

# ZOOM BASICS



Download the Zoom application at [www.zoom.com](https://www.zoom.com). Keep your Zoom application updated!

Visit [www.support.zoom.com](https://www.support.zoom.com) for more help!

## MEETING INVITATION

- Virtual meeting invitations will often come as a link in your email

### Your meeting has been scheduled

#### MEETING INVITATION

Monica Gellar is inviting you to a scheduled Zoom meeting.

Topic: Monica Gellar's Salmon Mousse Class

Time: Mar 31, 2023 06:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

[https://us05web.zoom.us/j/81516077577?  
pwd=MURnSi91eS96Ri9JRVRnQmpuTkvdz09](https://us05web.zoom.us/j/81516077577?pwd=MURnSi91eS96Ri9JRVRnQmpuTkvdz09)

Meeting ID: 815 1607 7577

Passcode: 3Zg6LS

View who sent you the invitation, the topic, the time, and the link.

Click on the link under Join Zoom Meeting before the start time so you can make sure Zoom is downloaded and updated.

You may have to enter the passcode if the meeting is locked. This is a way to keep meetings private.



Schedule



Join



Host

## ZOOM MEETING OPTIONS

- Schedule a meeting:** pick future a time and generate a link to share with others
- Join a meeting:** enter the meeting ID and passcode to join an existing meeting
  - You can also join meetings by clicking the link sent to your email
- Host a meeting:** start a meeting right now and generate a link to share with others
- Personal meeting ID:** If you share this ID with others, they can enter this into "Join a meeting" to participate if you host a meeting. If you are scheduling a meeting, you can choose to use your personal room or to generate a new meeting ID.
- Waiting Room:** Participants can click on the link and join the waiting room, the host must let them into the meeting.
- Passcode:** Hosts can choose to require a passcode for Zoom meetings. The passcode is in the invitation.
  - If you are the host of a meeting, Zoom will require that you choose either a passcode or a waiting room. If you select Passcode, make sure you share the passcode with all participants. If you select Waiting Room, keep an eye on the waiting room and only admit participants you know.



## ZOOM MEETING FEATURES AND TIPS

1. Keep your microphone muted when you are not talking so that background noise doesn't interfere.
  - o You can adjust the sound settings using the carrot above the Audio icon.
2. You can change or blur your background using the carrot above the Video icon.
3. Using the Reactions or the Raise Hand button is a good way to participate when you are muted or when someone else is speaking.
4. You can open the Chat and respond, share links, or ask questions.
5. The Share icon allows you to share all or parts of your screen with the rest of the participants. Make sure to turn it off when you are done sharing what you need to share.
6. You can record a Zoom meeting. If someone else is recording, Zoom will give you a notification.
7. You can turn on Closed Captions using the More icon.

