

Zoom Meeting - Help for New Users

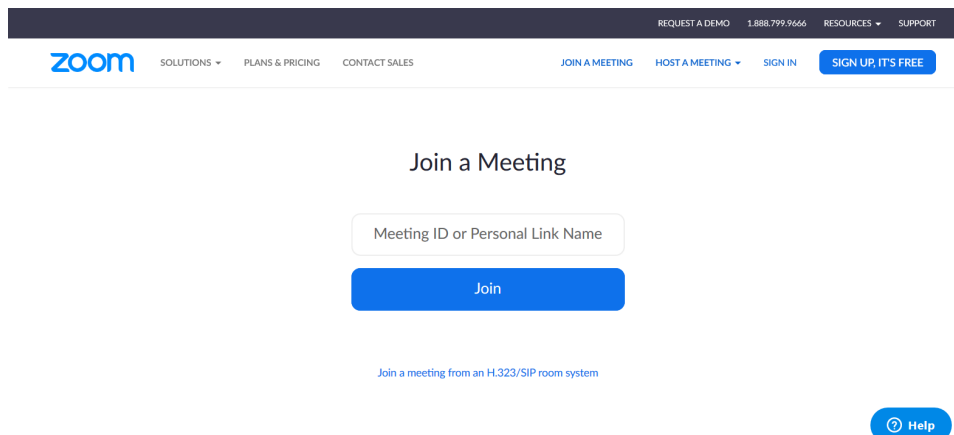
Enjoying a zoom meeting is easier than you think, and it's free to download and participate!

To join a meeting via zoom, you will need a computer/tablet or phone. If you join by computer or tablet, you'll have a more complete experience with video and audio capabilities.

If you don't have a computer or tablet, you can join a zoom meeting with just a telephone call. You will not be able to see the presenter or the slides, but you will be able to hear everything and to vote on any League business. (See instructions for phone call-only at the end of page 3).

If you have NOT already downloaded zoom, please install it at least one day prior to the meeting! This will give you time to adjust your settings and get comfortable with zoom, without the pressure of the impending meeting. Here's how to download zoom:

Click the link that LWV sent for our meeting or, go to <https://zoom.us/join> The screen will look like this



You have 2 choices.

- 1) If you click "sign up, it's free" you will be asked several questions like your birthday and a valid email address. From there, go through the zoom install process.
- 2) If you don't wish to sign up, you can click on the space that says "Meeting ID" and enter the meeting ID that was sent to you (by LWV) for this meeting. Then click "Join."

Zoom Install Process

- You want to open with installer, continue, and click Install. (It may tell you that installing will take 50 millibytes of space – that is a small amount, so no need to worry!)
- The Zoom desktop app may begin downloading automatically. If it does not begin downloading, you will see the screen below – just click "Download & run Zoom"

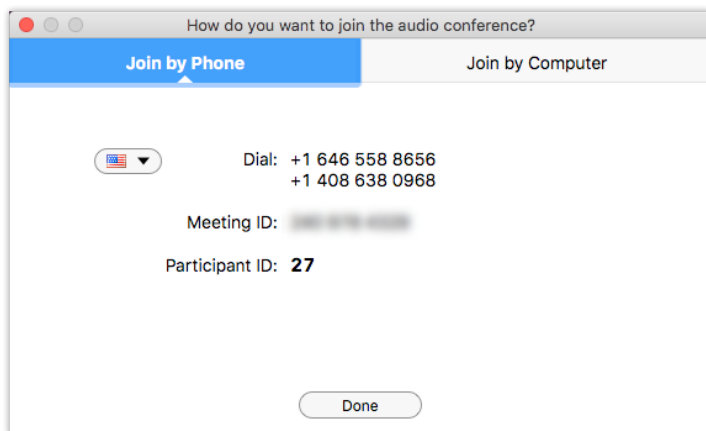
Your meeting should start in a few seconds...

If Zoom does not run in a moment,
[Download & run Zoom](#). Then [click here](#) to join the meeting.



You may need to find the download in your browser's download area and follow the process that you normally would for opening and installing.

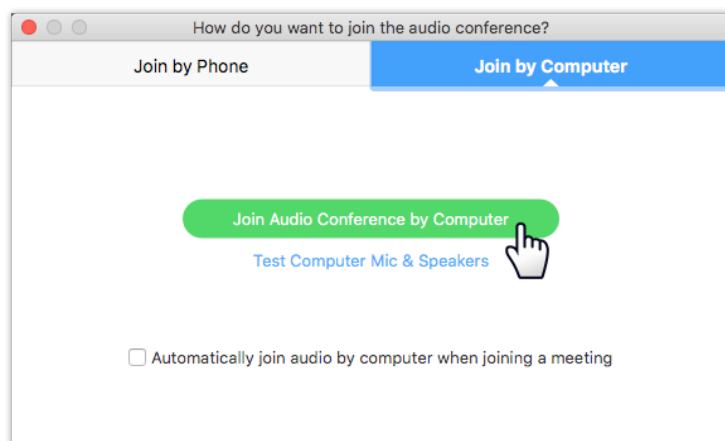
- After following the prompts to install Zoom, you may be prompted to enter the Meeting ID or password - use the one LWV emailed you. You may also be asked for your name. Provide your actual name rather than a fake username. This will be your display name in the virtual meeting room.
- Zoom will ask for access to the camera on your computer or device. It's safe to say yes, and most attendees do. This enables others at the meeting to see you. However, this is optional, and up to you.
- When prompted, choose "join video" if you want others to see you.
- Click "connect to audio." You can join audio by phone or by computer. For people new to Zoom, it may be *easier to join audio by phone*. You will see the speakers and the presentations on your screen, but hear them on your phone.



- If you wish to join by telephone, click "Join by Phone" (upper left, on the screen shown above) then on your phone, dial either: 1-669-900-6833 or any of the phone numbers appearing on your computer screen. When asked, enter on your phone keypad the meeting ID and password provided by LWV. If asked for a participant number, just press #.

(One advantage of joining audio by phone is that you won't need to configure your computer speaker, which can be daunting for some who do not feel tech savvy.)

- If you'd prefer to use your computer's speaker and microphone to listen and speak, instead of your phone, choose "Join by Computer" (per screen below), then follow the instructions on your device. Instructions will differ from device to device. It may ask you to "enable microphone access for zoom under security and privacy in system preferences." It is safe to do this – just follow the directions on your device. (You may need to sign out of Zoom to enable your computer microphone, then re-enter Zoom by clicking the meeting link that LWV sent or by going to <https://zoom.us/join>)



- Once you are in a meeting, you can turn your webcam on/off, or adjust other settings, using the icons on the tool bar (see image at the end – tool bar may appear in different places depending on your particular device)

If you are frustrated signing into Zoom on your computer, please don't give up on the meeting, just skip your computer 😊

The easiest way to participate in a zoom meeting is to ignore your computer and just use your phone – there's no need to download anything, just dial in. You will be able to hear everything, and to speak. The only downside is that you won't see anyone else (nor can they see you).



To join a Zoom meeting via telephone call :

On a telephone, dial (408)638-0968. ...

At the prompt, enter the Zoom meeting ID emailed to you by LWV and press #.

If asked for a participant number, just press #.

If asked for a password, enter the password emailed to you by LWV.

To disconnect from the meeting, hang up the phone.

Join a Zoom Meeting 5 minutes prior to the meeting start time:

Once you have zoom installed on your device, you can join a meeting directly by clicking on the personal link sent to you (by LWV) for this meeting.

A new window will appear. If asked, enter the meeting ID and password that LWV sent.

When prompted, choose “join video” if you want others to see you, and click connect to audio.

Add Audio: Choose “join by phone” or “join by computer” – whichever you decided when installing zoom.

Add Video: (this is optional) From your meeting screen, click on the video camera icon. Try to move your laptop or tablet so that your full face is visible in the view

If you'd like an guide to the basic controls in a Zoom meeting, see the screen shot at the bottom of p.5. (Note: location for some of the icons may differ from PC to Mac to tablet)

Leave a meeting

To leave at the end of a meeting, move your mouse and a black bar will appear on the bottom of your screen. At the far right side of the black bar it says “leave meeting” in red. Click on “leave meeting” to end your participation.

If you have trouble

Please read the trouble shooting section below. If you still need help preparing for or signing into the LWV annual meeting, feel free to contact Jen at ilovespammy@gmail.com, or 415-218-0350.

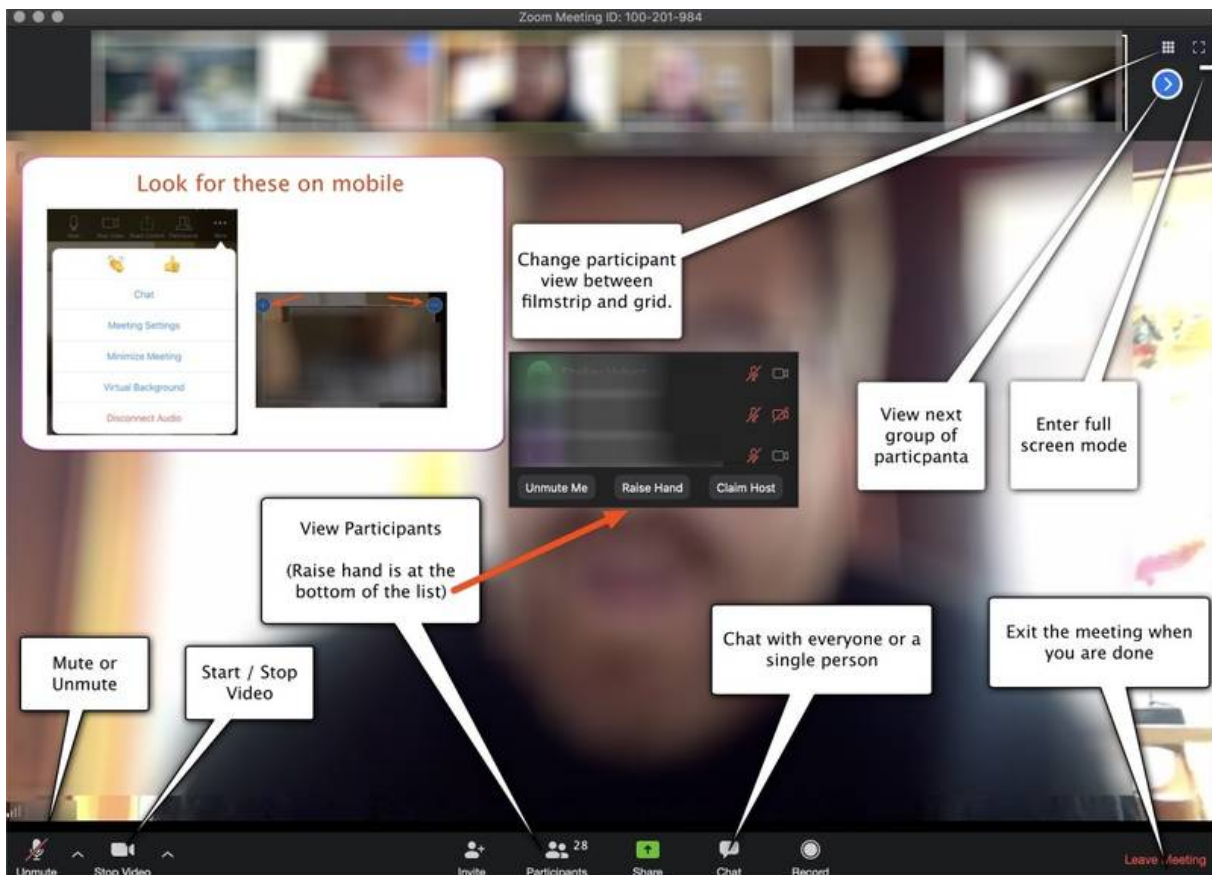
TOUBLESHOOTING

Audio: If people can't hear you, your microphone may be on "mute." Move your mouse; a black toolbar will appear. On the left side of the black bar is a microphone. If a red line is through the microphone icon, click on it to "un-mute." (see below)

Video: If people can't see you, you may have your video turned off. Move your mouse; a black toolbar will appear. The second icon from the left side of the black bar is the video camera icon. Click on it to turn your video on or off (red line indicates "off").

You only see the person speaking: In the upper right hand corner there is an icon that looks like a grid of squares (see image below). Click on that to switch from "speaker view" (only 1 person at a time, whoever is speaking) to grid view. Grid view, shows everyone's images (up to 25 people on some devices) at the same time. If there are more people on a call, you can move from screen to screen with the blue arrow.

Images are too small: If you can't see people well enough, you may not be on "full screen" mode. In the upper right hand corner you can switch from partial screen to full screen.



*Note: location for some of these may differ from PC to Mac, or one device to the next.