Zoom Meeting Guide for Computers

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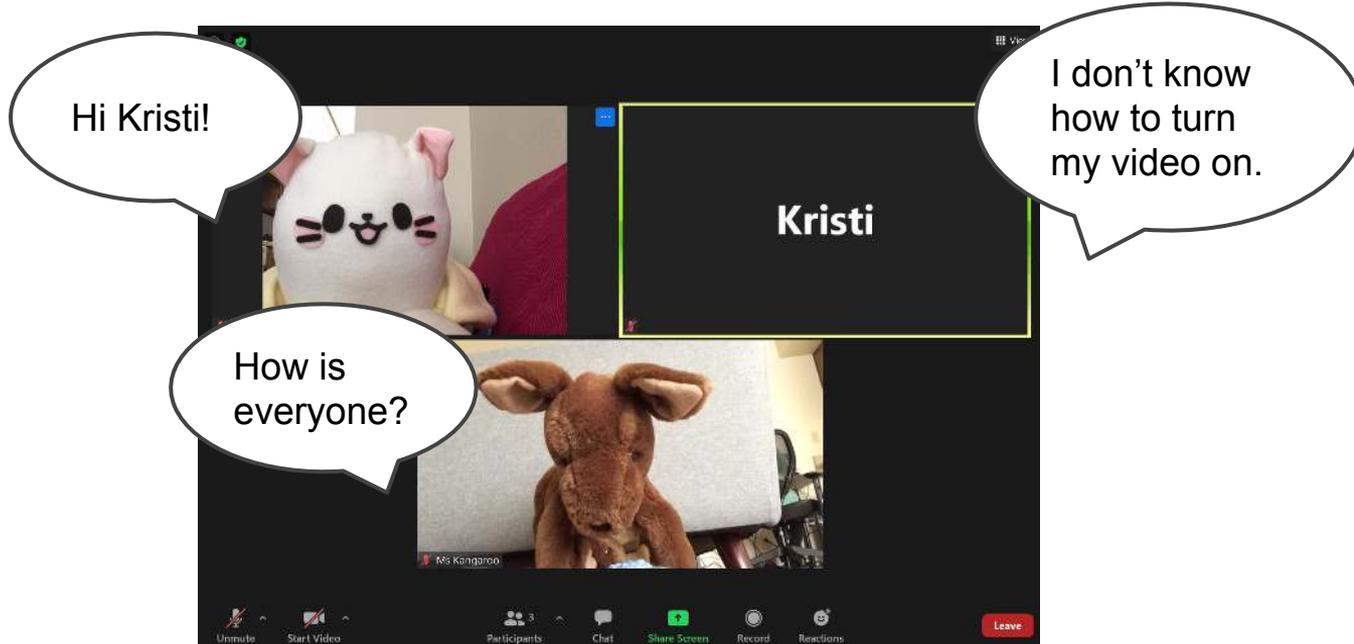
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Getting started with Zoom

Zoom video meetings allow for two-way communication. You can see and hear people on the other end, and they may be able to see and hear you too. This guide will help you get started, go over the controls, and help you troubleshoot so you feel comfortable using Zoom.

What you need

- Computer
- Internet connection
- Email

- Webcam
- Microphone
- Headphones or speakers

Most laptops come with a built-in webcam, microphone, and speakers. If you are on a desktop computer, most desktop monitors don't come with a webcam or a microphone. You can still join the Zoom meeting if you don't have a webcam or a microphone, but you won't be seen or heard.

Tip: If you don't have a webcam or a microphone, get a webcam with a microphone built in.

Preparing before a video meeting

Position your webcam: Move your webcam so it is facing you. It should preferably capture your head and shoulders.

Clean up your background: Since your background would also be on camera, move anything you don't want others to see.

Minimize noise and distractions: Turn off the TV or anything that might make a lot of background noise. If you have others in your household who will not be joining, let them know that you will be in a video meeting.
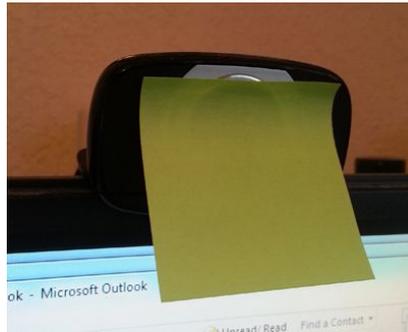

Tip: Put a sticky note over your webcam when you are not using it. This will keep people from seeing you if your webcam turns on by accident.

Installing Zoom

Install Zoom on your computer for the easiest way to join meetings. Make sure to install Zoom before your first meeting starts.

1) Go to **zoom.us/download**.

2) Under **Zoom Client for Meetings**, click the **Download** button.

3) Click **ZoomInstaller.exe** to install to your computer. You don't need to create a Zoom account or sign in to Zoom at this time.
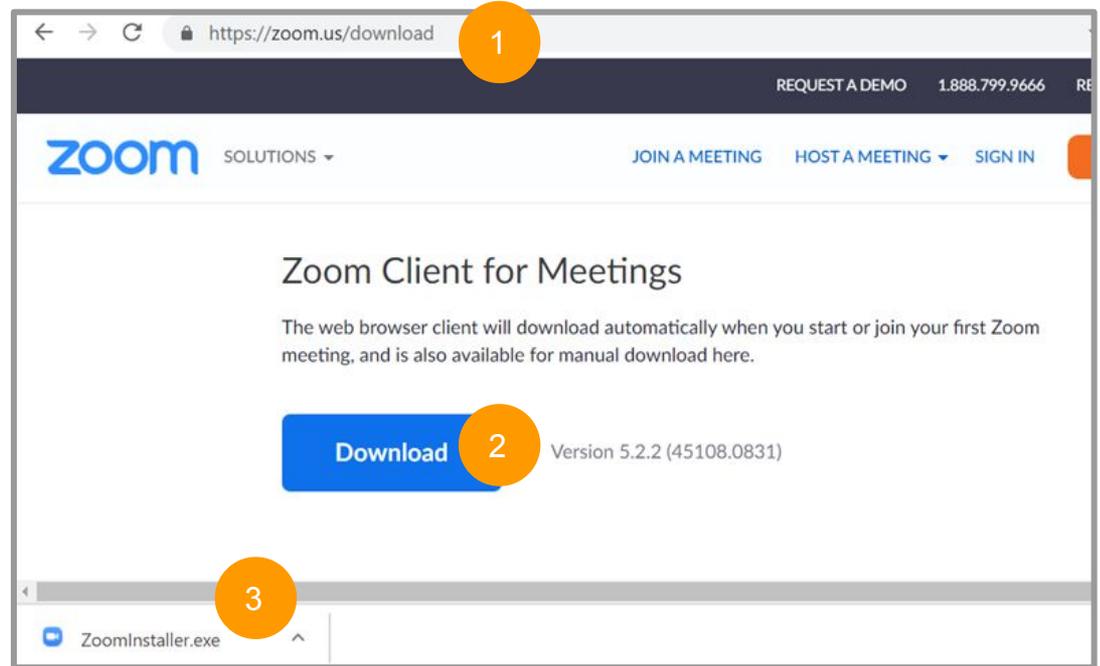
Joining a Zoom video meeting

1) Go to your email. An email will be sent to you with a link to the meeting. This email will be sent out the day before or the day of the meeting.

2) On the day and time of the meeting, click the Zoom link. You can also copy and paste the link into a web browser. This link may automatically direct you to the Zoom meeting or take you to a browser page. Click **Open Zoom Meetings** if it takes you to the browser page.

   If you haven't installed Zoom on your computer yet, a screen would open telling you to install Zoom.

Example Zoom link

Meeting Join Link:
https://zoom.us/j/8823452450?pwd=KSDup3dsfkl23sdflksldsl948KDS
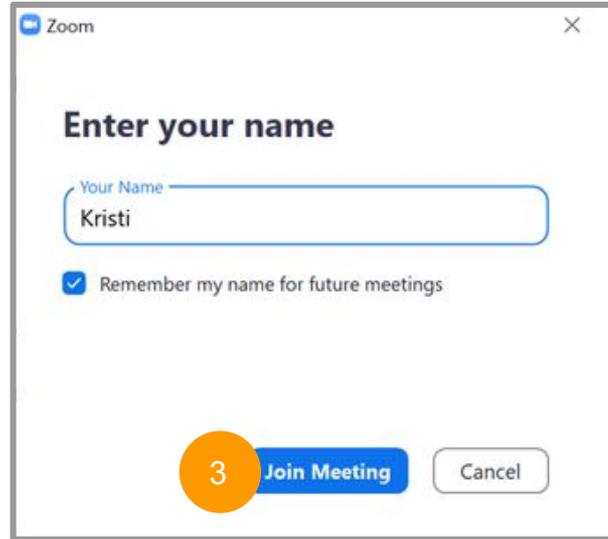
Meeting ID: 882 345 2450
Password: 3Pbk35

Security note: Don't share Zoom links in public places such as Facebook or Twitter. Strangers can use these links to barge into meetings (aka Zoombomb).
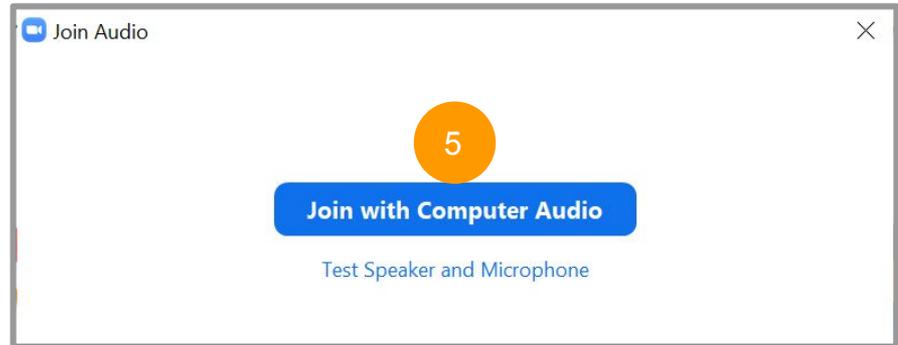
3) Enter your name and click **Join Meeting**. You may not get this window if this is not the first Zoom meeting on the account.

4) Wait for the host to let you into the meeting.

5) Click **Join with Computer Audio** to join the meeting.

Tip: Your microphone and camera may be on when you join the meeting. That means others may be able to see and hear you.
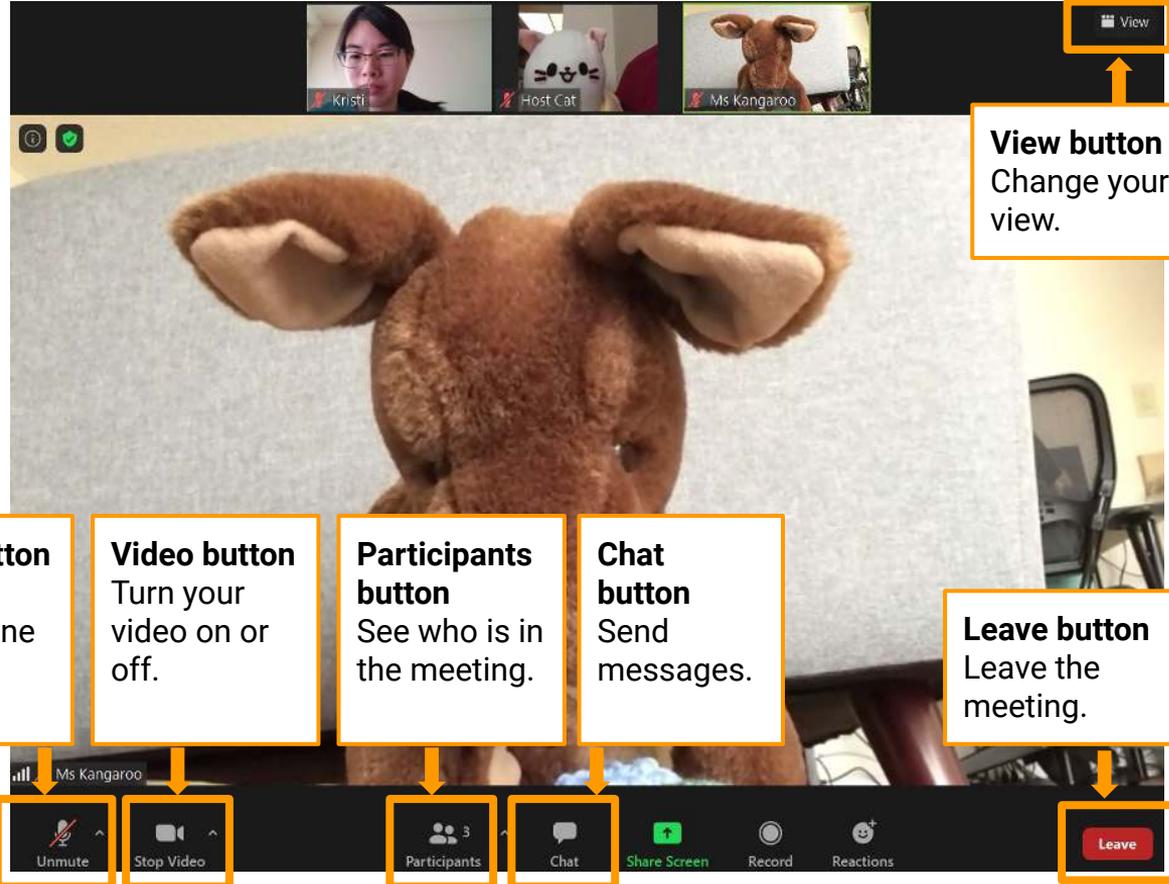
Finding the Zoom controls

Most of the controls you would use for Zoom are in the bottom bar. If you don't see this bar, move your cursor over the Zoom screen. The bar should pop up.

View button
Change your view.

Audio button
Turn your microphone on or off.

Video button
Turn your video on or off.

Participants button
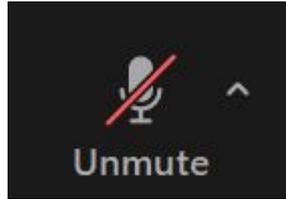See who is in the meeting.

Chat button
Send messages.

Leave button
Leave the meeting.
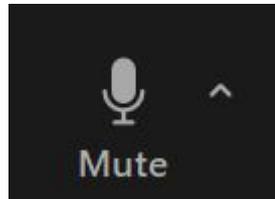
Turning the microphone on or off

In a Zoom meeting, everyone can either hear you or not hear you at all. The audio button is in the bottom right corner.

If your audio button looks like this, your microphone is **OFF**. (No one can hear you.)

Click the **Unmute** button to turn your microphone **ON**. The red slash will disappear to show your mic is on.

Tip: Keep your microphone **OFF** unless you are speaking. This minimizes background noise and avoids everyone overhearing you unintentionally.

Don't forget to turn your mic on if you get a bingo!

If your audio button looks like this, your microphone is **ON**. (Everyone can hear you.)

Click the **Mute** button to turn your microphone OFF. A red slash will appear to show your mic is off.

Turning the video on or off

In a Zoom meeting, everyone can either see you or not see you at all. The video button is in the bottom right corner.

If your video button looks like this, your webcam is **OFF**. (No one can see you.)

Click the **Start Video** button to turn your webcam **ON**. The red slash will disappear to show your webcam is on.

If your video button looks like this, your webcam is **ON**. (Everyone can see you.)
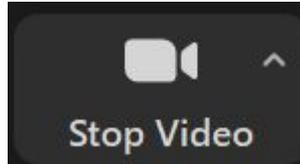
Click the **Stop Video** button to turn your webcam **OFF**. A red slash will appear to show your webcam is off.

Tip: Video meetings are a lot more fun if everyone can see each other. It is recommended that you keep your video **ON**. (It is also easier for the hosts to see if you have a bingo when your camera is on.)

Feel free to turn your video off when you need to.

Screen viewing options

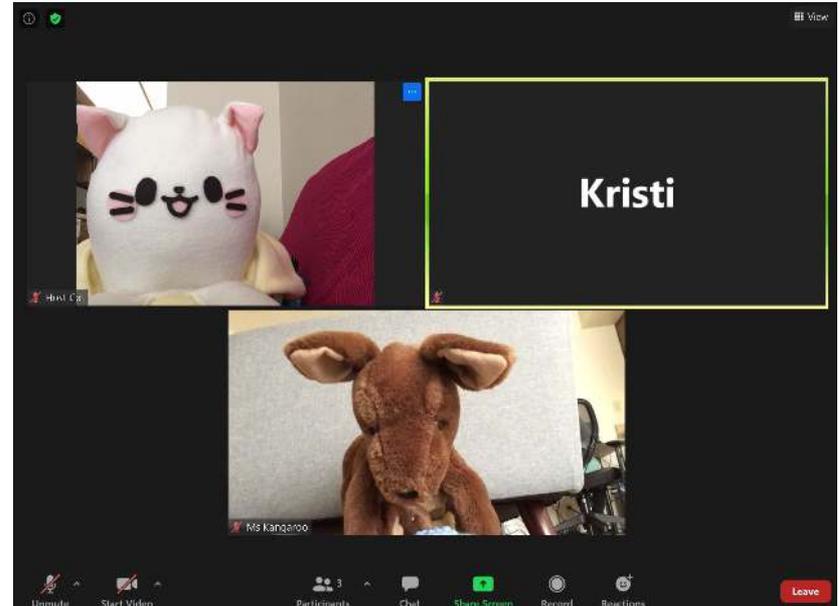You have a couple of screen viewing options to choose from.

Speaker View
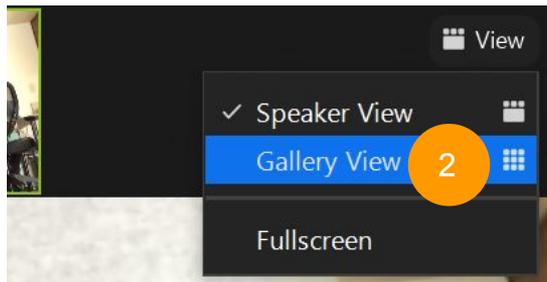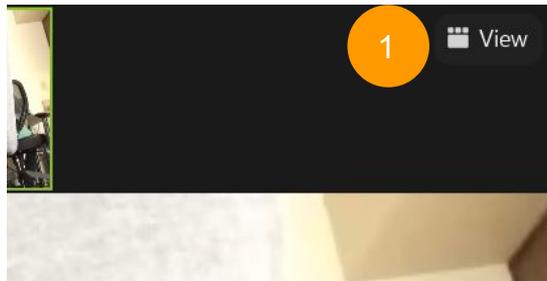The speaker has the largest screen.

Gallery View
Everyone on screen has an equally sized screen. This also lets you see more people.

Changing the screen view

1) Click **View** in the top right-hand corner.

2) Select the view you want from the drop-down menu.

Changing your name

You can change your name if the name on your video screen doesn't match your own.

1. Click **Participants** in the toolbar. A screen with a list of participants will pop up.

2. Hover your cursor over your name and click **More**.

3. Click **Rename**.

4. Click the field under **Enter a new screen name** and type in your new name.

5. Click **OK** to save your name change.
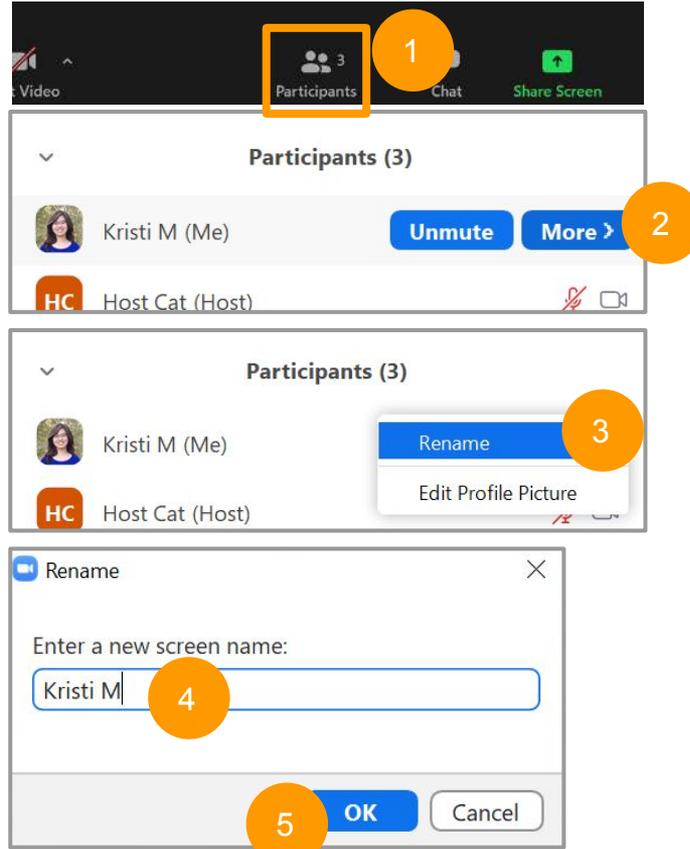
Viewing messages in chat

You can view public and private messages sent to you with the chat function.

Click the **Chat** button. A window will pop up where you can view the previous messages and where you can send a message.
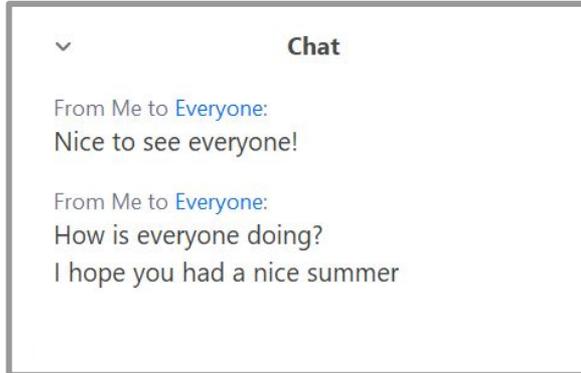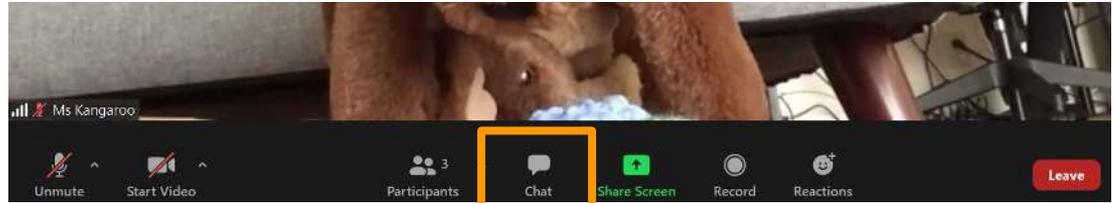
Sending public messages in chat

You can send public messages that everyone can see with the chat function. For large Zoom meetings, limit public messages to necessary notes, like asking for help.

1) Click the **Chat** button.

2) Make sure the **To:** section is set to **Everyone**. If it is not set to Everyone, click on the downward arrow and select **Everyone** from the drop-down menu.

3) Type your message in the **Type message here...** section.

4) Hit **Enter** on your keyboard to send your message.
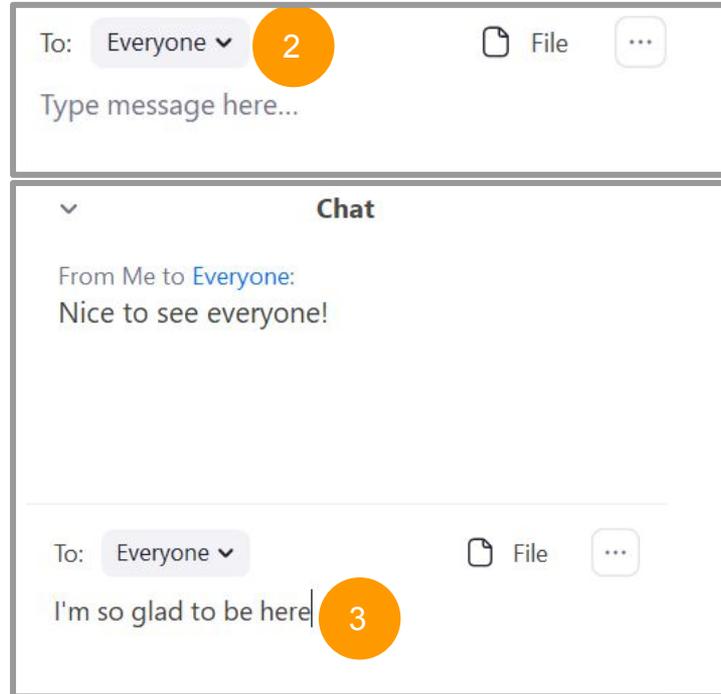
Sending private messages in chat

You can send a private message to an individual. You will need to know how to send a private message if you win a bingo so the host can record your prize.

1) Click the **Chat** button.

2) Click on the downward arrow next to **Everyone**.

3) Select who you want to send a message to in the drop-down menu.

4) Type your message in the **Type message here…** section.

5) Hit **Enter** on your keyboard to send your message.
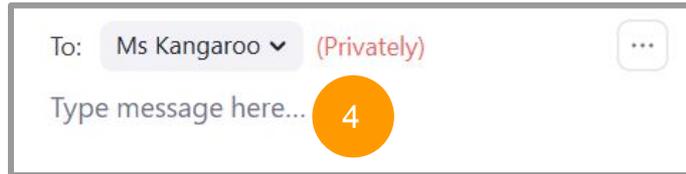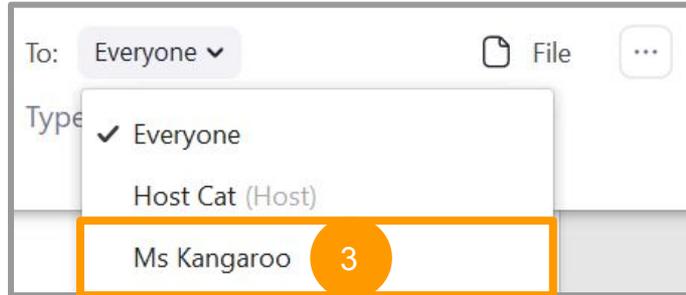
Leaving a meeting

You can leave a meeting at any time. If you leave a meeting, you won't be visible to participants still in the meeting. It will also turn off your microphone and webcam.

1) Click the **Leave** button.

2) Click **Leave Meeting** to confirm that you want to leave the meeting.
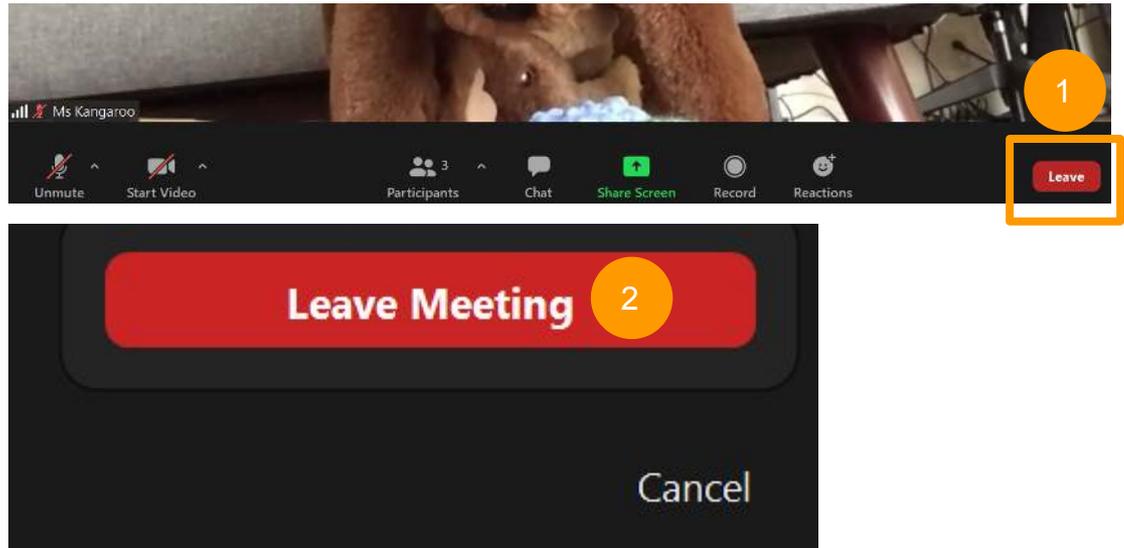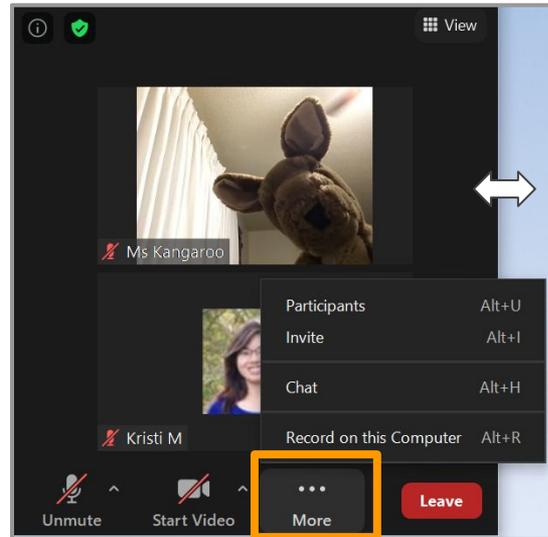
Troubleshooting

Problem: I don't see the usual controls at the bottom of the screen.

Solution #1: Hover your cursor over the screen. The toolbar will pop up.

Solution #2: Your screen view might be too small to fit the full toolbar.

Option 1: Make your screen larger.

**Option 2**: Click **More** to see more options.

Option 1: Hover your cursor over the edge until a double-sided arrow appears. Click the edge and while pressing down, move your cursor to make the screen larger.

Option 2: Click **More** for more options.

Problem: I can only see a small box with the person speaking. How do I get back to the other screen?

Solution: Your screen might have been minimized. Follow these instructions to return to the main screen:

1. Move your cursor over the box. Wait for the controls to appear.

2. Click on the green arrow to go back to the main Zoom screen.
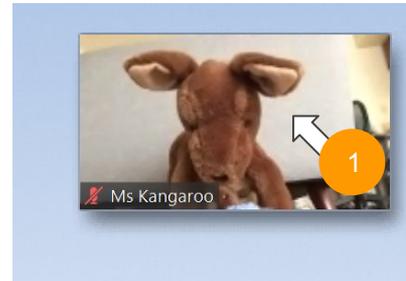
Problem: I can't get out of Zoom to do something else on my computer, but I also don't want to leave the meeting. What do I do?

Solution: Press **Esc** on your keyboard in the upper left-hand corner. This will exit Zoom out of full-screen mode.

Most keyboards have the Esc button in the corner.

The Esc button is located in the Touch Bar for Mac keyboards with this feature.

Touch Bar

Esc (Escape) button
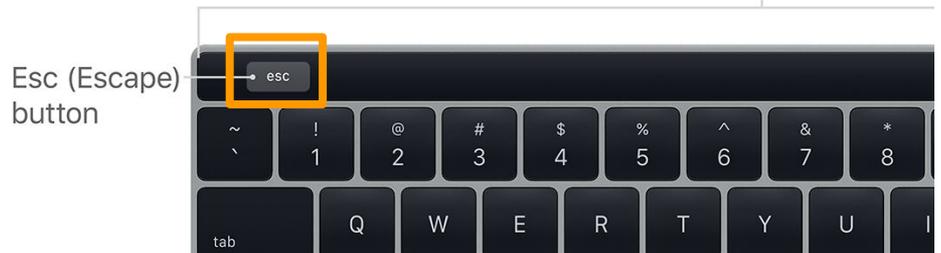
Resources

MVBT's Tech Support team is happy to help! Please email us at techsupport@mvbuddhisttemple.org or call 650-964-9426 extension 3 and leave a voicemail. Our team will get back to you ASAP!