



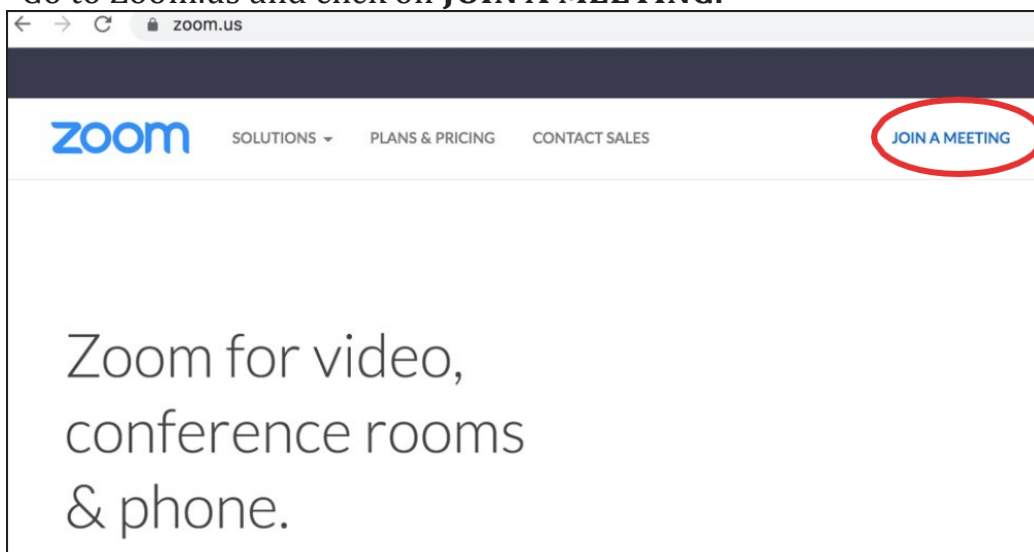
How to Video Chat with Zoom



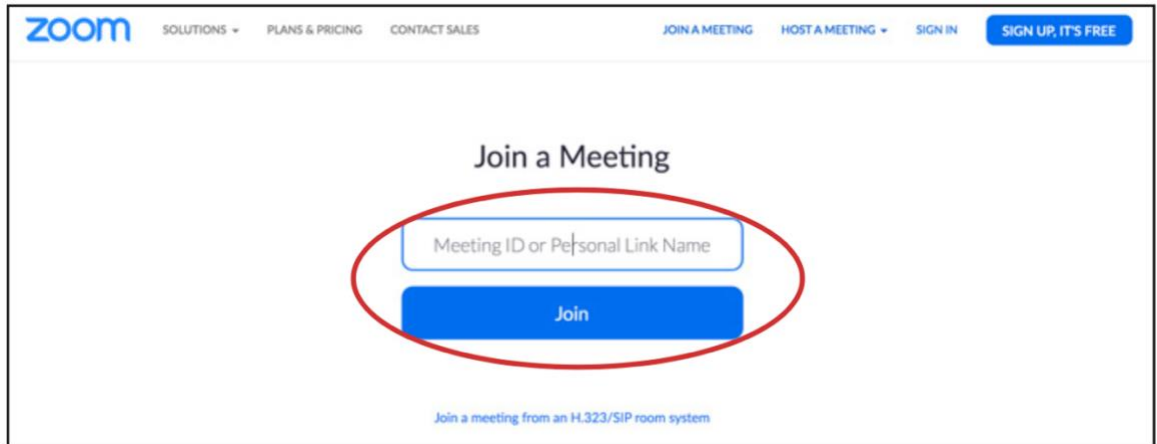
Zoom is a video chat platform that is gaining popularity in many settings. It's often used to virtually attend conferences, talks, and events. Zoom works with iOS, Android, and Windows operating systems. You can use Zoom in your browser, or you can download the app on your devices. ***You don't need a Zoom account to join a call or chat.***

Join a Meeting from Your Browser

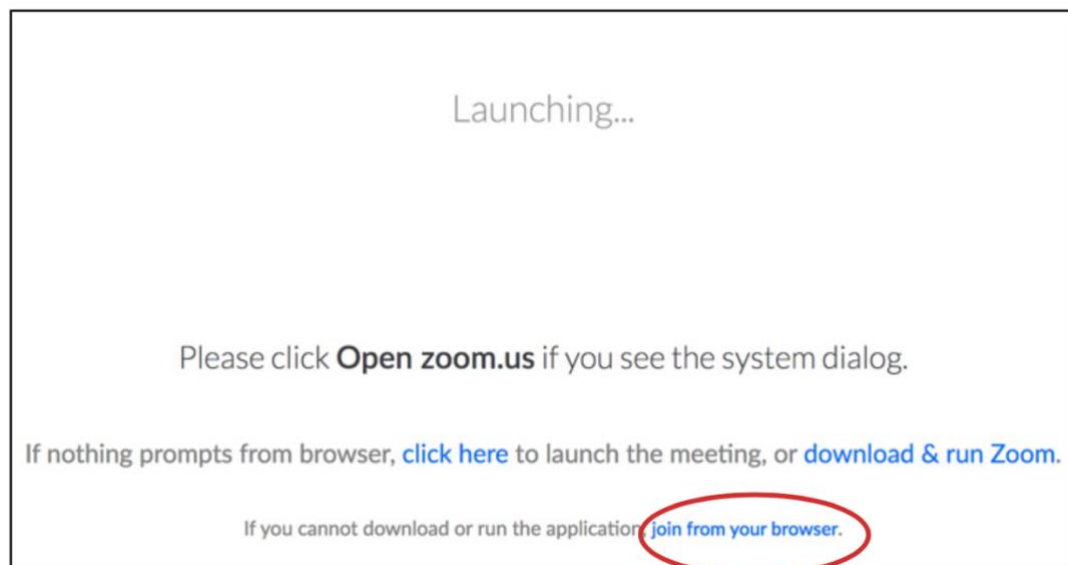
1. Go to Zoom.us and click on **JOIN A MEETING**.



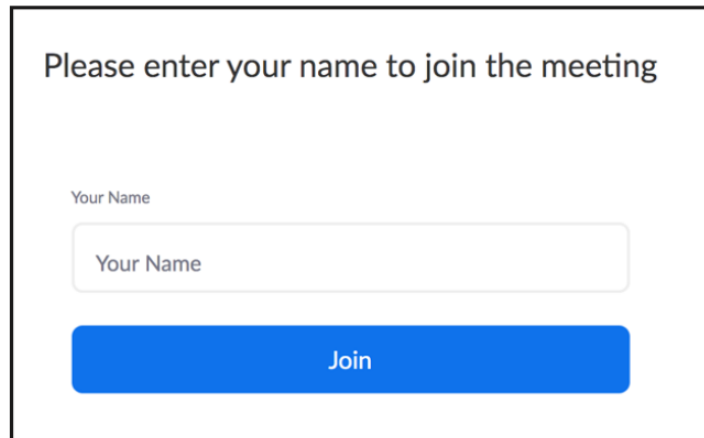
2. To join the meeting you were invited to, enter your **Personal Link Name** or **Meeting ID**. Meeting IDs are numerical. You most likely received an email with the link for the Zoom call. You can click on the link in your email, or copy and paste it into the field. Click **Join** when ready.



3. It isn't necessary to download or run the Zoom application to join a meeting. Just click **join from your browser** in the bottom, right of your screen.



4. Enter **Your Name** to join the meeting. Then click **Join**.



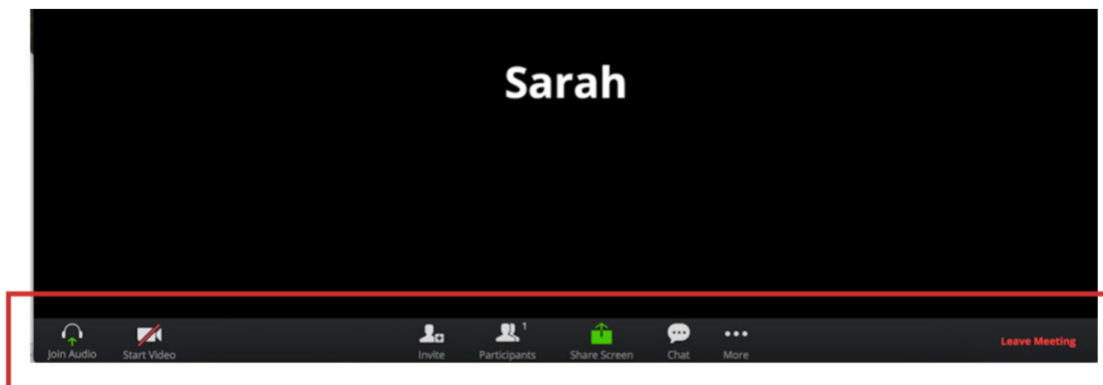
Please enter your name to join the meeting

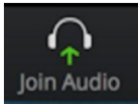
Your Name

Join

Navigating Meeting Controls

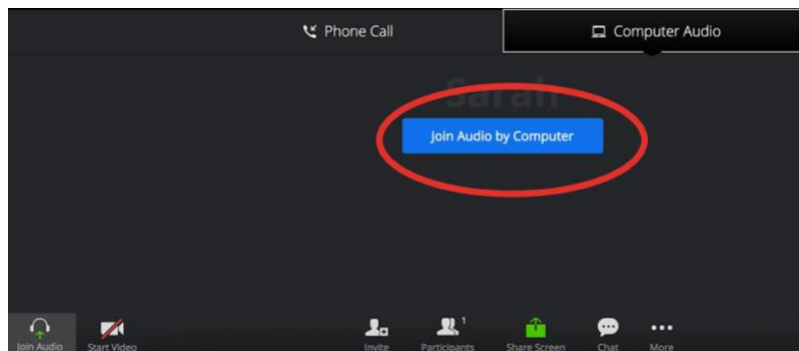
When you join a meeting, your name will be displayed at the center of the screen. The bar at the bottom is where the meeting controls are located. Let's explore these icons.



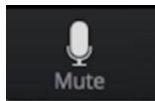
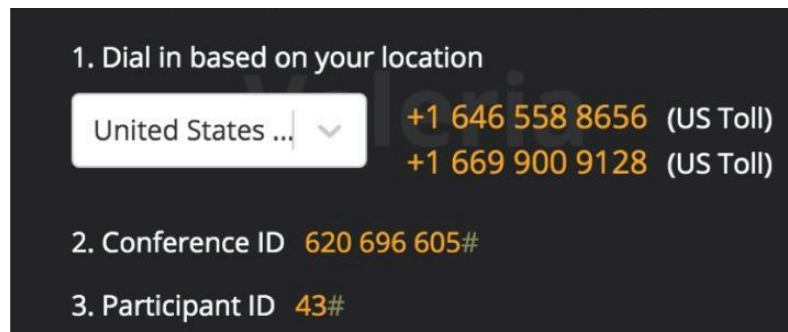


Click on this icon to select the source audio for the call: phone or computer.

- **Computer audio:** if you want to use your computer audio, click **Join Audio by Computer**



- **Phone call:** If you select **Phone Call**, you'll be provided with a phone number, a conference ID, and a participant ID.

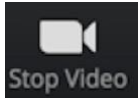
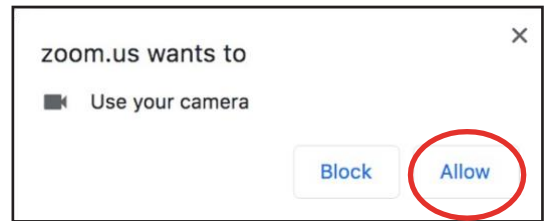


Once your audio is working, you'll see a different icon: a microphone. You can click on this icon to **Mute** and **Unmute** your microphone.

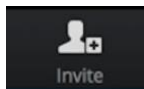




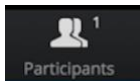
Click on this icon to start your video. If this is the first time you're using Zoom, you'll be asked to allow Zoom to use your camera. Click **Allow**.



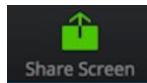
Click **Stop Video** to turn your camera off



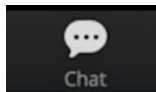
Click **Invite** to invite other people to join the meeting. You can choose to invite by email, IM, phone, or Room system. The last two options require premium subscriptions.



This icon tells you how many people are currently in the meeting.



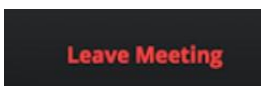
If the host of the meeting allows it, you can share your screen by clicking the **Share Screen** icon. This means that the other participants will be able to see your desktop or the application you want to share.



Click on this icon to access the chat window and chat with other participants. You can send a message to the entire group or to an individual user.



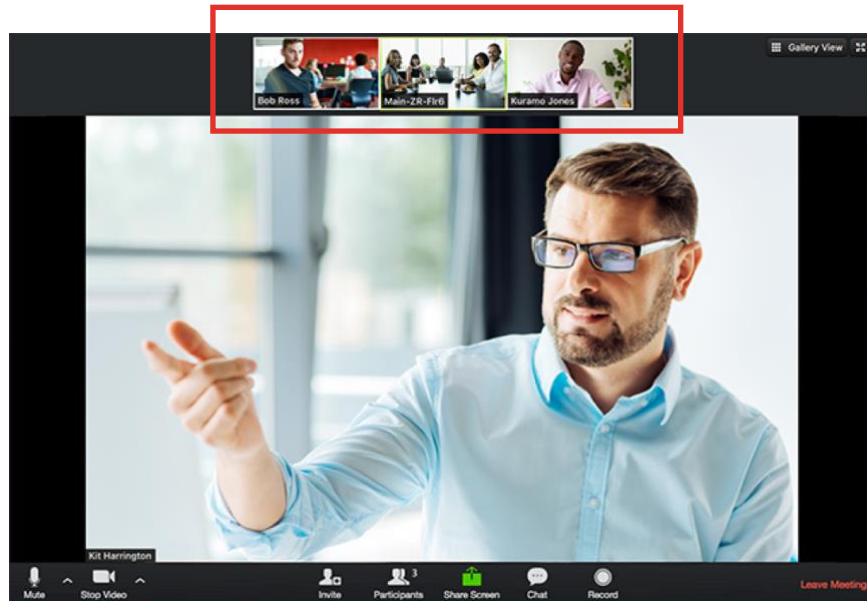
Click here for more options, like disabling video recording.



Click here to leave the meeting when it's over. You can also leave the meeting, while it continues for the other participants. Confirm on the next screen that you want to leave.

Zoom Video Calls

When the meeting is in progress, the video of the person who is speaking will appear at the center of the screen. The video of all the other participants (not currently speaking) will be at the top of the screen.



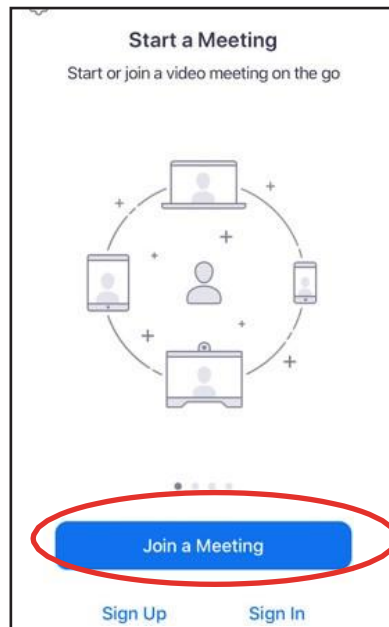
If the person speaking has dialed in using a phone, you'll see an image like the one below instead of video



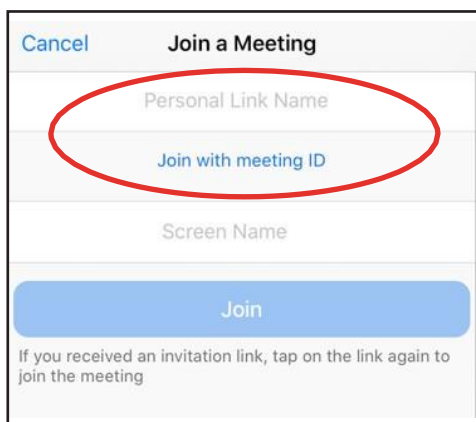
Using the Zoom App

The Zoom app is a great option for taking video calls on-the-go! The first step is to make sure you've downloaded the Zoom app on your smartphone. You can download it just like you would download any other app: from the App Store (iPhone) or Google Play Store (Android).

1. Tap **Join a Meeting**.



2. Tap either **Personal Link Name** or **Join with a meeting ID** and enter your information. Then tap **Join**.

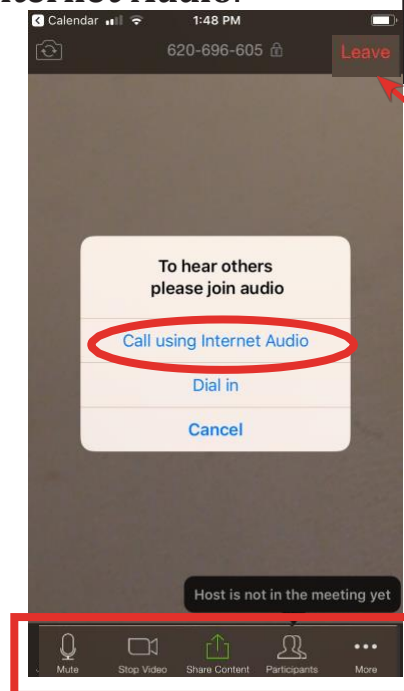
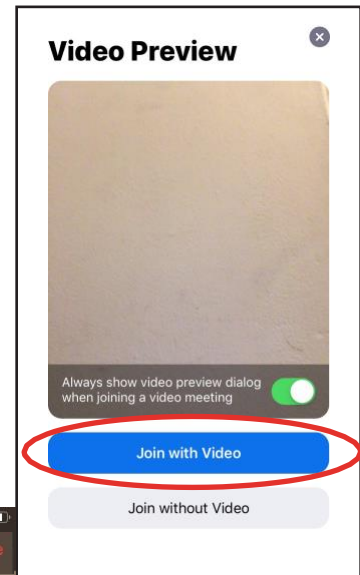


3. To join the meeting, you'll be asked to enter **Your Name** and then tap **Continue**.



4. Select **Join with Video**.

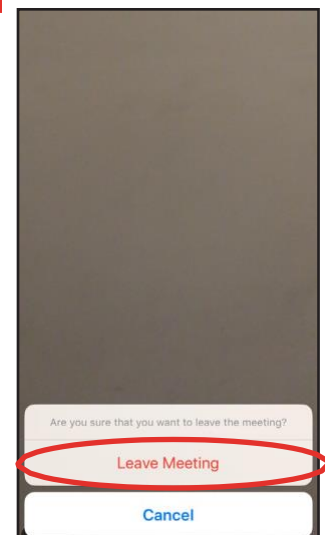
5. Confirm your audio preferences. If you have a strong internet connection, there's no reason to not use **Internet Audio**.



Tap Leave when you're done with the call.

** Note the icons at the bottom are the same as the ones we saw in the browser.

6. Confirm that you're ready to leave the call.



Successful Video Tips

- **Background** – It is helpful if your background is clean and uncluttered. Try to find a neutral space as a backdrop, like a wall or a door. This helps other participants focus on you rather than what is behind you.
- **Camera position** – Your camera should be at eye level. When using a laptop for video calls, lots of people make the mistake of pushing the camera back. Try using a stack of books or magazines to get your computer at the right height.
- **Lighting** – The room you choose should have good lighting. You might consider putting a lamp next to your computer facing your face to make sure that you look your best!
- **Eye contact** – Remember to make eye contact with the other participants. This means looking directly into the camera, not at the image of yourself!
- **Rehearse** – Do a dress rehearsal to make sure that you know how to set everything up. You'll want to know how to position your camera, how to use the technology, and what the background looks like on camera.
- **Noise** – Find a quiet space! Normal, everyday sounds can be very distracting on video. If you live on a noisy street, sit as far away from the window as possible. You may want to mute yourself when not speaking if there is a lot of background noise.
- **Hand gestures** – If you use your hands a lot when you talk, try to keep these gestures to a minimum. If there is a delay or a lag in the connection, it can look worse if your hand is blocking your face!