

**User Guide:
Zoom Video
Conferencing**



ONLINE TRAINING

Quick Facts about Zoom meetings

User Guide:

zoom
Video
Conferencing

- Zoom works on any Web browser, with any Web-enabled device— but needs a steady Internet connection.
- No account or a password needed: just the **10-digit meeting ID**.
- Set up your computer so that you can see and hear comfortably.
- A microphone enables you to chime in, but you can use Chat if you don't have one.
- In a pinch, you can dial in to listen on any phone (not recommended).

Join a Meeting

Meeting ID or Personal Link Name

Join

What do I need for Online Trainings on Zoom?

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1. **A Web-enabled device**, with:

- a strong Internet connection to prevent interruptions, and
- a large enough screen to see details.

2. **A microphone** of some kind, to respond to and ask questions.

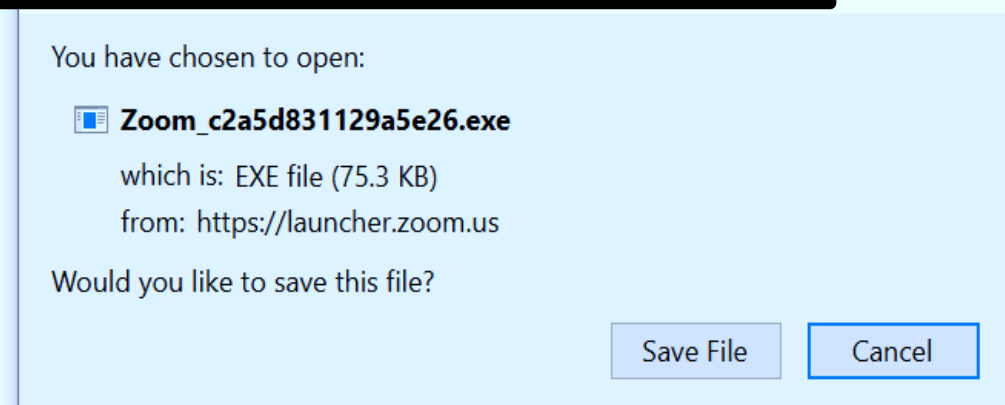
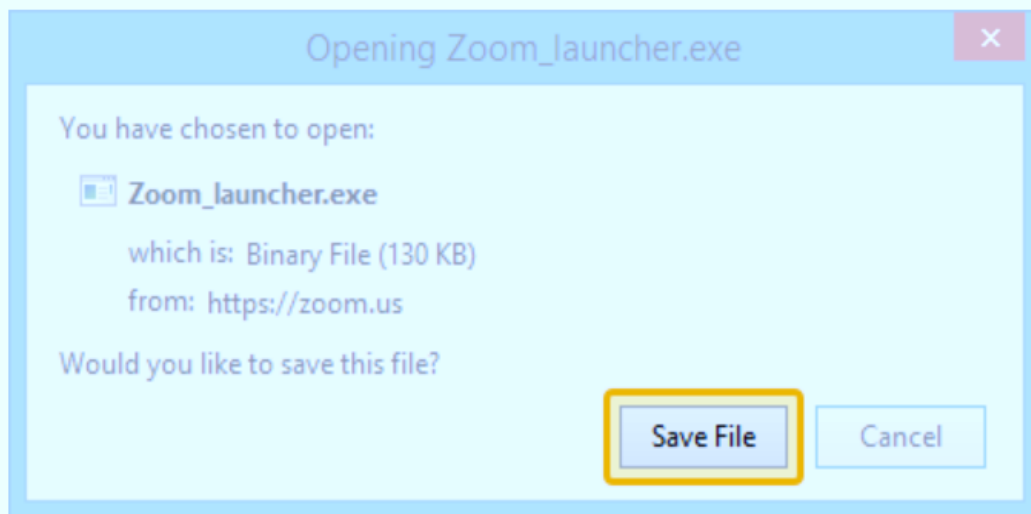
- Most computers have a speaker/ microphone built in; you can also use a headset (any headphones with a built-in microphone work!).

3. **Privacy.**

- KnoxHMIS training content can include confidential information. Set up where the screen can't be seen by anyone and your conversation won't be overheard (the only exception being other licensed KnoxHMIS users).

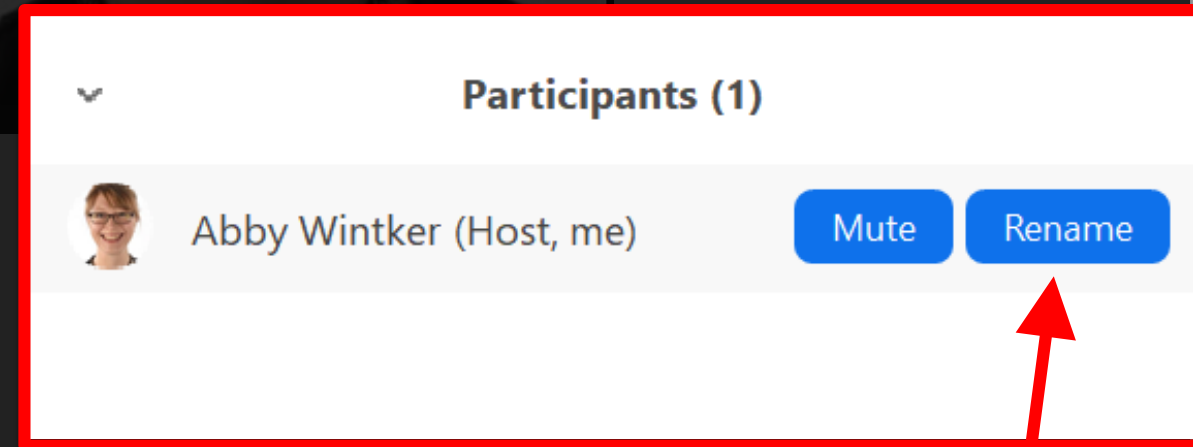
How do I join my first Zoom meeting?

- Click the meeting link (e.g., <https://companyname.zoom.us/j/0123456789>).
- Zoom's web client will download automatically, or you can download anytime at: <https://zoom.us/download>.



For more info, see this article: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Once you're in the meeting room, **rename yourself.**



The screenshot shows the 'Participants (1)' panel in Zoom. It lists one participant: 'Abby Wintker (Host, me)'. To the right of the name are two buttons: 'Mute' and 'Rename'. A red arrow points from the 'Rename' button down towards the 'Manage Participants' button in the toolbar below.

Abby Wintker



Mute



Start Video



Invite



Manage Participants



Share



Chat



Record

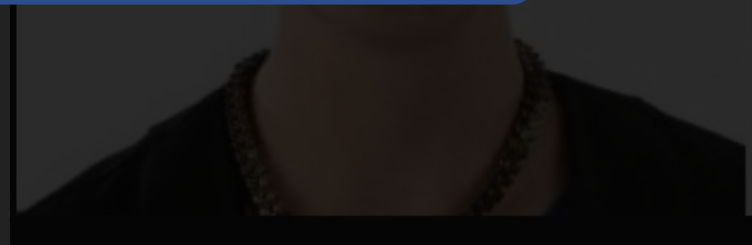


Breakout Rooms

1. From the toolbar at the bottom of your screen, click **“Manage Participants.”**

2. Find your device name or phone number in the list of participants, and click the **“Rename”** button.

Participate with your questions & comments!



Abby Wintker



Mute



Start Video



Invite



Manage Participants



Share



Chat



Record



Breakout Rooms

Chime in: Unmute yourself by clicking the microphone icon, or use keyboard shortcut Alt+A

Write it out: Click the chat icon & type your message