zoom

Quick Guide

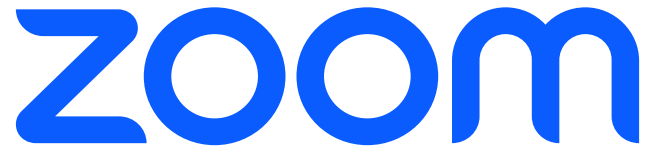# ZOOM

How to join a meeting

NOTE: The same Zoom link is used to access all sessions for each industry group village

DESKTOP

How to join a meeting

1. Click the invite link provided by the host, for example in a calendar or email invitation, and follow the on-screen instructions.
2. Alternatively, open the Zoom desktop client.
3. Click the **Home** tab 🏠.
4. Click the **Join** icon.
5. Enter the meeting ID provided by the meeting host.
6. If prompted, enter the meeting passcode.
7. Click **Join.**
   You will then join the meeting or waiting room, if enabled by the host.

MOBILE

How to join a meeting

1. Tap the invite link provided by the host, for example in a calendar or email invitation, and follow the on-screen instructions.
2. Alternatively, open the Zoom mobile app.
3. Tap the **Meetings** tab.
4. Tap the **Join** icon.
5. Enter the meeting ID provided by the meeting host.
6. If prompted, enter the meeting passcode.
   You will then join the meeting or waiting room, if enabled by the host.

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How to connect to audio

DESKTOP | MOBILE

How to connect to audio

Upon joining the meeting, you will be prompted to connect to audio.

1. Click **Join with Computer Audio**.
   Other options may appear, such as calling in to the meeting or being called into the meeting, but this depends on which audio options the host has provided.
2. Click **Mute / Unmute** in the bottom-left corner of the meeting controls toolbar as needed to control your microphone.
3. (Optional) Next to **Mute / Unmute**, click the up arrow icon ⌃ to change any of your audio settings, such as your microphone or speaker selection.

**NOTE: Please mute audio unless speaking**

DESKTOP | **MOBILE**

How to connect to audio

Upon joining the meeting, you will be prompted to connect to audio.

1. Tap **Wifi** or **Cellular Data**.
   Other options may appear, **such Dial** in or **Call Me,** but this depends on which audio options the host has provided.
2. Tap **Mute / Unmute** in the bottom-left corner of the meeting controls toolbar as needed to control your microphone.

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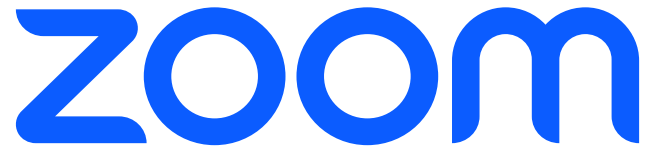
How to turn on your video and add a virtual background

NOTE: Use video where possible as it enables a more engaged and interactive session

DESKTOP   MOBILE

How to turn on your video and add a virtual background

1. If the host has requested video be on by default, you will be prompted with a video preview. This allows you to see your current video and decide to join the meeting with or without video. Click **Join with Video.**

2. While you're in a meeting, click **Start Video / Stop Video** in the bottom-left corner of the meeting controls toolbar as needed to control your video.

3. (Optional) Next to **Start Video / Stop Video**, click the up arrow icon ⌃ to change any of your video settings, such as picking a different camera or choosing a virtual background. If you select a new background, it will automatically change in the meeting.


DESKTOP   MOBILE

How to turn on your video and add a virtual background

1. If the host has requested video be on by default, you will be prompted with a video preview. This allows you to see your current video and decide to join the meeting with or without video. Tap **Join with Video.**

2. While you're in a meeting, tap **Start Video / Stop Video** in the bottom-left corner of the meeting controls toolbar as needed to control your video.

3. (Optional) In the meeting controls toolbar, tap the **More** icon ••• , then tap **Backgrounds & Effects** to select a virtual background. Once you select a background, it will automatically change in the meeting.
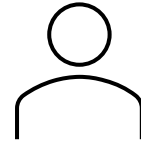
zoom

How to update profile name

NOTE: Have your name and council on your profile, this allows all participants to know who we have online. Just like a name tag if meeting face to face.

Windows | macOS | Linux

1. Join a Zoom meeting on the Zoom desktop client.
2. On the Zoom in-meeting controls, click **Participants**.
3. Hover your mouse over your name, then click the ellipses •••.
4. Click **Rename**.
   A pop-up box will appear.
5. In the pop-up box, enter your display name.
6. Click **Change**.

Android | iOS

1. Join a Zoom meeting on the Zoom mobile app.
2. On the Zoom in-meeting controls, tap **Participants**.
3. Tap your name, then tap **Rename**.
   A pop-up box will appear.
4. In the pop-up box, enter your display name.
5. Tap **Done**.

Web

1. Join a Zoom meeting on the web client.
2. On the Zoom in-meeting controls, click **Participants**.
3. Hover your mouse over your name, then click **More**.
4. Click **Rename**.
   A pop-up box will appear.
5. In the pop-up box, enter your display name.
6. Click **Change**.

Alternative option

1. Hover mouse over the right-hand corner of your profile, then click the ellipses …
2. Then tap **Rename.** A pop-up box will appear.
3. In the pop-up box, enter your display name.
4. Click **Change.**

zoom
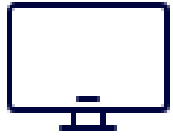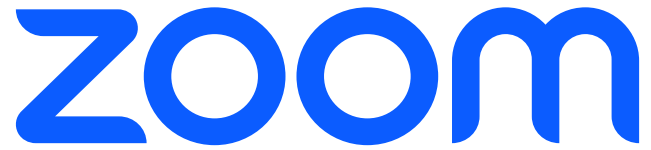
How to share your screen

NOTE: On occasion you may have information or documents that you wish to share with the group

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DESKTOP   MOBILE

How to share your screen

1. In the meeting controls toolbar, click the **Share Screen** icon ⬆️ .
2. Select an entire desktop or screen, a specific opened program, or the classic Whiteboard. You can also switch to the **Advanced** tab for other sharing options, such as slides as a Virtual Background, computer audio only, a local video file, or content from a 2nd camera.
3. (Optional) Select the check boxes next to **Share sound** and/or **Optimize for video clip** to enable either immediately at the start of your sharing. These options can also be enabled/disabled during the share.
4. Click **Share** to begin sharing your screen or content.
5. To stop sharing, click **Stop Share**.

DESKTOP   **MOBILE**

How to share your screen

1. In the meeting controls toolbar, tap the **Share** icon ⬆️ .
2. Select what you want to share, such as a document or photo, your screen, or a website URL.
3. If prompted, tap **Start Broadcast** to begin sharing your screen or content.
4. To stop sharing, in the meeting controls toolbar, tap the **Stop Share** icon ❌ .

zoom

How to chat with others

DESKTOP · MOBILE

How to chat with others

1. In the meeting controls toolbar, click the **Chat** icon 💬.
   The Chat panel will open.
2. Click in the text input box and enter your message.
3. Click the **To:** drop-down menu to select who you want to send your message to.
   Note: Your available options may be restricted by the host.
4. Press **Enter** or click the send icon 🔷 to send your message.

NOTE: Share your details (name and email address) in the chat for offline contact with meeting attendees

DESKTOP · **MOBILE**

How to chat with others

1. In the meeting controls toolbar, tap the **Chat** icon 💬.
   The Chat panel will open.
2. Tap in the text input box and enter your message.
3. (Optional) Tap the **Send to:** drop-down menu to select who you want to send your message to.
   Note: Your available options may be restricted by the host.
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