

## Guide to Zoom - Desktop

### How to Join a Meeting

Download one of the first three options from <https://zoom.us/download>. (If you lack privileges to install applications, contact your IT support people for assistance.)

Ordinarily you will receive an invitation to join a meeting; e.g.,

Join Zoom Meeting

<https://ucmedicinegroup.zoom.us/j/225415846> 

Meeting ID: 225 415 846

One tap mobile

+13126266799,,225415846# US (Chicago)

+19292056099,,225415846# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US

+1 301 715 8592 US

877 853 5257 US Toll-free

888 475 4499 US Toll-free

Meeting ID: 225 415 846

Find your local number: <https://ucmedicinegroup.zoom.us/j/225415846>

Click on the link (see red arrow).

Depending on your system, it may ask you if it's ok to open the Zoom app and/or join the meeting. Click on OK or yes.

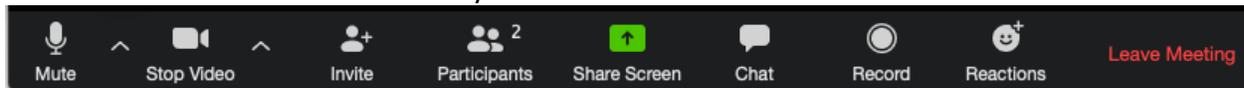
Depending on your system, at first use it may ask you which audio to use. Your computer's own microphone is probably easiest.

The Zoom window will open.

## OAA Guide to Zoom

### How to Participate in a Meeting

At the bottom of the Zoom window you will see



or



Clicking on the **leftmost icon** will turn your microphone on or off. [It is probably a good idea to mute the microphone if you are not actually speaking.]

Clicking on the **next icon** will turn your camera on or off. [Remember that if the camera is on, other participants can see everything the camera sees.]

**ZOOM ETIQUETTE: mute your microphone when you are not actually speaking. Mute your camera when doing things that should not be seen.**

“**Invite**” lets you invite additional participants to a meeting in progress.

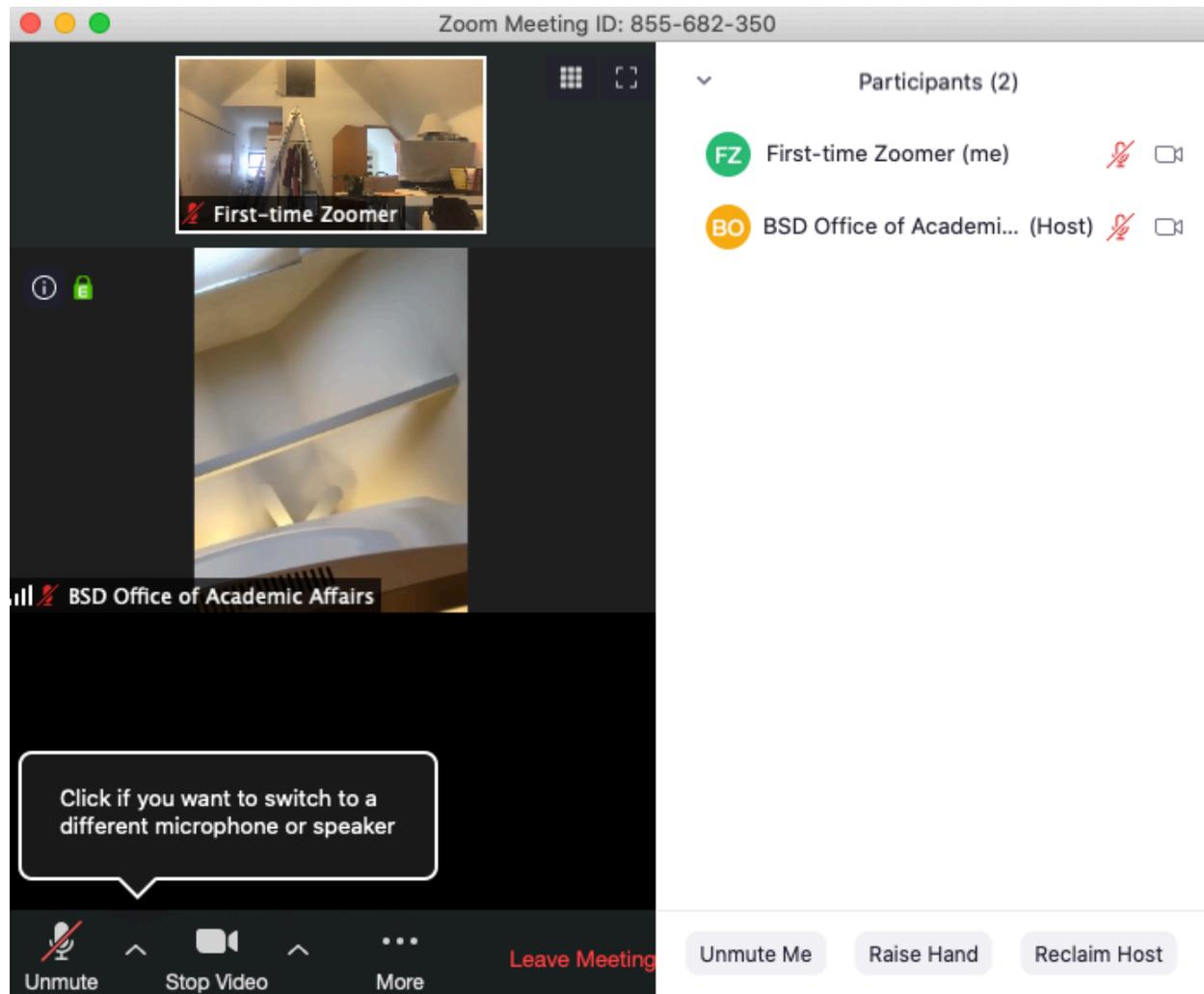
“**Chat**” lets you send text messages that will appear in the Participants sidebar (see below). You can control who sees these messages: all meeting participants or a specific participant.

“**Share screen**” will replace what your camera sees with a window from your computer so that others can see what’s on your computer. Once you click on it, it will allow you to choose which window you want to share. [The first time you click on “Share screen,” you may be prompted to change your permissions; it is recommended that you do this in advance of the first meeting in which you’ll share a screen.]

“**Leave meeting**” is obvious.

Finally, clicking on the “**Participants**” icon brings up a sidebar listing the participants.

## OAA Guide to Zoom

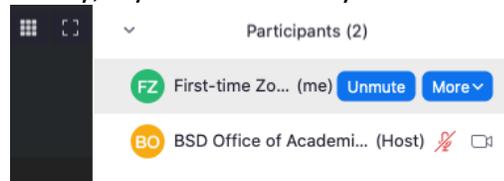


At the bottom of this sidebar is the “Raise Hand” button. If everyone talks at once no one can be heard, so it is wise for meeting participants to click on the “Raise Hand” button if they want to speak and for the host to call on them.

**ZOOM ETIQUETTE:** click on the “Raise Hand” button and wait to be called before speaking. Remember to unmute yourself before speaking.

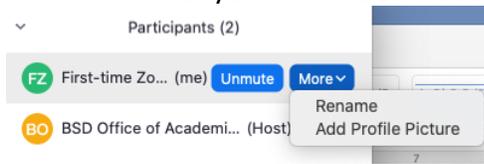
“**Claim host**” means that you become host or leader of the meeting.

Finally, if you mouseover your own name in the participant list, additional buttons will appear:



## OAA Guide to Zoom

The first will let you unmute or mute yourself. Clicking on **“More”** will expose a dropdown:



You can click on **Rename** so that you are listed by an alias (your dog’s name, “Yoda” (only one per meeting please), whoever).

**To schedule a new meeting in the future and send invitations**, just open the Zoom app and click on **“Schedule”**. You’ll know what to do next.

