How to Use Zoom with a Computer or Laptop

Adapted from Zoom Help Center

Click Here to Download the Zoom App
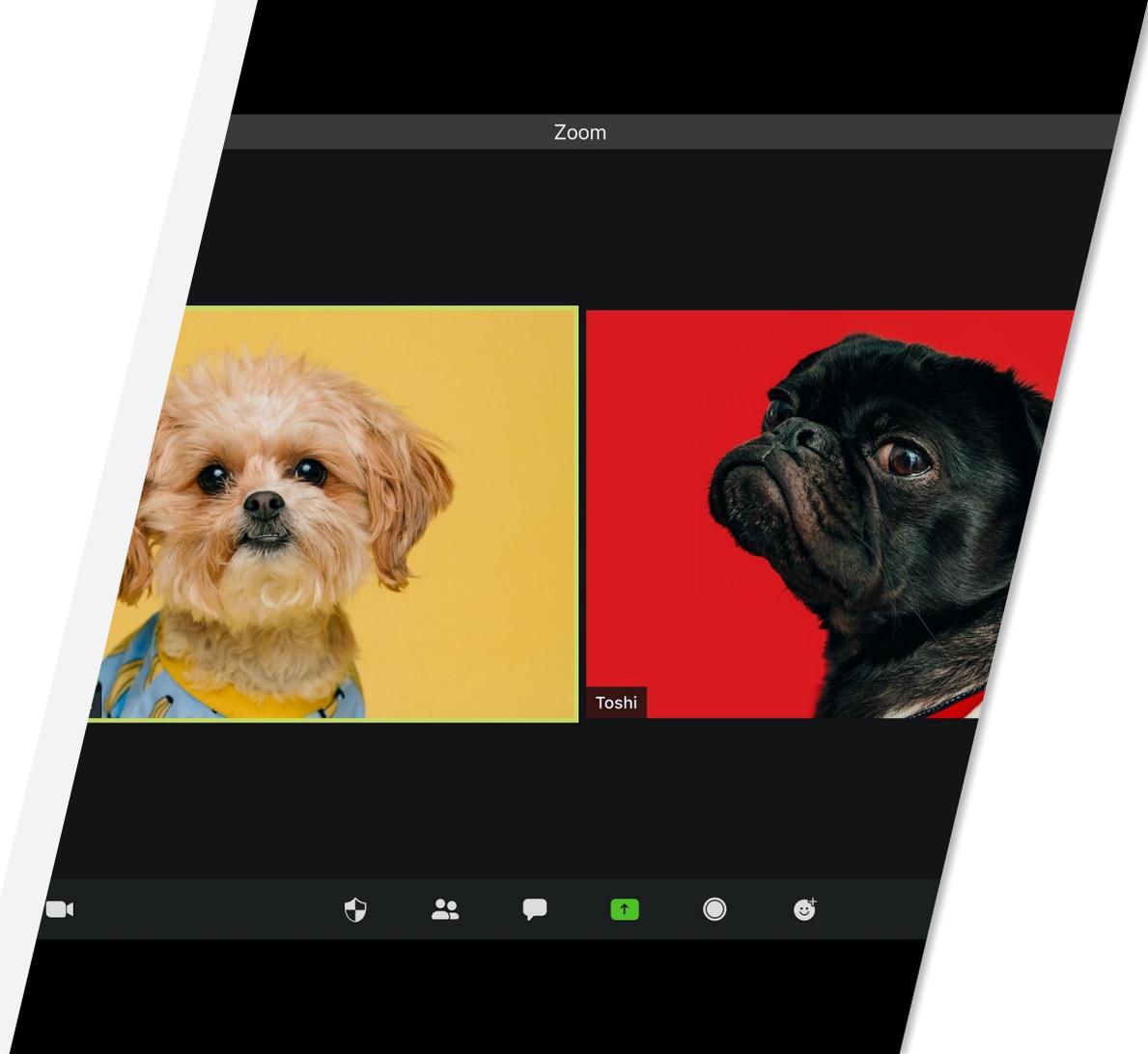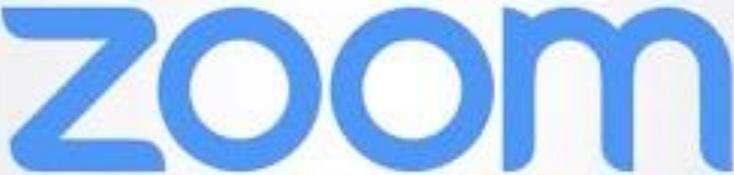
Joining a Meeting

1. Open the Zoom desktop client.

2. Join a meeting using one of these methods:

   ○ Click Join a Meeting if you want to join without signing in.

or

   ○ Sign in to Zoom then click Join.

3. Enter the meeting ID number and your display name.

● If you're signed in, change your name if you don't want your default name to appear.

● If you're not signed in, enter a display name.

4. Select if you would like to connect audio and/or video and click Join.
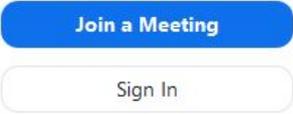
Meeting Controls

Attendee Controls in a Meeting

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have host controls.

After you join a meeting, the attendee controls appear at the bottom of your screen if you're not currently screen sharing.
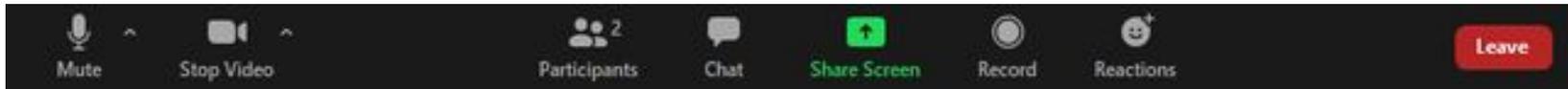
Attendee Controls in a Meeting (con't)

From this you can:

- Mute/Unmute
- Start/Stop Video
- Open participants Window
- Open Chat
- Share Screen
- Record
- Open Reactions Window
- Leave Meeting

Sharing your Screen

In your classes, your professor may ask you to share work you are doing on your computer screen. To do so, you will use the "Share screen" function in Zoom.

To do so, simply put your cursor at the bottom of the screen and click Share Screen:

Share your Screen (con't)

Zoom will open up a pop-up window where you can select what you wish to share. Click on Desktop and click on "Share screen" button on the lower right:
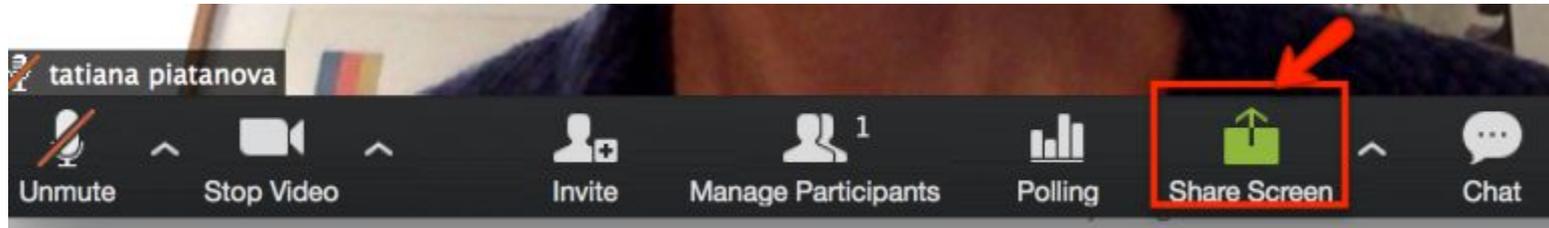
Stop Sharing your Screen

To stop sharing your screen after you finish your presentation click on "Stop Share" button on top of your computer screen:

Breakout Rooms

Participating in Breakout Rooms

Joining a breakout room

1. The host will need to invite you to join the breakout room.

2. Click Join Breakout Room.
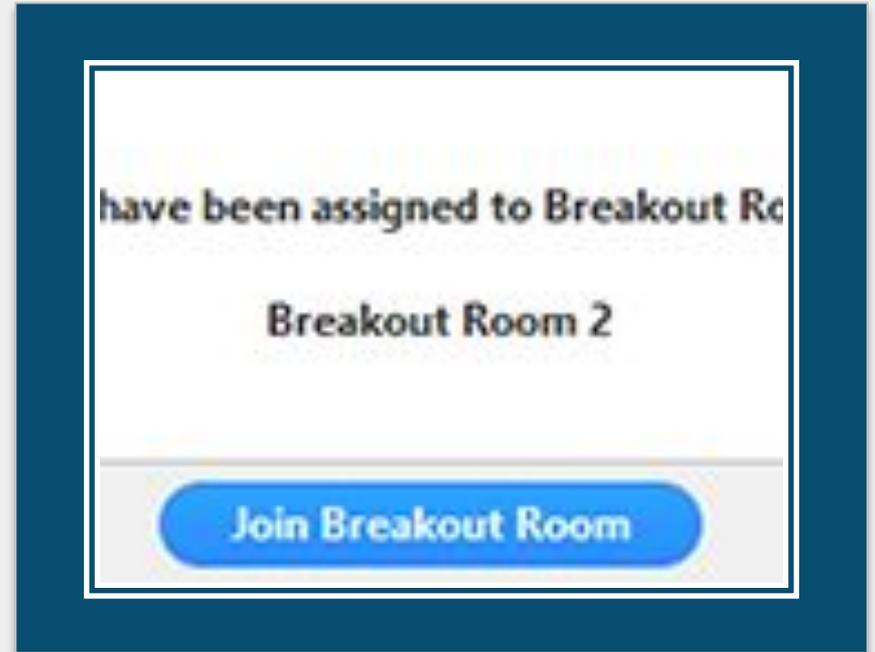
Asking for Help in a Breakout Room

If you click Ask for Help, it will notify the meeting host that you need assistance and they will be asked to join your breakout room.

1. Click Ask for Help icon in the meeting controls.

2. Confirm that you would like assistance by clicking Invite Host.

You can invite the host to this Breakout Room for assistance.

Leaving the Breakout Room

You can leave the breakout room and return to the main meeting session at any time, or you can leave the meeting entirely from the breakout room.

1. Click Leave Breakout Room.

2. Choose if you want to leave the breakout room or the entire meeting.

3. When the host ends the breakout rooms, you will be notified and given the option to return to the main room immediately, or in 60 seconds.

Accessing In-Meeting Chat

While in a meeting, click Chat in the meeting controls.

This will open the chat window.

You can type a message into the chat box or click on the drop down next to To: if you want to send a message to a specific person.
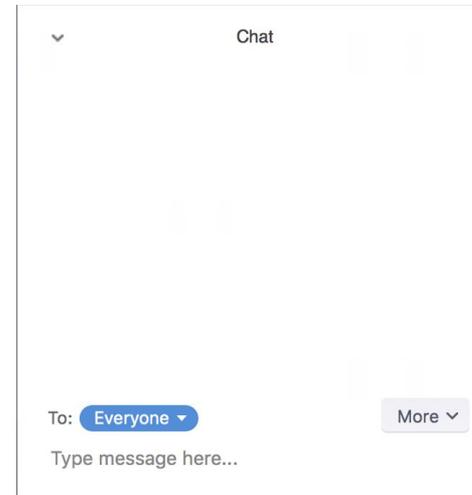
Sharing a file in a chat

You can share a file in chat or in-meeting chat.

In the chat function, click on File.

Choose a file from your computer.

The following indication will be seen once the file is successfully sent.
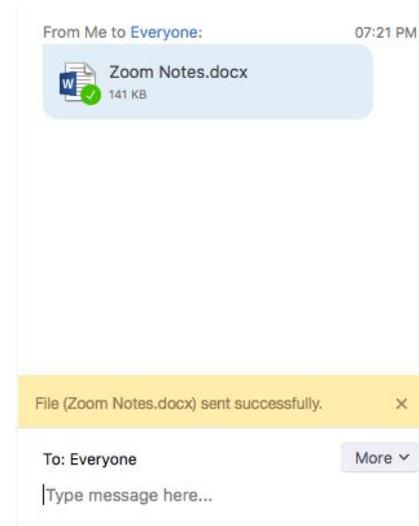
Sharing a Meeting Reaction

1. In your meeting controls, click Reactions.

2. Click the type of reaction you would like to send:

- Clapping Hands

- Thumbs up

- Heart

- Tears of Joy

- Open Mouth

- Party Popper (Tada, Celebration)
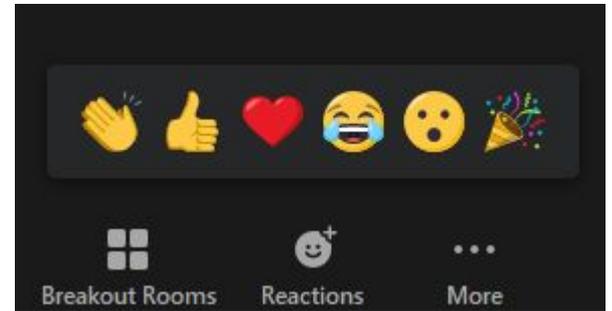
Providing nonverbal feedback during meetings

Click the Participants button.

Click one of the icons to provide feedback to the host. Click the icon again to remove it.
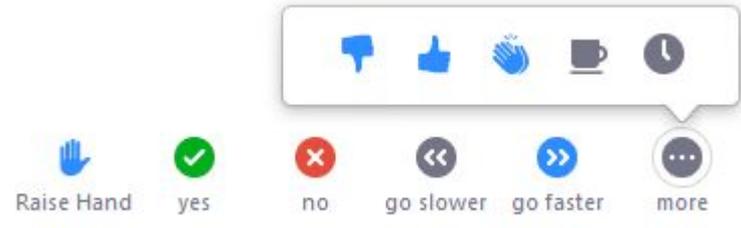
Providing nonverbal feedback during meetings (con't)

Note: You can only have one icon active at a time.

- Raise Hand / Lower Hand

- yes

- no

- go slower

- go faster

Additional icons are available by clicking the more button:

- agree

- disagree

- clap

- need a break

- away

The icon will appear next to your name in the participants list.