

Zoom – The Basics for Meeting Attendees

Overview

Zoom is the video platform that will be used to facilitate ECC virtual meetings and runs across mobile devices, desktops, and telephones.

For those new to Zoom, the hyperlink below will take you to the YouTube video “**How to Join a Zoom Meeting for the First Time.**”

This 11-minute video provides a quick overview of Zoom including what is needed to get started and what to expect when joining a meeting for the first time.

<https://www.youtube.com/watch?v=mbbYqiurgeo>

Installing Zoom

1. On a Windows 10 or Apple Computer

Go to <https://zoom.us/download> and click on the **Download** button under Zoom Client for Meetings

Click on **Run or Allow** if/when permission is requested to download Zoom

Windows 10

- Select **Continue** to proceed if/when given the option
- Zoom application will open automatically when installation is completed

Apple OS

- Double click the download file **pkg**
- Click **Continue** proceed through the installation process and select install when given the option

2. On a Mobile Device

Open the Google Play Store on an Android device or the App Store on an Apple device

Search for **Zoom Cloud Meetings**, tap GET/Install and enter your **Apple ID** or **Google Account** password to proceed with the install.

Go to <https://techcoaches.ca/toolbox-zoom> for helpful video tutorials on installing and using Zoom on mobile devices.

Joining a Zoom Meeting

Open the email invitation sent from ECC and click/tap on the hyperlink provided under **Join Zoom Meeting**.

On your computer, a new page will open automatically. Click **Allow** to open the Zoom app.

On a mobile device you will automatically be brought to the Zoom App.

You will see a notice asking you to wait if the host has not yet started the meeting.

* **Note:** The hyperlink for ECC Zoom meetings can also be found on the Club website.

Getting Familiar with Zoom Viewing Options

Icon located in the upper right corner of the meeting window (upper left corner of iPad screen)

- Full Screen – will maximize the Zoom application on your screen
- Gallery View – will tile all participants' videos equally on the screen
- Speaker View – will show only the active speaker on the screen

Attendee Meeting Controls

Click on the hyperlink below to review Zoom features that attendees can access and where the controls appear on the screen for both desktop computers and mobile devices.

Please note that the microphones of all attendees at ECC weekly meetings will be automatically muted to help minimize background noise during presentations.

Some features such as “record meetings” and “non-verbal feedback icons” may require Host permission.

<https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>

★ **Meeting Etiquette**

- Please join the meeting at least 10 min before the scheduled start time and ensure both your video and audio devices are working properly. Practice before hand is advised....test your computer at <http://zoom.us/test>
- **Prepare Your Location**
 - Lighting that highlights your face
 - Computer positioned at eye level, showing head & shoulders
 - Good, clear audio (headphones recommended)
- Mute your microphone during presentations please!
- When your microphone is not muted, avoid activities that could create additional noise such as shuffling papers or talking.
- Limit distractions by turning off notifications, closing or minimizing running apps, and muting your smartphone.
- To raise a question, click on **Chat** in meeting controls, type your question, and address it to the meeting co-host. Questions will be moderated and answered following the presentation(s).
- Please be respectful and considerate during a meeting.

Thank you The ECC Zoom Committee....

Need Additional Help?

Check out the Zoom Help Centre guides and video tutorials at <https://support.zoom.us/hc/en-us>