

# How to Use Zoom

If you have any difficulty joining or participating in the meeting, call NCKLS staff for assistance:

Duane: 785-410-9706  
LaDonna: 785-477-2362  
Kim: 785-410-0430  
Carol: 785-410-8608

## **Register for meeting:**

- Receive email invitation to meeting (**arrives July 30**)
- Click link under “Register in advance for this meeting”
- Enter name, email, and any other required information (\* = required)
- Click “Register”
- Confirmation page appears and confirmation email is sent to provided email address


## **Download Zoom before meeting:**

- In confirmation email, click link next to “Join from PC, Mac, Linux, iOS, or Android”
- Save or Run when prompted
- Click on downloaded file (if saved)
- Zoom installs
- Future meeting: “Please wait for the host to start this meeting”
  - Close window, follow directions for “Join meeting” at the meeting time
- Meeting started or starting soon: “Please wait, the meeting host will let you in soon”

## **Join meeting on August 6 at 10:00 a.m.:**

- Open confirmation email
- Click link next to “Join from PC, Mac, Linux, iOS, or Android”
- Select “Join with computer audio” once admitted by host

## **Test audio:**


- 1) If meeting is in the future: click “Join” link
  - Select “Test Computer Audio” button under “Please wait for the host to start this meeting”
  - a) “Test Speaker” button: plays a sound—adjust volume and/or use dropdown list to select different audio output device (e.g. headset)
  - b) “Test Microphone” button: speak and listen for playback—adjust volume and/or use dropdown list to select different audio input device (e.g. headset)
- 2) If meeting has begun or will start soon: wait at “Please wait, the meeting host will let you in soon” window
  - Once admitted by host, select “Join with computer audio”
  - If problems are detected, select “Test computer audio” button
    - Follow steps 1a and 1b above
  - If no problems are detected but you want to test audio
    - Select caret (^) next to microphone icon  (bottom menu bar)
    - Select “Audio settings”
    - Follow steps 1a and 1b above




Continued

## **Participate during meeting:**

**Menu bar** (hover mouse cursor near bottom of Zoom window to access)

 Microphone Mute/Unmute by clicking microphone icon

 Video On/Off by clicking camera icon

 Participants

Show all participants

### **Rename yourself**

Hover over name, select “More”, select “Rename”

React with “Raise Hand,” “Yes,” “No,” etc. (bottom of participants list)

Select “Raise Hand,” “Yes,” “No,” etc. again to clear it

 Chat

Type in lower box

Hit Enter on keyboard to send message to everyone


 Reactions

Briefly add Thumbs Up or Clap icon to video thumbnail

## **Polling**

Polls sent out by host pop up on top of Zoom window

Select appropriate answer and click “Submit”

 You cannot change your mind after clicking submit


## **Exit Full Screen mode during screen share**

Go to green and black bar at top of window

Click on “View Options” on right of bar

Select “Exit Full Screen”

## **Cell Phone/Tablet Users:**

 Must have access to confirmation email

Download Zoom app (free) (official name: ZOOM Cloud Meetings)

iPhone/iPad: App Store

Android: Play Store

Open confirmation email

Click link next to “Join from PC, Mac, Linux, iOS, or Android”

Zoom app opens automatically

Select “Call over Internet” if prompted

Allow access to microphone/camera if prompted

Tap screen to see Menu Bar at bottom