

How to Zoom – Cheat Sheet

Step 1: Before a videoconference:



You will need a computer, tablet, with access to a camera, or smartphone with headphones with a microphone.

Next: The invitation will include the Zoom link to join the meeting and the 9- digit Meeting ID as well as a call-in number to listen into the meeting.

We recommend that you connect to the meeting audio using the call-in number. This will minimize bandwidth and maintain a more reliable connection.

Join Zoom Meeting

<https://us02web.zoom.us/j/81237835970?pwd=UCtma3prd1FLemRZQkNSVFBmQmJldz09>

Meeting ID: 812 3783 5970

Passcode: 380595

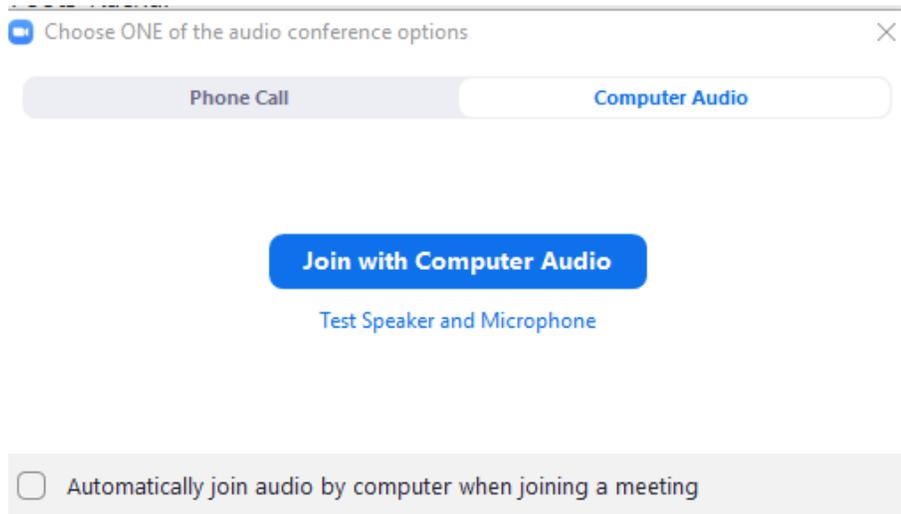
Step 2: At the start time of your meeting, click on the Zoom link on the invitation to join via computer. You may be instructed to download the Zoom application. Go to bit.ly/scddzoom for instructions on how to download the Zoom application.

Note: You may also join a meeting without clicking on the agenda Zoom link by going to join.zoom.us on any browser and entering the Meeting ID provided.

To join the meeting, click the link next to “**Join Zoom Meeting**”.

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Step 3: You have an opportunity to test your audio at this point by clicking on “Test Speaker and Microphone.” Once you are satisfied that your audio works, click on “Join audio by computer.”



If you do not want to listen through your computer, click “Phone Call”, and call the number listed on the agenda.

One tap mobile

+13462487799,,81237835970# US (Houston)

+16699009128,,81237835970# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

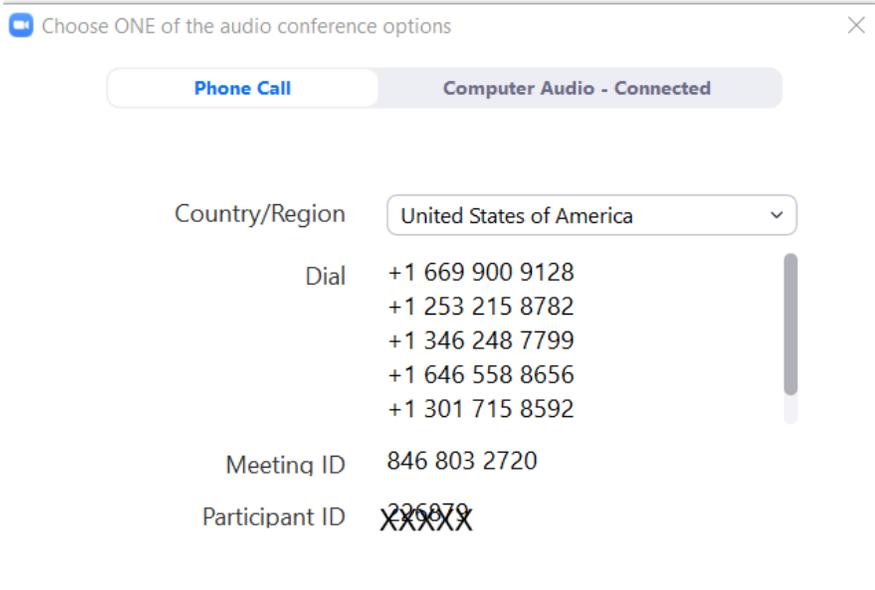
+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 812 3783 5970

On the invitation, this is where you find the call-in number. If you select the one tap mobile, the meeting ID will be automatically entered.

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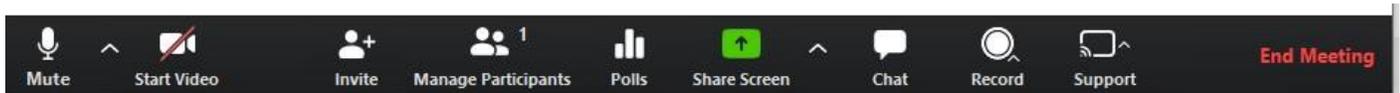


Tips:

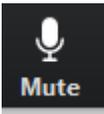
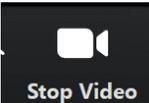
If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in the agenda) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your personalized participant ID.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen, you can:

-  Mute
-  Unmute your microphone (far left)
-  Turn on
-  Turn off camera (“Start/Stop Video”)

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-  Invite other participants
-  View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand.

Pop out screen looks like this, and includes non-verbal options:



Raise Hand



yes



no



go slower

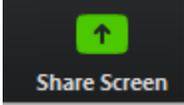
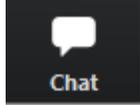


go faster



more

How to Zoom – Cheat Sheet

-  Share your screen
-  Chat (Talk with others in the meeting)

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view.

- “Speaker view” shows the active speaker.
- “Gallery view” tiles all of the meeting participants.

Helpful tools to learn how to Zoom:

- [How to Use Zoom - Free Video Conferencing & Virtual Meetings](#)
- [Zoom Video Tutorials](#)
- [Zoom Live Training Webinars](#)