

## **Zoom Tutorials**

*Tuesdays, 11:00am-12:00pm*

### **Discussion Leader:**

Hebah Emara, Elizabeth PL

*Next Session: Tuesday, May 5, 2020*

**Tuesday, April 7, 2020**

*16 attendees (including discussion leaders)*

Here are some general resources on using and getting used to Zoom. Any blue highlighted text in this document links to a different page.

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## **FAQ**

### **1. Do I need an email address to use Zoom?**

- a. No, if you have a meeting link you can join without using an email address or creating a Zoom account.

### **2. Can anyone create a Zoom account?**

- a. Yes, but there are differences between the paid and free versions of Zoom. Free accounts are limited to 40 minute meetings.

### **3. Do I need to create a Zoom account to join meetings?**

- a. No, you do not need to create an account. You can join Zoom meetings on your mobile device (through the app or via Dial In) or on your computer without an account.

### **4. Do I need to download Zoom to join a meeting?**

- a. If you are using Zoom on your tablet or smartphone, you will need to download the Zoom app to join meetings with video. You can also join meetings via phone, which does not require a download. If you are using Zoom on your computer, you will be prompted to download Zoom the first time you join a meeting. Once you have downloaded Zoom, you will be asked to launch Zoom for any subsequent meeting. [This video](#) further explains how to join Zoom meetings.

### **5. Do I need a webcam and microphone to use Zoom?**

- a. Technically, no. You can join Zoom meetings without any audio or video devices and simply use the chat feature - you will need some sort of speaker to listen to other participants. You can also use Zoom via telephone, which similarly requires no additional microphone or video device.

### **6. Why can't I use virtual backgrounds?**

- a. Not all devices are able to support virtual backgrounds. If your laptop/PC has an older graphics card, Zoom virtual backgrounds may not display correctly or at all without a green screen. iPhone and mobile devices are generally compatible with Zoom virtual backgrounds but Chromebooks are not supported.

### **7. I don't have any virtual backgrounds - what do I do?**

- a. You should be able to add virtual backgrounds in Zoom. [Click here](#) for more information on using virtual backgrounds and scroll down on this page for links to download additional Zoom virtual backgrounds.

## Join a Test Meeting

Click to practice joining a meeting. In this practice space, you can also practice all of the actions listed below:

- How to mute & unmute
- How to turn off video
- How to add a virtual background
- How to change your name

## Zoom Mobile Tips

You can join Zoom meetings from your mobile device using one of two methods:

1. **Use the Dial In option to call into a Zoom meeting.** This option allows you to join Zoom meetings without downloading the Zoom app on your device. The Dial In option allows you to speak to and hear other participants, but you will not be able to use video or access chat messages. You can mute/unmute yourself using your phone's mute function. You can Dial In using one of the following methods:
  - a. Enter the phone number provided with the Zoom meeting link or instructions and, when prompted, enter the Meeting ID and participant ID or PIN.
  - b. Click on the Zoom meeting link or copy and paste it into a browser on your smartphone. Opening the link on your device should prompt you to dial the phone number to join the meeting and should auto-enter the PIN or Meeting ID and participant ID for you. *(Note: this was tested on an iPhone and may function differently on other devices)*
2. **Download the Zoom App.** This option allows you to join meetings with video and access to chat. Once you download the app you will likely need to ensure that it has access to your microphone by going to your device's security/settings menu. You can join Zoom meetings by either:
  - a. Entering the meeting ID in the app
  - b. Clicking on the meeting link on your mobile device, which will prompt you to join the meeting through the Zoom app.
3. **App Meeting Functionality.** The mobile app allows you to:
  - a. Mute/unmute your audio
  - b. Start/stop your video
  - c. Add a virtual background
  - d. View and send chat messages
  - e. View participants
  - f. Swipe from left to right to activate driving mode ([click here for more information](#))
  - g. Mirror your screen - your audience will be able to view your screen as you switch between apps on your mobile device. Useful for tutorials on how to use a specific app (ex, Libby, Hoopla).  
*Note: best to switch to airplane mode to avoid phone call interruptions and be mindful of your notification settings for messages. Turn notifications for messages off so that your audience does not see any incoming messages.*
    - i. Also note: attempting to share the Zoom app while attending a Zoom meeting does not work well.

## Using Zoom on a Chromebook

There are slight differences between the Zoom desktop and Chromebook applications. Here are a few helpful resources and tips for using Zoom on your Chromebook:

- [Zoom Getting Started on Chromebook Page](#). A basic introduction to downloading and using Zoom on your Chromebook.
- Zoom virtual backgrounds do not appear to be supported on Chromebook devices.
- Zoom video settings (e.g., touch up my appearance) also do not appear to be supported on Chromebooks
- Screen Sharing on a Chromebook shares your entire desktop - not an individual window. Your audience will be able to see you toggle or switch between different windows and/or applications while you share your screen.

### **Additional Zoom Resources**

- [Zoom COVID-19 Support Page](#). Starting point for basic questions and links to Zoom support pages.
  - [Zoom Help Center](#). General page with resources on key topics like getting started or more advanced topics such as account & admin issues.
  - [Zoom Live Training Webinars](#). Attend or view recordings of training webinars for free.
  - [Zoom Video Tutorials](#). Free video walkthroughs.
  - [PC Magazine Article on Avoiding Zoom-Bombing](#). Useful resource for anyone hosting their own Zoom meetings.
  - [Zoom Test Room](#). Use this to test joining a meeting; once in the Zoom test room you can also practice muting or unmuting yourself and using other settings.
  - [Canva Zoom Virtual Backgrounds](#). Free to use and customizable. *(Note: to add images as Zoom virtual backgrounds you must have Zoom downloaded on your computer or mobile device, [click here for more information](#).)*
  - [Library Themed Backgrounds](#).
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Tuesday, April 14, 2020

### **How to Schedule Meetings**

- Zoom meetings can be scheduled/created using one of two methods:
  - 1. By using the Zoom application
  - 2. By using the Zoom website
  - *Note: A zoom account is required to create or schedule meetings - you can create a free account at [zoom.us](#) (free accounts limit all meetings to 40 minutes)*
- Additional resources on creating Zoom meetings:
  - [Zoom How to Schedule a Meeting](#) (video & text walkthrough)
  - [Zoom How to Schedule Recurring Meetings](#) (text walkthrough)

### **Useful Meeting Features**

- **Breakout Rooms** - useful for breaking up large groups into smaller discussion groups. Meeting hosts can move participants into breakout rooms at any time and have the ability to move between different rooms to join conversations.
  - [Zoom Enabling Breakout Rooms](#) (video & text walkthrough)
  - [Zoom Manage Breakout Rooms](#) (video & text walkthrough)
  - [Zoom Participating in Breakout Rooms](#) (text walkthrough)

- **Polls** - best if created ahead of time and must be turned on through settings; allow you to create custom questions to ask your meeting participants.

- [Zoom Polling](#) (video & text walkthrough)
- *Note: you can edit meetings by logging into your Zoom account through a browser (i.e., at [www.zoom.us](http://www.zoom.us)) and add poll questions to meetings you have already created (see image)*
- **iPhone/iPad Screen Mirroring** - during a Zoom meeting, you have the ability to mirror your iPhone/iPad screen using the Zoom application on your laptop/computer. This can be a useful feature for demonstrating how to use particular apps (ex, Libby, Hoopla, etc.). To mirror your iPhone/iPad you must be using the same WiFi network as the laptop/computer running your Zoom meeting. To avoid interruptions, consider switching your iPhone/iPad to airplane mode (avoids incoming calls/texts) and turning off notifications for messaging or other apps that use WiFi (ex, WhatsApp, Facebook Messenger).
  - [Zoom iOS Screen Sharing with the Zoom Desktop Client](#) (text walkthrough)

**Tuesday, April 28, 2020**

*12 attendees (including discussion leaders)*

- [How to use Kahoot with Zoom](#) - in a nutshell, you can share your screen to use Kahoot while hosting a Zoom meeting.
- Games you can play over Zoom:
  - [Dungeons & Dragons Virtual Resources](#)
  - [Best Board Games to Play Over Zoom](#)

**Tuesday, May 5, 2020**

*(5 attendees including discussion leaders)*

- [Getting Started with Zoom for Chromebooks](#)
  - [How to Use Zoom on a Chromebook](#) - article describes Zoom capabilities and features when using a chromebook
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