



Basic Users Guide to Zoom

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What is Zoom?

Zoom Video Conferencing is a cloud-based communication platform that allows users to connect with video, audio, phone, and chat. It is often used to host virtual meetings, conferences, and webinars. Zoom requires an internet connection and can be used on your computer, tablet, or cell phone. This guide will provide information about how to join and use the platform and troubleshoot basic issues.

Important Terminology

The following important terms will appear frequently throughout this guide.

Meeting: A video conferencing meeting that is hosted via Zoom. Meetings are assigned a unique identified called a meeting id.

Recurring Meeting: A video conferencing meeting hosted on Zoom with multiple scheduled occurrences that utilize the same meeting id for each session.

Webinar: Zoom Webinars allow for larger audiences and stricter participant control including limiting sharing, audio, and video.

Host: The person who scheduled the Zoom Meeting. Hosts have full permission to manage the meeting. Only one host is allowed per meeting.

Co-Host: Share most of the meeting controls that hosts have. **Co-hosts cannot start meetings.**

Alternative Host: Alternative Hosts share the same controls as co-hosts but **can start meetings on behalf of the host.**

Participant: **Users joining meetings/webinars not identified as a host.** Participants may have to be given permission to share their screen.

Creating a Zoom Account

*Note: A Zoom account is **not required to attend meetings** as a participant. A Zoom **account is required to host** a meeting.*

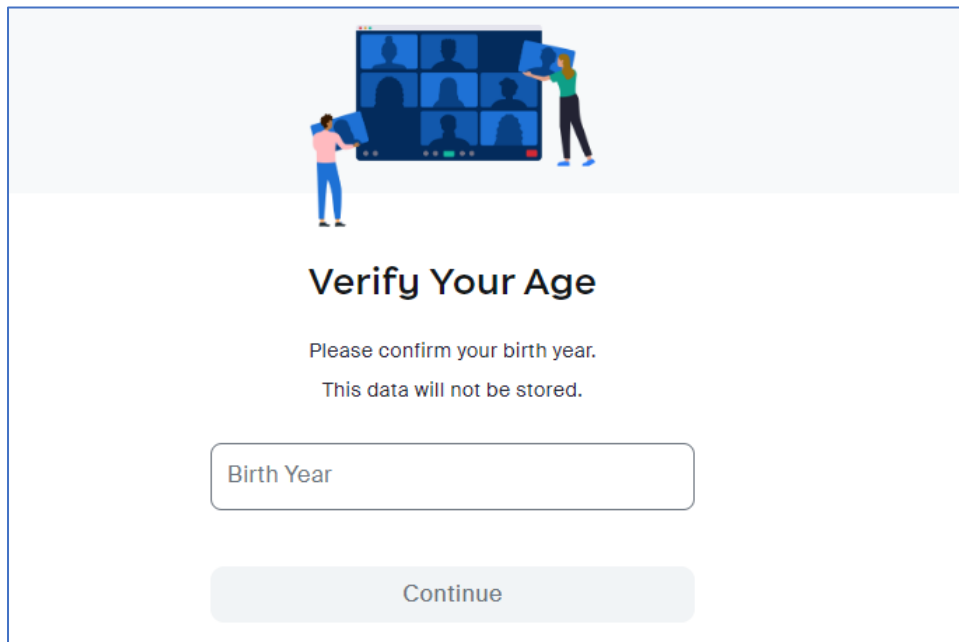
Sign Up for Zoom

Zoom has multiple subscription levels. These instructions show how to sign up for a **free account**.

To sign up for your free Zoom Account:

- Go to zoom.us/signup

- Enter your birth year and press continue.



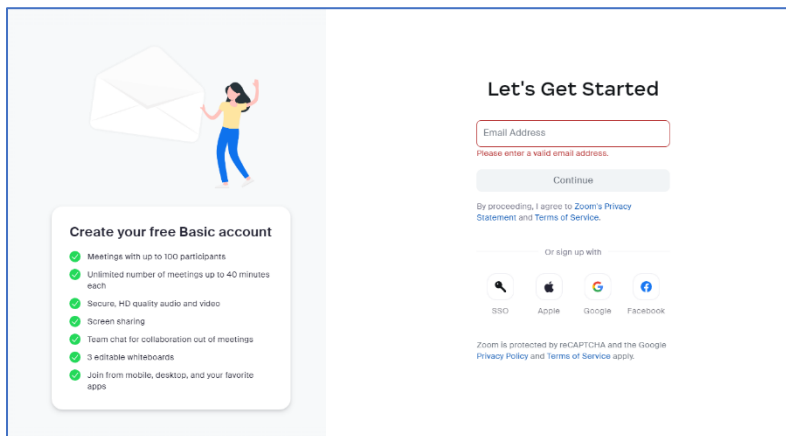
Verify Your Age

Please confirm your birth year.
This data will not be stored.

Birth Year

Continue

- Enter the email address you want associated with your Zoom Account and press continue.



Let's Get Started

Email Address

Please enter a valid email address.

Continue

By proceeding, I agree to Zoom's Privacy Statement and Terms of Service.

Or sign up with

SSO Apple Google Facebook

Zoom is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Create your free Basic account

- ✔ Meetings with up to 100 participants
- ✔ Unlimited number of meetings up to 40 minutes each
- ✔ Secure, HD quality audio and video
- ✔ Screen sharing
- ✔ Team chat for collaboration out of meetings
- ✔ 3 editable whiteboards
- ✔ Join from mobile, desktop, and your favorite apps

- A verification code will be automatically sent to the email address provided.

- Enter the verification code from your email.

Check Your Email For A Code



Please enter the verification code sent to your email address caza.parents@gmail.com

2 3 2 3 2 2

09:15

Verify

Can't find the email? [Click here to resend.](#)

 Open Gmail  Open Outlook

zoom

Your code is: 232322

Hi,

Please enter **232322** within the next 10 minutes to finish confirming your email.

2 3 2 3 2 2

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.


- Finish creating your account by entering your name and creating a password.


Create Your Account

Enter your full name and password.

First Name

Last Name

Password 

Confirm Password 

For Educators: Check here if you are signing up on behalf of a school or other organization that provides educational services to children under the age of 18

Continue

Join an Existing Organization Account

If you are invited to an existing account, you will receive an email from Zoom (no-reply@zoom.us) asking you to join that organization's account.

- To join the account, click Accept the Request in the email.

Completing/Editing Your Profile

Once you have a Zoom account, you will have access to update the information contained on your profile including your display name, profile picture, and more.

To view your profile:

1. Login to Zoom (<https://us06web.zoom.us/joinin#/login>)
2. Select Profile from the left-hand navigation menu.

Profile

Meetings

Webinars

Personal Contacts

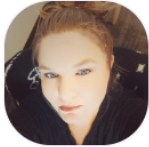
Whiteboards **NEW**

Recordings

Settings

Reports

Account Profile



Faith Marthe
Faith Marthe (she/they)

Location North Dakota

Company CAPND

Job Title State Association Specialist

Personal

Phone Not set

Language English

Time Zone (GMT-6:00) Central Time (US and Canada)

Date Format mm/dd/yyyy Example: 01/19/2023

Basic Profile Settings

To edit any information in your profile, click the edit button next to the section or setting you would like to update. The following section provides information about you that will appear during meetings and throughout Zoom.

Profile Picture – This picture will appear when your camera is turned off.

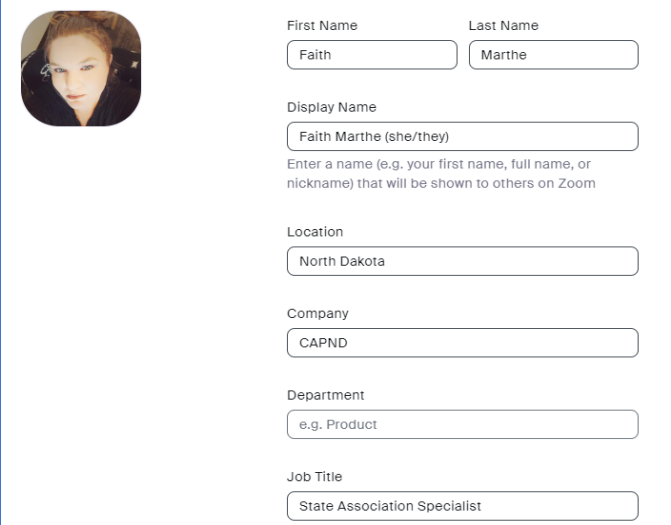
Display Name – This is the name that will appear in meetings when you are logged in.

Location – This is where you are currently located and can be left blank.

Company – Identifies your company/organization and can be left blank.

Department – Identifies what department you are in and can be left blank.

Job Title – Identifies your job title and can be left blank.



The screenshot shows a profile settings form with a circular profile picture of a woman on the left. To the right are several input fields: 'First Name' (Faith), 'Last Name' (Marthe), 'Display Name' (Faith Marthe (she/they)), 'Location' (North Dakota), 'Company' (CAPND), 'Department' (e.g. Product), and 'Job Title' (State Association Specialist). A small text note below the display name field reads: 'Enter a name (e.g. your first name, full name, or nickname) that will be shown to others on Zoom'.

Personal Settings

Phone – This is a phone number associated with your Zoom account and can be left blank.

Language – The primary language you will use to navigate zoom.

Time Zone – This should be set to your primary time zone to ensure meeting invites reflect the appropriate time for the area of the country you work from.

Date/Time Format – These settings change how the information is displayed to you in Zoom.

Meeting Settings

Personal Meeting ID – This is used to instant meetings and can be customized by you.

Personal Link – This is an alias to the Personal Meeting ID URL

Host Key – A six digit number that can be used to claim host controls in a meeting in certain circumstances.

Account Settings

These settings are not customizable and displays information about your current account like if your account is licensed, how many participants are allowed per meeting, and your account number.

Sign In Settings

Sign-In Email – This is the email address associated with your Zoom account.

Sign-In Password – This is the password you set for your Zoom account.

Two-Factor Authentication – Turns multifactor authentication on or off.

Linked Accounts: Displays any email or other accounts linked with your Zoom Account.

Joining a Zoom Meeting

There are multiple ways to join a meeting both through your computer or on mobile devices. In most cases, you will receive a meeting invitation that contains the needed information to join the meeting regardless of how you choose to join.

Meeting URL: Quick link to join a meeting.

Meeting ID: Meeting specific identification number

Passcode: Meeting specific passcode to join a meeting.

Dial By Location: Phone numbers to call to join a meeting without a computer.

Join Zoom Meeting

<https://us06web.zoom.us/j/81600663488?pwd=amE1c0ZQWUJaVHA5MlVnSzdIUU9LZz09>

Meeting ID: 816 0066 3488

Passcode: 901993

One tap mobile

+17193594580,,81600663488# US

+17207072699,,81600663488# US (Denver)

Dial by your location

+1 719 359 4580 US

+1 720 707 2699 US (Denver)

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

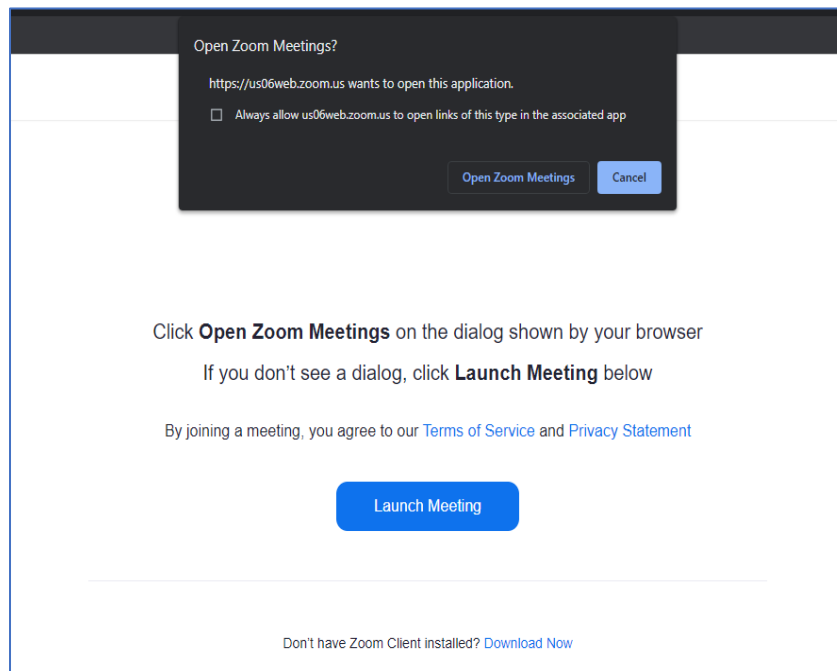
+1 346 248 7799 US (Houston)

+1 669 444 9171 US

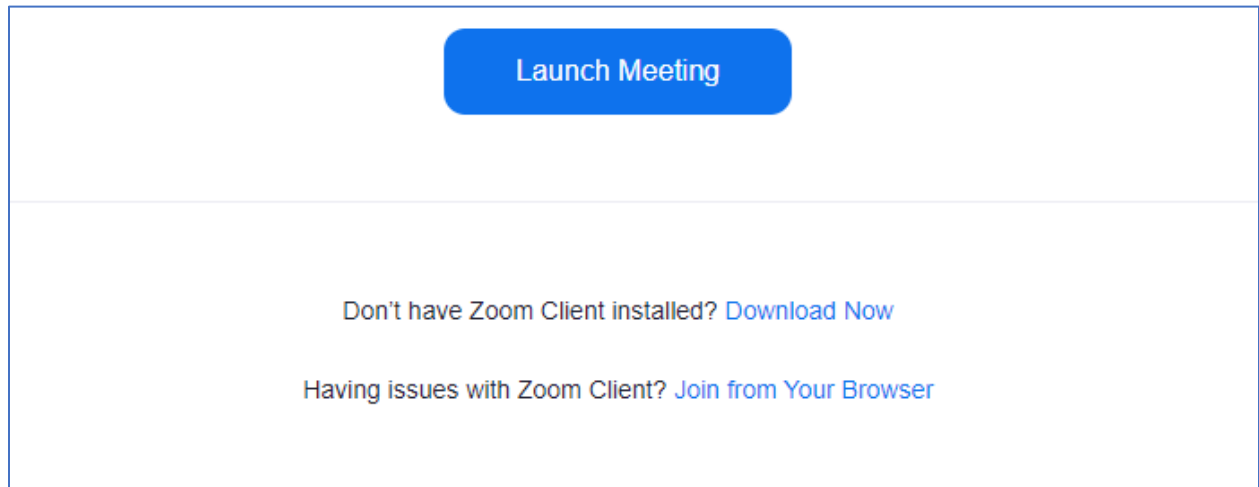
+1 646 558 8656 US (New York)

Joining via Web Browser

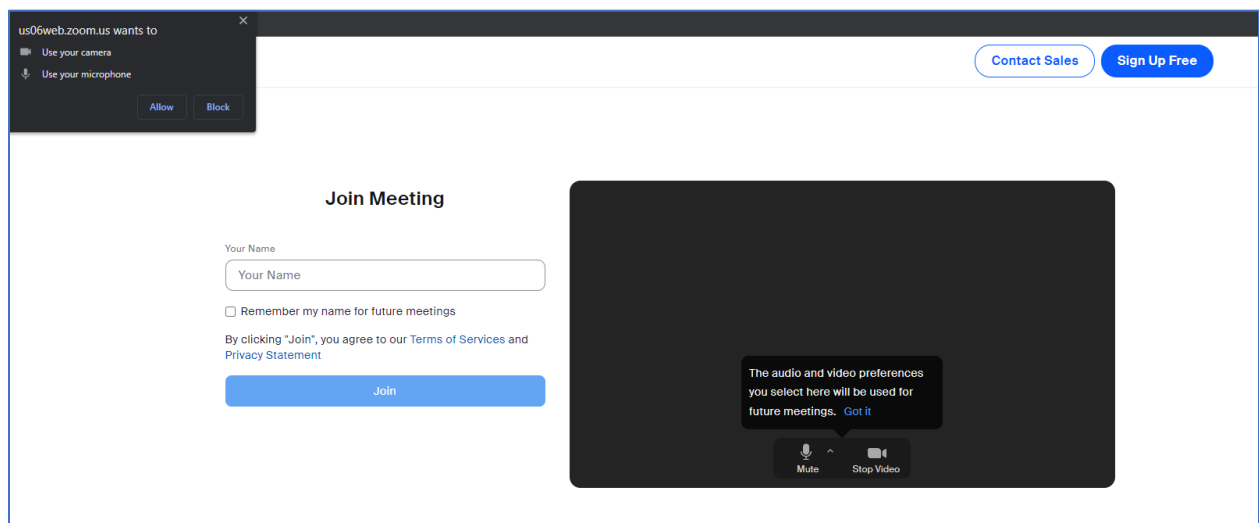
1. Click the link provided by the host. (Normally this is sent via a calendar invite or email)
2. Your default web browser will open and ask if you would like to Open Zoom Meetings.
 - a. If the dialog box does not appear, click the Launch Meeting button in your browser.



3. If you do not have the Zoom Desktop Client Installed or you are having issues, it will give you the option to join the meeting from your browser or it download the Zoom client.





4. Click Join from Your Browser
5. Your Browser may request permission for Zoom to access your camera and microphone, select allow.
6. Enter your name and press Join.



Joining via Desktop Client

The Zoom Desktop Client can be downloaded from: <https://zoom.us/download>. Once downloaded, follow the below instructions to join a meeting.

1. Open the Zoom Desktop client and make sure you are on the home tab. 

2. Click the Join button. 

3. Enter the meeting ID provided by the meeting host.


4. If prompted, enter the meeting passcode, and click Join.

Joining via Mobile Devices

The Zoom Mobile Application can be downloaded via your mobile store (e.g. Google Play, Apple Store)

1. Tap the invite link provided by the host (for example in a calendar invite or email) and follow the on screen instructions.

Or

2. Open the Zoom mobile app.
3. Tap the Meet & Chat tab. 



4. Tap Join.
5. Enter the meeting id provided by the meeting host.
6. If prompted, enter the meeting passcode.

Joining via Telephone

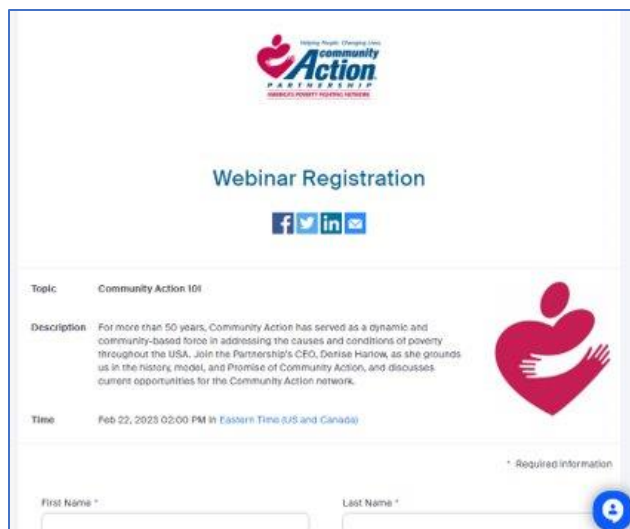
Zoom Meetings can also be joined by telephone using the Dial by your location telephone numbers located on the invite. You will not have video when joining by telephone unless you also join via a computer/mobile device.

Pre-Registration

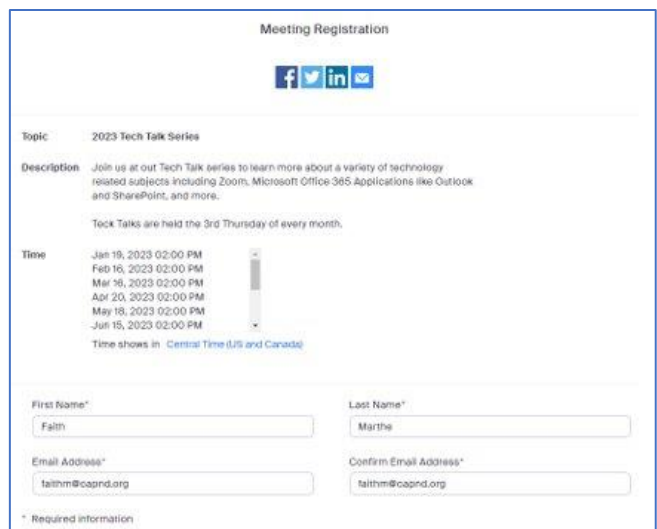
Some meetings and webinars require registration prior to the meeting while others ask that you pre-register, but will allow anyone with a link to enter regardless of registration.

To register for a meeting/webinar:

1. Click on the link to access the meeting/webinar registration form. This link is normally provided by the host through email, calendar invitation, social media sharing, etc.
2. Enter the requested data into the registration form. Each registration form is unique and different information may be request by the host.



The screenshot shows a registration form for a webinar. At the top is the Community Action Partnership logo with the tagline 'Helping People Overcome Lives'. Below the logo is the title 'Webinar Registration' and social media icons for Facebook, Twitter, LinkedIn, and Email. The form fields are: Topic: Community Action 101; Description: For more than 50 years, Community Action has served as a dynamic and community-based force in addressing the causes and conditions of poverty throughout the USA. Join the Partnership's CEO, Denise Hartow, as she grounds us in the history, model, and Promise of Community Action, and discusses current opportunities for the Community Action network. Time: Feb 22, 2023 02:00 PM in Eastern Time (US and Canada). At the bottom, there are input fields for 'First Name *' and 'Last Name *' with a blue circular icon containing a plus sign to the right. A small asterisk indicates required information.



The screenshot shows a registration form for a meeting. At the top is the title 'Meeting Registration' and social media icons for Facebook, Twitter, LinkedIn, and Email. The form fields are: Topic: 2023 Tech Talk Series; Description: Join us at our Tech Talk series to learn more about a variety of technology related subjects including Zoom, Microsoft Office 365 Applications like Outlook and SharePoint, and more. Tech Talks are held the 3rd Thursday of every month. Time: A dropdown menu is open showing dates: Jan 19, 2023 02:00 PM; Feb 16, 2023 02:00 PM; Mar 16, 2023 02:00 PM; Apr 20, 2023 02:00 PM; May 18, 2023 02:00 PM; Jun 15, 2023 02:00 PM. Time shows in: Central Time (US and Canada). At the bottom, there are input fields for 'First Name*', 'Last Name*', 'Email Address*' (with value 'faithm@caopnd.org'), and 'Confirm Email Address*' (with value 'faithm@caopnd.org'). A small asterisk indicates required information.

3. Click on **Register** and a registration confirmation window will be displayed on your web browser where you can add the meeting to your calendar.

Meeting Registration Approved

Topic: North Dakota CSBG Annual Report Training

Time: Feb 2, 2023 11:00 AM in Central Time (US and Canada)
[Add to calendar](#)

Meeting ID: 863 8532 6371

To Join the Meeting

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join: https://us06web.zoom.us/j/86385326371?tk=2PXTdHFQdVL-JkWhu7d_sNgsbqX8I9yUsKXeBv2PUzs.DQMAAAUHPd5ixY4cIyb09fNfN2Q1VieTjV2cteVF3AAAAAAAAAAAAAAAAAAAAAAAAAAAA&pwd=NURxeTFodWFlhGltN0t5VnlQcDNrZz09

To Cancel This Registration

You can cancel your registration at any time.

4. In addition to the confirmation window, a confirmation email is sent to the email address entered during registration with the information about the meeting and ability to add the meeting to your calendar.

zoom

Hello Faith Marthe,

Thank you for registering for North Dakota CSBG Annual Report Training. You can find information about this meeting below.

North Dakota CSBG Annual Report Training

Date & Time	Feb 2, 2023 11:00 AM Central Time (US and Canada)
Meeting ID	863 8532 6371
Passcode	925426

[Add to Calendar \(iCal\)](#) | [Add to Google Calendar](#) | [Add to Yahoo Calendar](#)

You can cancel your registration at any time.

Please submit any questions to: andrew@caphd.org

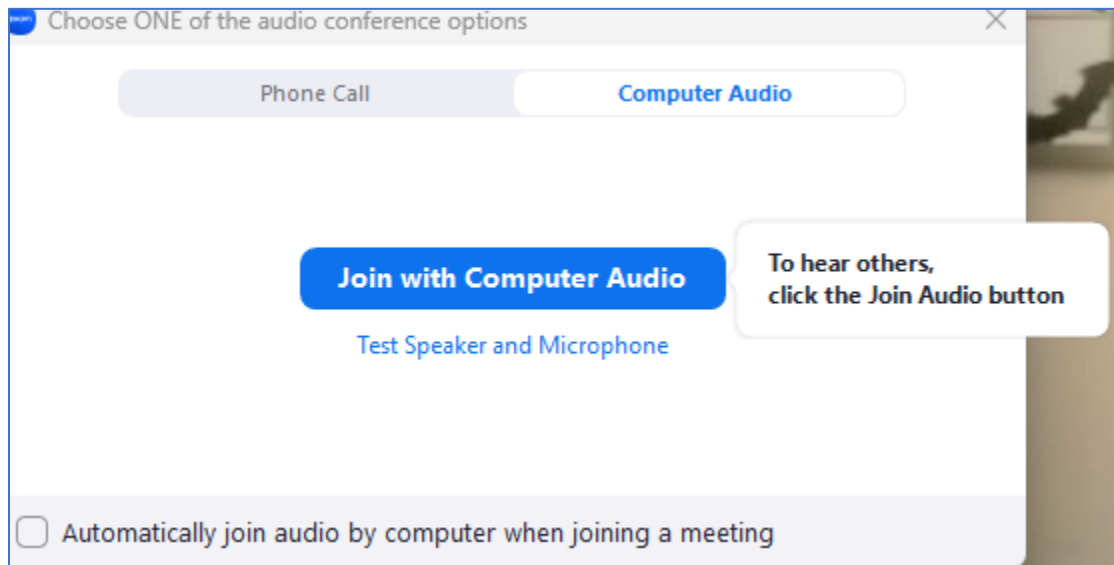
WAYS TO JOIN ZOOM

Join from PC, Mac, iPad, or Android

[Join Meeting](#)

Participant Meeting Controls and Settings

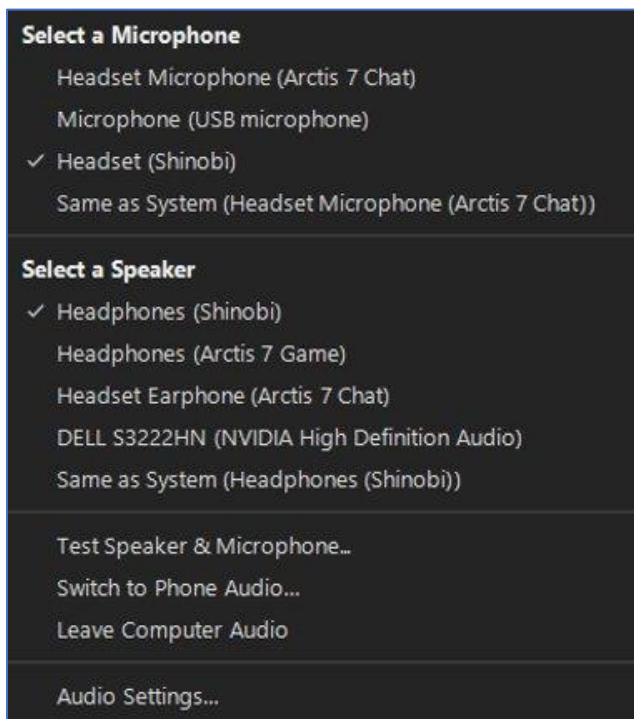
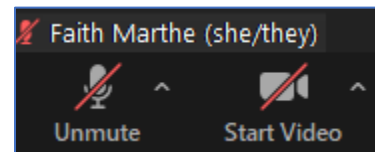
After joining a meeting, you will be asked if you want to join with computer audio or phone call. To join with your computer audio, click Join with Computer Audio.



You will either enter a waiting room to be admitted by the host, co-host, etc. or you will enter directly into the meeting.

Meeting Controls – Audio/Video

After joining a meeting, you will be provided with meeting controls. The controls available to you will depend on how the host has setup the meeting and will differ from controls available in a webinar.



Audio Controls

If you selected to join the meeting with your computer audio, you will be able to control which devices you are using for audio and more.

Microphone Selection

To check what device you are using as a microphone:

1. Click the carrot next to the microphone button located in the bottom-left corner of the meeting controls to open the audio menu.
2. Under Select a Microphone, a list of available devices will appear, and a check mark will identify which option is currently selected.
3. To change the microphone, click on the name of the device to select a new option.

Speaker Selection

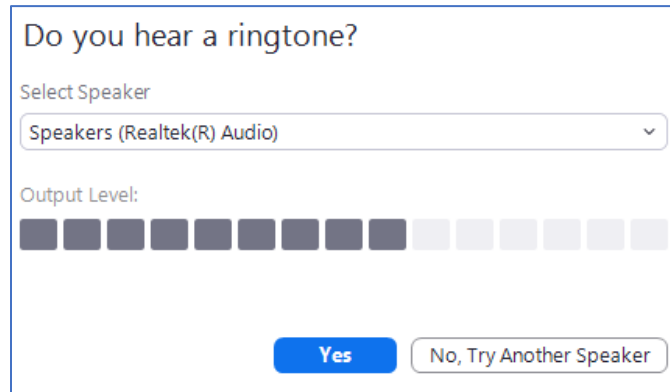
To check which device, you are using as a speaker:

1. Click the carrot next to the microphone button located in the bottom-left corner of the meeting controls to open the audio menu.
2. Under Select a Speaker, a list of available devices will appear, and a check mark will identify which option is currently selected.
3. To change the speaker, click on the name of the device to select a new option.

Test Speaker & Microphone

In addition to changing the device you are using for your microphone or speaker; you are able to test your current device selections to ensure your audio devices are functioning correctly.

1. Click Test Speaker & Microphone
2. A pop up will appear asking “Do you hear a ringtone?” and a ringtone will play.



3. If you hear the ringtone, select yes. If not, select a different device from the drop down menu.
4. A new pop up will appear asking “Speak and pause, do you hear a replay?”



5. If you hear the replay, select yes. If not, select a different device from the drop-down menu.

Mute/Unmute

During the meeting, click the microphone button located in the bottom-left corner of the meeting controls toolbar to mute/unmute as needed.

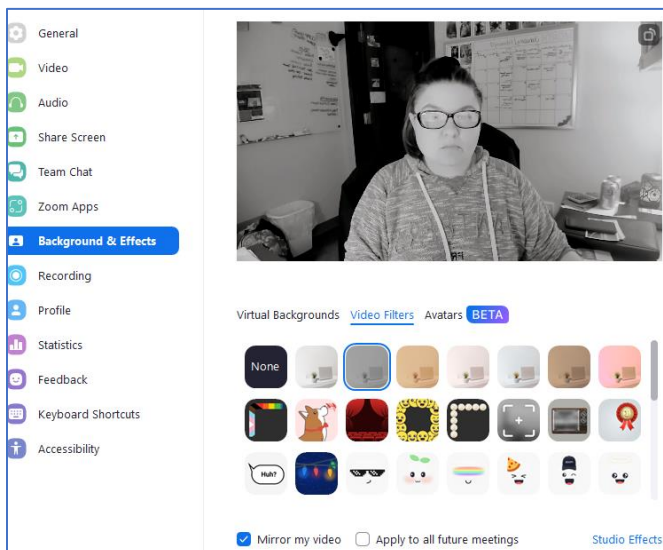
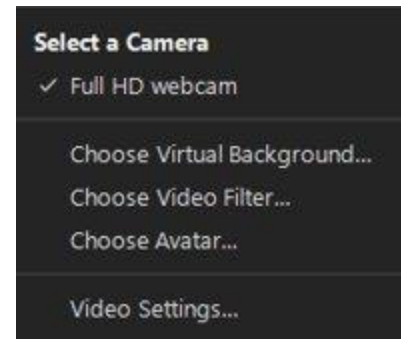
Video Controls

If you joined the meeting with a video device, you will be able to control which device is used for the camera as well as other video settings.



Camera Selection

1. Click the carrot next to the camera button located in the bottom-left corner of the meeting controls to open the video menu.
2. Under Select a Camera, a list of available devices will appear, and a check mark will identify which option is currently selected.
3. To change the camera, click on the name of the device to select a new option. (Note: Usually only one camera option is available)



Choosing Background, Filters, and Avatars

In the video menu, you will have several options to adjust your video.

- **Blur My Background** (not pictured) – will allow you to blur the background from the video menu.
- **Choose Virtual Background** - will open a settings window to allow you to select a virtual background to hide what is currently in your background.
- **Choose Video Filter** – will open a settings window to allow you to select from a variety of video filters including black and white, graphics, etc.
- **Choose Avatar** – will open a settings window to allow you to select an avatar to replace your video image during the meeting.

Start/Stop Video

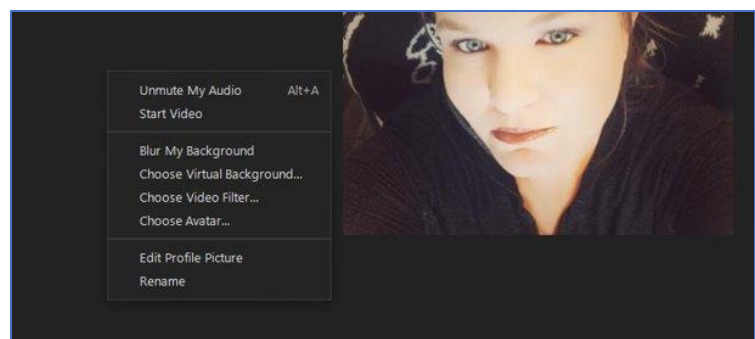
During the meeting, click the Camera button located in the bottom-left of the meeting controls to start or stop your video.

Additional Meeting Controls

Profile Picture

During a meeting, you can adjust your profile picture:

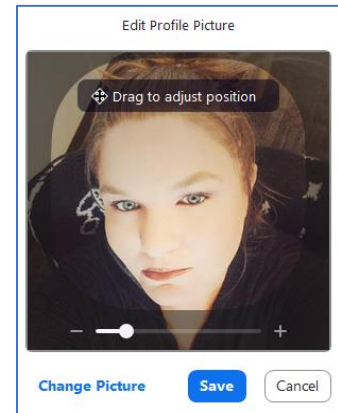
1. Right click on your video to open a settings menu. Some settings are included in the audio/video menus discussed in previous sections. Or,



from the participant list hover over your name and select the

••••.

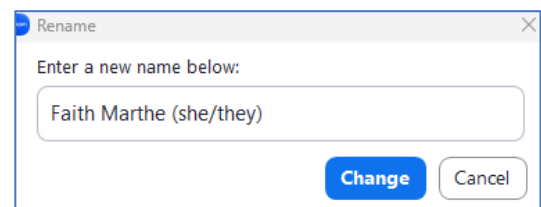
2. Select **Edit Profile Picture**
3. Select Change Picture to pick a different picture or use the other options to edit your current picture.
4. Click Save.



Display Name

During a meeting, you can adjust your change your display name:

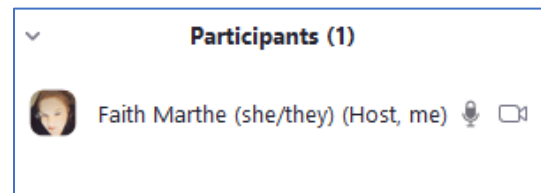
1. Right click on your video to open a settings menu. Some settings are included in the audio/video menus discussed in previous sections. Or, from the participant list hover over your name and select the ••••.
2. Select Rename.
3. Enter the name you would like to display in the text box that appears.
4. Press Change.



Participants

To view a list of participants in the meeting:

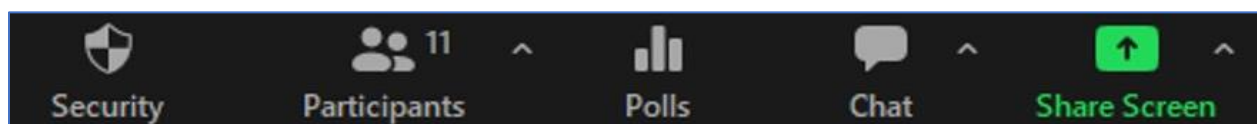
1. Select the participants option from the bottom-left of the meeting controls.
2. A list of participants will pop open.



Hosts, Co-Hosts, and Alternate Hosts may have options to mute participants and more in this menu.

Polls

Some hosts create polls for participants to engage with. To access a poll, select the polls icon from the bottom meeting controls.




Chat

The in-meeting Zoom chat feature allows you to send instant messages to other participants within a meeting or a private message to an individual participant.


Chat with Everyone

If an instant message is sent to Everyone, it will appear for all participants. If the meeting is being recorded, the chat log will be saved for any messages sent to Everyone.

1. While in a meeting, click **Chat**  in the meeting controls.
2. In the **To:** drop-down menu, make sure you have select **Everyone**.
3. Enter your message in the chat window.
4. Press **Enter** to send your message.

Private Chat

If the host has enabled private chat for your meeting, participants can communicate with each other privately in the meetings. Hosts **cannot** see private chats between participants and if the chat is saved, private messages **do not** appear in the transcript

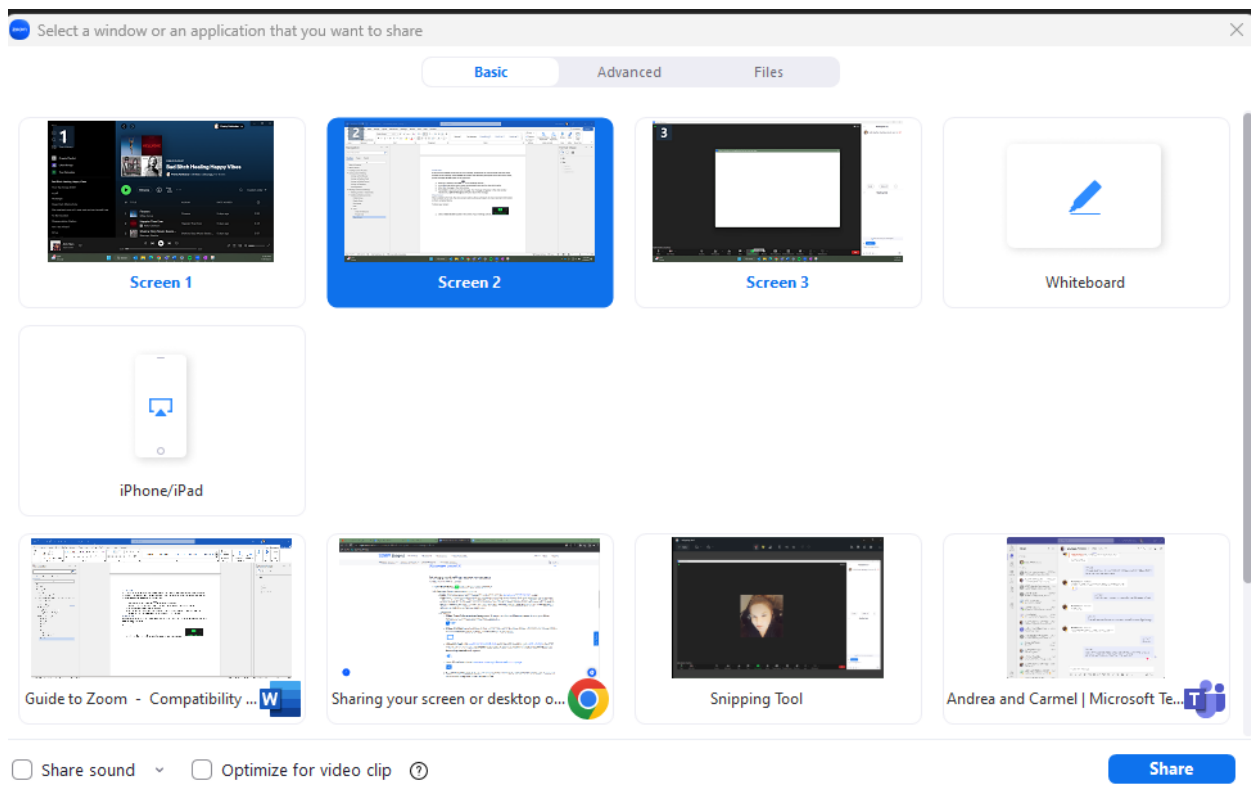
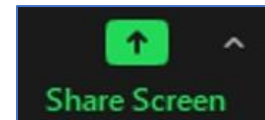
1. While in a meeting, click **Chat**  in the meeting controls.
2. In the **To:** drop-down menu, select the participant you want to chat with directly.
3. Enter your message in the chat window.
4. Press **Enter** to send your private message. Your message will appear in the chat window indicated by a **(Direct Message)** notification above the message.

Share Screen

When enabled by the host, the share screen options allows participants to share important information on their computer/device.

To share your screen:

1. Click on **Share Screen** located in the center of your meeting controls.
2. A menu will open with three different options (Basic, Advanced, Files) normally you will want to select from the available windows/applications in the basic menu.
3. Select the screen or application you would like to share and press **Share**.

















4. Zoom will automatically switch to full screen mode and you will receive a notification banner stating "Participants can now see your shared screen."

5. The meeting controls normally found at the bottom of the application will move into a menu that you can drag around your screen.
6. To stop sharing, select the red **Stop Share** button located on this menu.

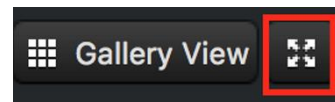
Reactions

Zoom reactions allow participants to provide non-verbal feed back to the host of the meeting as well as raise hands for questions.

1. Click the **Reactions**  button.
2. Choose from the following icons or click  to choose from a full set of emojis. Click the icon again to remove it.
 - Clapping Hands 
 - Thumbs Up 
 - Heart 
 - Tears of Joy 
 - Open Mouth 
 - Party Popper (Tada, Celebration) 
 - Yes 
 - No 
 - Slow Down 
 - Speed Up 
 - I'm away 
 - Raise Hand / Lower Hand 
3. The icon you select will appear in your video panel and next to your name in the participants list.

Video Layout

During a meeting, at the upper right of the Zoom window, you can switch between active speaker and gallery views by clicking on the layout. You can also switch between a shared screen and the video by clicking the button in this location during a screen share.



Enter/Exit Full Screen

During a meeting, in the upper right of the zoom window, you can enter/exit full screen mode. You can also exit full screen mode by pressing **Esc** on your keyboard.

Leave Meeting

You can leave the Zoom meeting at any time by clicking on the Leave Meeting option in the lower right corner of the Zoom window. Alternatively, a host can end the meeting for all participants.