

How to Use Zoom

New to Zoom?

Zoom is very simple to use. To join a Zoom meeting for the first time, you need to download and install Zoom. You can do it before the call: <https://zoom.us/download> otherwise it will download automatically when you start or join your first Zoom meeting – just make sure you join 10 minutes early to ensure there is time to test your microphone and video.

You can also join a test Zoom meeting to familiarize yourself with Zoom and test your microphone/speakers before joining the real Zoom call. <https://zoom.us/test>

During the meeting:

During the meeting, it is good to mute your microphone (unless you are wanting to talk, of course!) You can also choose to have your video on or off and you can ‘chat’ with other participants via a written chat function. To learn more about how to do all this, see: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting>