

## How to Use Zoom

### **Quick Guide on Using Zoom for Video Calls/Meetings**

Zoom is a video conferencing app that allows participants to have virtual meetings and webinars. It offers features such as screen sharing, recording, and virtual backgrounds.

### **How to Join a Zoom Meeting**

There are two ways to join a Zoom meeting:

- Click on the link provided by the meeting host
- Enter the Meeting ID and Password manually on the Zoom app

Once you have entered the required information, click on “join meeting” to join the session

### **How to Turn on Zoom Camera**

Once you have joined the meeting make sure to turn on your camera so everyone can see your face during the call.

### **How to Mute/Unmute the Microphone**

If you see a box pop up at the beginning of your meeting, click “join with Computer Audio”. Put your microphone on mute when you are not speaking and listening to others speak and remember to unmute when you want to say something.

### **How to Use the Chat Box**

During video calls you can send messages to other participants using the chat box at the bottom of the screen. Any messages you send will be seen by everyone on the call unless you choose the option to send it to one particular person.

### **How to Leave a Zoom Meeting**

When the meeting is over or when you decide you want to leave press the red “Leave Meeting” button at the top right corner of the screen.