How Do I Join A Meeting?

Watch video: https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting-
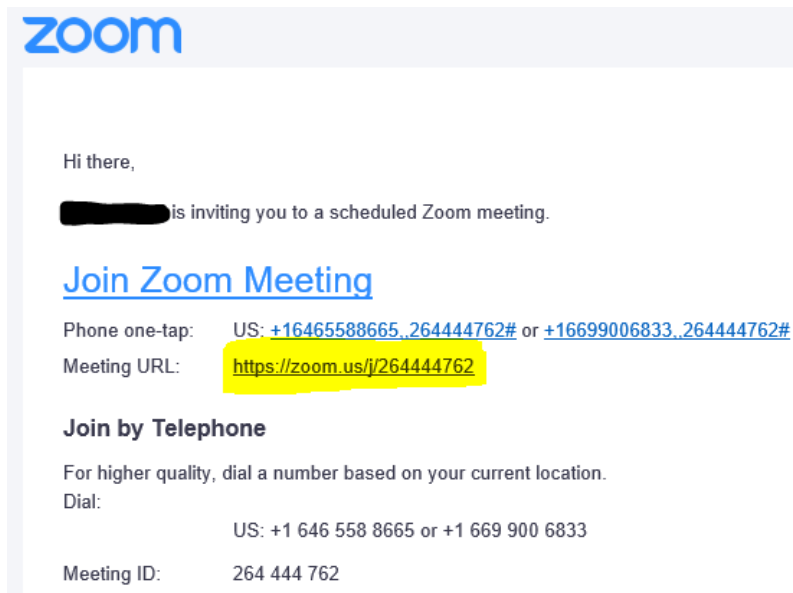
Instructions: You can join from your computer, phone, or tablet

1. **Email:** Join by clicking on the URL Link in your calendar invitation

2. **Web Browser:**
   a. Go to join.zoom.us
   b. Enter the Meeting ID provided by the host/organizer
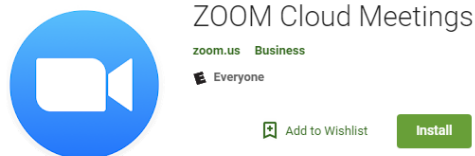

3. **From your tablet or smart phone:**
   a. Install the APP:

   b. Enter the Meeting ID provided by the host/organizer to join a meeting

Note: If you need to edit your display name:
1. Select the Participants icon
2. Select the > arrow next to your current display name for more options
3. Select Rename

4. **Telephone: Listen Only:**
   a. On your phone, dial the teleconferencing number provided in your invite.
   b. Enter the Meeting ID number when prompted using your touch-tone (DTMF) keypad

   Note: If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

How to use controls

Watch video: https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls-
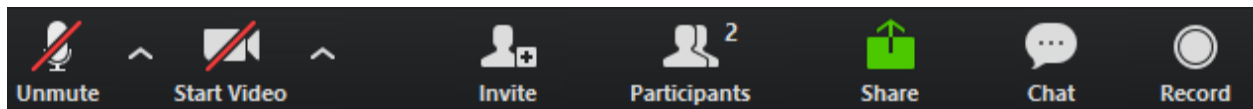
1. **Microphone**: to mute and unmute yourself
2. **Camera**: allows you to share your camera so we can see you
3. **Invite**: allows you to invite others via email
4. **Participants**: see who is participating remotely and where you can change your display name
5. **Share**: You may share content by selecting Share screen. Refer to *How to Share Screen* for more information.
6. **Chat**: You may chat with the group or just a specific person from the list of participants
7. **Record**: You may record your own copy of the meeting – this option may be turned off by admin.
8. To change or re-arrange the layout of your screen select the [Gallery View] icon.

How to Share My Screen

Watch video: https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen-

Overview

Zoom allows for screen sharing on desktop, tablet and mobile devices running Zoom. Screen share by clicking on the Share Screen icon.

Instructions

1. Click the **Share Screen** button located in your meeting tool bar.
2. Select the screen you want to share. You can choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.
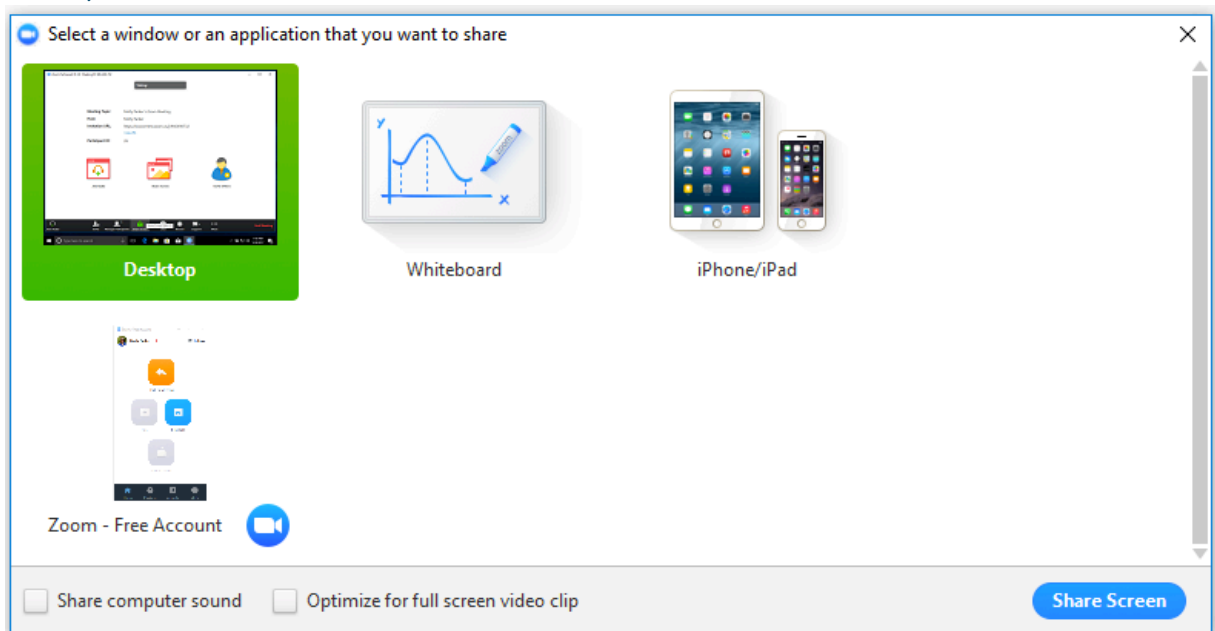

3. Optional:
   - Check **Share Computer Sound**: if you check this option, any sound played by your computer will be shared into the meeting.
   - Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the screenshare to be blurry.
4. Click **Share Screen**.

Screen Share Menu

When you start sharing your screen, the meeting controls will move into a menu that you can drag around your screen.
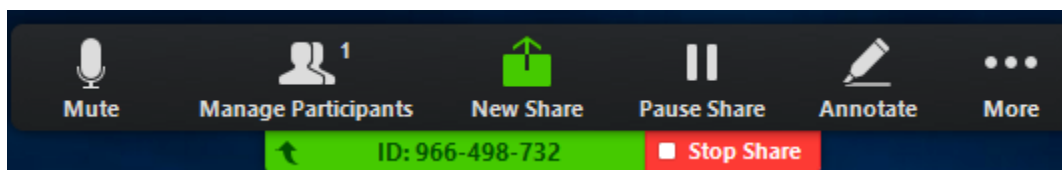
- **Mute/Unmute:** Mute or unmute your microphone.
- **Start/Stop Video**: start or stop your in-meeting video.
- **Participants/Manage Participants**: View or manage the participants (if the host).
- **New Share**: Start a new screenshare. You will be prompted to select which screen you want to share again.
- **Pause Share:** Pause your current screen share
- **Annotate:** Use screen share tools for drawing, adding text, etc. (for details, refer to annotate instructions below)
- **More:** Hover over move for additional options.
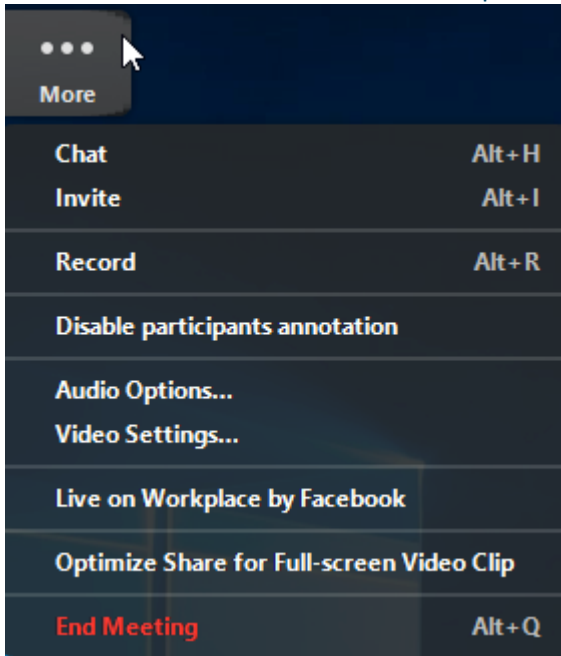
- **Chat:** Open the chat window.
- **Invite:** Invite others to join the meeting.
- **Record:** Start recording locally or to the cloud. (This option may be turned off by admin)
- **Disable participants annotation:** Prevent the participants from annotating on your shared screen.
- **Audio Options:** Open the audio options.
- **Video Settings:** Open the video options.
- **Optimize Share for Full-screen Video Clip:** Start optimizing for a video clip in full screen mode. We do not recommend using this if you are not sharing a full screen video clip, as it make blur your screen share.
- **End Meeting:** Leave the meeting or end the meeting for all participants.

Annotation

1. Select **Annotate** to begin annotating on your shared screen.
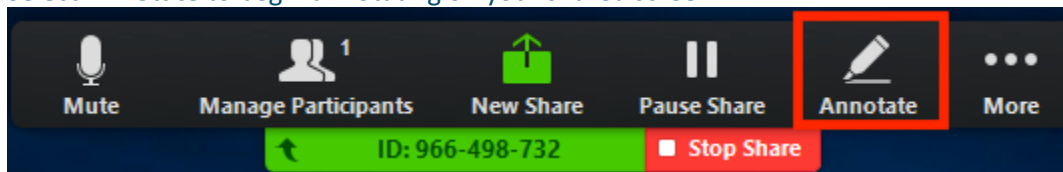
2. This will open the annotation menu.
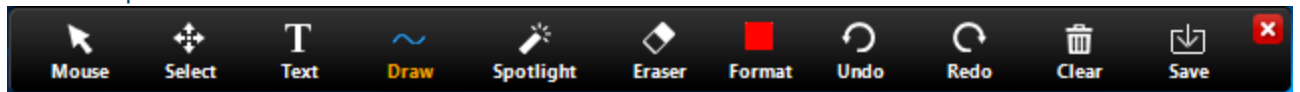
Annotation tools:

- Mouse
- Select
- Text
- Draw
- Spotlight/Arrow: Turn your cursor into a spotlight or arrow.
- Eraser
- Format: change the formatting options of the annotation tools.
- Undo
- Redo
- Clear
- Save: this allows you to save all annotations on the screen as a screenshot. The screenshot is saved to the local recording location.

Dual Monitors

If you are using a dual monitor set-up, you can turn on the **Use Dual Monitors** feature to see the screen sharing on one monitor and participants on the second.