ZOOM Cheat Sheet for Beginners

*If you’ve never or rarely use ZOOM, here are a few easy steps to get you started.*

## What is ZOOM?

Zoom is an on-line, internet-based, videoconferencing software.

## What do I need to join a Zoom meeting?

1. Laptop, tablet or smartphone, preferably with a web camera
2. Internet connection (WiFi or wired)
3. An email invitation from the meeting organizer

If you’re accessing Zoom from an *iPad/Tablet or cell phone*, you’ll first need to download the **ZOOM App** onto your device from the App Store.

*You DO NOT need to create an account to join a ZOOM meeting.*

# If you were given a hyperlink in your email invitation:

1. Click on the hyperlink in the email, your web browser will open, and take you directly into the Zoom meeting. [Hyperlinks are underlined and begin with the letters ‘https’]
2. You may need to click on [open.zoom.us], especially the first time you use Zoom
3. Click *“Join with Computer Audio*”

# If you don’t have a hyperlink in your email invite:

1. Open up your web browser (Explorer, Edge, Chrome, Firefox) and type in “*Zoom.com.*“ [You can then make this a ‘Favorite,’ or add it to your Desktop, if you like.]
2. Click on [**Join a Meeting**] in the menu
3. Type in the ***Meeting ID* number** from the email, then click **JOIN**
4. Follow steps 2 & 3 in the above section

# Tips once in a ZOOM meeting:

1. If you see: “Waiting for Host to Start this Meeting,” just wait for them to join.
2. If a password is asked for, it will be in the email from the meeting organizer.
3. *Adjust your camera* to center your face on the screen so people can see you properly.
4. Your **microphone** and **camera** ON/OFF icons are in the bottom left corner of the screen.
5. Click on **Participants** at the bottom center of the screen to see others in the meeting.
6. *Please keep yourself on Mute unless speaking. Be respectful when others are talking.*
7. The **CHAT** button at the bottom of the screen allows you type a message to participants

*To leave the meeting at any time, simply close the Window!*