

Using Zoom for the Very First Time



You can participate in Zoom meetings by calling in on your phone, or on your computer, smartphone or tablet by clicking on the link provided by your meeting host

Using the Zoom App

1. When you use Zoom for the very first time, you will be prompted to install the Zoom app on your computer, tablet, or smartphone. Zoom will provide instructions on how to download and install their app. If you do not want to download the app, you can use the browser window function.
2. Your computer may ask for permission to install the Zoom app. Please allow the app to be installed.
3. Once the app is installed, a window should appear where you can choose to open or join the meeting (depending on what browser you are using)
4. If you do not have an account, the Zoom app may ask for your name. The text entered in this box will be your name in the participant list and will appear under your web cam video. Click the "Join" button after you have typed your name.
5. Please choose how you would like to hear and talk to the other participants in the Zoom meeting.
 - a. If you want to use your computer for this, click on the tab labeled "Computer Audio" and then on the green "Join Audio Conference by Computer" button. Most laptops have a built in microphone and speaker but if not, you will need a microphone and earphones or a computer headset connected to your computer for this option. There is also an option in this section to "Test Computer Mic & Speakers"
 - b. If you want to join by phone, click on tab labeled "phone call" and call the listed phone number. Follow the prompts to enter the Meeting ID and Participant ID.
6. Next you will be in the "meeting room", if you hover at the bottom of your screen you will see options for audio and video. By clicking on the small carrot to the right of each icon, you can choose whether to mute or un-mute yourself and whether you would like the video feature on or off.
7. By clicking on "Participants" you can see who else is in the meeting

