

HOW TO USE ZOOM

CALIFORNIA FEDERATION OF WOMAN'S CLUBS

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CFWC COMMUNICATIONS



WHAT IS ZOOM?

- Zoom is the leader in video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems.
- Zoom users can choose to record sessions, collaborate on projects, and share or annotate on one another's screens, all with one easy-to-use platform.



ZOOM CAN BE USED FOR MANY MEETING SETTINGS

- What can Zoom be used for?
 - Host a meeting for a club or bard meeting.
 - Record a presentation for the meeting.
 - Record the meeting to be used for transcriptions for meeting minutes.
- What devices can I use Zoom on?
 - Laptop/computer (PC or MAC)
 - Tablet (Apple or Android)
 - Smartphone Apple iOS, Android



- Download and install the Zoom launcher (PC/Mac) or the app (iOS/Android) in advance, as it can take several minutes to complete. You can get that download at <https://zoom.us/resources> and then you can find the download appropriate for your computer.
- If you are using an IPAD /Tablet or an IPHONE iOS and Android you need to go to your APP Center and download the app for your product. Sign in and sign up.
- You can Join a Zoom Test Meeting by
 - Go to <https://zoom.us/test>
 - Click the blue JOIN button to launch Zoom.
 - When prompted by your browser, click **Open Zoom Meetings**. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.
 - The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

SEVERAL DAYS BEFORE YOUR ZOOM MEETING



30 minutes before the Zoom Meeting

- Find a Quiet Place.
- Test your Computer Mic and Speakers.
- Go to your invitation and click on the link to join your meeting. There will also be a Pin Code to protect your group. Follow the pop up windows to get to your meeting.
- Test your camera, just look at the Zoom window to see that you are clearly visible, non pixelated, and can move and speak without delays.
- Top Right of the screen is a 9 dotted image. Push on that to see everyone in your group.
- Bottom left of your screen is a mute and unmute button.
- If you need more help go to <https://support.zoom.us/hc/en-us/articles/201362313-How-Do-I-Test-My-Video->



- Click **Start Video** to begin broadcasting from your webcam.
- Click the **Chat** bubble to ask questions.
- Find out who else is in the meeting by clicking **Participants**. This is also where you can "raise your hand" to ask a question, answer a question, or start an intense philosophical debate. What you do with this power is up to you.
- Be prepared to share your screen with the club. *They can see the tabs you have open.* (Italicized for emphasis, fam.)
- At the end of the class, click **Leave Meeting**.

LET'S START THE ZOOM MEETING



TROUBLESHOOTING



- It is technology, so there is going to be good days and upside-down days. Remember, to think of <https://zoom.us> and contact the support center. Don't be afraid to ask. That is their job, to help you get connected