



Zoom is a cloud-based meeting tool that combines video conferencing, online meetings, and mobile collaboration into one platform. Its dependable, high-quality, and easy to use design have made it so much easier for groups around the world to connect and collaborate.

Additional documentation is available via the Zoom online knowledgebase:
<https://support.zoom.us/home>.

Note: You do not need to purchase a Zoom account to participate in a Zoom meeting.

What You Need To Get Started:

- A wired, internet-connected computer, laptop, or web-enabled device connected to a projector, Smartboard, or monitor.
- An external webcam or built-in camera on your computer, that is positioned to see your group.
- An external USB conference microphone is ideal but built-in microphones will work as long as a facilitator is available to repeat your group's responses as needed.
- Speakers that are loud enough for the entire classroom to hear. Make sure that speakers are pointing away from the microphone to prevent feedback. You can also use speakerphone if you're unable to receive audio through your computer, laptop, or device.

How to Launch Zoom and Participate in a meeting:

When you're invited to participate in a Zoom meeting, you'll receive instructions similar to what you see below.

You can either click on the link provided or go to the Zoom web site at [http:// zoom.us/](http://zoom.us/) and click on "Join a Meeting" where you can enter the 9 or 10-digit Meeting ID number. Closing any applications you don't need for the meeting to improve the quality of your connection. The audio



is integrated into the meeting. However, you have the option to participate via audio-only if a web-connected device is not available.

Hi there,


Ohio History Connection Distance Learning is inviting you to a scheduled Zoom meeting.

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/6142982965>

Or iPhone one-tap (US Toll): [+16465588656,6142982965#](tel:+164655886566142982965) or [+14086380968,6142982965#](tel:+140863809686142982965)

Or Telephone:

Dial: [+1 646 558 8656](tel:+16465588656) (US Toll) or [+1 408 638 0968](tel:+14086380968) (US Toll)

Meeting ID: [614 298 2965](#) 

International numbers available: https://zoom.us/join?j=6142982965&pwd=837tKGK_sAR8hUCED8OgCdsQqQRs3z

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India)

213.19.144.110 (EMEA)

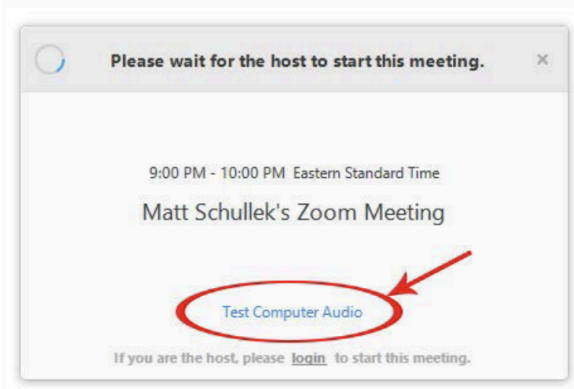
Meeting ID: [614 298 2965](#)

SIP: 6142982965@zoomcrc.com



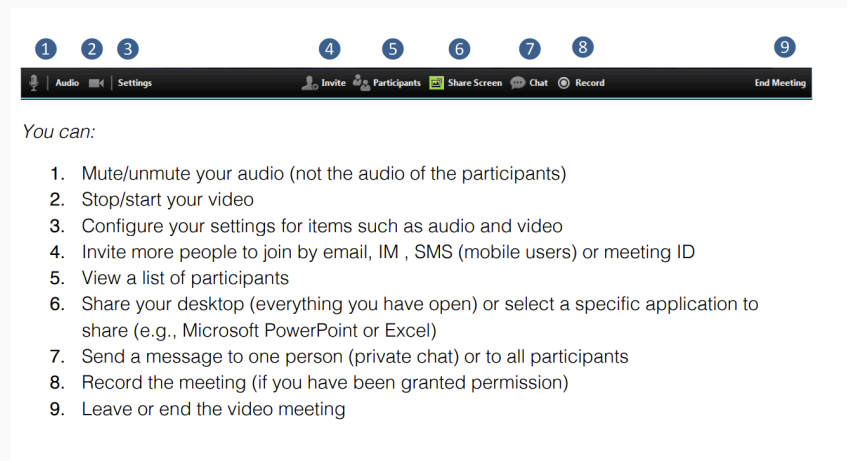
While you are waiting for the meeting to start

You'll be presented with the following screen if the host hasn't started the meeting at the time you join. We recommend that you check your audio settings while waiting for the meeting to start. If you're an individual meeting participant, we recommend wearing headphones to avoid audio feedback.



The Zoom Menu Bar

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)



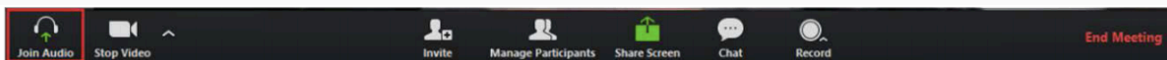


What If You Don't Have a Microphone or Speaker on your PC/Mac?

In the event you do not have a microphone or speaker on your PC/ Mac, you can join a Zoom meeting via teleconferencing/audio conferencing (using a telephone enabled with a speakerphone).

To join by computer (for video) and telephone (for audio)

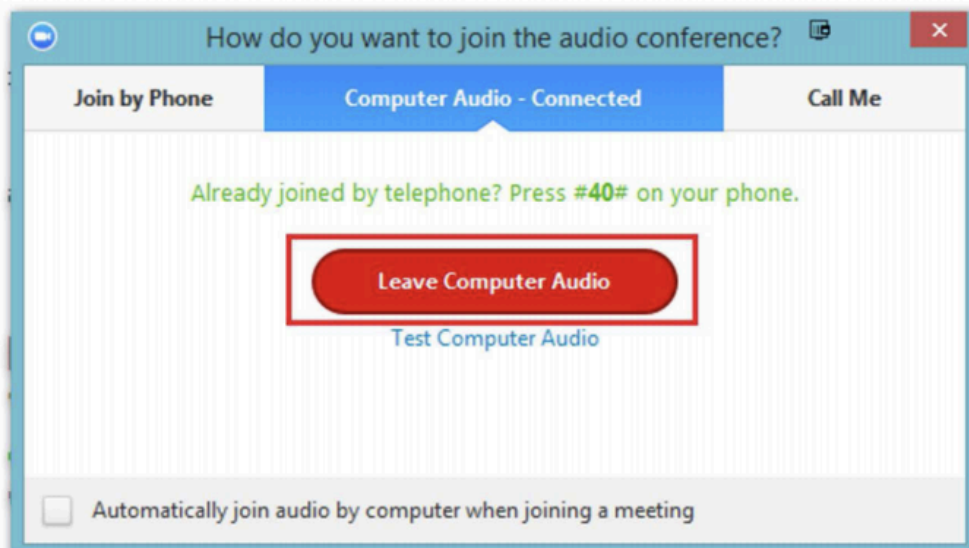
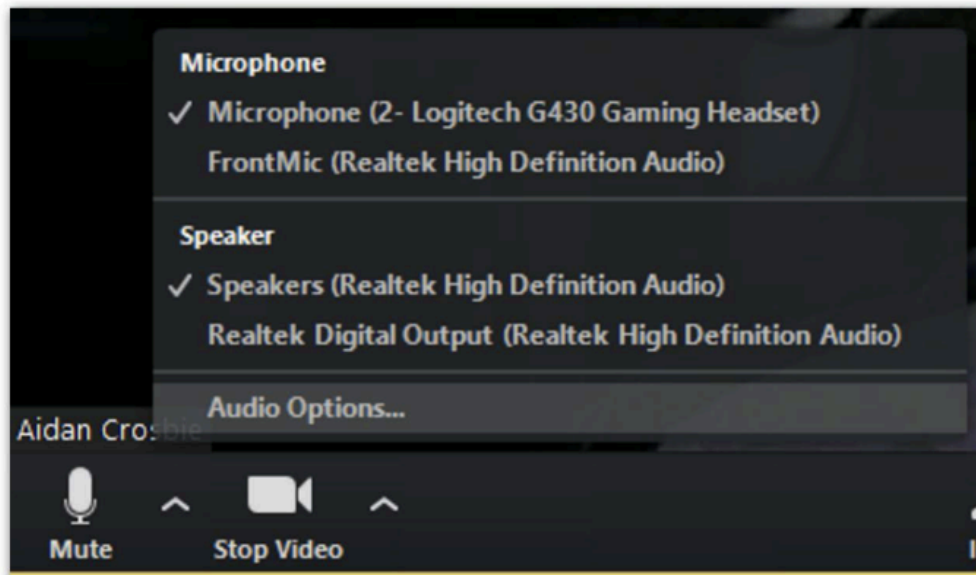
1. Join a Zoom meeting
2. Once you are in the meeting, select Join Audio in the menu bar



3. Follow instructions on the dialog box to *Dial In*



Note: If you decided to Join via telephone after Join via computer, please select Audio Options and Leave Computer Audio. Then enter #Participant ID#. Otherwise, you may hear audio feedback or an echo during the connection.

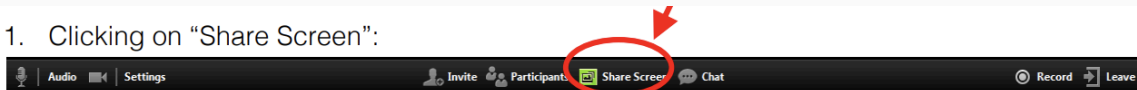




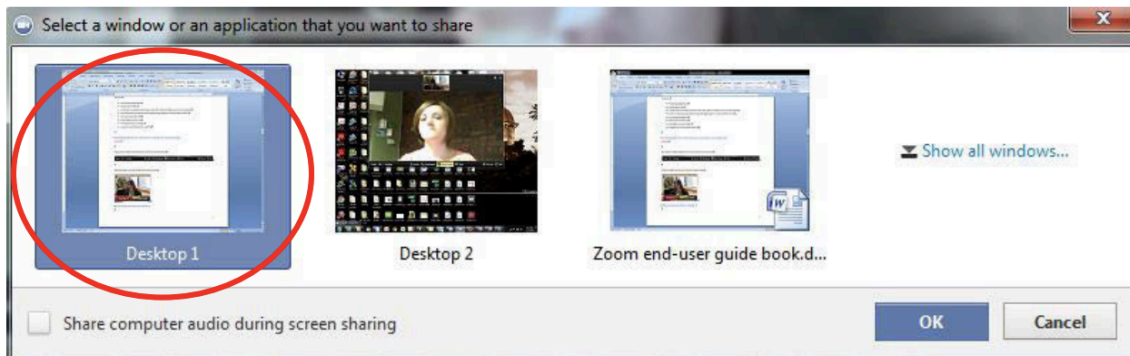
Switching Between Views (Share Screen and Video)

As a participant, you might be asked to share your desktop or an application. During a meeting, you can switch back and forth between sharing your screen and sharing your video as often as needed. If you are in video mode, switch to screen share by:

1. Clicking on "Share Screen":

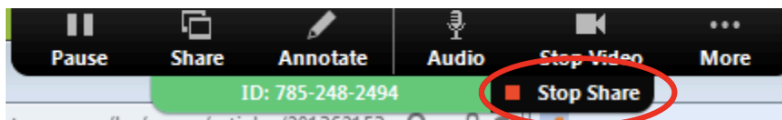


2. A window showing all possible options for you to share displays. Click on the item you want to display and then click "OK":



If you are displaying your screen, switch to video by:

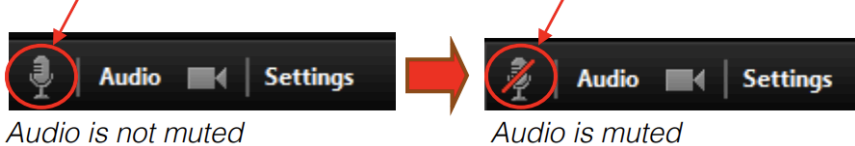
1. Clicking "Stop Share" from the sharing/annotation menu at the top of the screen:





Audio Mute and Unmute

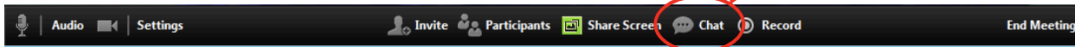
During a session you might be asked to mute your microphone until you have a question or comment. This helps to minimize audio feedback. Mute your audio by clicking on the microphone icon located in the lower left-hand corner of the menu bar.



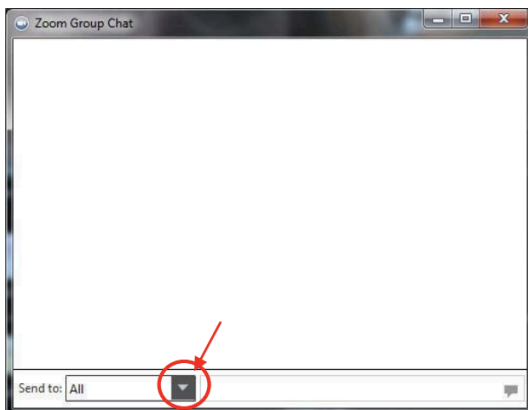
Chat

The chat feature provides the ability to send instant messages during the session. You can send private chat to one person or message all participants. In the event you experience issues with your microphone, using the chat feature can serve as an alternate means of communication.

1. Click on "Chat":



2. Type a message and press "Enter" on your keyboard to send. Messages are sent to all participants by default. You can message an individual participant via private chat by clicking on the drop down menu, and selecting an individual's name.

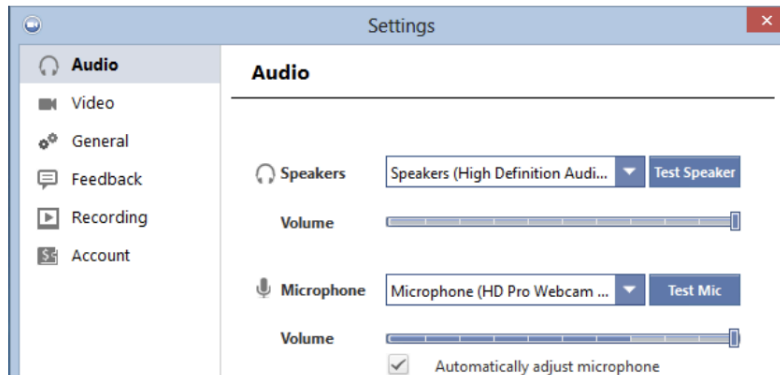


How to Record a Session



How to Configure the Settings

You can find the Settings tab in the main dialog box or in the meeting menu bar. After clicking Settings, you will have the following options:



- **Audio:** Test, select, and adjust your speakers and microphone
- **Video:** Select and test your video camera
- **General:** You can select additional preferences, such as how Zoom appears when it is launched
- **Feedback:** Use this option to send questions, comments, or feedback to Zoom
- **Recording:** Here you can browse/open your stored recordings and edit where recordings are stored on your computer (all recordings are stored on your local device/computer)

Getting started with Zoom

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account.

Where do I download the latest version of Zoom?

You can download the latest version of Zoom from the [Download Center](#). [Learn more about downloading Zoom](#).

How do I use Zoom on my PC or Mac?

After downloading Zoom, [learn how to use the Zoom Desktop Client](#).



How do I join a Zoom meeting?

You can join a meeting by clicking the meeting link or going to join.zoom.us and entering in the meeting ID.



Troubleshooting

My video/camera isn't working.

[Read tips on troubleshooting a camera that won't start or show video.](#)

There is echo in my meeting.

Echo can be caused by many things, such as a participant connected to the meeting audio on multiple devices or two participants joined in from the same local. [Learn about common causes of audio echo.](#)

Audio isn't working on my mobile device.

[Read tips on troubleshooting audio that isn't working on your iOS or Android device.](#)

If you are still having issues, please [submit a request](#).