

Guide to Using Zoom – Basics

1) How to join a Zoom meeting.

Open the email invitation. Then, click on the link to join the Zoom meeting.

[Click here to join the Club meeting.](#)

Meeting ID: 881 3443 0346
Passcode: 632104

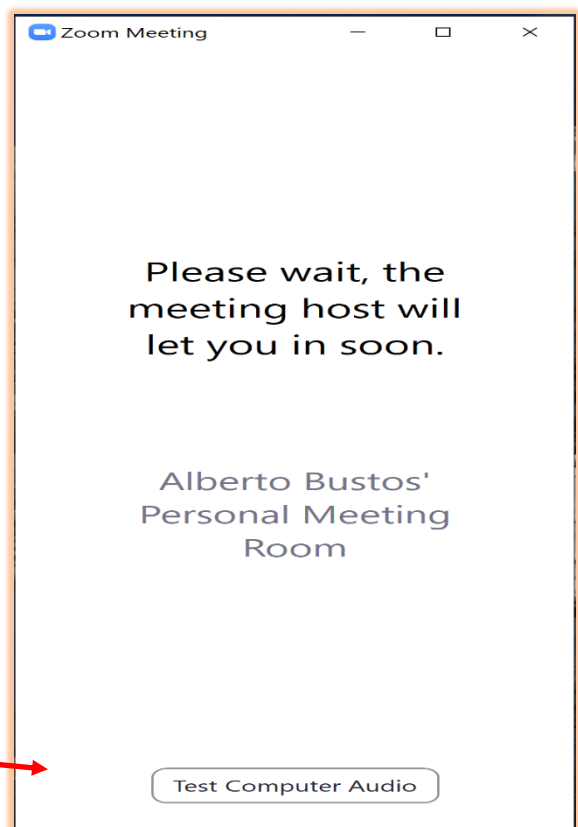
One tap mobile
+16132093054,,88134430346#,,,,,0#,,632104# Canada
+16473744685,,88134430346#,,,,,0#,,632104# Canada

Dial by your location
+1 647 374 4685 Canada
+1 647 558 0588 Canada

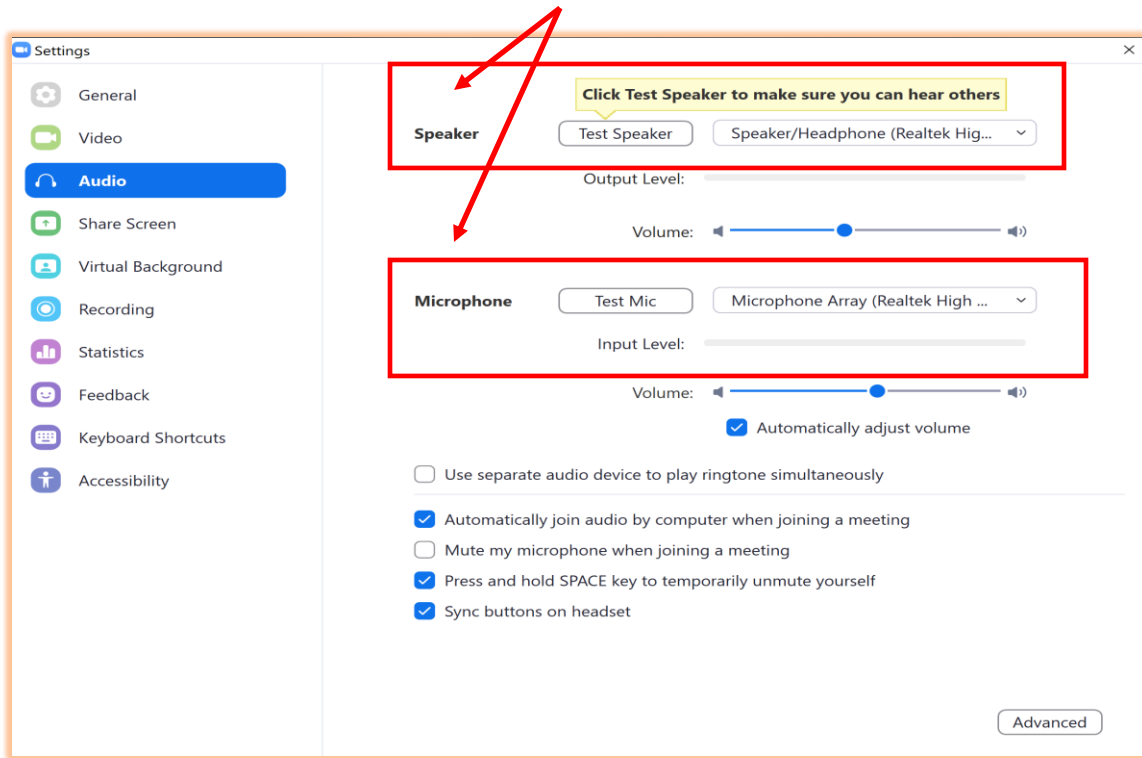
Meeting ID: 881 3443 0346

After you click on the link, this window will come up.

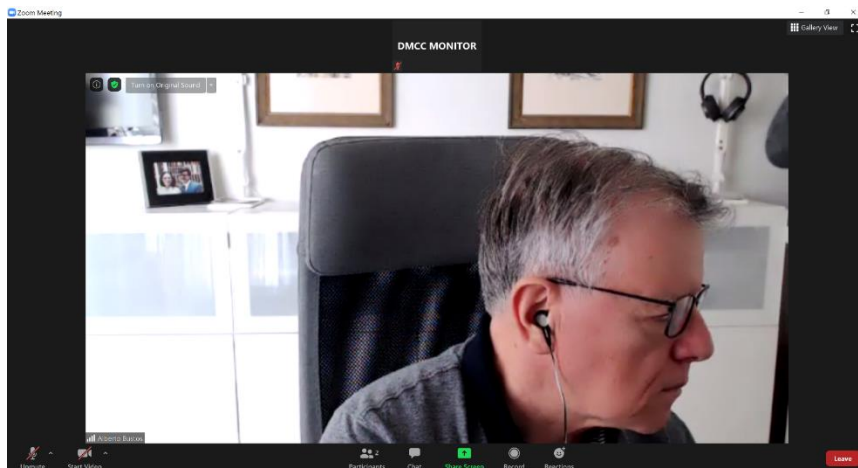
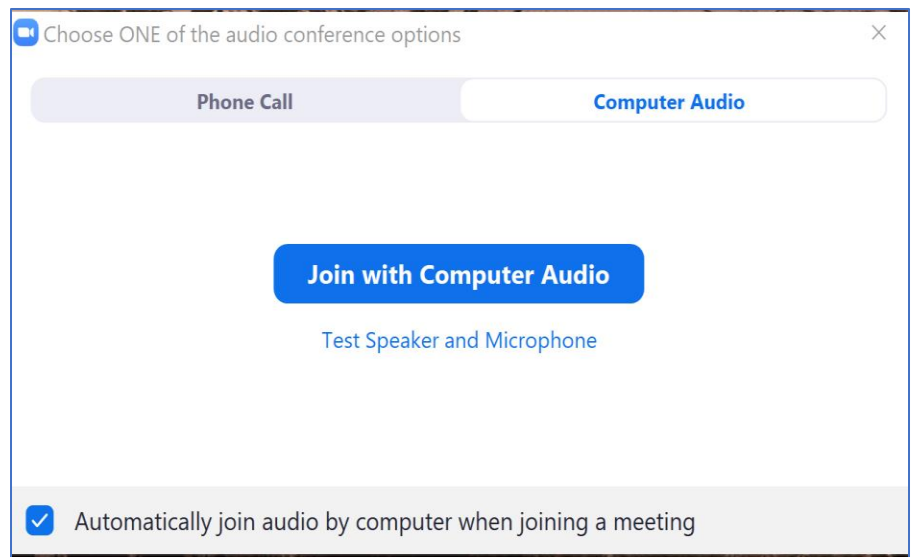
(If you wish) you can test your computer audio,
before joining the meeting.



If you choose to test, a new window with the audio options will pop up ...




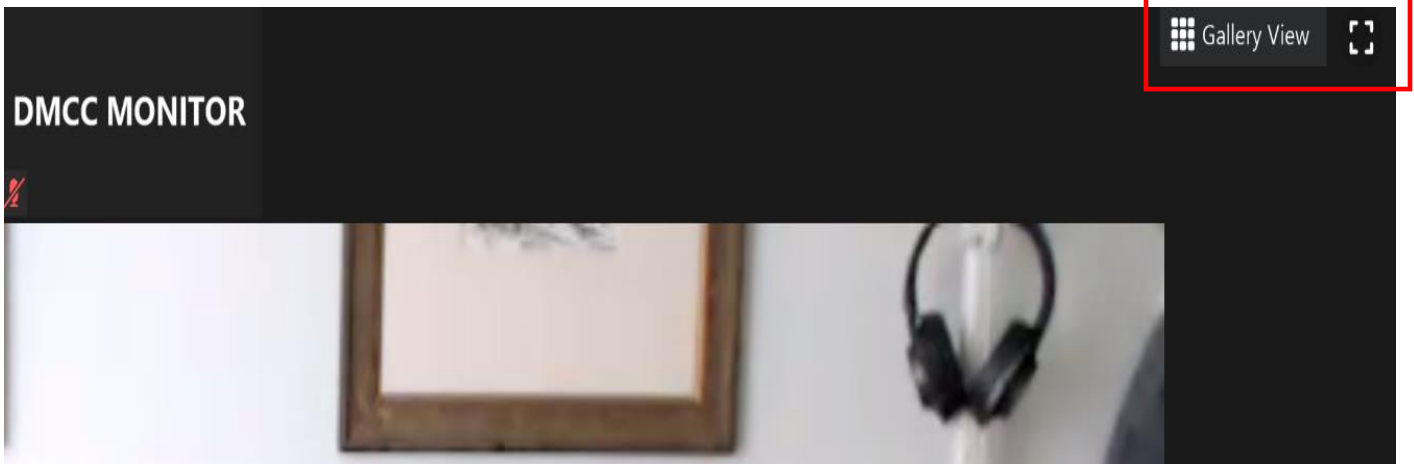
After you finish (or skip) your audio test,
Click Join to complete your connection
to the meeting




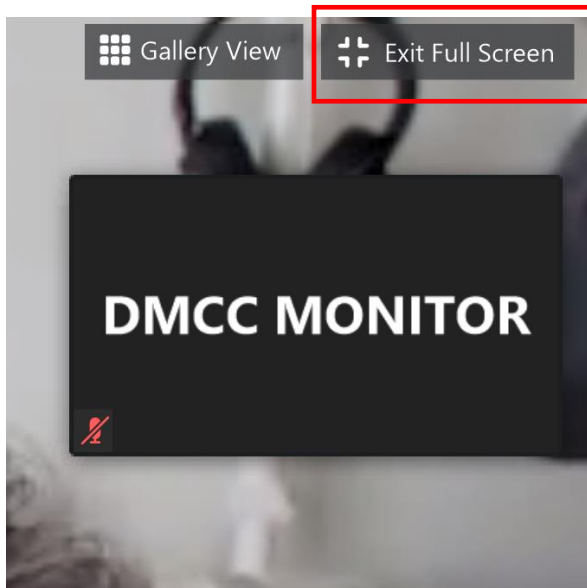
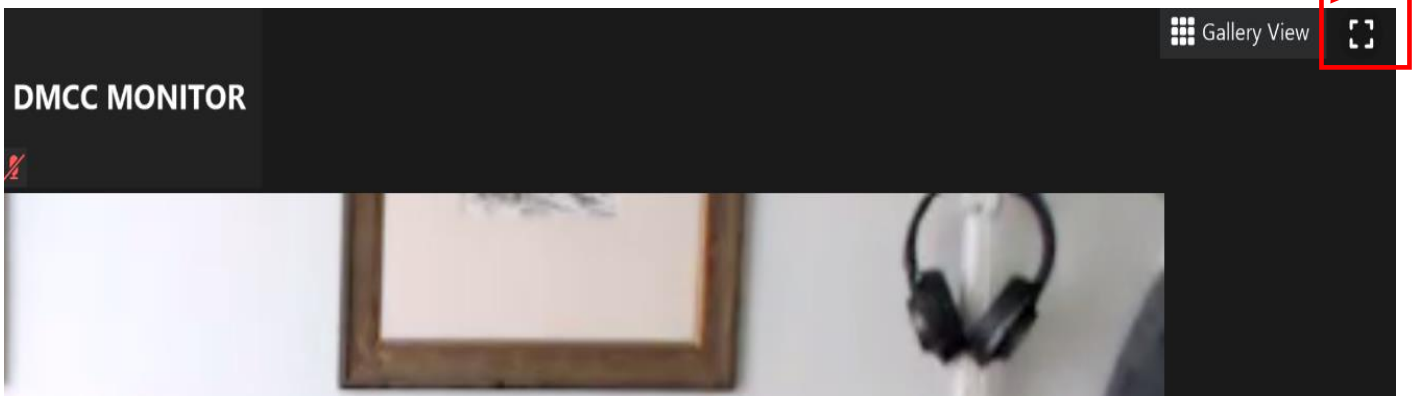
Now you have joined our Zoom meeting.

2) How to navigate to different views.

Once you are in the Zoom meeting you will find these Icons, in the top right corner. 



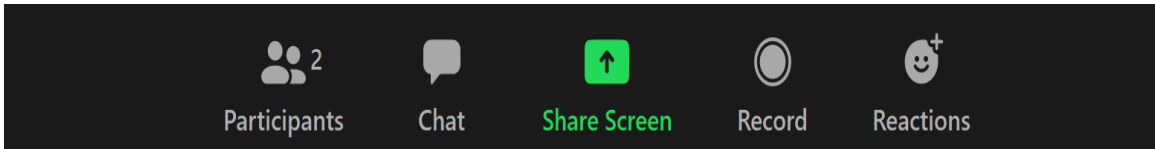
Click this icon, for full screen mode 



Your icon will change to this
(If you click it, you will go back to the previous view)

3) Main Zoom task bar.

There are options on the Zoom tool bar at the bottom of your screen.

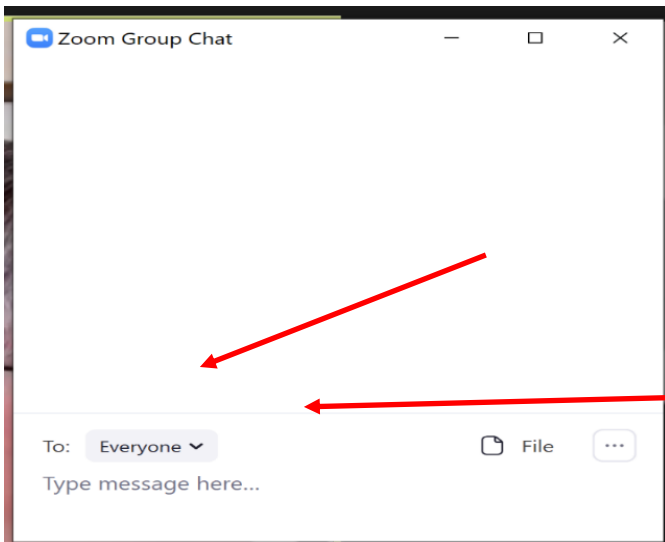
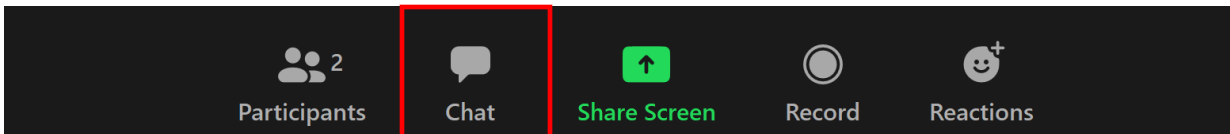


For example: Chat: To chat with all Zoom participants or choose a specific person.

Also Reactions: To insert a reaction in the top right of your participant video window.

a) Chat window.

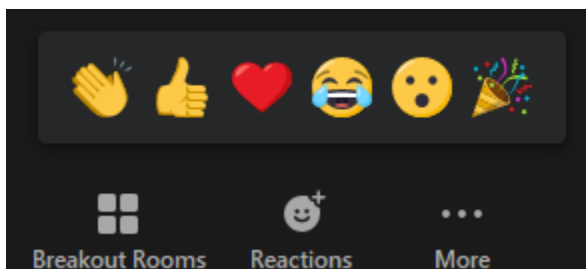
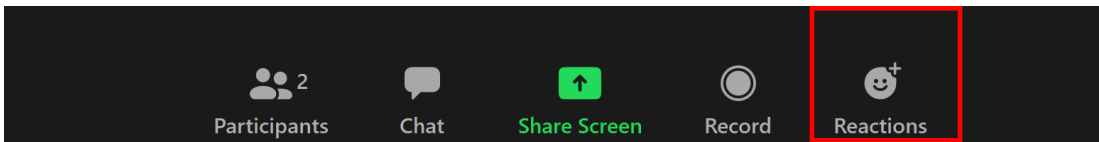
A new window pops up, or a panel on the right side of your screen, depending on what view you are in.



You can send a message to everybody, or if you click the arrow, you will be able to select a specific participant.

Then you can type a message in the box. (Press "Enter" key to send)

b) If you click on the Reactions Icon

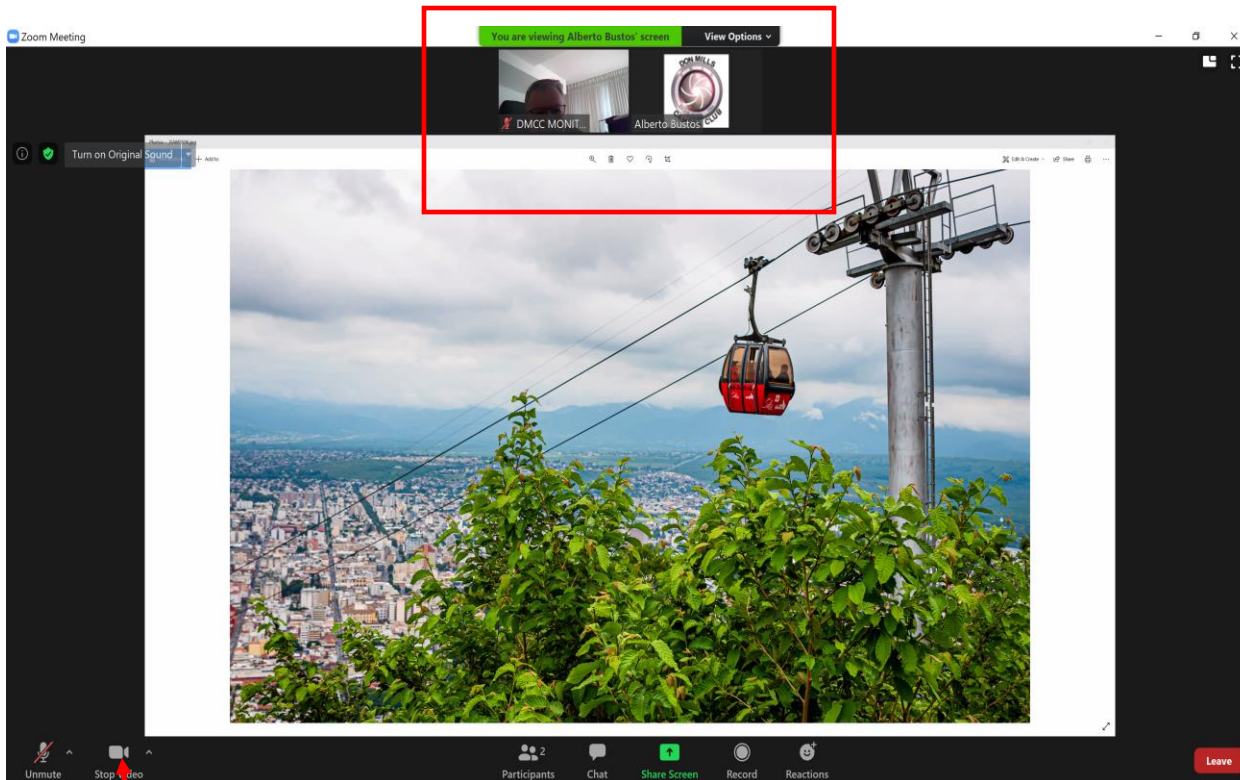


you will have 2 or more to choose from

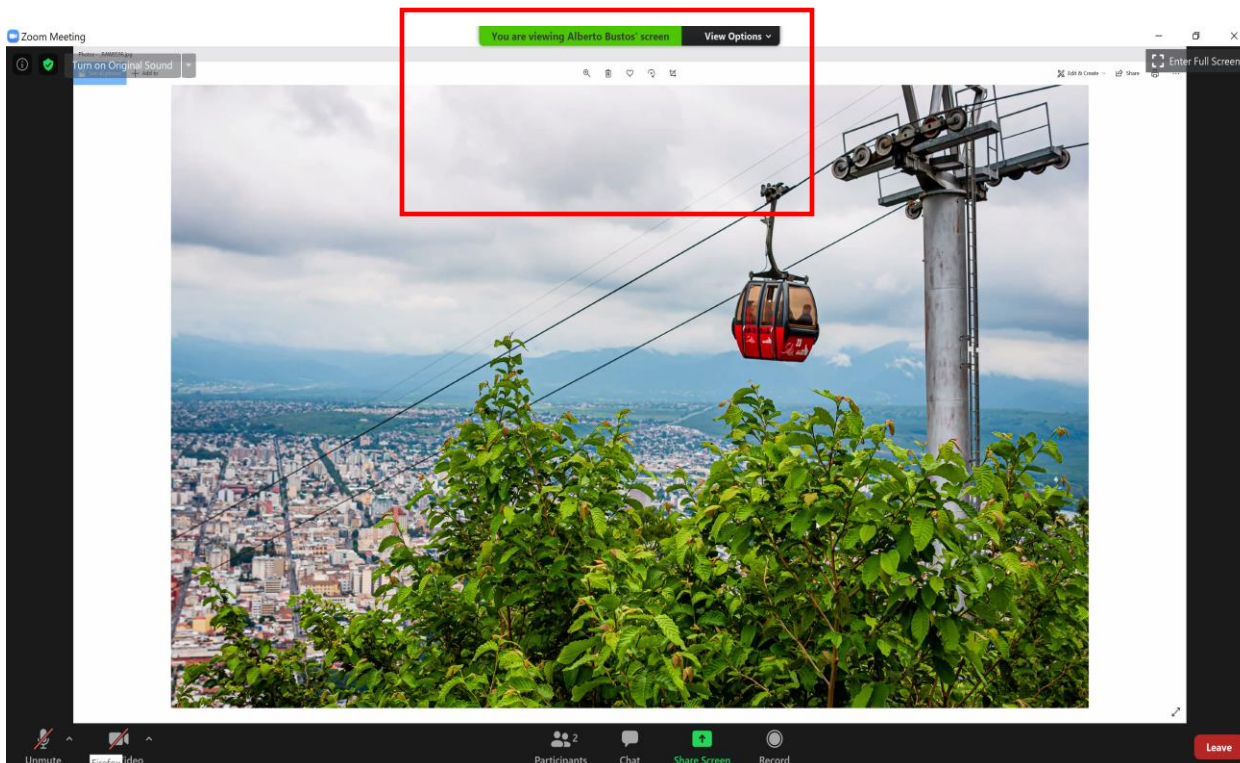
(depending on how recently you updated your ZOOM software)

4) Participant's view of Shared Screen by the host.

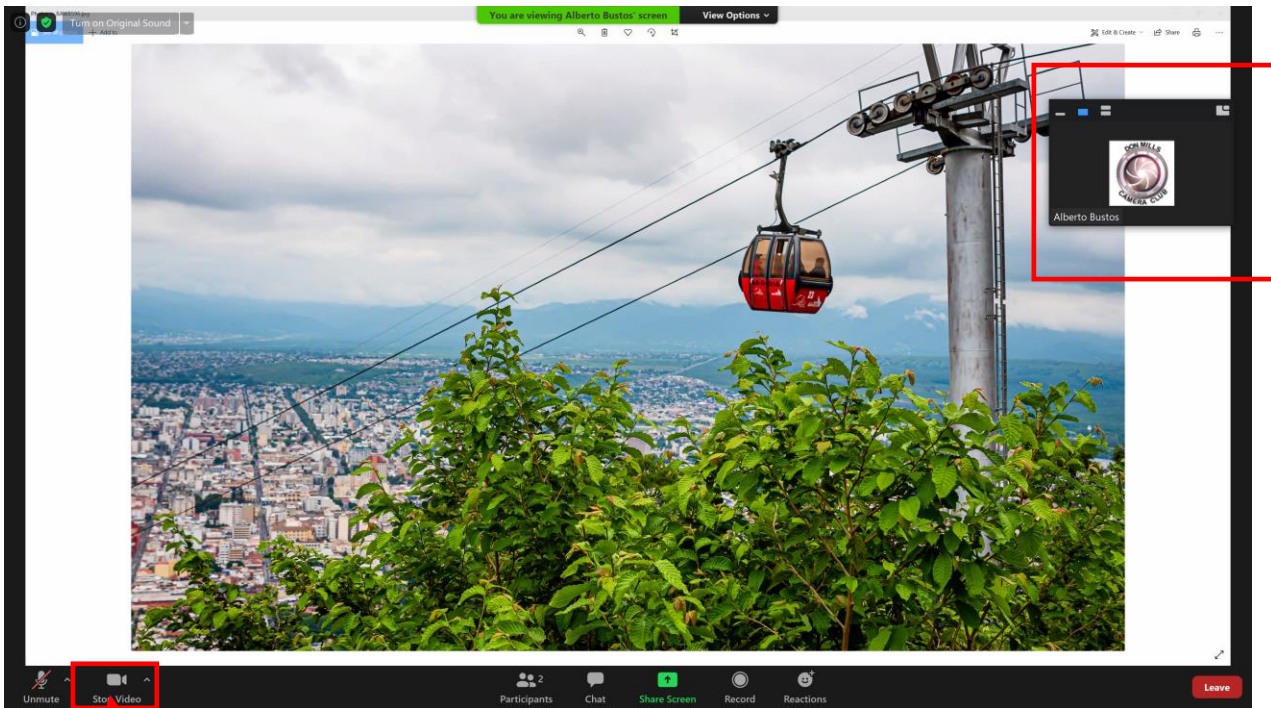
If you are a participant, and are not in full screen, you will see this window arrangement



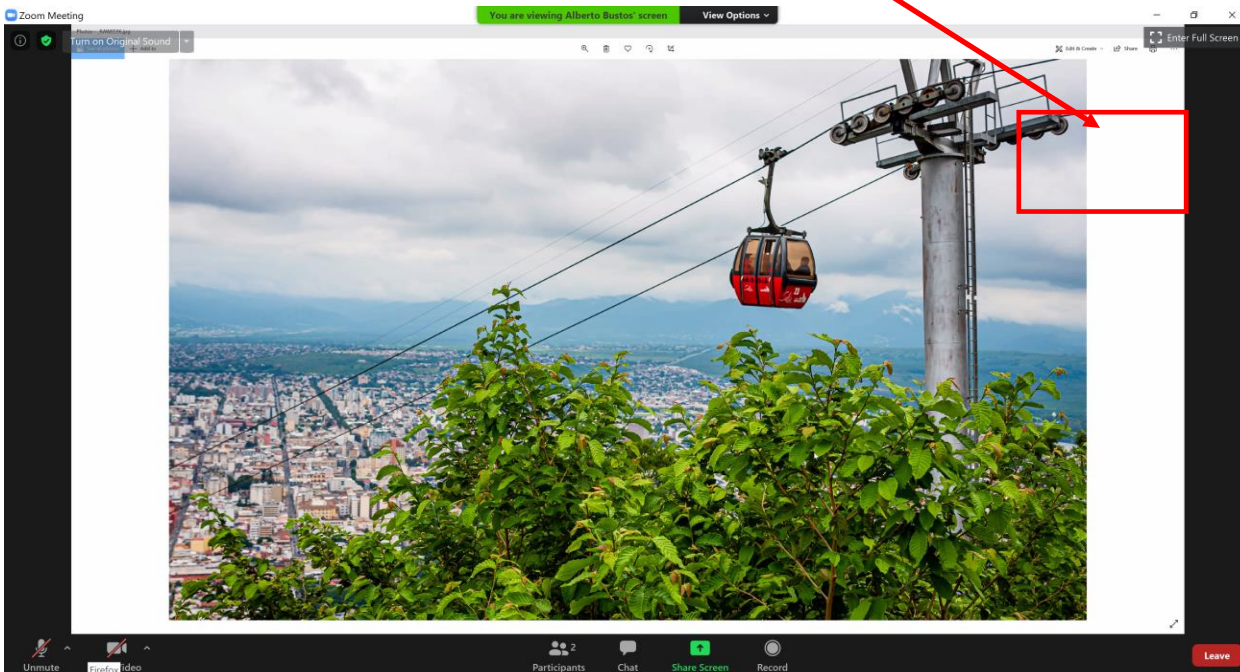
If you turn off your camera (stop video), you will see that your participant window is gone



If you are a participant in full screen mode, you will see this window arrangement.



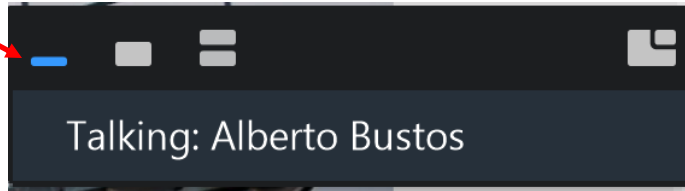
If you turn off your camera, the participant window is gone



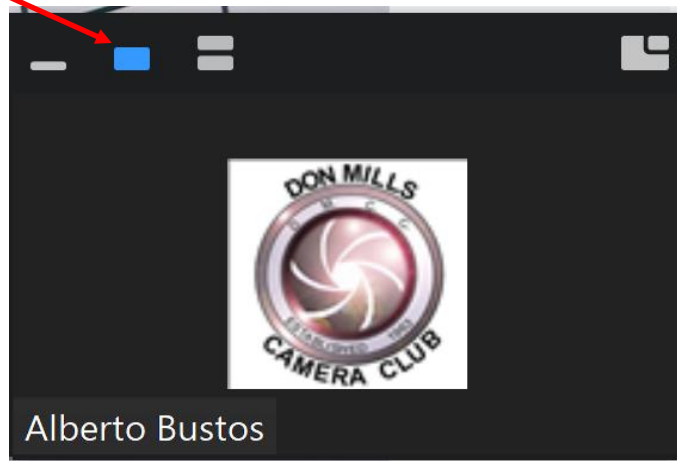
5) Viewing Different Participant Windows in Shared Screen from the Zoom host.

When somebody shares a screen with you, you have three options for arranging the participant window.

1) Command bar only

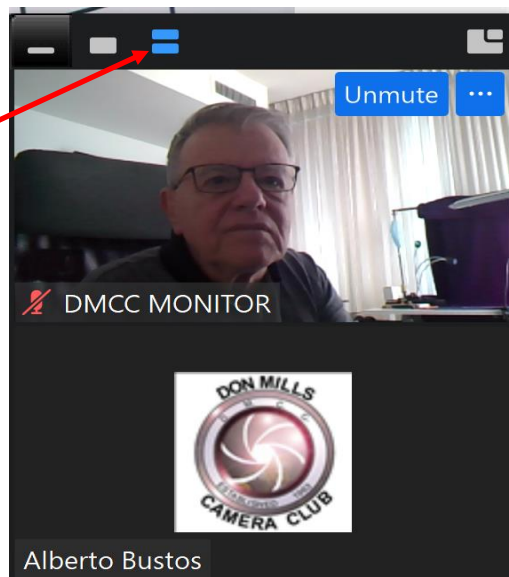


2) Command bar and your Video (or the Active Speaker's video)

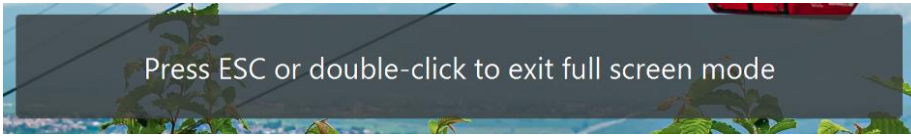


3) Command bar and all participants

(you may have to expand or scroll the window to see all the participants)

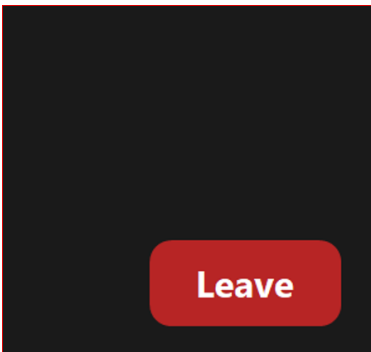


Note: You can exit full screen pressing the “**ESC**” key on your keyboard



6) Leaving the Zoom meeting.

When you want to leave the Zoom meeting, click on the Leave button.



(Or you can use the short cut “ALT” + “Q”)