

Setting Up Your Device for Zoom Meetings

To join a virtual meeting, you will need a network connection and either a computer or tablet. For full functionality, you will need audio speakers, a microphone and a camera. Most laptops and tablets have these built in. If you have a desktop without a mic or camera, you can still view the meeting, but you will need speakers to hear the audio. You could use a cell phone, but the small display won't be optimum. You don't need a Zoom account; this is only required if you want to host a meeting.

From a computer, either Mac or Windows, you can join from a browser (it may download a client). For an IOS or Android tablet, you will need to download an app from the applicable app store. The interface has similar features on all devices, but they are in different locations on different devices and screen sizes and the mobile versions may not have all features. You will have to do some experimenting. Directions are below. Use the links to go to the section you want to view.

[Computer \(PC or MAC\) setup](#)

[Mobile Set up](#)

[Using the Interface](#)

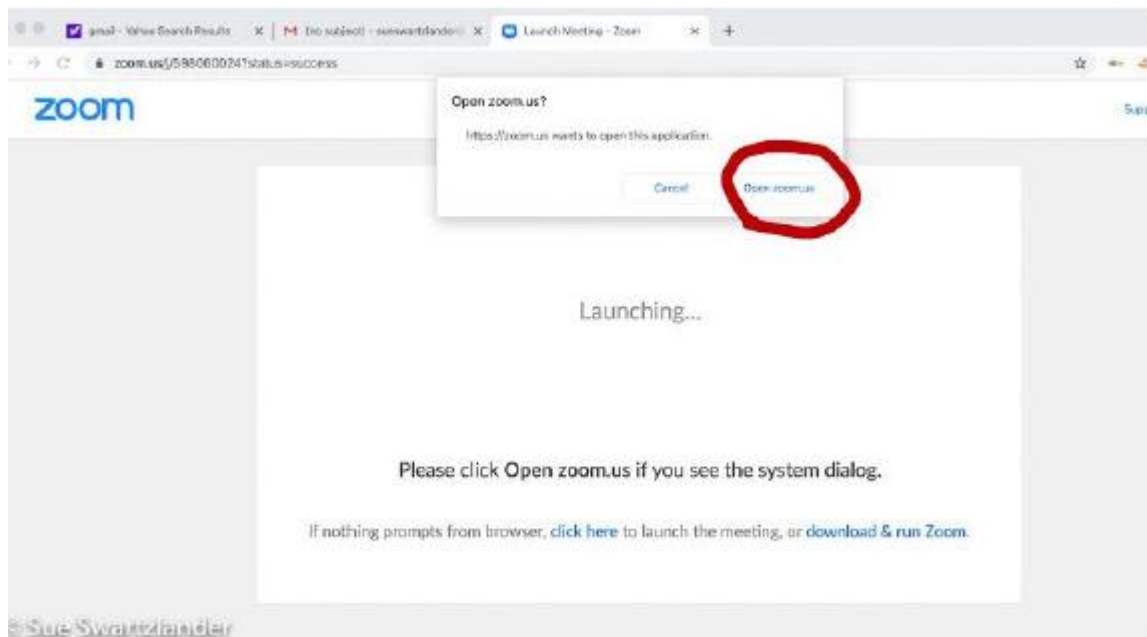
[Practice Session](#)

Computer (MAC or Windows)

Zoom has two ways of running, either in the browser without a client app, or using a client app that you will download the first time you enter a Zoom meeting. If you use the client app, you only need to download it once. You can use any current browser, there will be slight differences between them. The browser only option works best with Chrome. If you are using other browsers like Edge, Firefox or Safari, you should use the client app option.

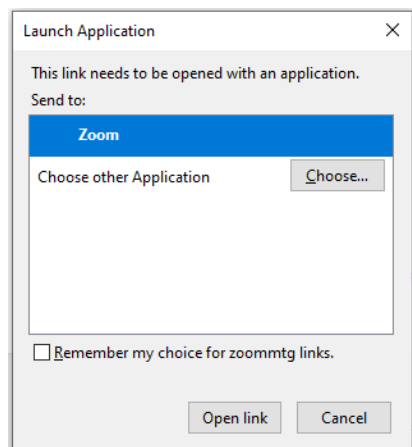
Using the Browser Only

To start, click on the link you get in an email with the meeting announcement. The first time you click on a Zoom meeting notice, you may get the option to open Zoom.us as shown below. This will run the meeting in the browser without an app. If you don't get the box for Open Zoom.us, then use the client option below. If the Open zoom.us button just returns to this page, then click on click here at the bottom of the screen.



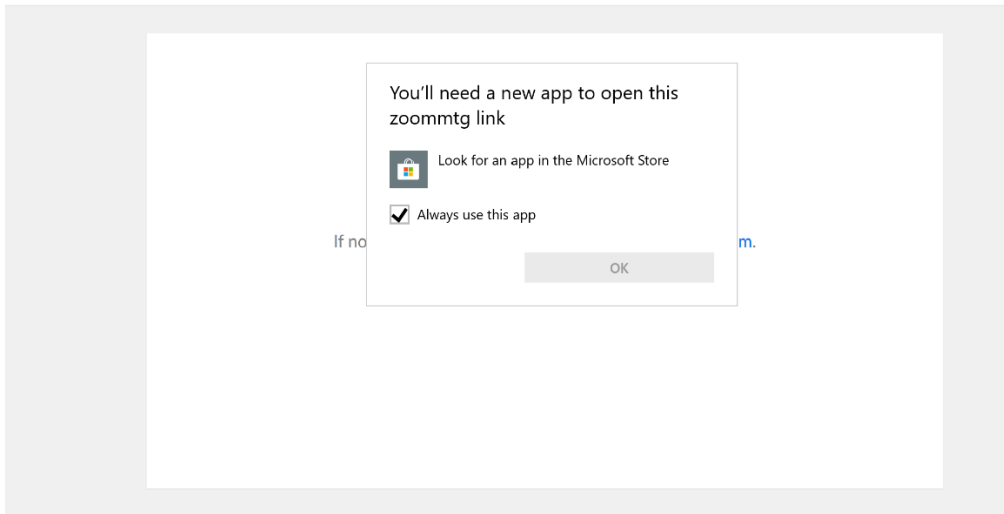
Client App

If you get the Open Zoom.us box, you can still use the client by clicking on the download & run Zoom link at the bottom of the screen rather than clicking on Open Zoom.us. If you don't see the Open Zoom.us box, you won't have a choice, click on download & run Zoom. This will take a few seconds to download and then should start the meeting. The next time you click on a meeting notice you should get this box:



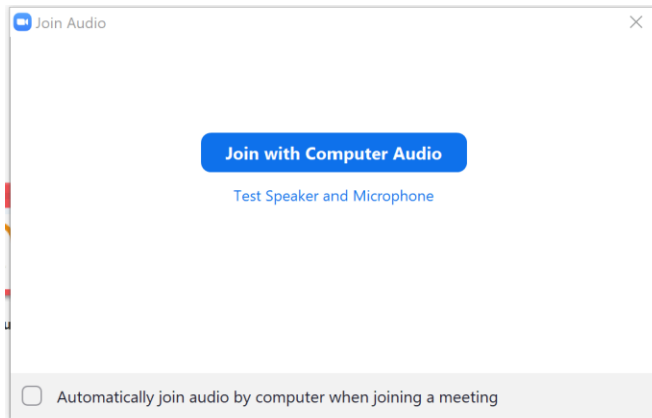
Click on the Open link button to start the meeting. If you check the box to remember my choice, you can avoid this dialog box in the future.

There is an issue with Microsoft Edge browser in Windows 10. The first time you click on a meeting notice link you will see a dialog box like below. The problem is there is no Zoom app in the Microsoft app store. Click outside the inner dialog box to bring focus back to the browser window and then click on download and run Zoom which is hidden by the dialog box. This will install the client and you can proceed as with other browsers.



Joining the Meeting

Once you have joined the meeting you should see this dialog box:



Click on Join with Computer Audio. If you click the check box on the bottom, you can avoid this dialog box for future sessions. The first time you join it will ask you for your name. It will save it and not ask for subsequent meetings.

Tablets/Cell phones

For tablets/cell phones, you will need to install an app first. If you click on the link before installing the app, you will likely end up at the app store. However, it is easier to just go to the app store and install the app first. The first time you use it, it may ask for your name. It may default to your device name, overwrite this with your name so people will know who you are.

Android Tablet/Cell Phone

Go to the Play Store and search for the Zoom Cloud Meetings App and install it. Once installed, you should be able to click on the link in the email and it will start the app and enter the meeting.

Alternatively, you can open the app and click on Join a Meeting, ignore the Sign Up and Sign in options. Enter the meeting ID which is the 9 digit number at the end of the URL and click Join Meeting.

Click on the bubble that says Call via Device Audio which will enable your microphone. Touch the screen to see the menu options.

IOS Tablet/Cell Phone

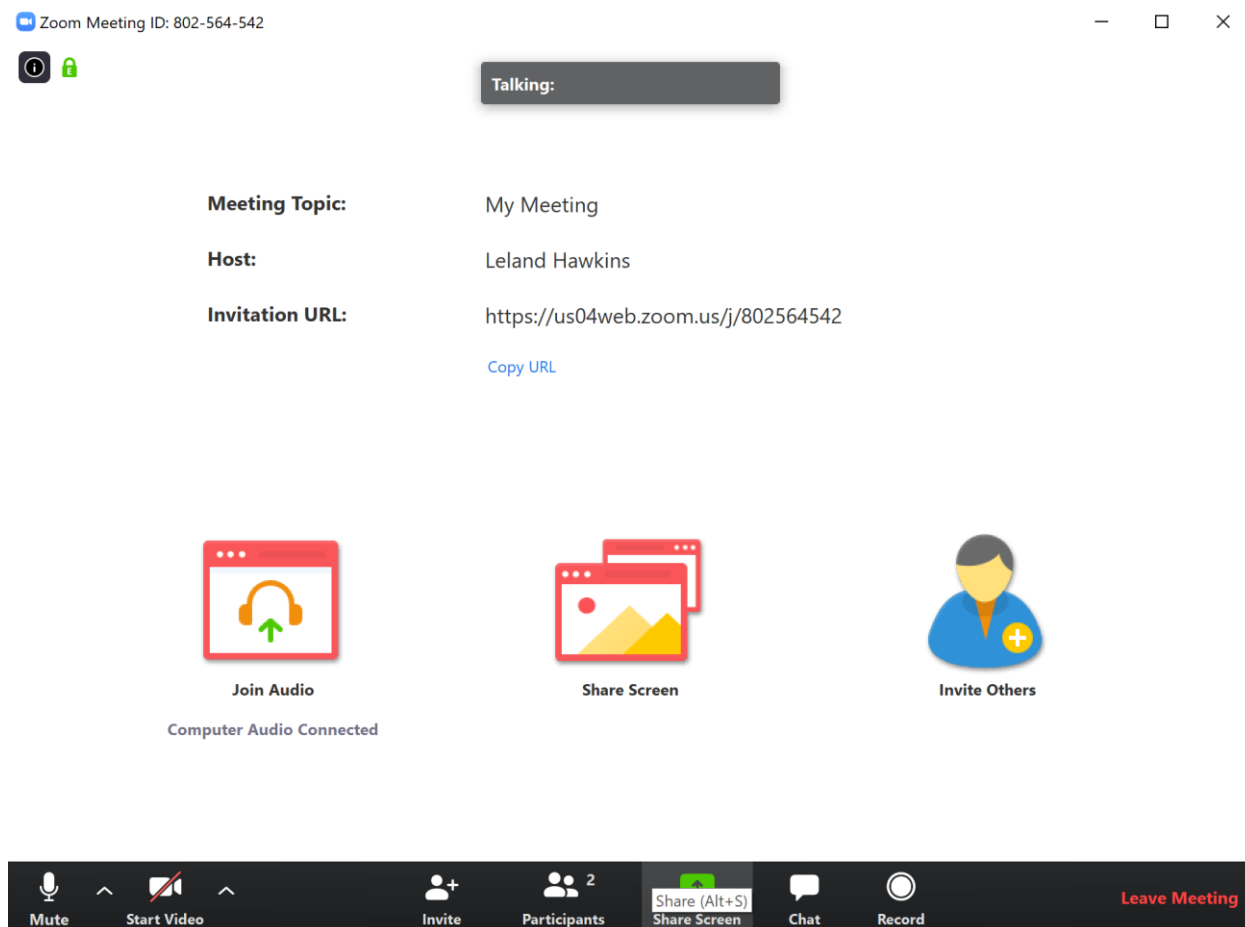
Go to the app store and search for the Zoom Cloud Meetings App and install it. Clicking on the link should now open the app automatically and you can join the meeting.

Alternatively open the app and click on Join a meeting, ignore the Sign Up and Sign in options. Enter the meeting ID which is the 9 digit number at the end of the meeting URL and click Join.

Click on Call using Internet Audio. Touch the screen to see the menu options.

Meeting Controls

Once you are in the meeting, you should get a screen similar to the one below. Note that the location of the controls and the options you have will depend on your device. Also, you may have to hover over, or touch the interface to see the menu bar, again depends on your device and how the meeting is set up. Be sure to click on Leave Meeting when you are done.



Options

Microphone

The icon of the microphone will turn your mic on and off. There will be a red line across the icon when you are muted. Most of the time we will ask that you keep your mic off so that we won't have background noise.

If you click on the up arrow next to the microphone icon, there are options.

Video

Similarly, the icon of the video camera will turn your device camera on and off, with a red line when off. If you turn the camera on, you will have the two options, speaker or gallery. Speaker will have a large image of the person speaking and thumbnails for others. Gallery will show a thumbnail of all participants. For our meetings you will normally have your camera off and we will be sharing a screen from the speaker, or images for review.

There are also options on the up arrow next to the video camera icon.

Participants

If you click this, you will see a list of all the participants and the status of their microphone and camera.

Chat

If you click this, you will see chat window where you can type in comments or questions and scroll them. Depending on the meeting set up, you may be able to do private chats to another member, or just to everyone.

Record

This will record the meeting to your system. For club meetings, we may do one recording and make them available to members, so you don't need to record it yourself.

Raise Hand

There is an option to Raise your hand which allows you to ask the host to acknowledge you for a question or make a comment. This avoids talking over the current speaker. Leave the mic off and raise your hand to be acknowledged. In the computer interface, this option is on the Chat window. For the mobile apps it is on the menu bar under the three ellipses. This can also be used to poll the participants if the host asks a question with a yes or no answer.

Practice Session

There is a practice meeting set up at <https://us04web.zoom.us/j/825933477>. You can go to that link and set up your device per the instructions above. This will let you turn on the microphone and camera and get used to the interface. There won't be an actual meeting going on, so you will likely be the only one there. If there are other members connected, you should be able to communicate with them. If you go back a second time, you will see how it starts up for subsequent meetings. Remember to click on Leave or Leave Meeting when you are done.