

How to use

**zoom**  
Video Conferencing

## What do I need for a Zoom meeting?

### Join a Meeting

- Works with any Web browser, on any Web-enabled device.
- Steady Internet connections are best.
- No account or a password needed: just the 10-digit meeting ID.
- No Internet? Dial in to listen on any phone!
- When possible, use 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.

Meeting ID or Personal Link Name

Join

## How do I join my first Zoom meeting?

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

1. When prompted, select Save File.

Opening Zoom\_launcher.exe

You have chosen to open:

- Zoom\_launcher.exe
- which is: Binary File (130 KB)
- from: <https://zoom.us>

Would you like to save this file?

Save File Cancel

Opening Zoom\_c2a5d831129a5e26.exe

You have chosen to open:

- Zoom\_c2a5d831129a5e26.exe
- which is: EXE file (75.3 KB)
- from: <https://launcher.zoom.us>

Would you like to save this file?

Save File Cancel

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Once you're in, **rename yourself** (think: "who said that?")

Participants (1)

Abby Wintker (Host, me) Mute Rename

Abby Wintker

Mute Start Video Invite Manage Participants Share Chat Record Breakout Rooms

From the toolbar at the bottom of your screen, click "**Manage Participants.**"

Find your device name or phone number in the list of participants, and click the "Rename" button.

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Two ways to participate with your questions & comments

Abby Wintker

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**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