How to Guide Using Zoom the first time

**Recent Key Learning**

1. Why join a video meeting if your computer or cell phone has no camera nor PC audio?
   1. To see the content shared from other people’s screens
   2. To see the other participants faces (even if we can’t see yours)
   3. To participate in the audio
2. Participants **don’t need an account** to join a meeting, much like Shutter Fly, i.e. the host has the account, you just click on the URL to view the photos or in this case to join the meeting
3. You might need to uninstall Cisco WebEx

**Before** the meeting, download and install the application on your device:

1. Computer, both Windows & Macintosh <http://zoom.us/support/download>
   1. Open/launch the file that downloads
   2. Answer the installation questions and grant access to your audio, video, and allow it to record you
   3. <https://support.zoom.us/hc/en-us/articles/360032812931-Starting-the-Zoom-Desktop-Client>
2. Cell Phone:
   1. Go to the appropriate app store and search for “Zoom cloud Meetings”
   2. Answer the installation questions and grant access to your audio, video, and allow it to record you
   3. <https://support.zoom.us/hc/en-us/articles/360032812931-Starting-the-Zoom-Desktop-Client>

**Instructions on how to join a meeting**

* <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
* Then click on the appropriate section for instructions on your specific type of device

When joining, if possible, join the meeting using **“Computer Audio”** (not Phone Call) and use **headphones**.

**Headphone Options**

1. Notebook Computer
   1. Wired USB connector – the first time, it may need to automatically install and configure the driver
   2. Wired 3.5mm stereo jack – should work fine. Most notebooks can take both the microphone and headphone from the same jack
   3. Wireless – you may need to turn on Bluetooth in the computer settings and pair your headphones. You may need to do this for every meeting.
2. Desktop
   1. Wired USB connector – the first time, it may need to automatically install and configure the driver
   2. Wired 3.5mm stereo jack – most desktops require separate headphone and microphone inputs. Unless you have a splitter for your earbuds, this probably will **NOT** work for you. In this case, you will want to join the audio portion of the meeting by calling in and use your computer for the video only.
   3. Wireless – you may need to turn on Bluetooth in the computer settings and pair your headphones. You may need to do this for every meeting.
3. Cell phone
   1. Wired 3.5mm stereo jack – this should just work
   2. Wireless – this should just work

**Join Meeting Audio by Phone Call:**

1. First launch Zoom on your device
2. To connect the audio, select “Phone Call” (instead of “Computer Audio”)
3. Follow the instructions on the screen:
   1. Dial the number
   2. Put in the 9-digit Meeting ID:
   3. Put in the Participant ID: (I am trying to set up the meeting to skip this step)

<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_e4f1ac0b-7a0c-4b14-976e-ccec6ad484b2>