Alzheimer's | ORANGE COUNTY

ZOOM TUTORIAL

Using Zoom on a desktop computer
Setting up an account

- Go to https://zoom.us
- Click the Sign Up, It's Free button in the upper right-hand corner of the screen and follow the on-screen instructions.
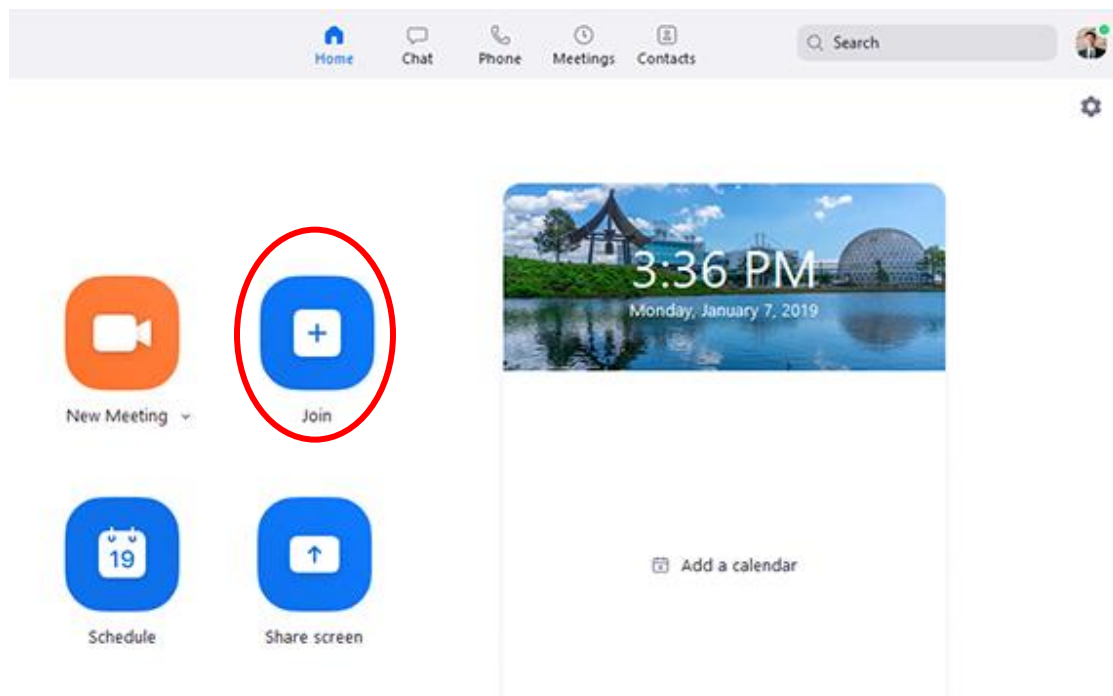

- After signing in, you will see the Home tab, where you can click these options:

- Joining a meeting
  - Select the Join A Meeting button and enter the meeting ID and password (if applicable) to enter the meeting.

- **If you do not want to create an account** you can go to https://zoom.us and select the Join a Meeting button, there you will need to enter the Meeting ID and password and Download a secure server to proceed with the meeting.

Using Zoom on a mobile device

- Go to the app store and download **Zoom Cloud Meetings**
- Once downloaded, open the app. You will have the option to either sign up, sign in or join a meeting. If you have an account you can sign in and enter the meeting with the provided Meeting ID and password. ***If you DO NOT want to create an account, you can click on Join Meeting and enter information that your host has given you.***

Start a Meeting

Start or join a video meeting on the go

Join a Meeting

Sign Up   Sign In

- When you click on Join a Meeting, you can enter **the Meeting ID and press JOIN**

- **Once you have entered the meeting ID/password, your host will control the video.**

When signing into a meeting

- Below is a sample of what you will see when you first login. You have the option to join with computer audio OR if you are given a telephone # by the host you may utilize that option. *Helpful tip: Choose either computer audio OR telephone audio, using both will cause sound feedback*
- If you are planning on using Zoom often, you have the option to automatically join audio by computer when you join the meeting. If you would like to use this option, click the box next to Automatically join audio by computer when joining a meeting
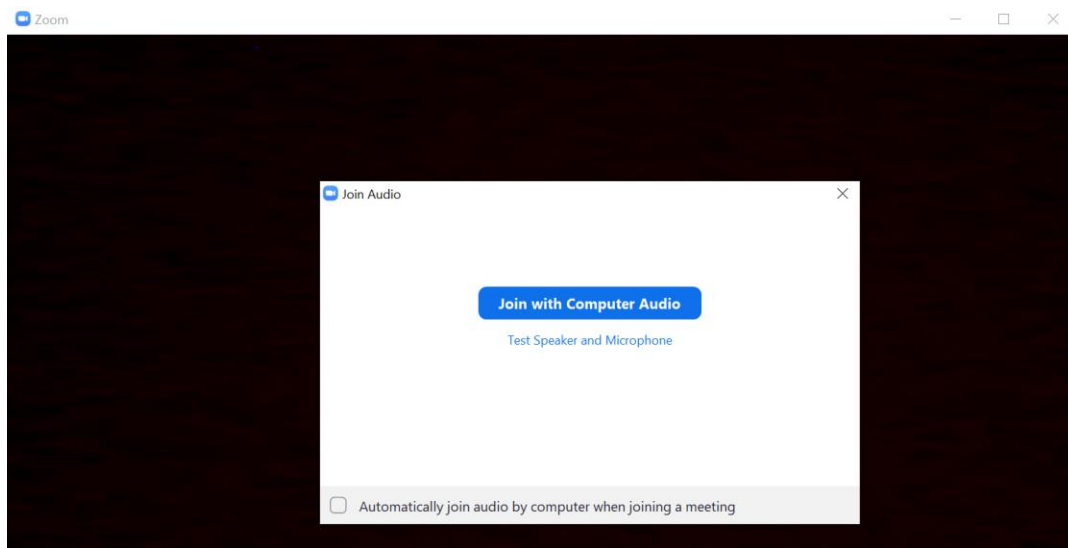
Tool Bar
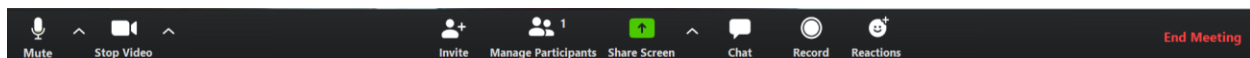
- **Mute:** Use this button to mute/unmute yourself. Helpful tip: If others are stating they are unable to hear you, you may have yourself on mute
- **Stop Video:** If you press this button, the video will stop recording you
- **Invite:** If you are a host, you will be able to invite others to your meeting
- **Manage participants:** If you are a host, you will be able to control what other participants see and hear
- **Share screen:** Use this button to share what you have on your personal computer screen
- **Chat:** allows you to chat with the group, or an individual
- **Record:** If you are a host you can record the session
- **Reactions:** You can type an Emoji 😊

Frequently Asked Questions

What is Zoom?

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat and webinars.

Do I need a Zoom account to join a meeting?

You **DO NOT** need a Zoom account in order to join a meeting. If you don't have a Zoom account, you can join a Zoom session by clicking the link that the Host has provided and follow the on-screen instructions or you can go to www.zoom.com and click the **Join a Meeting** button.

Can I use Zoom on my phone?

You can use Zoom to participate in or host video meetings on your computer or any mobile device.

Additional Resources

New Meeting: Start an instant meeting. Click the downwards arrow to enable video or use your personal meeting ID (PMI) for instant meetings.
Join: Join a meeting that is in progress.
Schedule: Set up a future meeting.
Share Screen: Share your screen in a Zoom Room by entering in the sharing key or meeting ID.

For additional resources, you can go directly to the Zoom website:
https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials