INSTRUCTIONS & TIPS FOR USING ZOOM
Created by the UW-Madison School of Nursing Gilmore-Bykovskyi Team, Summer 2020

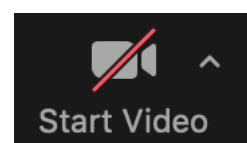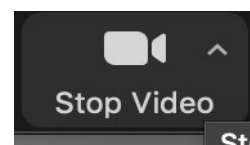## Joining a Meeting by the Zoom App
- To join a meeting, start by clicking the link in the email invitation under "Join Zoom Meeting." Next, choose the option to download and launch Zoom. If you already have Zoom downloaded, choose the option to open the zoom.us application. You may have to wait for the host to start the meeting or add you from the virtual waiting room.

- Once you join, you can choose to join with video (others will be able to see you right away) or join without video (others will be unable to see you right away). You can also choose to join with computer audio (so you can hear others) or to test your speakers and microphone before getting started. **Select "Join with Computer Audio" to get started with your Zoom meeting.**

Joining a Meeting by Calling In
- You may also join a meeting by calling the numbers indicated in the meeting invitation. You will need to choose the number that corresponds with your location. Once you dial the number, you will be prompted to enter the meeting ID which can also be found in the meeting invitation.

- Dialing in to a Zoom meeting will function the same as a normal phone call; it's only what you can hear and say, you cannot see others and they cannot see you
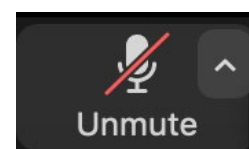
Turning Your Video On/Off
- To start sharing your video, click the video camera icon on the bottom of your screen. If your video is sharing, the screen will say "stop video" under the icon of the video camera.

- If you are not sharing your video, the icon will have a red line through it and will have the words "start video" under it.
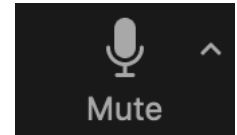
> ***Zoom Tip:*** *If you are having internet connectivity issues, try stopping your video. This might help speed up your connection and reduce lagging.*

Turning Your Sound On/Off (Muting & Unmuting)
- To mute your microphone, click on the microphone icon at the bottom of your screen. Once you are muted, the microphone icon will have a red line through it and will read "unmute" under it.
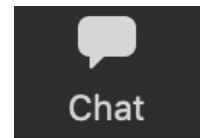
- To unmute microphone, click on the microphone icon again. When you are unmuted, the microphone icon will appear with the word "mute" underneath it.

Zoom Tip: *Keep yourself muted during the session and unmute when you would like to say something. This will help reduce background noise and will help everyone to be able to hear each other clearly.*
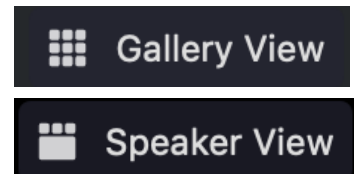
Using the Chat feature
- To use the chat feature on Zoom, start by clicking the speech bubble icon with the word "chat" underneath it at the bottom of your screen. Once you click the icon, the chat box will appear on the right side of your screen. On the lower right-hand side, you will see a box with the words "Type Message Here." Click inside this box and begin typing to send a message to everyone in the Zoom meeting.
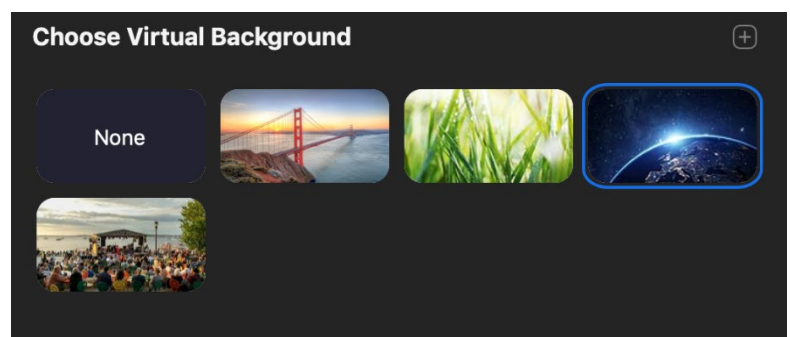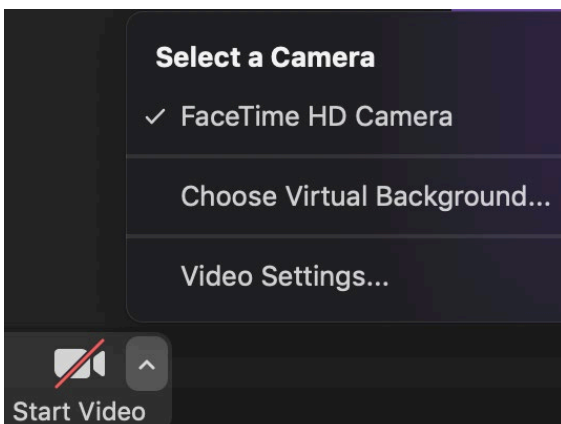
Adjusting Viewing Modes
- To view all participants at once, select "Gallery View" in the top right of your screen. To only view one person at a time, select "Speaker View" (this will change as Zoom detects who is speaking) also in the top right of your screen.
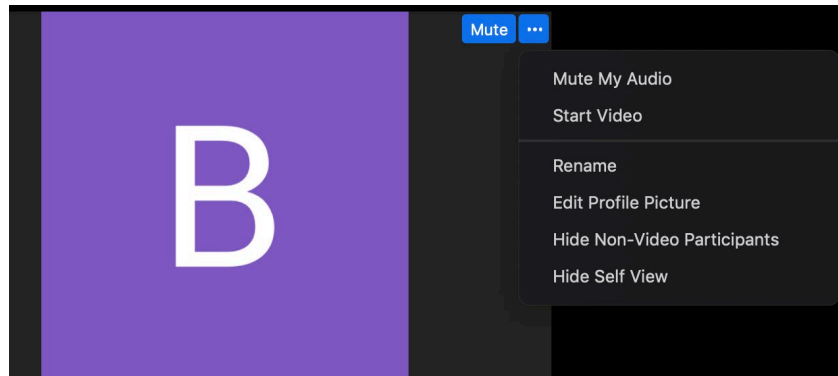
Changing Your Background for Privacy (Advanced Feature)
- You may want to change your video background for privacy. To change your background, hover over the video camera icon where the "^" appears. Then select "Choose Virtual Background." Under this option, you can select a provided virtual background, or you may select an image from your computer under the "+" icon.

Setting Your Preferred Name (Advanced Feature)
- To change your name, hover your mouse over your video image and click on the ellipsis icon. Then, select "Rename" from the menu. You may then type your desired name into the box. Other participants will also see this as your name.

Leaving a Meeting
- To leave a meeting, click on the red "Leave" button in the bottom right corner of your screen.

Additional Tips on Using Zoom from a Mobile Device
- To join a Zoom meeting using your phone, you may use the Zoom application (this can be found under "ZOOM Cloud Meetings" on the app store). You will need to download the application before joining the Zoom meeting. Once you have downloaded the Zoom app, click the join meeting link in the Zoom invite and select open in app.

- On smartphones, your main screen will be speaker view. If you swipe to the next page, you will see video of the other participants on the zoom call with you. This is also called swiping right. You cannot see all participants at one time, but you can see them one page at a time.

- If you tap the symbol on the bottom that looks like a speech bubble and has the word participants, you will be able to see the names of everyone on the call.

- If you swipe from the main screen to the other direction you will be in safe driving mode. This stops all video and microphone allowing you only to listen.

For more help, visit these Zoom related video tutorials:
- How to join a Zoom meeting: https://youtu.be/hIkCmbvAHQQ
- Joining a Zoom Call for the first time: https://youtu.be/9isp3qPeQ0E