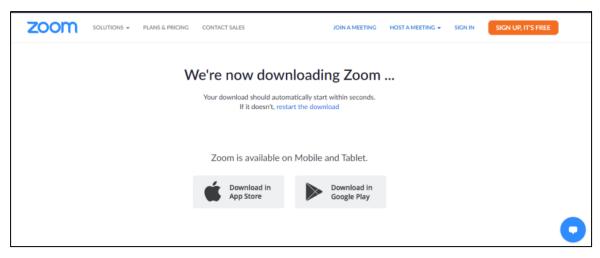
# Zoom for Computers

#### **Downloading the Zoom Program**

- Open your internet browser
- Type in zoom.us/download in the url bar (at the very top of the screen)
- You will arrive at this screen seen below.

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Zoom Desktop Client Phone, Meetings, Chat, Whiteboard and more for your desktop. The web browser client will download automatically when you start or join secting, and is also available for manual download here.	n your first Zoom	
Download Version 5.11.1 (6602) (64-bit) Download 32-bit Client Download ARM Client		0

- Click the blue "Download" button under Zoom Desktop Client.
- The Zoom program will then begin downloading. You should then click on the .exe file to begin the installation process. You will get a screen as shown below.



You can join Zoom meetings that other people have created without making a Zoom account. However, if you wish to set-up meetings, you will have to create an account. Make a password only for Zoom and write it down!

# How To Join A Meeting

There are few ways to join a meeting.

# From a Link in an Email

You will receive an email invitation from the organizer of the meeting

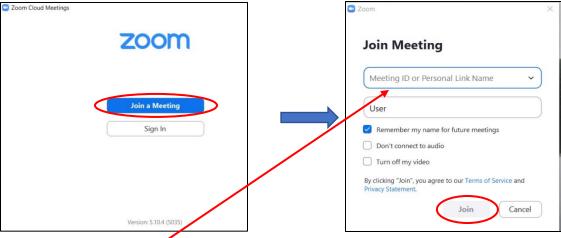
FW: Book Club Meeting Friday, June 24 @ 1 PM	
CS Seniors Programs <programs@caledonseniors.ca> To Seniors Programs</programs@caledonseniors.ca>	
() You forwarded this message on 2022-06-24 1:15 PM.	
Hello!	
Just a quick reminder that the Caledon Seniors Centre Book Club meets this Friday, June 24 at 1:00 pm on Zoom.	
We will be looking at the book "Poles Apart" by Terry Fallis.	
The Zoom link is: <a href="https://us02web.zoom.us/j/89646747020?pwd=V2hLcFR0ZkFReTAwMnlzWjZYVnBaQT09">https://us02web.zoom.us/j/89646747020?pwd=V2hLcFR0ZkFReTAwMnlzWjZYVnBaQT09</a>	>
The Zoom link is: <u>https://us02web.zoom.us/i/89646747020?pwd=V2hLcFROZkFReTAwMnlzWjZYVnBaQT09</u> Meeting ID: 896 4674 7020 Passcode: 167078	
Meeting ID: 896 4674 7020	
Meeting ID: 896 4674 7020 Passcode: 167078 See you there! Cheryl Sampson	
Meeting ID: 896 4674 7020 Passcode: 167078 See you there!	

Click on the blue link and it will open the meeting in the Zoom program.

#### <u>Manually</u>

#### Open the Zoom program

Click "Join a Meeting", you will get a new Join Meeting window



Type in the Meeting ID (found in the email below the Zoom link) Type in your name in the User bar below the meeting id Click Join button

If a password is required, a window will appear, type it in, click join meeting. A screen with a preview of your camera will appear. You can click the "Join with video" button to turn your camera on when you join the meeting. When you enter the meeting click "Join with computer audio" to hear everyone.

### **Screen Views in a Meeting**

There are 2 different views to choose from to see people:

**Gallery View**: you will see everyone in a grid (or as many as the screen will show) **Speaker View**: the person talking will the main screen & others are at the top







**Speaker View** 

You can change between the 2 views anytime during a meeting.

- Click "View" in the top right corner of the screen
- A new window appears with 2 different views, click the one that you want to use and the screen will change.



# How to Turn On/Off Sound and Video

At the bottom left corner of the screen, you will see 2 icons -- a microphone and video camera. Simply click the icon to turn it off or on.

It is off if there is a red line through it.

If no sound, a "muted" icon will show on your picture



The toolbar along the bottom of the screen will disappear if not being used. To see the toolbar, point your curser in the middle of the screen.



# **Participants**

• Click "Participants" to see a list of all the people who are in the Zoom call

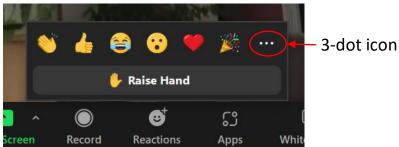
# <u>Chat</u>

- Click "Chat" and a new window appears on the left side of the screen.
- You can type a message here that everyone can see or send it to a person in the Zoom call
- To remove the Chat screen, click the arrow in top left corner to get the drop-down window
- Click on "Close"

### **How To Add Reactions**

- Click on "Reactions"
- A small window appears with some emoji options, click the 3-dot icon to see more options
- Click "Raise Hand" to put a hand on your picture in the Zoom call
- To remove the "Raised Hand" from your screen you have to click on "Reactions" and click on "raise

hand" again.



# How To Leave The Meeting

- Click the red "End" button at the far right edge of the toolbar along the bottom of the screen.
- A new window will appear at the bottom right corner.
- Click the red "Leave Meeting" button.

