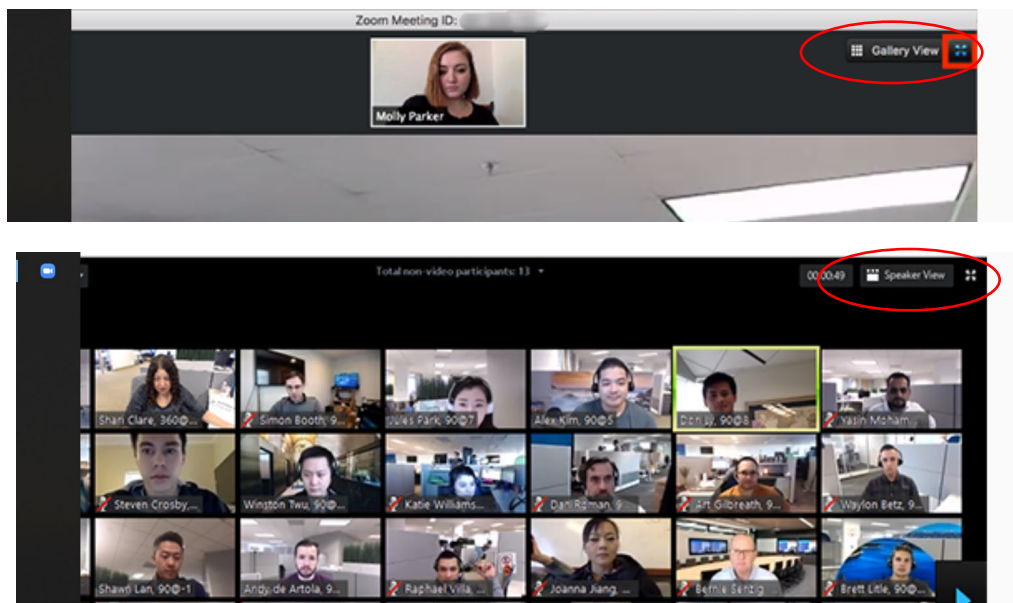
I think you will be muted when you first join. You will see the Mute/Unmute button at the bottom of the screen. (If you don't see the black bar with the controls, you might need to move your cursor to the bottom of the screen so it appears.)

During the call, I will probably ask you to mute yourself while others are speaking, just to help cut down on background noise. But remember to unmute when you want to speak.



Next to the Mute/Unmute button is the Video button. If you don't see yourself, the video may be turned off.

At the top of the screen, you will see a button that toggles between Gallery View and Speaker View. In gallery view you can see all the participants in a grid. In speaker view, you see the person talking in a large box with everyone else in small boxes (or not visible). Here's [an article on the video layout](#) if you want more information.



Phone

Zoom is ideal for video meetings where the participants want to see each other. However, you can treat it as a conference call and dial in by phone. To join via your phone, dial one of the phone numbers below and enter the Meeting ID.

Dial by your location

+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 324 831 0820

Find your local number: <https://zoom.us/j/adZHWtKIYg>

When you are on the phone, you can **toggle mute/unmute by pressing *6**.

Chat

During the call, you can use the chat function. In the black bar at bottom, the **Chat** button is a toggle switch to open and close the Zoom Group Chat at right. At the bottom of the chat box, you can choose who your message is going to (usually Everyone, but sometimes an individual) and type your message. When you post your message, it appears in the box along with any other messages participants have sent.

Chat can be useful if you have something to add to the conversation but your audio isn't working, you want to share some information or a website with the group, you need to let the facilitator know something, or the facilitator asks a questions but doesn't want everyone talking at once ("Where's everyone from?").

The chat box is usually monitored by the discussion leader or a tech facilitator to make sure relevant comments are shared with the group, especially for those on the phone who may not be able to see the chat box.

