

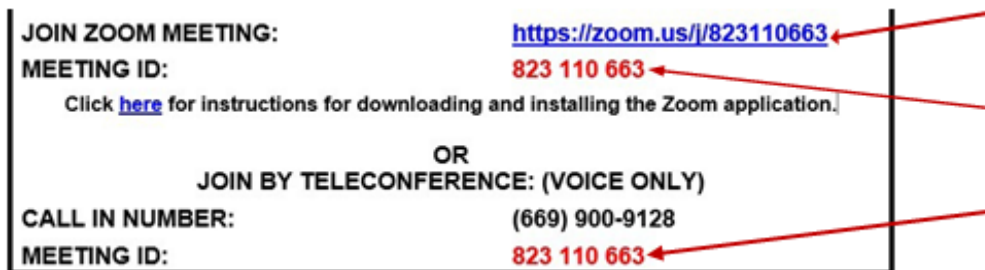
How to Zoom – Cheat Sheet

Step 1: Before a videoconference:



You will need a computer, tablet, or smartphone with speaker or headphones.

Next: The agenda 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.



On the agenda, this is where you find the Zoom link.

On the agenda, this is where you find the meeting ID.

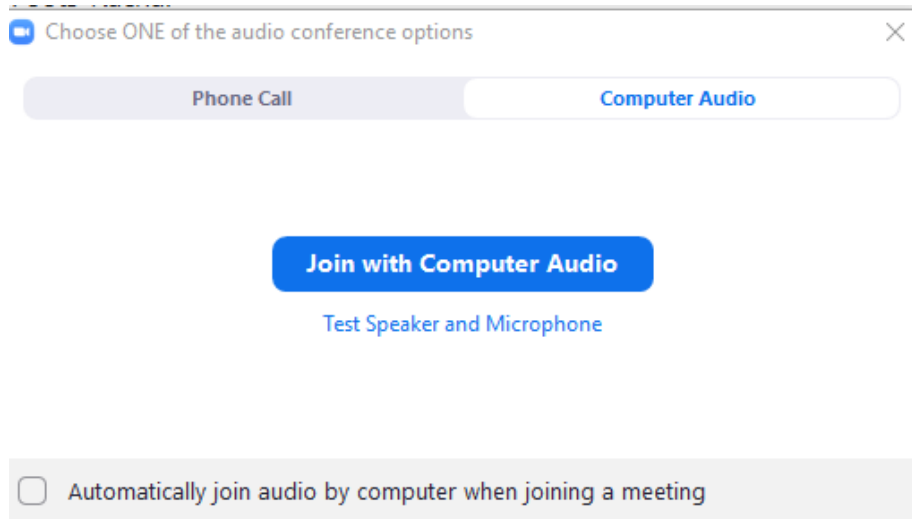
Step 2: At the start time of your meeting, click on the Zoom link on the agenda to join via computer. You may be instructed to download the Zoom application. Go to bit.ly/scddzoom for instructions on how to download the Zoom application.

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.

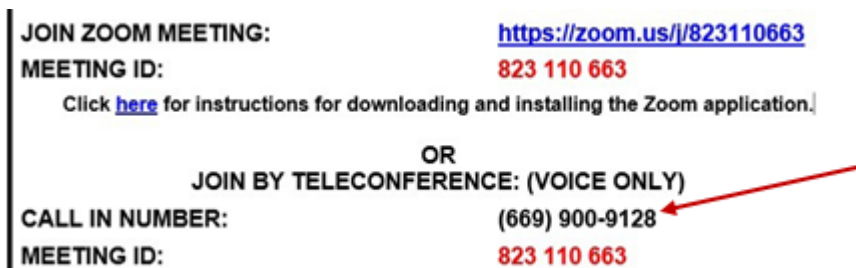
To join the meeting, click the link next to “**Join Zoom Meeting**”.

How to Zoom – Cheat Sheet

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.



On the agenda, this is where you find the call in number.

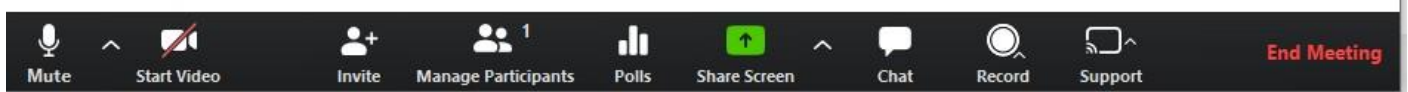
Tips:

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

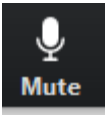
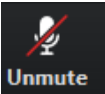

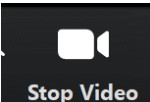
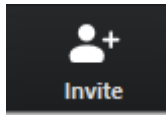

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the Meeting ID number (also provided in the agenda) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant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

How to Zoom – Cheat Sheet

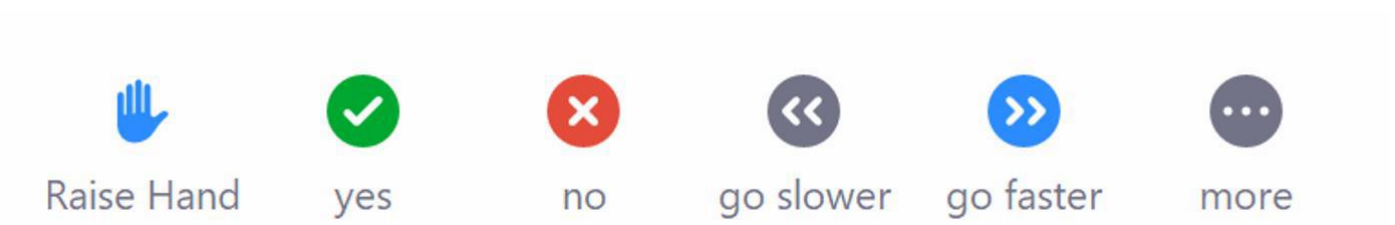
Participant controls in the lower left corner of the Zoom screen:



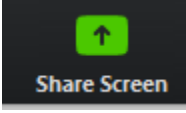
Using the icons in the lower left corner of the Zoom screen, you can:

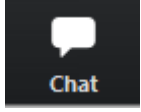
-  Mute  Unmute your microphone (far left)
-  Turn on  Turn off camera (“Start/Stop Video”)
-  Invite other participants
-  View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand.

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



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](#)