

# How to Use Zoom

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Zoom is a web conferencing solution that provides screen sharing, meetings, live chat, and a lot more.

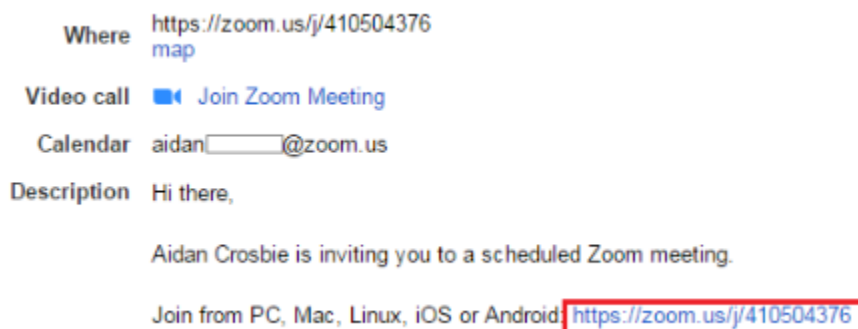
## Access Zoom

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Joining a meeting in Zoom is very simple.

### By Email

Most often, you will join a meeting by clicking on a link in an email sent to you by the meeting host, no account required. (See the URL in the red box below.)



### By Browser

You can also join a meeting from the browser, by entering the Meeting ID number at <https://langara.zoom.us/join>.

You can find the **Meeting ID**, the 7-digit number at the end of the URL, in the email invitation sent to you by the meeting host. (See the highlighted text below.)

Join from PC, Mac, Linux, iOS or Android <https://zoom.us/j/410504376>

### Host Your Own Meeting (Sign In)

You can log in to Zoom at <https://langara.zoom.us>, using your **Langara Federated ID** (e.g. jsmith00@langara.ca). Once you are signed in, you will have access to your account settings and be able to create meetings.

All Langara staff and students have a Basic Zoom account. Meetings created by Basic accounts are limited to 40 minutes. See <https://langara.zoom.us> for more information on creating and hosting meetings.

## Launch the Program

After following one of the steps above to join the meeting, Zoom will attempt to start the meeting.

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [download & run Zoom](#).

If you have already installed Zoom on your computer, you will see a dialog box; click the “Open Zoom Meetings” button. (Skip to [Join a Meeting](#).)

If the dialog box does not appear, you do not have Zoom installed on your computer. Click “download & run Zoom.”

## Download Zoom

After you click “download & run Zoom,” a “Save As” window will appear. Click Save to download Zoom to your computer.

Once the download is complete, click on the downloaded installation file in your browser to run it.

At the end of the installation, Zoom will launch and invite you to join a meeting.

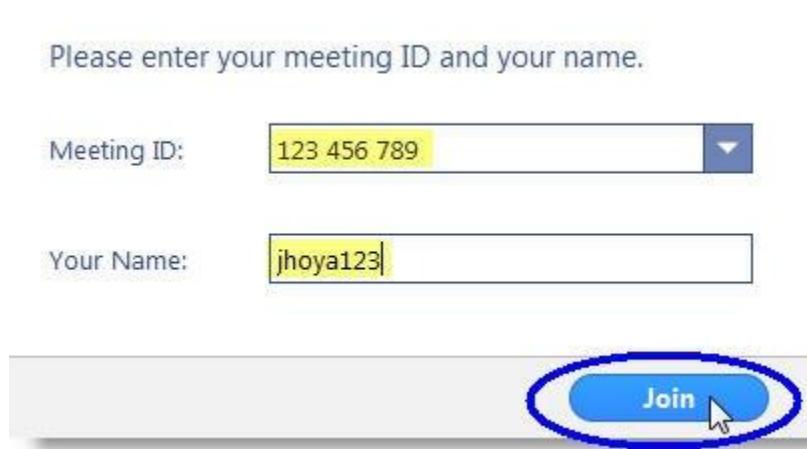
## Join a Meeting

Once Zoom is installed, you will see a window inviting you to sign in or join a meeting.

Click “Join a Meeting.” Zoom will open.



In the next window, enter your name (this is how your name will appear to other people in the meeting) and the Meeting ID, if applicable.



Please enter your meeting ID and your name.

Meeting ID:

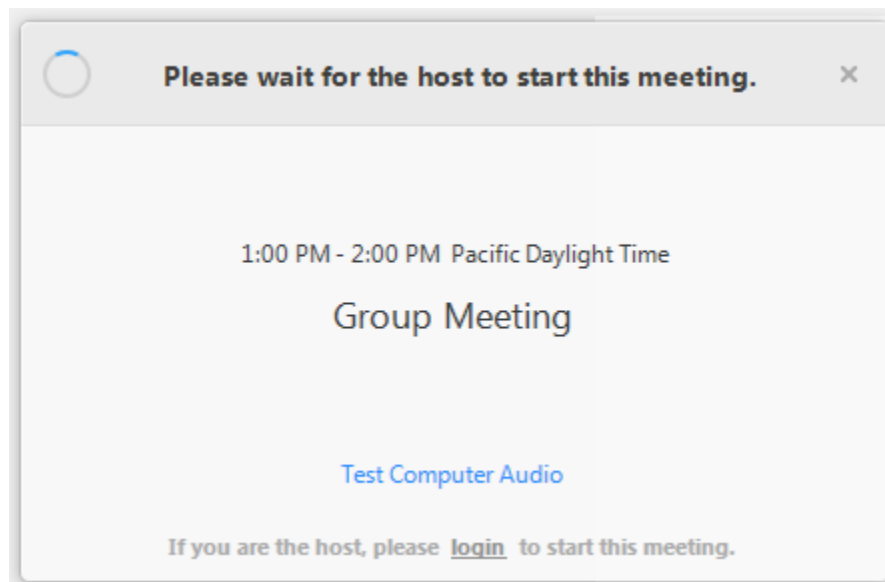
Your Name:

[Join](#)

The image shows a web form for joining a meeting. It has two input fields: 'Meeting ID' with the value '123 456 789' and 'Your Name' with the value 'jhoya123'. Below the fields is a blue 'Join' button, which is circled in blue. A mouse cursor is pointing at the button.

Click "Join."

If you have arrived to the meeting early, you may see the following window, asking you to wait until the host arrives.

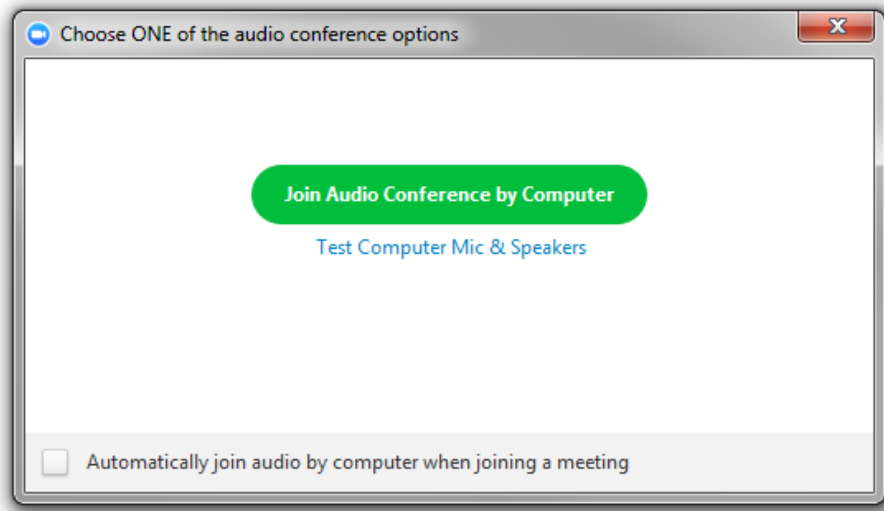


When the host arrives, the meeting will start automatically. In the meantime, you may wish to test your computer audio.

## Zoom Audio & Video

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When you join a Zoom meeting for the first time, you will be asked how you want to join the meeting audio.



To join using computer audio, click “Join Audio Conference by Computer.” This option will use your default microphone and speakers.

If you are having trouble with your microphone or speakers, or aren’t sure whether they are set up, click “Test Computer Mic & Speakers.”

In the Test Computer Audio window, use the Test Speaker and Test Mic buttons to test your audio setup.

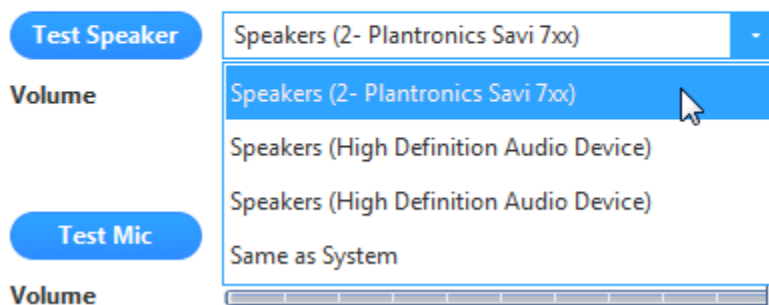
### Test Speaker

Click the Test Speaker button. If your speakers are working correctly, you should hear a series of musical notes.

If you don’t hear anything, try switching speakers in the dropdown menu.

### Test Computer Audio

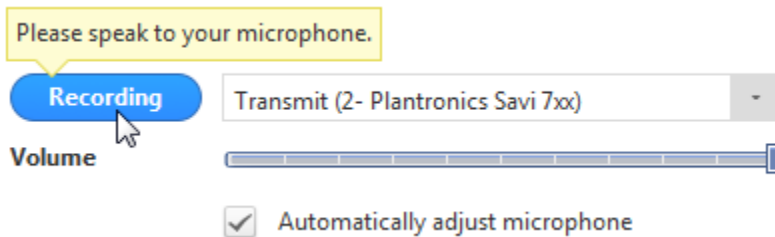
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**Note:** For the best sound quality, headphones are strongly recommended.

### Test Microphone

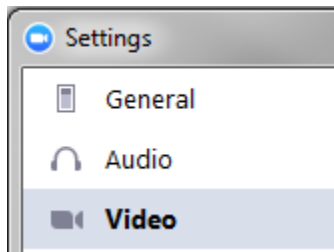
Click the Test Mic button and speak into your microphone. The button will change to show “Recording.” Click the button again to stop recording and play back your voice. The button will change again to show “Playing.”



If you don't hear anything when playing back, try switching microphones in the dropdown menu.

### Test Video

You may also use a webcam in Zoom meetings, so that other people in the meeting can see you. In the Settings window, click Video to view a preview of your live image.



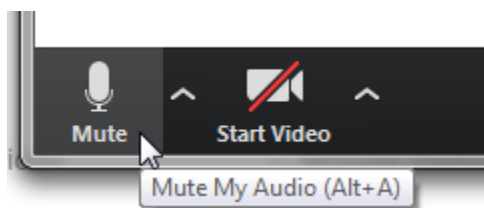
If you don't see anything, try switching cameras in the dropdown menu.

When you are finished testing, click the X in the top right corner of the Settings window to close it.

### Muting Audio & Video

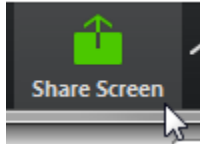
You can mute your microphone or webcam at any time during a meeting. Just click on the appropriate buttons in the bottom left corner of the Zoom meeting window.

**Note:** If Screen Sharing is being used, you can access these same controls by hovering over the Screen Share tab at the top centre of the screen.

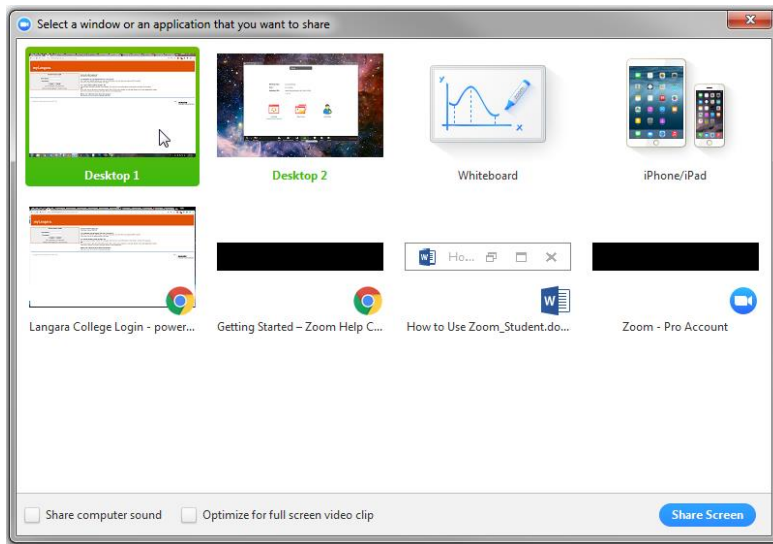


# Screen Sharing

In Zoom, both the host and attendees (when granted permission by the host) can share their screen with the meeting. Just click the Share Screen button.



Select which window you want to share, or click “Desktop” to share everything on your screen.



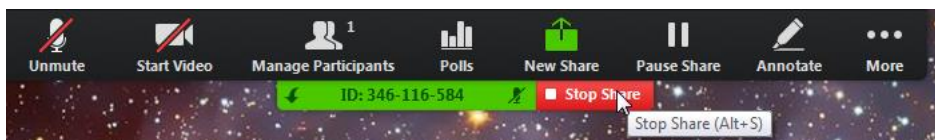
You can also select “Whiteboard” to create a whiteboard space where you and others in the meeting can interact.



When you’ve made your selection, click the “Share Screen” button.

**Note:** If you are sharing audio or video content from your computer, make sure to tick the “share computer sound” and “Optimize for full screen video clip” boxes at the bottom of this window.

During Screen Share, the controls will move to the top of the screen. When you’re finished sharing, click the “Stop Share” button.

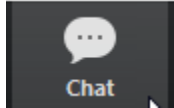


## Chat

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In Zoom, you can chat with everyone in the meeting, or privately with specific user(s).

Click on Chat.



Under the "To" dropdown, choose the recipients for your chat and type your message. Press Enter to send.

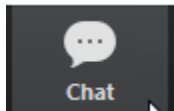


## File Transfer

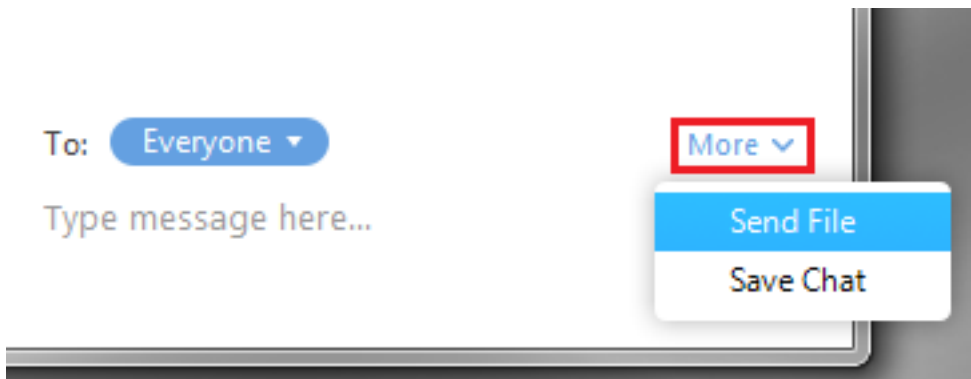
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If enabled by the host, the Chat tool's File Transfer feature allows you to share files directly with other people in your meeting.

Click on Chat.



Under the "To" dropdown, choose the recipients for your file. Click the More link and select Send File.



Navigate to the file on your computer and click Open. The file will send automatically. A download link to the file will appear in your recipients' chat windows.

To receive a transferred file, just click the link that appears in your Chat to download the file.

## Mobile and Browser Options

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Though a wired Internet connection is recommended for the best audio and video quality, mobile (both iOS and Android) and browser versions of Zoom are available.

Not all versions offer the full set of features.

Click here for the full list of Zoom applications: <https://langara.zoom.us/download>