



# Video Chat with Zoom

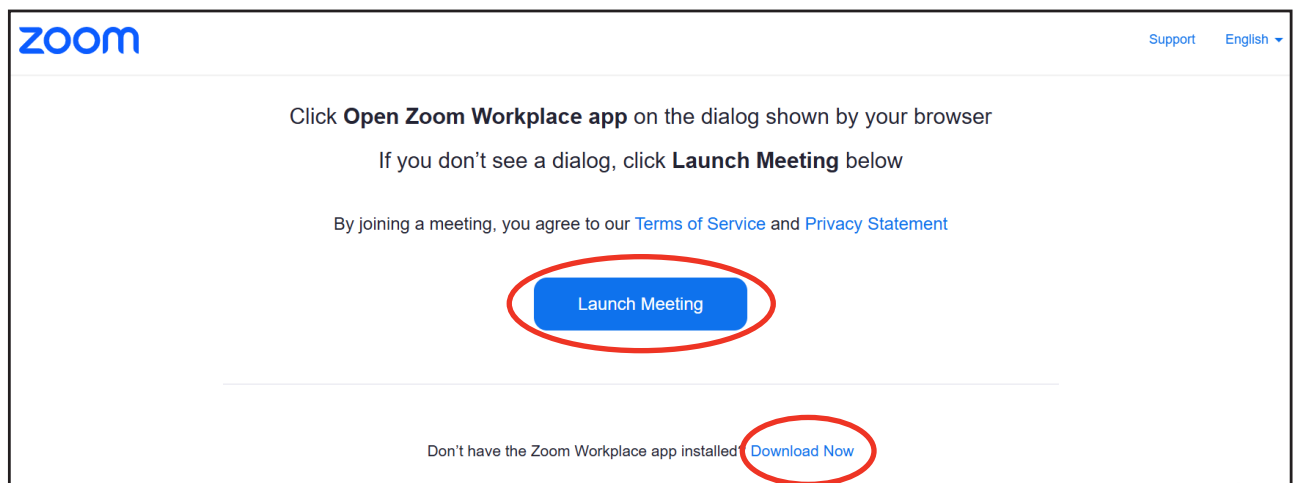


Zoom, the popular video chat platform, works with desktop and laptop computers, tablets, and smartphones! While you can use Zoom directly in your internet browser, we recommend downloading the app on your devices for the best experience. You don't need an account to use Zoom, just click on the Zoom link to join a video call! If you registered for a scheduled Zoom event, you may be prompted to enter your name and email address after clicking the link.

## Joining from a Computer

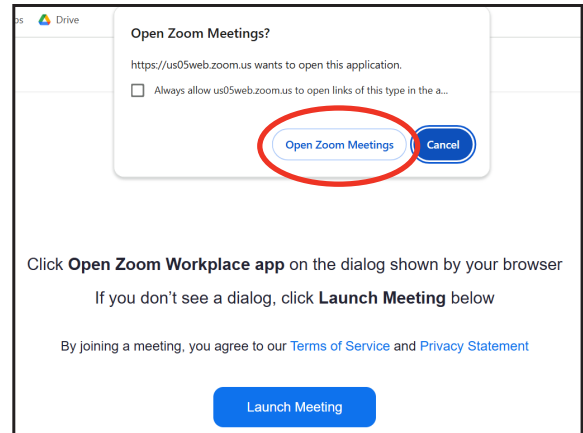
- 1 Click the **Zoom link** for the video call you want to join.

If it's the first time you're joining a Zoom meeting on your computer, you'll see a message like the one below. You can join the meeting from your internet browser by clicking **Launch Meeting**, or you can download and install the app by clicking **Download Now**.

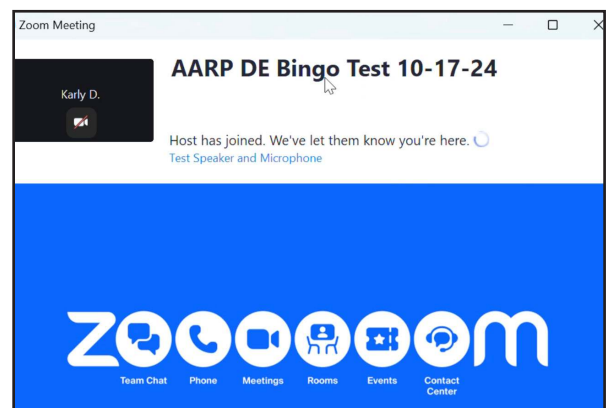




- 2 If you already have the Zoom app installed on your computer, you'll see an image like the one on the right. Click **Open Zoom Meetings** to open the video call in the app.

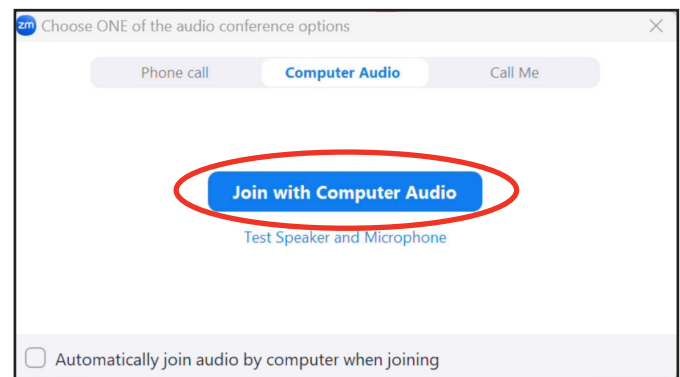


- 3 If the host hasn't started the video call yet, you may see a screen like this, meaning you are in the "waiting room". The host will admit you into the meeting when ready.



- 4 Once you've entered the meeting, you may see messages from Zoom asking permission to access your microphone and camera. Give permission so others can hear and see you.

- 5 You'll also see a message about joining audio. Select **Join with Computer Audio**. After you join audio, you'll be able to participate in the Zoom meeting!



If you still don't hear anything after joining audio, check the volume on your device!

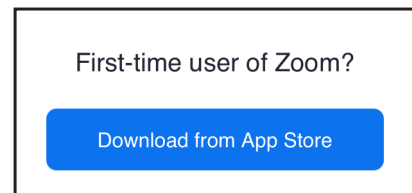


## Joining from a Mobile Device

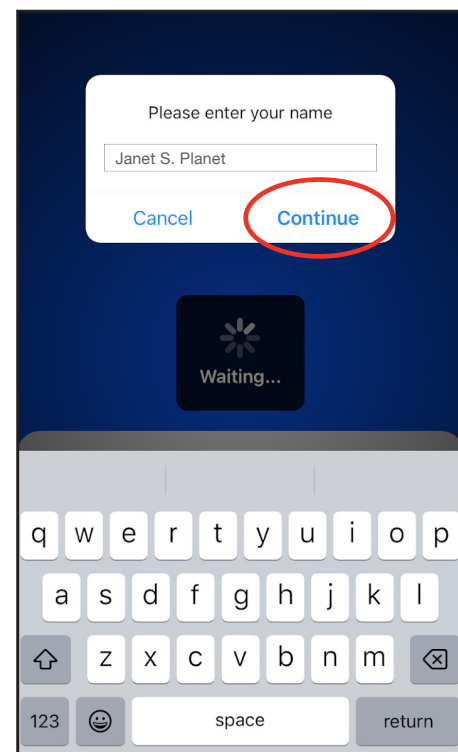
Before you begin, make sure you've downloaded the Zoom app on your smartphone or tablet. You can download it just like you would download any other app: from the App Store (iPhone) or Google Play Store (Android).

- 1 Tap on the **Zoom meeting link**.
- 2 If you have the Zoom app already downloaded, it will automatically open. Proceed to step 3.

If you don't have the Zoom app, you'll see a button to download it from the App Store or Google Play Store. Download the app, then tap on the Zoom link again. The Zoom app will open.



- 3 Enter your name when prompted. Then tap **Continue** or **Ok**.

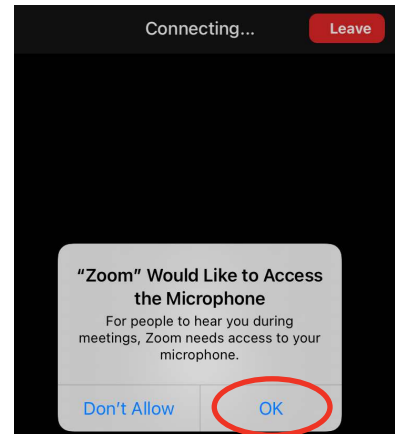




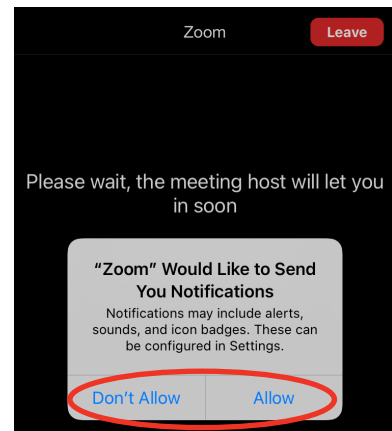
- 4 The first time you use Zoom on a device it will ask for permission to access your microphone and camera.

Tap **OK** or **Allow** to give permission so others can hear and see you!

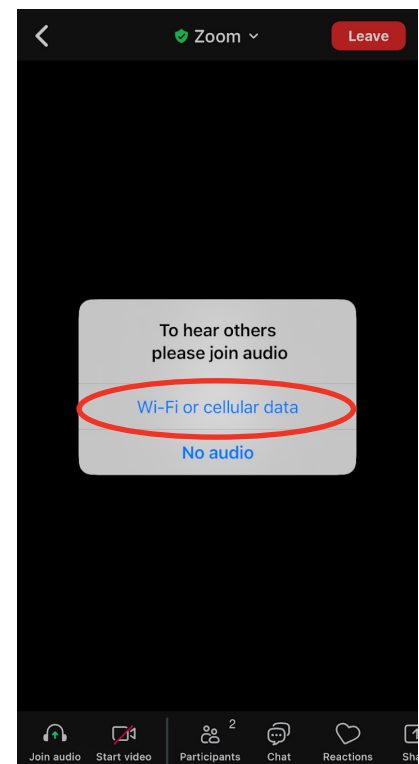
(You will still be able to turn your mic and camera off if you prefer.)



- 5 Zoom will also ask if it can send you notifications. Tap **Allow** or **Don't Allow** depending on your preference. It won't affect how you experience the video calls.



- 6 You may then see a message about joining audio. Select **Wi-Fi or cellular data**. After you join audio, you'll be able to participate in the call!

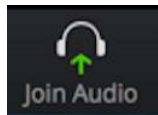


If you still don't hear anything after joining audio, check the volume on your device!

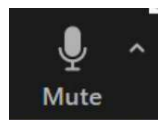


# Explore Meeting Controls

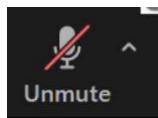
Depending on your device, Zoom's meeting controls may be located in different areas of your screen. To use the different controls, look for the icons below and on the next page.



You may need to select this icon to choose the source audio so that you can hear and be heard on the call.



Use the microphone icon to **Mute** yourself. Select the small up arrow to see additional options.



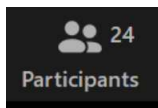
When you see this icon, your microphone is muted. You must select it to **Unmute** yourself.



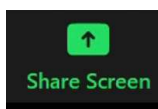
Select this icon to start your video.



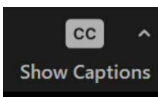
Select **Stop Video** to turn your camera off.



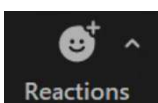
This icon tells you how many people are currently in the meeting.



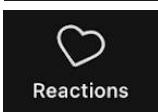
If the host allows it, you can share your screen by selecting the **Share Screen** icon. Doing so will allow participants to see a file, window, or application from your device.



If Closed Captioning (CC) is available, select the **Show Captions** icon to view or hide the captions.



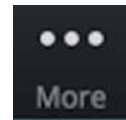
Use the **Reactions** icon to see the raise hand feature, emojis, and other ways to give feedback and interact. You may see a smiley face or heart icon, depending on your device.



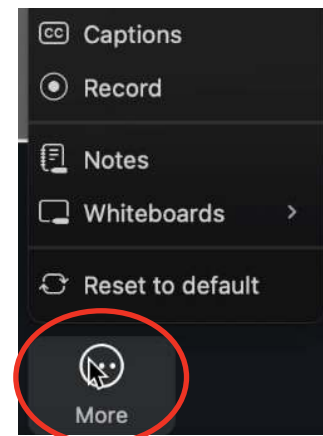


## Explore Meeting Controls, Continued

Selecting the **More** icon will bring up additional options that vary based on your device. You may see:



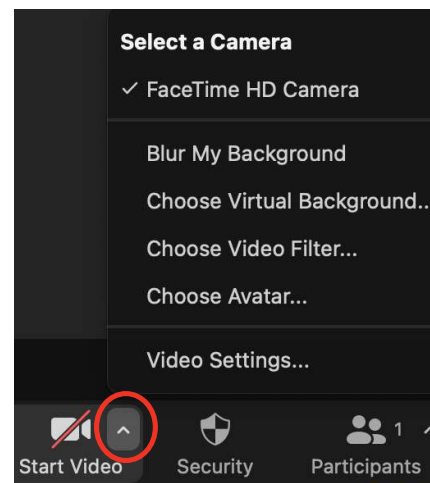
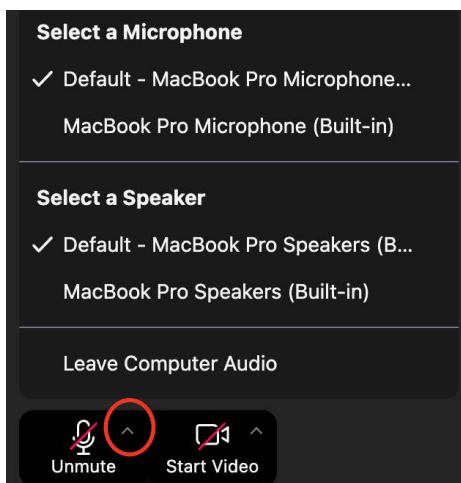
- Participants
- Invite...
- Chat
- Notes
- Captions
- Record
- Meeting settings
- Background and effects



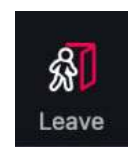
Click or tap the **More** icon again to close it.

## The Up Arrow

On a computer, some Zoom icons have a small **up arrow** next to them. Select this arrow to open a menu with additional options, features, and settings, such as changing your mic and speaker, and choosing a virtual background.



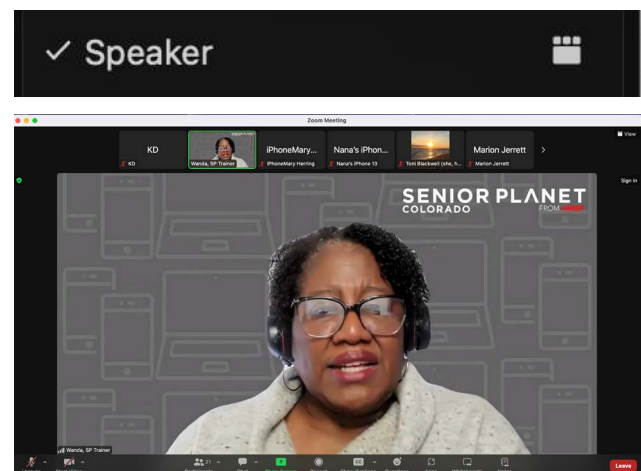
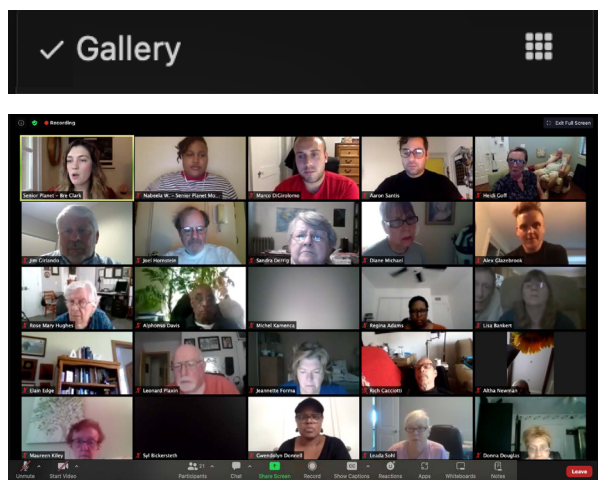
Select the **Leave** button when you're ready to leave the meeting. If you leave by accident, you can rejoin with the same link.





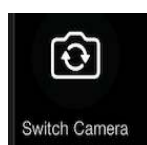
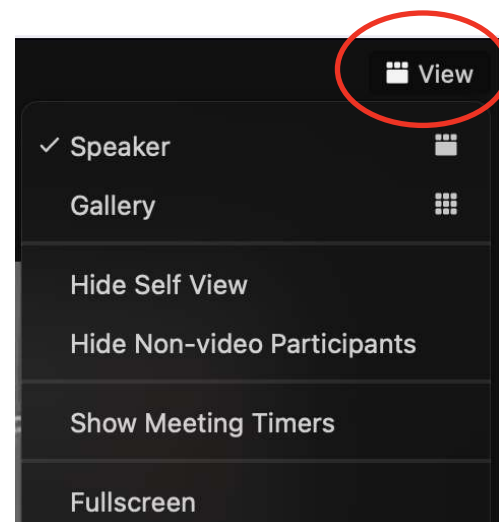
## Adjusting the View

During the video call, you can choose between **Gallery** view or **Speaker** view. Gallery view allows you to see tiles of all the participants in the meeting. If there are lots of participants, you may have to scroll to the right to see everyone! Speaker view shows you only the person who is currently speaking.



Use this icon to choose your view.

Note: You won't see the View icons on a smartphone. Instead, swipe to the right or left to switch between speaker and gallery view.



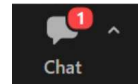
On a mobile device, ensure that others can see you by making sure your video is turned on and that you're using your selfie camera. Tap this icon to switch the camera.



# Using the Chat Feature

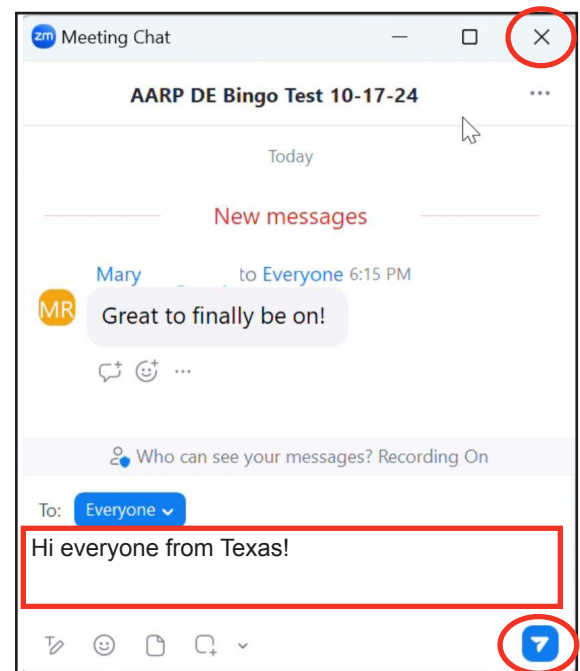
The chat feature is a great way to participate in video calls. You can send chats to everyone in the meeting or to individual people. Files, links, and other resources are commonly shared in the chat.

- 1 Select the **Chat** icon. If you don't see it on your screen, select the **More** icon and then select **Chat** from the options.

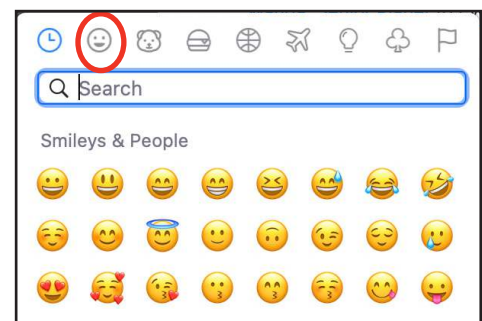


The chat window will either open as a pop-up window, or appear on the right side of your Zoom screen.

- 2 To send a chat message, click in the **message box** and type your message.
- 3 Click or tap the “To:” field to select who will receive your chat. Note that the default is sending your message to **Everyone**.
- 4 Then, click the **Send** icon.
- 5 If you don't want to see the chat window anymore, you can close it by selecting the **X** in the top right-hand corner.



Want more ways to express yourself?  
You can use emojis in the chat!







# Video Chat Tips & Etiquette

- **Arrive on time** – Find your Zoom meeting link and *join the meeting a few minutes early* to address any tech issues.
- **Check your background** – Make sure that you are comfortable showing what's in your background when on screen.
- **Adjust the camera position** – Your camera should be at eye level. Try using a stack of books to get your computer at the right height.
- **Have good lighting** – The room you're in should have good lighting. Consider sitting by a window or putting a lamp next to your computer.
- **Stay muted** – When you're not talking, it's best to keep your microphone muted to prevent background noise for other participants.
- **Reduce noise** – Find a quiet space! Normal, everyday sounds can be very distracting on video calls.
- **Respect privacy** – Don't record or take screenshots without permission.
- **Speak clearly** – When you unmute to say something, speak slowly and clearly. Avoid talking over others and use the chat feature if you don't want to interrupt.
- **Raise your hand** – If you'd like to speak, use the raise hand feature in the Reactions options so the host or moderator can call on you.

