



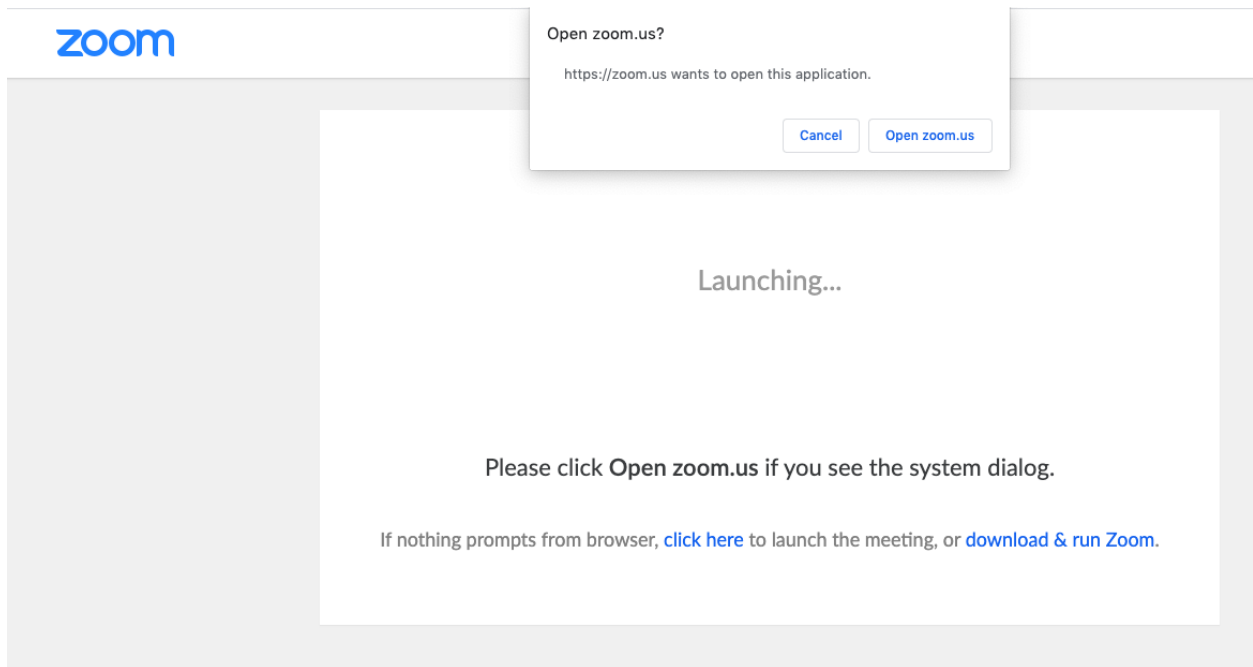
**Zoom Training: How to Join a Zoom Call/Meeting**  
Offered by the Jewish Community Relations Council

*Graphics taken from Zoom website or screenshots from meetings held on Zoom.*

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## How to Join a Zoom Call/Meeting

1. Open a computer and ensure you are connected to the internet
2. Open a web browser
3. Enter the link provided by the host for the meeting
4. The link will open a new tab with instructions that say “Open Zoom.us” or “Download and Run Zoom”
  - a. Click either option to proceed to join the meeting



5. If you do not already have Zoom downloaded, follow the instructions to download the application Zoom



6. Once you have downloaded Zoom, you will have two options:
  - a. Option 1: enter the link into the Zoom account

## Join Meeting

Meeting ID or Personal Link Name ▼

Your Name —

Your Name

Don't connect to audio

Turn off my video

Cancel Join

- b. Option 2: close the application and re-enter the link into your browser which will enter you into the meeting
7. Click "Join with Computer Audio"

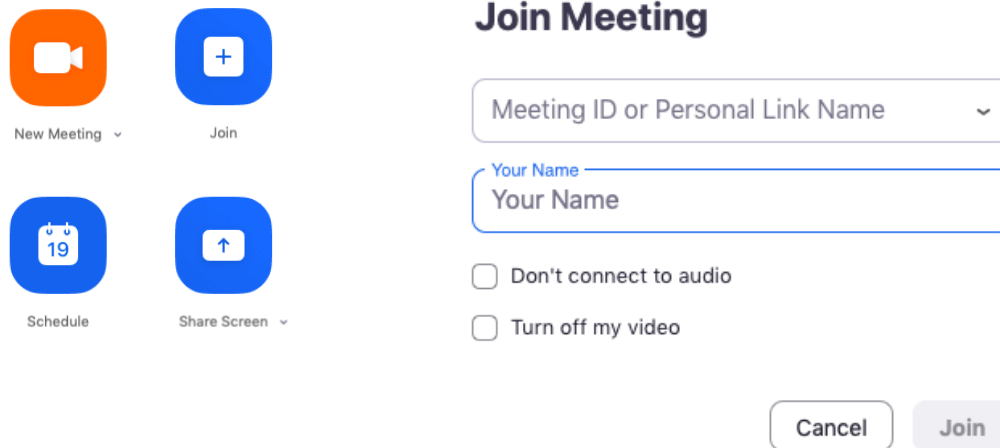


*Helpful hint:*

- *You can also call into a Zoom call in case you are having trouble with the audio*
- *Hosts will provide a number that you can call into to simply listen to the call*
- *Video function is not available if you call in*

*Helpful hint:*

- *Once the application is downloaded, you can go to zoom.us and put in a meeting ID number instead of entering or clicking a link*
- *You are able to enter the link or meeting ID number straight from the application*



### Mute/Unmute Functions

- If you have many people on a call or a lot of background noise, you may want to choose to utilize the mute and unmute functions
- The host also has the ability to mute you
- The mute function is found on the bottom left corner of the screen



*Helpful hint: Using headphones can improve audio to decrease background noise and improve quality of sound*

### Start/Stop Video Functions

- You can choose to have your video on or off during the call
- You can turn it on and off multiple times during the call
- Start/Stop Video is found next to the mute bottom on the bottom left corner of the screen



## Video Layout Options

- You are able to choose the method of seeing the screen
- Gallery View: allows you to see all the participants on the call
- Speaker View: allows you to see the person who is speaking in large
- To change between gallery view and speaker view find the function in the top right corner

Speaker View:



Gallery View:

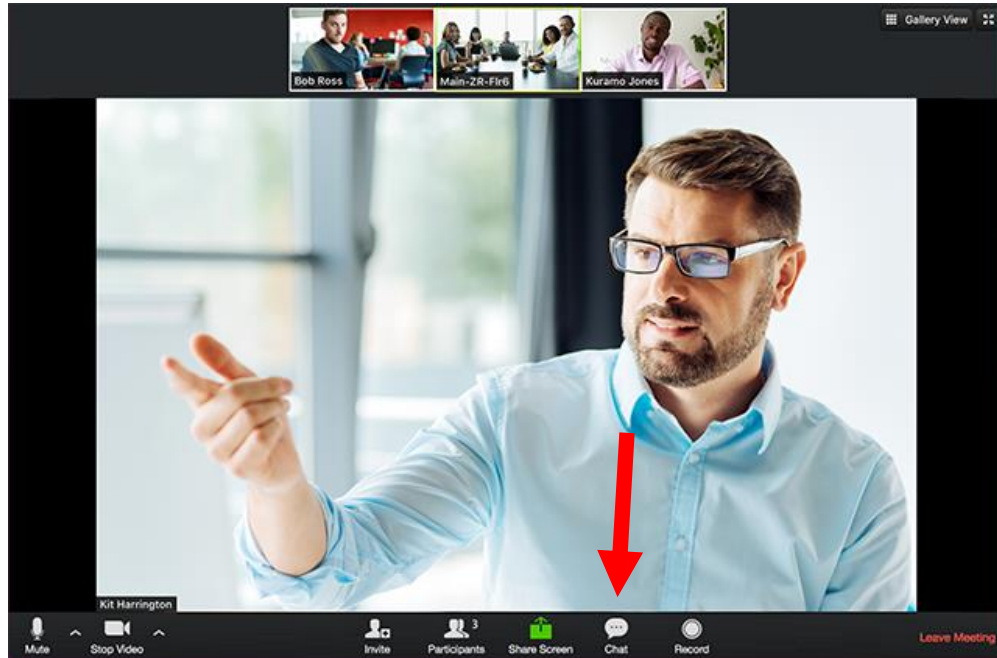




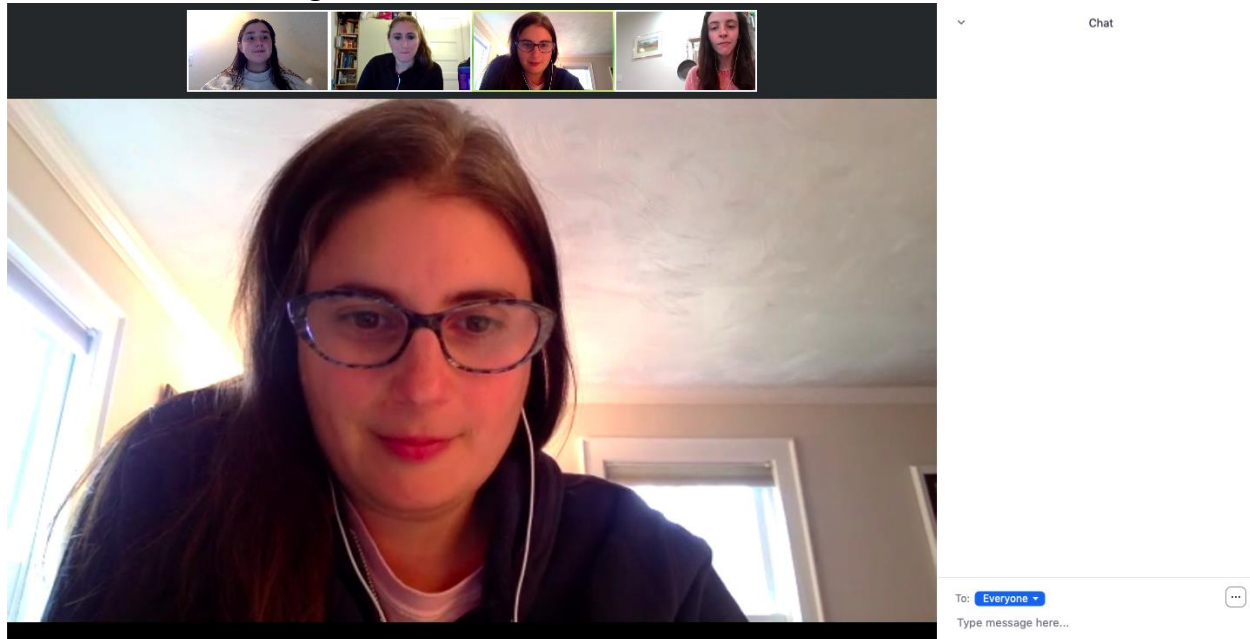
## Chat Functions

- You are able to type messages in the chat function with everyone in the meeting
- Click “Chat” to open up the chat window which appears to the right of your screen
- To begin chatting, find the chat function, next to the share screen function

### Finding the Chat Button



### Chats Viewed to the Right of the Presenter



*Helpful hint: you can select “To” and choose to chat one individual instead of the entire chat*



### Enter/Exit Full Screen

- At the top right of the Zoom window, you can enter or exit full screen
- You can also exit full screen by clicking the esc (escape) button.



## Leave Meeting

- You can leave the meeting at any time by clicking on the “Leave Meeting” option on the lower right corner of the zoom window
- The leave meeting function is found at the bottom right of your screen
- If you leave mistakenly, you can return to the call.



### Helpful Zoom Links

Getting Started: <https://support.zoom.us/hc/en-us/categories/200101697>

Audio/Video/Sharing: <https://support.zoom.us/hc/en-us/categories/201137166>

Meetings/Webinars: <https://support.zoom.us/hc/en-us/categories/201146643>

Messaging: <https://support.zoom.us/hc/en-us/categories/201137186>

Contact Technical Support: <https://support.zoom.us/hc/en-us/articles/201362003-Zoom-Technical-Support>

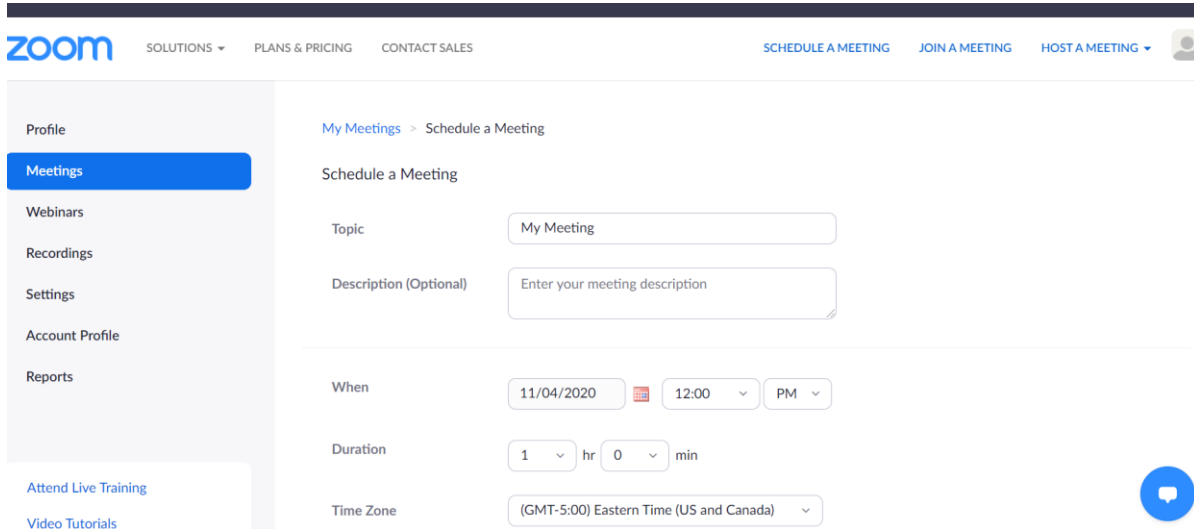
Zoom Help Center: <https://support.zoom.us/hc/en-us>

Tutorials: <https://support.zoom.us/hc/en-us/sections/201740096-Training>

For Zoom support you are able to call: US: +1.888.799.9666 ext 2

## How to Schedule a Meeting

- Go to zoom.us
- Go to My Account in top right corner
- Click Schedule a Meeting at top of screen



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

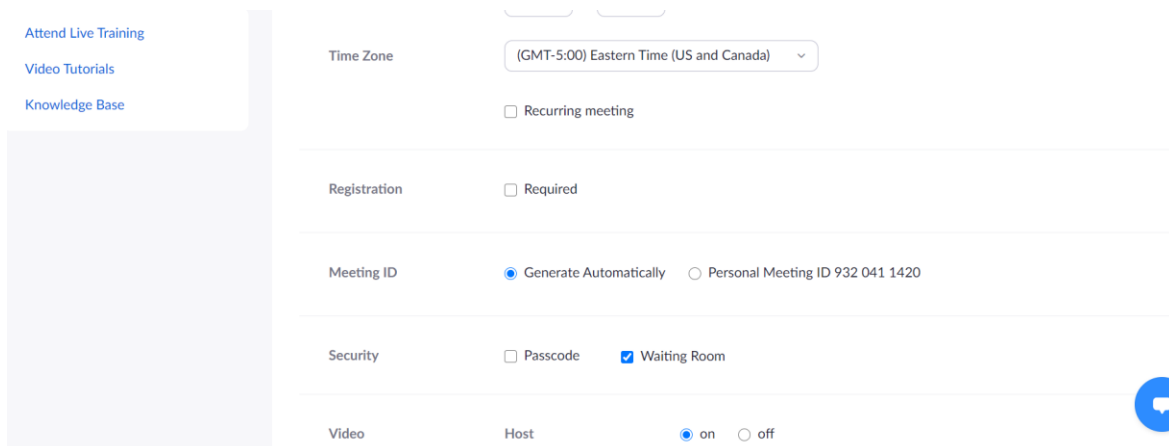
Description (Optional)

When

Duration  hr  min

Time Zone

- Put in a title, the date, time and length of your meeting



Attend Live Training  
Video Tutorials  
Knowledge Base

Time Zone

Recurring meeting

Registration  Required

Meeting ID  Generate Automatically  Personal Meeting ID 932 041 1420

Security  Passcode  Waiting Room

Video Host  on  off

- Decide if this is a recurring meeting
- Decide if you want people to register before hand
- Decide whether you want to use your personal meeting ID (similar to a unique phone number for **YOU**) or have the system automatically generate a link unique to that **MEETING**.

*The benefit of the personal meeting ID is if you will always be using the same ID for frequent meetings then people can save it somewhere to use again (as is done with all of GBJCL's events).*

- Decide the type of security you want - If you want a password required (you can design the password) or if you want a waiting room where the host is required to admit people.

Video      Host       on    off

Participant       on    off


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Audio       Telephone    Computer Audio    Both

Dial from United States of America   [Edit](#)

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Meeting Options

- Allow participants to join anytime
- Mute participants upon entry 
- Require authentication to join
- Breakout Room pre-assign

- Decide what video and audio to activate upon entry
- Review meeting options such as breakout rooms

Automatically record meeting

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Alternative Hosts     

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- Decide if you want the meeting to record automatically
- Insert emails of alternate hosts
- Press SAVE!

## How to Share Meeting Information

The screenshot shows the Zoom meeting management page for a meeting titled "Sample Meeting". The left sidebar contains navigation options: Profile, Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, and Reports. Below the sidebar are links for "Attend Live Training" and "Video Tutorials". The main content area shows the meeting details:

- Topic: Sample Meeting
- Time: Nov 4, 2020 12:00 PM Eastern Time (US and Canada)
- Add to: Buttons for Google Calendar, Outlook Calendar (ics), and Yahoo Calendar.
- Meeting ID: 810 2777 1015
- Security:  Passcode,  Waiting Room
- Invite Link: <https://jrcrboston-org.zoom.us/j/81027771015>

Buttons for "Start this Meeting" and "Copy Invitation" are visible.

- Add the meeting to your calendar or start the meeting immediately
- Copy invitation link and send it to participants

The screenshot shows the Zoom meeting settings page. The left sidebar contains a link for "Knowledge Base". The main content area shows the meeting settings:

- Video: Host (On), Participant (On)
- Audio: Telephone and Computer Audio, Dial from United States of America
- Meeting Options:  Allow participants to join anytime,  Mute participants upon entry,  Require authentication to join,  Automatically record meeting

Buttons for "Delete this Meeting", "Save as a Meeting Template", "Edit this Meeting", and "Start this Meeting" are visible at the bottom.

- Edit meeting if any settings need to be changed or were saved incorrectly.



## Copy Meeting Invitation

### Meeting Invitation

Rebecca Shimshak is inviting you to a scheduled Zoom meeting.

Topic: Sample Meeting

Time: Nov 4, 2020 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://jrcrboston-org.zoom.us/j/81027771015>

Meeting ID: 810 2777 1015

One tap mobile

+13017158592,,81027771015# US (Germantown)

+13126266799,,81027771015# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

- Copy meeting link as well as all call-in numbers (optional).

**Have a great meeting!**