

# WELCOME TO THE WORLD OF ZOOM VIDEO CONFERENCING!

## Zoom Info & Features

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- High quality video, audio, screen sharing and stability of connection
- Device and OS parity: same features and functionality available on both laptops (Windows and Mac) and mobile devices
- One touch to start or join meetings. Easy chat and presence functionality
- Up to 500 attendees can participate in Zoom meetings and up to 1,000 attendees can participate in Zoom webinars

## Get Started

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Before you can use Zoom, you must install the Zoom software for your device. Start by going to the Zoom Download Center at [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting) or simply download the app in the app store.

The app looks like an old fashion camera



It's a good idea to install that software ahead of time so it doesn't delay your first meeting; however, if you haven't yet done that, Zoom will automatically start downloading the application to your device. You'll need to install it before you can start your meeting.

## Basic Info for First Meeting

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MEETING CONTROLS	
<b>AUDIO</b> After joining or starting a meeting, you can join audio by phone or by computer. Choose <b>Join Audio by Computer</b> to connect your computer's speaker and microphone to the Zoom meeting. You can test your audio connection before joining by clicking the <b>Test Computer Audio</b> link.	<b>SHARE SCREEN</b> 1. After selecting <b>Share Screen</b> located in your meeting toolbar, you can choose to share your desktop, an individual application/window, or start a whiteboard. 2. During your screen share, select <b>Annotate</b> to use screen share tools for drawing, pointing, etc. 3. Any attendee in your meeting can start annotating on a shared screen. The attendee can access <b>Annotate</b> in the upper meeting toolbar.
<b>VIDEO</b> 1. Before or during a meeting, click <b>Settings</b> in the Zoom app menu. 2. Click on the <b>Video</b> tab to preview your camera or click the drop-down arrow to choose a different camera. 3. During a meeting, click <b>Video</b> in the meeting toolbar to start or stop your video.	<b>CHAT</b> 1. Click <b>Chat</b> to instant message with other participants while in the meeting. 2. In the <b>Chat</b> panel, click the dropdown to select whether you want the message to go to everyone in the meeting or a single participant.
<b>INVITE AND MANAGE PARTICIPANTS</b> During a meeting, click <b>Invite</b> to send the meeting information to more participants by email, Zoom chat, phone, or room system.  If you're a meeting host, you can manage participants (mute/unmute, control meeting entries, etc.) Attendees can only view other participants.	<b>RECORD MEETING</b> 1. If you're a host, you can record the meeting. Click <b>Record</b> in the meeting toolbar. 2. Click the arrow on the <b>Record</b> icon to choose to save the recording to the cloud or to your computer.

Instructors will share their screens.

**EXTREMELY IMPORTANT:** Instructors will hit "RECORD" to keep a class recording.

## Etiquette for Zooming

**Do: Mute your microphone whenever you're not speaking** -- even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.

**Do be courteous to other participants.** Be punctual and introduce yourself before speaking so that everyone knows who's talking and can address you by name.

**Do speak clearly. Don't shout.** An audio check should be done before the virtual meeting begins to ensure that everyone can hear you. Speak naturally but slowly and pronounce each word. adjust the level on the microphone as needed. Please wait for your turn to speak.

**Do keep body movements minimal.** If you're someone that talks with your hands, practice keeping them put. Hand movements can distract your audience. Also, keep head movements to a minimum as well as jerky movements forward or back.

**Do maintain eye contact by looking into the camera.** Keep your focus on the camera. The worst thing is having your audience look at the top of your head because your typing or looking down at notes - or worse - at your Blackberry. Instructors will stand at an angle to the camera.

**Don't carry on side conversations. Do turn off your phone.** Chances are if you wouldn't do it in a face-to-face meeting, then you shouldn't do it in a virtual one. That includes tuning out of the present conversation to talk to someone else sitting next to you, on the phone, in an IM chat, anywhere and anybody not in the current meeting.

**Do dress appropriately. Don't wear noisy jewelry.** Striped shirts or shirts with intricate patterns do not transmit well on camera, because they are visually distracting. Red, white and black are also poor choices. Go for a pastel or other light-colored shirt.

**Do be yourself and have fun!** Relax and have a good time. The more fun you interject; the more people will stay focused and interested in what you have to say.

## Other Info

- How do I join a meeting? <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- How do I schedule a meeting? <https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->
- How does a host control a meeting? <https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->
- How do I record a meeting? <https://support.zoom.us/hc/en-us/sections/200208179-Recording>
- How do I share my screen? <https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->
- [Learn more about Zoom?](https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars) <https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars>      **Zoom Contact: Fay Niemann, 230-7466/fayniemann@alaskaag.org**