

Zoom meetings overview

This document describes how Zoom meetings work, how you connect to a meeting and the options on the screens once you connect.

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Below is a sample of a Zoom meeting we had recently.



Zoom meeting concepts

A Zoom meeting allows multiple people to connect together via camera/microphone to meet via computer or smart device technology. It also allows someone to call in with a phone to a meeting but you will not see their face. It allows multiple views of people who have connected to a meeting to show on a screen so that you can see and hear each other. Meetings are setup by a person in charge of a meeting. Someone can be invited to a meeting via Email, phone call or text message. (The most normal way to conduct a meeting and invite people to it is via Email. The email will include a link in it to automatically connects participants to a meeting.)

There are many options available once you are connected to a meeting. They are described in this document under "Menus at the top of the screen" and "Menus at the bottom of the screen" later in this document.

Connection options

1. Connect via a link in an email invitation from a meeting organizer
2. Connect from a PC or Smart Device using www.zoom.us and entering the Meeting ID and Password
3. Connect from a Smart Device using the **Zoom application** and entering the Meeting ID and Password

Technology options

1. ***PC desktop or Laptop - These are the best ways to connect and view using Zoom. You can see multiple screens with videos of all the people who are attending the meeting.***
 - a. Laptops - most laptops have a camera and microphone built into them so this is the easiest device to use for a Zoom meeting.
 - b. Desktops - in order to use a desktop for a Zoom meeting you will need to have a webcam connected to your PC so that you have video and audio for the meeting. There are many Webcam options for this and many costs that can be purchased for \$15-\$100. If you do not have a camera/microphone on your PC or laptop, you can still connect to the meeting to see everyone but they will not see you.

2. **Smart devices**

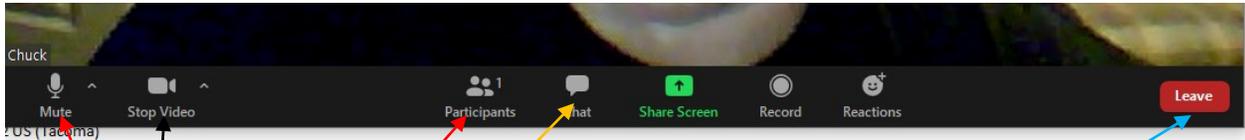
With phones and other smart devices, you can connect to a Zoom meeting and use the camera and microphones that are built into your devices. The biggest drawback is that you will not be able to see as many people's screens at the same time as you can on a PC.

Examples:

- a. iPhone
- b. iPad
- c. Other smart devices

In order to be able to select some options while you are in a zoom meeting, just drag your mouse onto your picture and you will see the menu at the bottom of the screen and at the top of the screen.

Menu at the bottom of screen



Options on bottom menu

1. **Microphone - Mute/Unmute** - mute your volume so nobody can hear you. Good to use so everyone is not talking at the same time. (Sometimes it is suggested someone raise their hand and get called on the meeting leader to talk.)
2. **Video - Stop/Start** - stop your camera so people cannot see you
3. **Participants** - lists # of people in the meeting and lists each name on the right of the screen. Click again to minimize it. You can change how your name displays for the meeting by highlighting your name, select More and the Rename.
4. **Chat** - lets you type something if you do not want to interrupt via audio
5. **Share Screen** - let's you share a screen on your PC with everyone. The hosts controls whether you can share it.
6. **Record** - let's you record the meeting but the host must give permission
7. **Reaction** - hand wave or thumbs up
8. **Leave** - exit the meeting

Chat options (Click on Chat if you what to type something to everyone.)

1. It will bring up a screen on the right of your monitor where you can type a message to someone in the meeting or to everyone.



2. Press the down arrow at the top of the chat screen by Zoom Group Chat and select CLOSE to get out of the Chat mode.

Zoom Group Chat

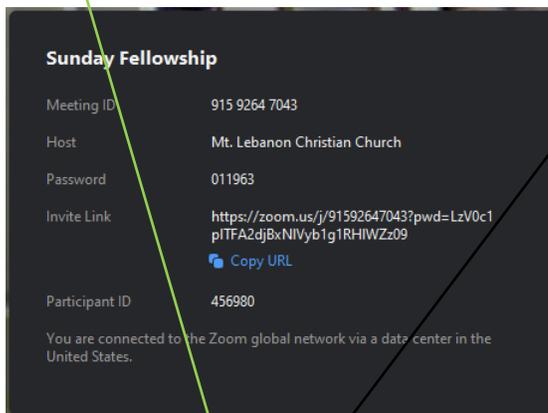
When you are in the meeting you will see **your name** in the bottom left of the screen where you picture is. You should also see a name in the bottom left of pictures of other people in the zoom meeting.

Menu at the top of screen



Options on top menu

1. **Enter Full screen** - click top right where is says "Enter Full Screen"
To get out of full screen press ESC key, double click on screen or click on "Exit Full Screen"
THIS IS THE MAIN OPTION YOU WILL USE FROM THIS TOP MENU
2. Click on **(i)** in top left to see the meeting information.



3. Click on **Green shield** in the top left to see what settings are for your session.
You probably will not want to change any of these settings normally.
(See Appendix B)
4. **Gallery View/Speaker View** - in the upper right hand corner to the left of Full Screen. This lets you see these two different views of everyone who is in the meeting.

Appendix A

Meeting Invitation Example

This is what the email invitation to a meeting will look like.

By Clicking on the underlined link under Join Zoom Meeting you will be connected directly to the meeting via a browser from your PC or smart device.

Mt. Lebanon Christian Church is inviting you to a scheduled Zoom meeting.

Topic: Sunday Fellowship

Time: Jul 4, 2020 10:30 AM Eastern Time (US and Canada)

Every week on Sun, until Aug 30, 2020, 9 occurrence(s)

Jul 5, 2020 10:30 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Weekly:

https://zoom.us/meeting/tJUofuuuqjwqHtcEPv_YLyKy52W_7KlqMIQD/ics?icsToken=98tyKuCpqzIoHNCSsB2ERowcGYr4a-7wiGZfgrdeuS_zPBI_ejvY7B1DeVUHMn9

Join Zoom Meeting

<https://zoom.us/j/123456555?pwd=Abc13TUV122jZdfdfjkjkdjfkjfd>

Meeting ID: 123 4567 8910

Password: 123456

One tap mobile

+16465588656,, 12345678901#,,,,0#,,123456# US (New York)

Dial by your location

+1 646 558 8656 US (Chicago)

Meeting ID: 123 4567 8901

Password: 123456

Appendix B

Top menu

Settings view from top Green Shield Menu

