

ZOOM Cheat Sheet for Beginners



If you've never or rarely use ZOOM, here are a few easy steps to get you started.

What is ZOOM?

Zoom is an on-line, internet-based, videoconferencing software.

What do I need to join a Zoom meeting?

- a. Laptop, tablet or smartphone, preferably with a web camera
- b. Internet connection (WiFi or wired)
- c. An email invitation from the meeting organizer

If you're accessing Zoom from an *iPad/Tablet or cell phone*, you'll first need to download the **ZOOM App** onto your device from the App Store.

You **DO NOT** need to create an account to join a ZOOM meeting.

If you were given a hyperlink in your email invite:

1. Click on the hyperlink in the email, your web browser will open, and take you directly into the Zoom meeting. [Hyperlinks are underlined and begin with the letters 'https']
2. You may need to click on [open.zoom.us], especially the first time you use Zoom
3. Click "Join with Computer Audio"

If you don't have a hyperlink in your email invite:

1. Open up your web browser (Explorer, Edge, Chrome, Firefox) and type in "Zoom.com." [You can then make this a 'Favorite,' or add it to your Desktop, if you like.]
2. Click on [Join a Meeting] in the menu
3. Type in the **Meeting ID number** from the email, then click **JOIN**
4. Follow steps 2 & 3 in the above section

Tips once in a ZOOM meeting:

- A. If you see: "Waiting for Host to Start this Meeting," just wait for them to join.
- B. If a password is asked for, it will be in the email from the meeting organizer.
- C. *Adjust your camera* to center your face on the screen so people can see you properly.
- D. Your **microphone** and **camera ON/OFF** icons are in the bottom left corner of the screen.
- E. Click on **Participants** at the bottom center of the screen to see others in the meeting.
- F. *Please keep yourself on Mute unless speaking. Be respectful when others are talking.*
- G. The **CHAT** button at the bottom of the screen allows you type a message to participants

To leave the meeting at any time, simply close the Window!