

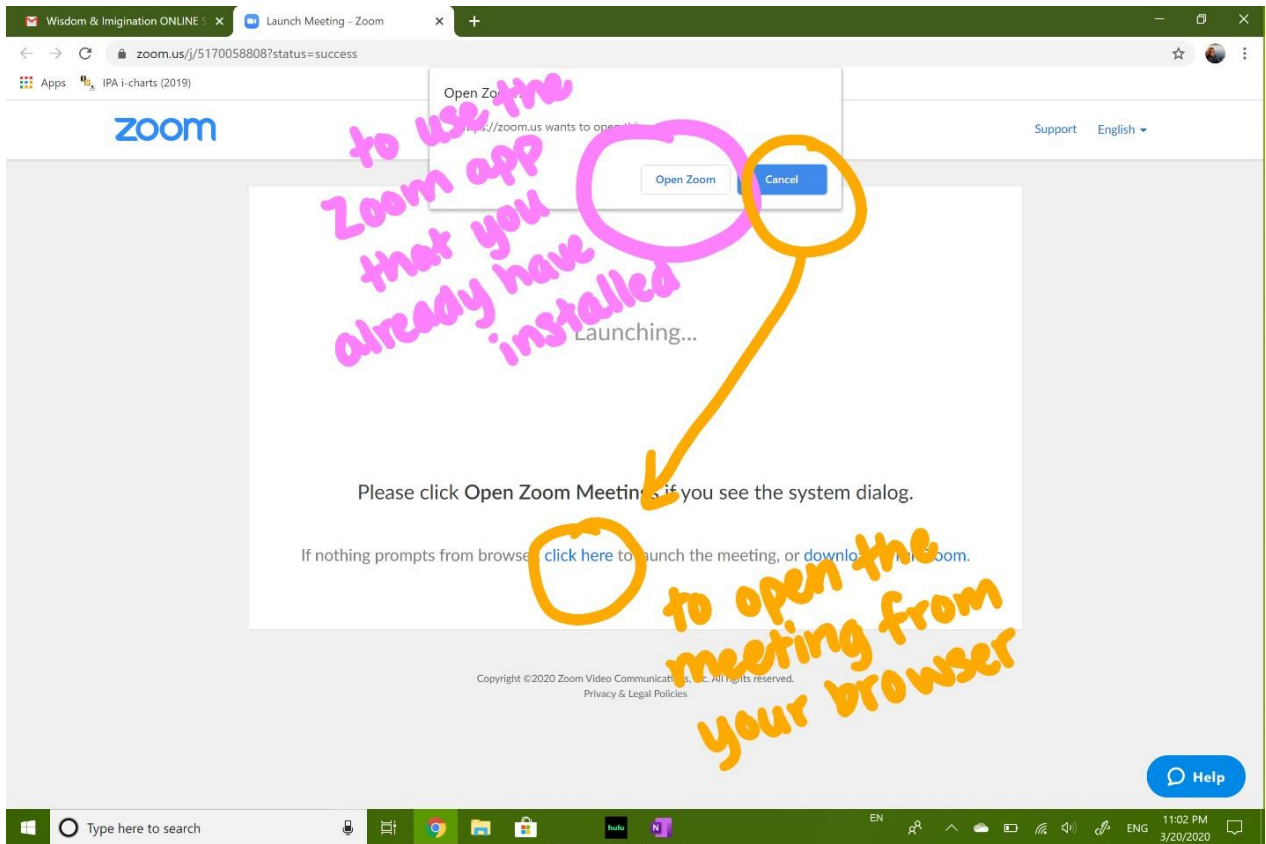
## Welcome to Kate's handy, foolproof guide to Zoom! (contributed by Kate Stenberg)

We hope this guide will help you feel comfortable using Zoom for our CELTebration.

### Part 1: Joining the meeting from the link

**Step 1: Click the link in blue.** You will be taken to the online meeting page.

### **Step 2: Browser or App**



At this point, you will have to choose whether you want to join the meeting in your browser or in the app.

You have four options:

**You have the Zoom app, and you want to use it.** Click [Open Zoom](#) from the popup box. The program will open on its own.

**You have the Zoom app, but you don't want to use it.** Click Cancel in the popup, then click [click here](#) to launch the meeting. Cancel the popup again, and then click [join from your browser](#).

**You don't have the Zoom app, and you want it.** Click [download and run Zoom](#).

**You don't have the Zoom app, and you don't want it.** Click [click here](#) to launch the meeting, then click [join from your browser](#).

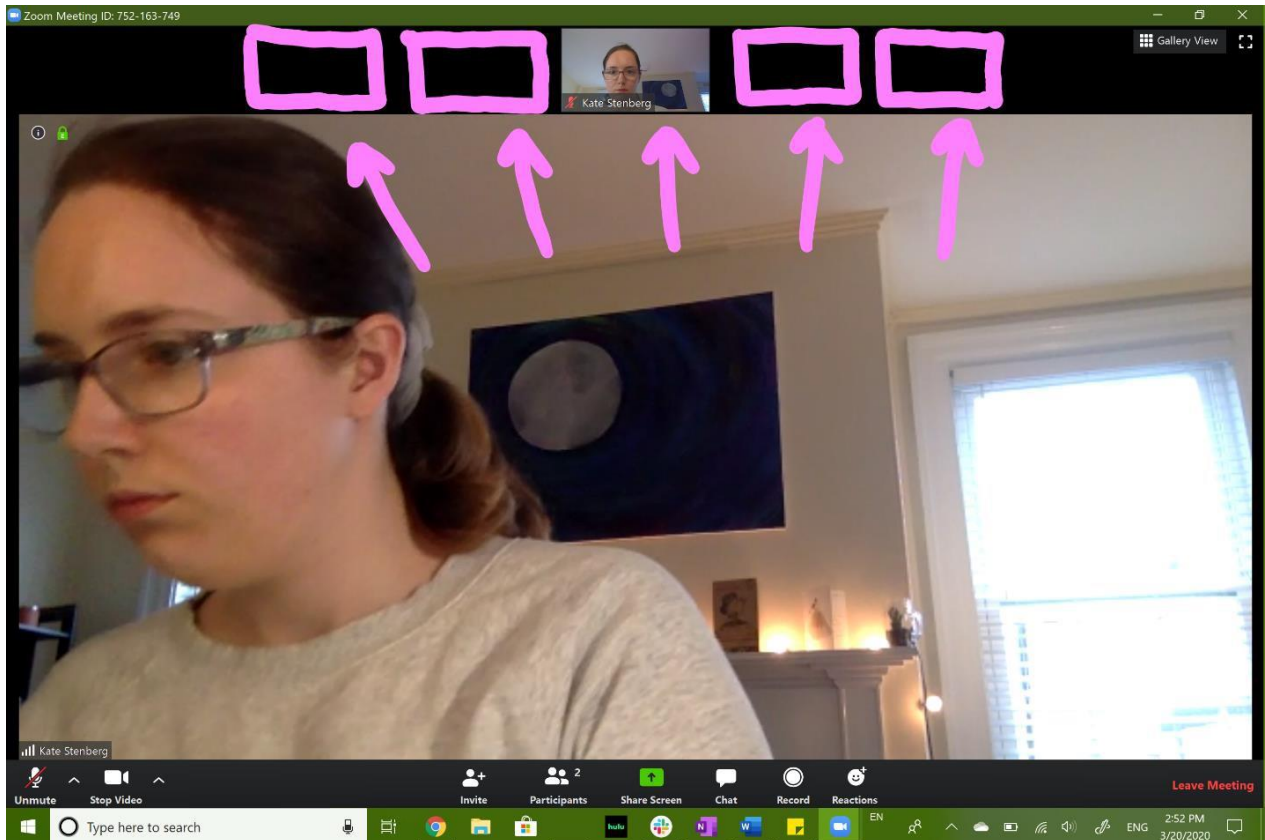
## **Part 2: Using the Zoom app**

Zoom has many functions, but as a meeting participant, you won't need to know all of them. Here are those that will be useful to you as a participant.

These include:

- Gallery vs. Speaker view (how the other participants' videos are arranged)
- The Mute and Video functions
- The Participants names viewer
- The Chat box
- The Minimize function
- Leaving the meeting

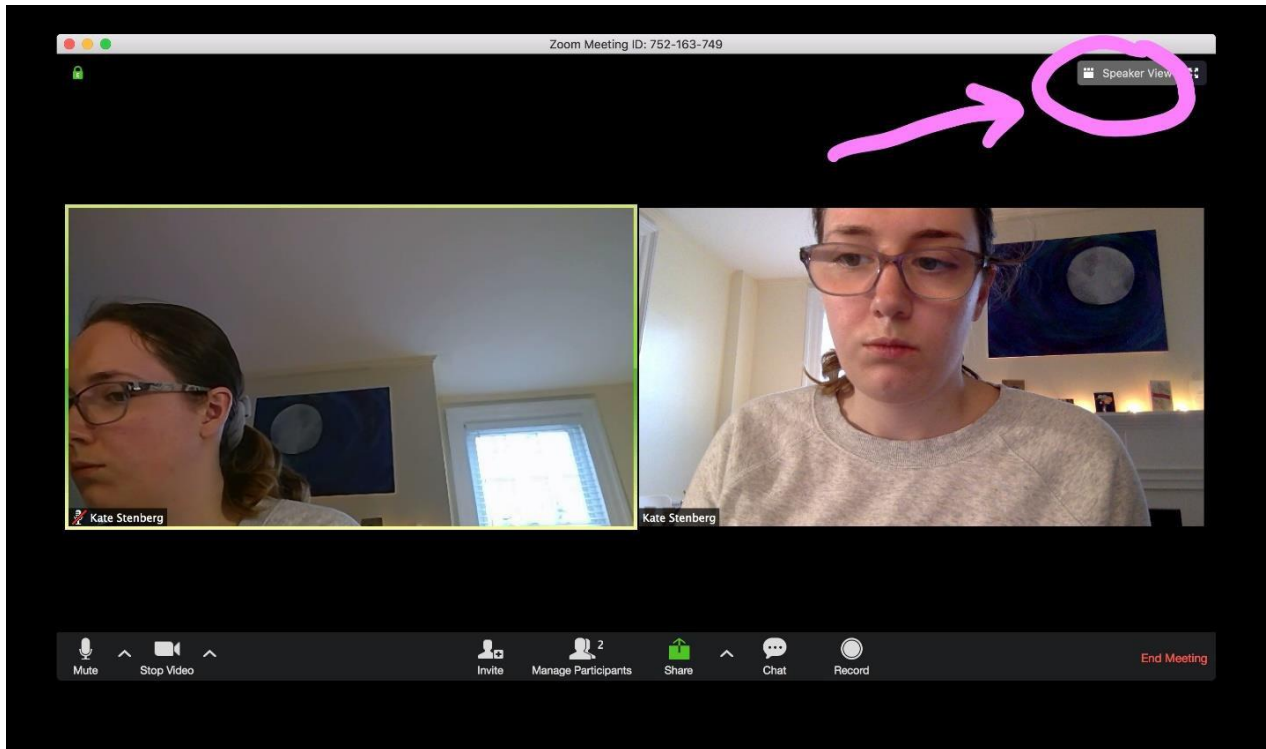
## Feature 1: Speaker view



Zoom will open in Speaker view by default. In this view, the person speaking takes up most of the screen, and other participants are in a line at the top.

Only five participants will be shown at the top at once: you, the person currently speaking, followed by who has most recently spoken. There will be arrows that allow you to see the next five, and the next five, and so on.

## Feature 2: Gallery view

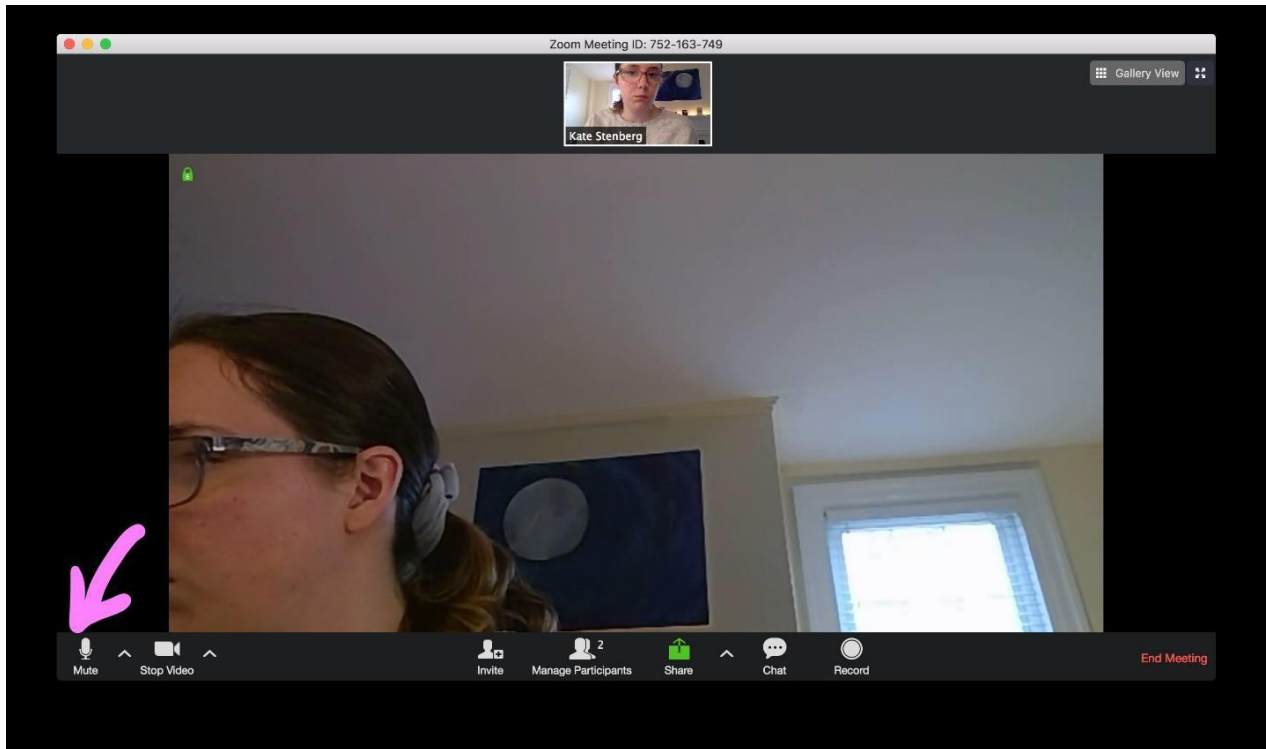


Gallery view allows you to see all participant videos equally. The person currently speaking will have a green border around their video.

In my demo meeting (with myself!) there are only two participants, so both videos are large. But the more people there are, the smaller the videos are. In a meeting of more than eight or so people, I recommend **not** using Gallery view.

**To switch views**, click the button in the top right corner.

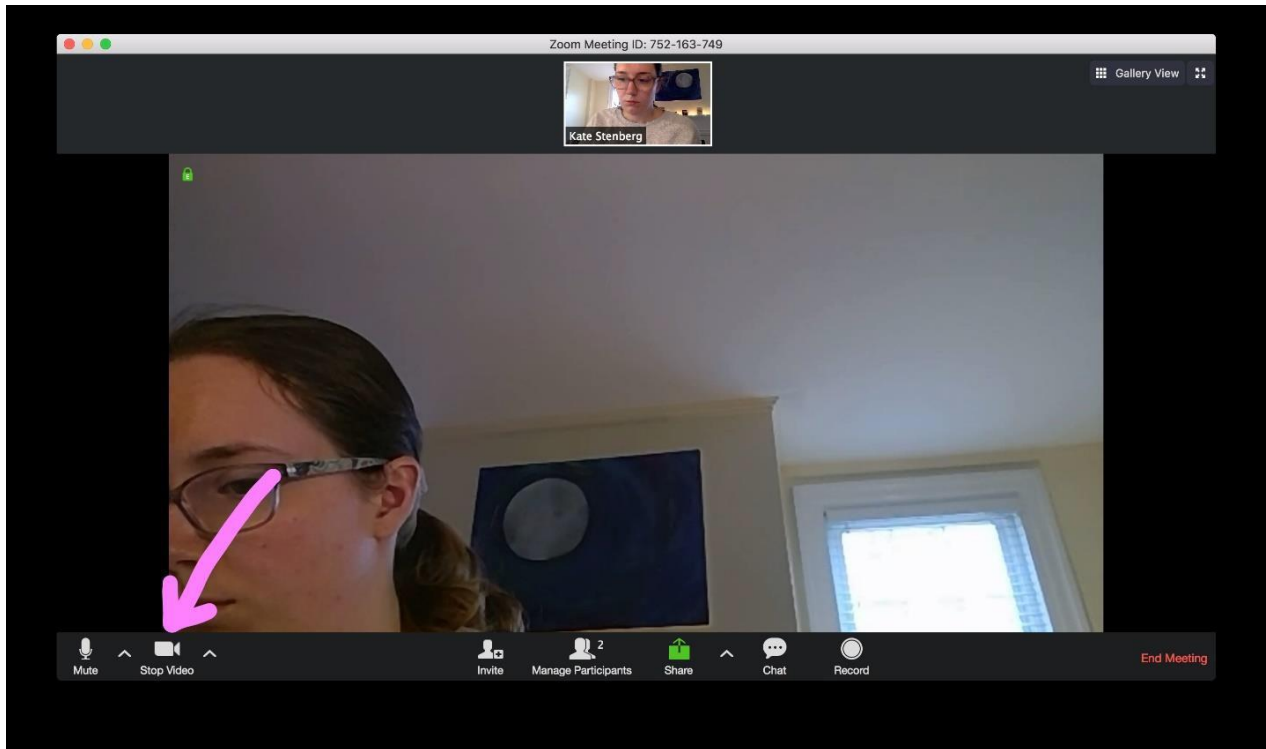
### Feature 3: the Mute function



At the bottom left corner is the mute button. Click to mute yourself, and click again to unmute yourself. (A red line through this icon means you are muted.)

In a meeting with over eight people, I recommend being muted unless you want to actively speak. If everyone has their microphone transmitting sound, it creates a lot of feedback and can be very uncomfortable.

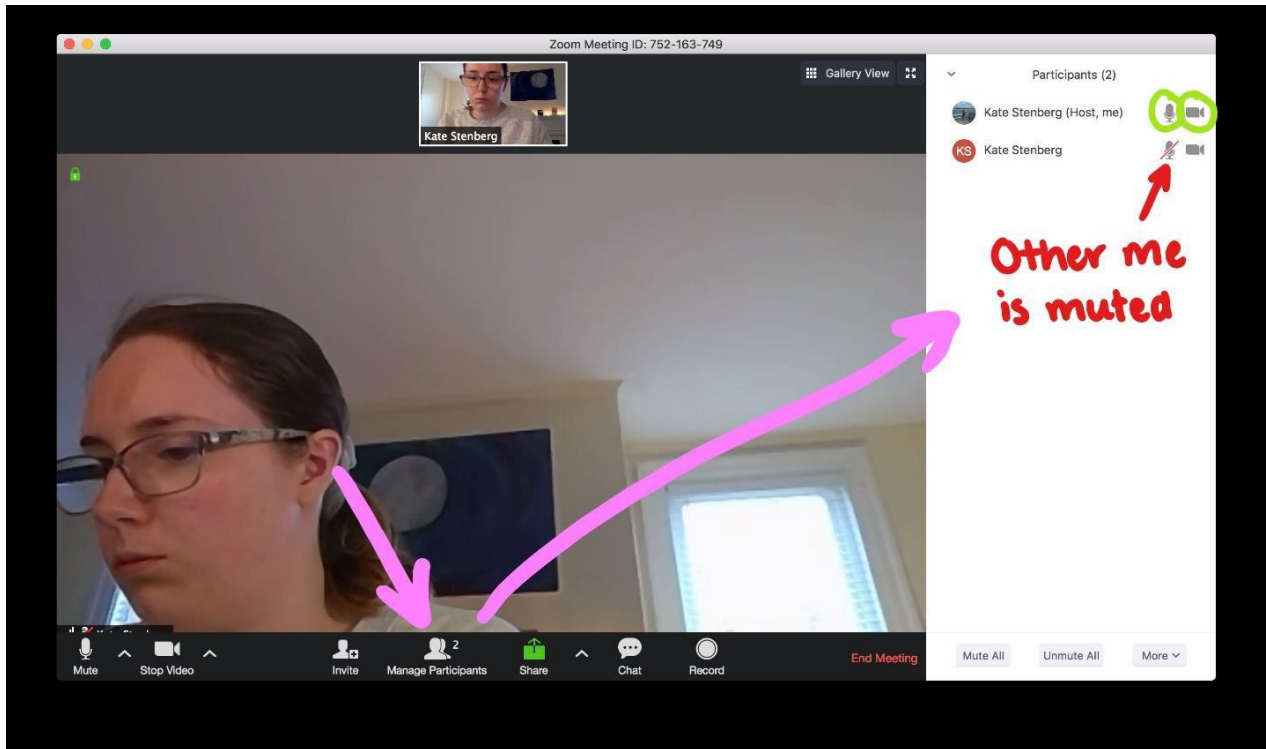
## Feature 4: the Video function



Next to the Mute function is the Video function. You can click this to turn your video off or on. (A red line through the icon means you are not sending any video.)

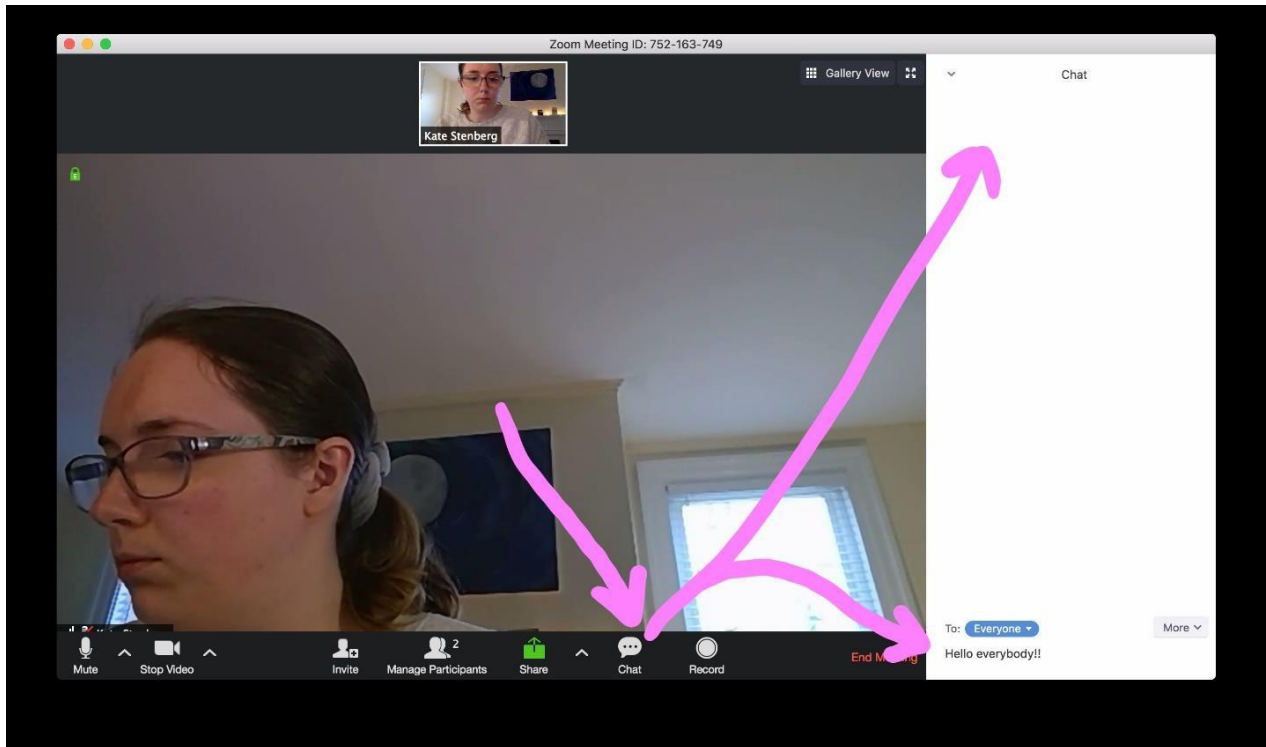
Like with audio, having video on can slow down the program. In a meeting with more than fifty or so people, turning video off can improve connection quality.

## Feature 5: the Participants list



Clicking on the participants list (shown here as Manage Participants, because I'm the host, but for you it will just say Participants) will open a box on the right side of the screen showing a list of everyone in the meeting. You can also tell from this list who is muted and who is using their video.

## Feature 6: Chat



On the bottom, the icon of the speech bubble with the three dots is the Chat icon. Clicking on that will open a box on the right-hand side of the screen where you can send a chat message to the other participants.

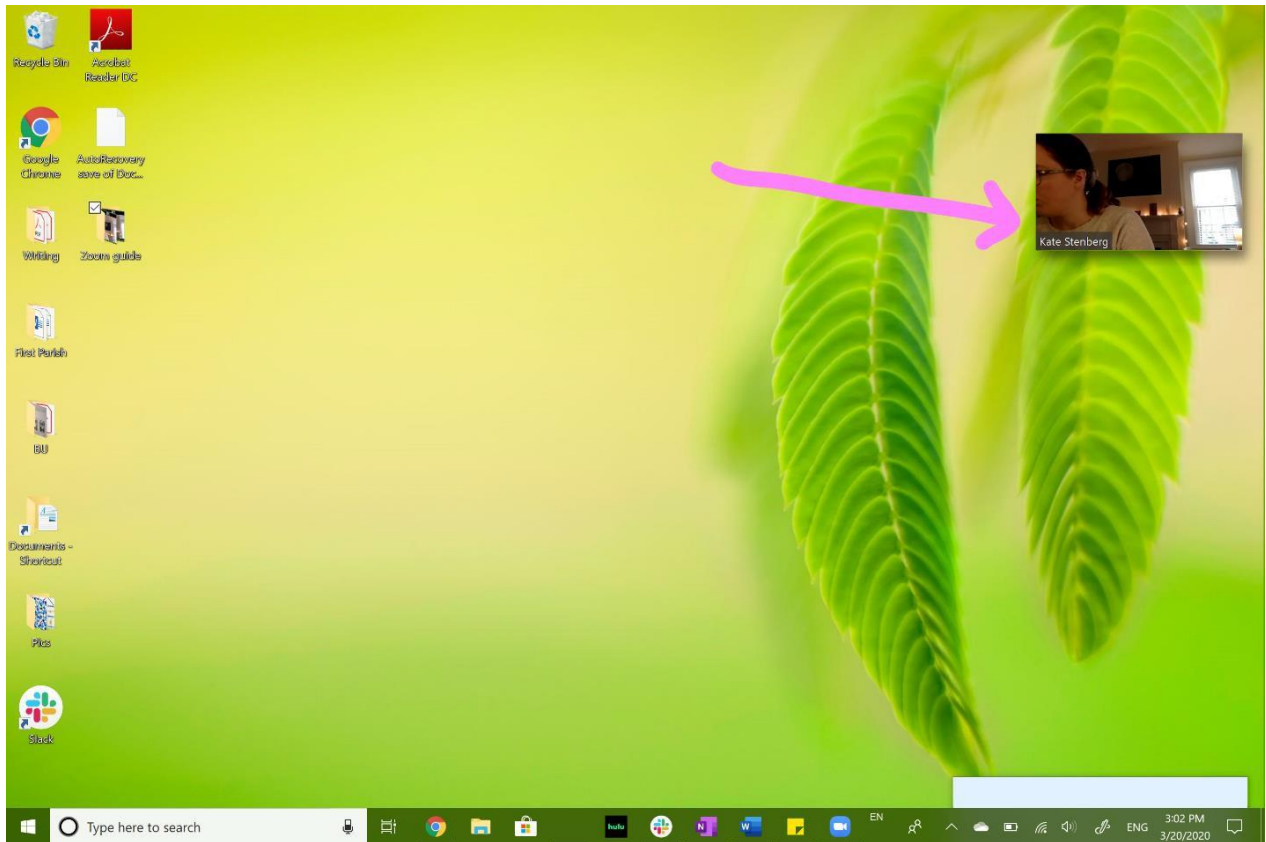
You can send it to Everyone, or you can also choose to send it just to a certain person or people (click on Everyone, and then choose a name from the dropdown list).

You can only send chat messages to people who are in the same room as you. (If you need help from the host, find and click on the More icon on the bottom of the screen and choose Ask for Help.)

You can view the Participants list and the Chat at the same time: the Participants will be on the top half and the Chat will be on the bottom half.



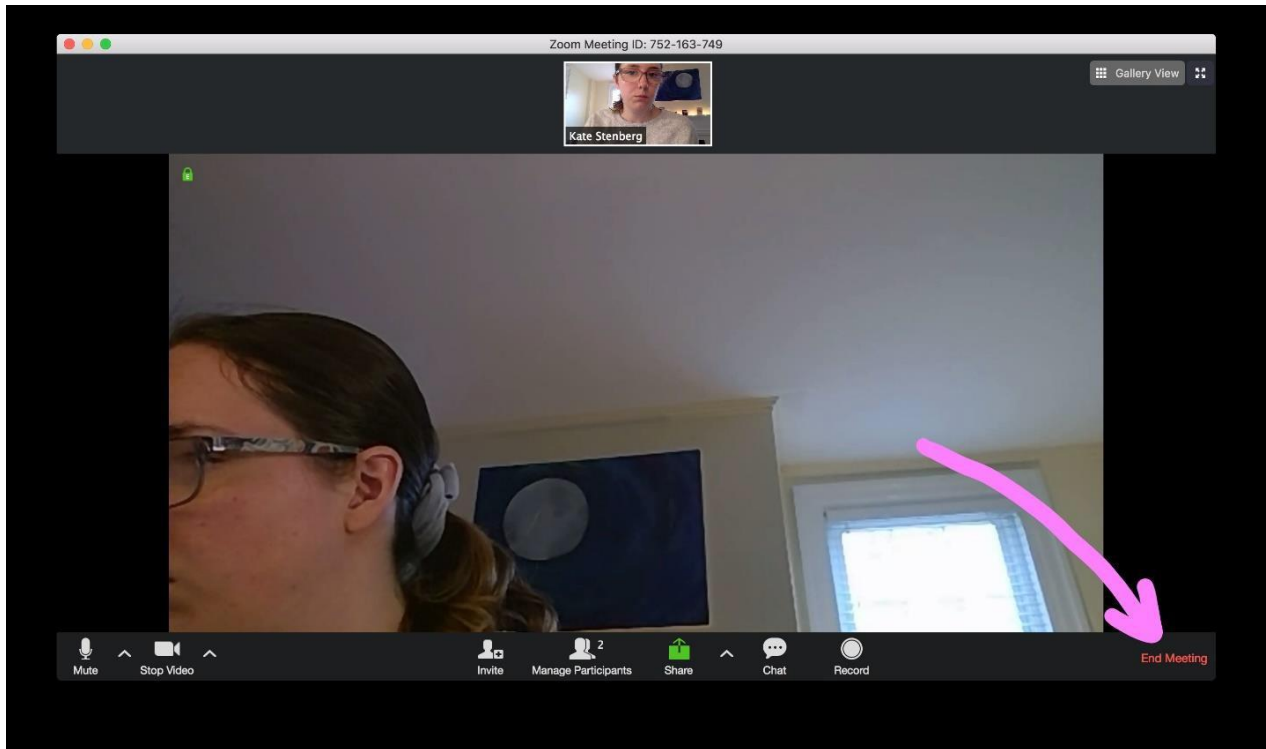
## Feature 7: Minimize



If you minimize the Zoom window, a small window will appear. This will be the video of the person currently speaking, and it will hover over anything else on the screen.

You can return to the large window by hovering over the small window and choosing Exit Small Screen.

## Feature 8: Leaving the meeting



Finally, to leave the meeting, click on the red text on the bottom right corner of the window.

(It says End Meeting in this picture because I'm the host here, but for you it will say Leave Meeting.)

Everyone can leave the meeting at their own pace. You will not be kicked out of the meeting until the Host ends it.

## Conclusion

Thanks for using this guide! I hope this covered the basics. There's obviously much more to know about how to use Zoom, but this should get you started on how to use it for now.