

# Zoom User Guide

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## Introduction

A Zoom account is not required if you are strictly joining Zoom Meetings as a participant. If someone invites you to their meeting, you can join as a participant without creating an account.

You can sign up for a free Zoom account at [zoom.us/signup](https://zoom.us/signup).

If you would like additional resources, guides, or support, please go to Zoom Help Center website at [support.zoom.us](https://support.zoom.us).

For technical support: [zoom.us/contact](https://zoom.us/contact)

## Installation

### Desktop

1. Navigate to <https://zoom.us/support/download>.
2. Download ZoomInstaller.exe.
3. Run ZoomInstaller.exe and follow the on-screen prompts.

### iOS Application

1. Navigate to the [app store](https://apps.apple.com) from your iOS device.
2. Search for **Zoom Cloud Meetings**.
3. Download and install the app.

### Microsoft Outlook plug-in

1. Navigate to <https://zoom.us/download>.
2. Download the Plug-in for Microsoft Outlook.
3. Run “ZoomOutlookPluginSetup.msi” from the download folder and follow the on-screen prompts.

### Firefox Extension

1. Open Firefox.
2. Navigate to <https://addons.mozilla.org/en-US/firefox/>.
3. Search for “Zoom Scheduler” and choose **Add to Firefox** button.
4. When prompted, choose the **Install** button.

### Chrome Extension

1. Open Google Chrome.
2. Navigate to <https://chrome.google.com/webstore>.
3. Search for “Zoom Scheduler” and choose the **Add To Chrome** button.
4. When prompted, choose the **Add app** button.

## Test and Join a Zoom Meeting

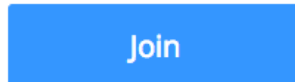
You can join a test Zoom meeting to familiarize yourself with the Zoom and test your microphone and speakers before joining a Zoom meeting. You can also test your video or audio while in a Zoom meeting.

### Join a Test Zoom Meeting

1. Visit <http://zoom.us/test>.
2. Click the blue **Join** button to launch Zoom.

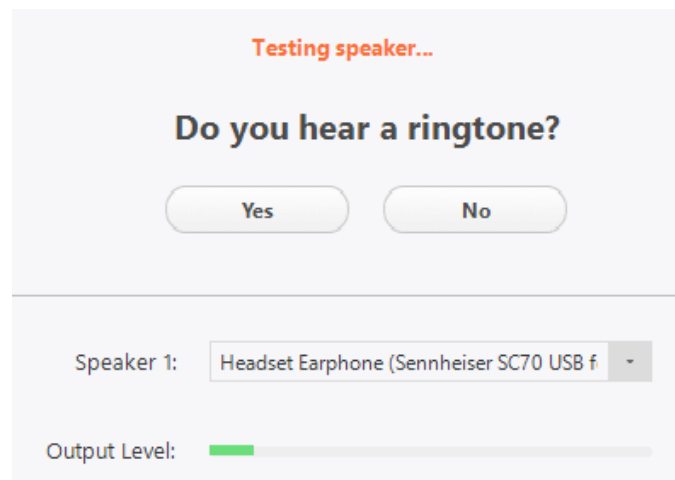
## Join Meeting Test

Test your internet connection by joining a test meeting.

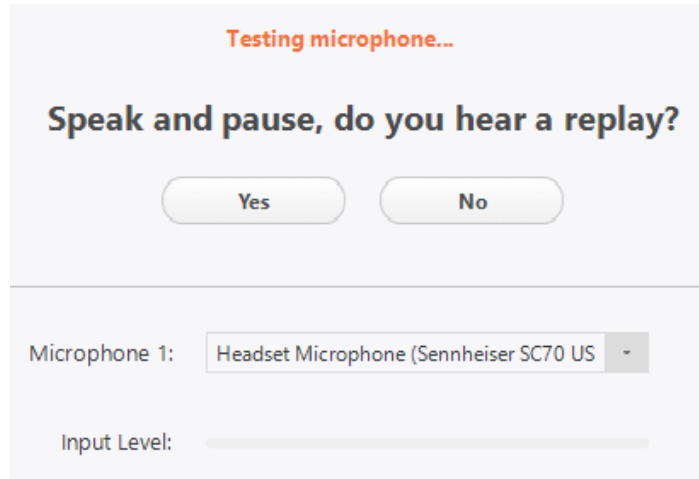


If you are unable to join the meeting, visit [Zoom Support Center](#) for useful information.

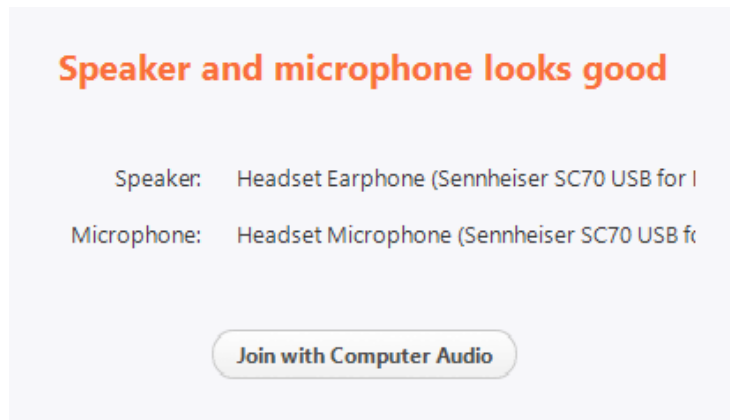
3. When prompted by your browser, click **Open Zoom Meetings**. If you don't have Zoom installed on your computer, follow the prompts to download and install Zoom.
4. The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.



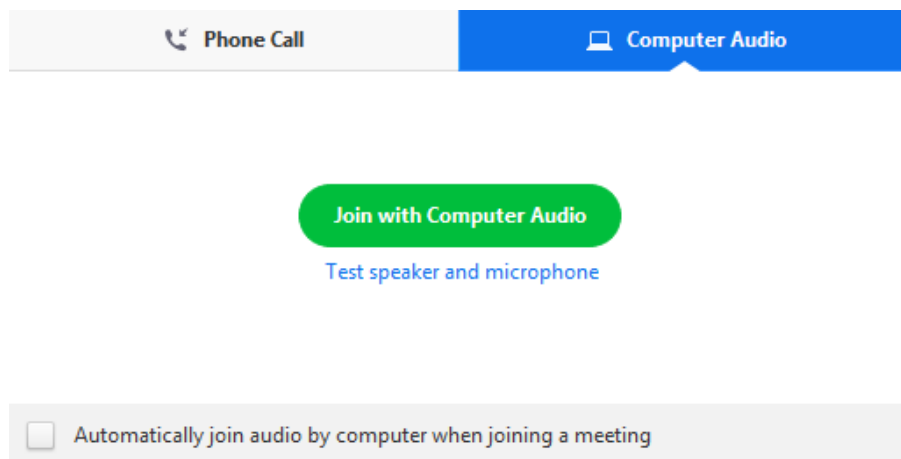
5. If you don't hear an audio reply, use the drop-down menu or click **No** to switch microphones until you hear the replay. Click **Yes** when you hear the replay.



- 6. Click **Join with Computer Audio**.



- 7. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.



*You will join the test meeting as an attendee.*

## Join a Zoom Meeting

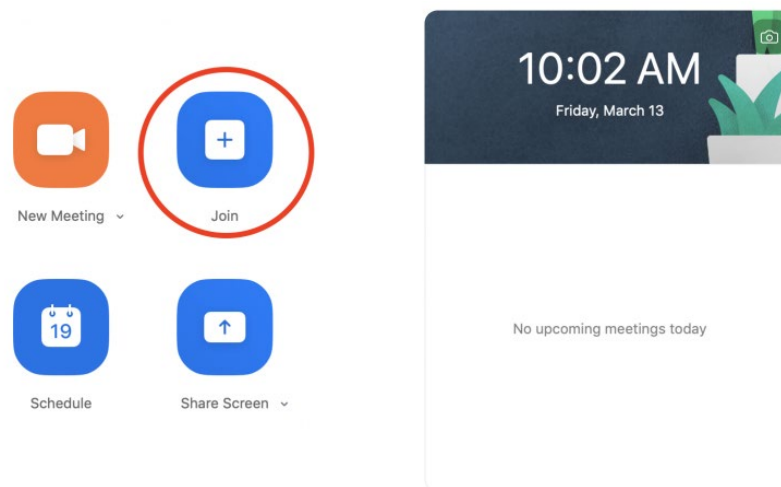
When you are ready to join a meeting, you can join by either clicking the meeting link directly or going to [join.zoom.us](https://join.zoom.us) and entering in the meeting ID. Here are some more detailed instructions:

### Web browser

1. Navigate to [join.zoom.us](https://join.zoom.us).
2. Enter the meeting id.  
**Alternate:** Participants can join meetings by clicking directly on the URL of the meeting.
3. Make a choice when prompted for your audio option: *computer audio, ideally a headset.*

### Zoom Application

1. On the Home tab of the Zoom application, click the **Join** button.



2. Enter the meeting id and your display name and click **Join**.  
**Note:** Select your audio and video preferences.

### Join Meeting

Meeting ID or Personal Link Name

Your Name

Don't connect to audio

Turn off my video

### Chrome

1. Open Chrome browser and choose **Apps**.
2. Choose **Zoom**.
3. You will be prompted to **Join a meeting**.  
**Note:** Choose audio and/or video options.

## In Meeting Controls

### Control Icons

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

**Mute / Unmute:** Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

*Tip: Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.*

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

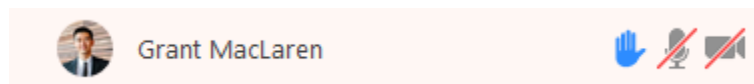
**Start Video / Stop Video:** Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.

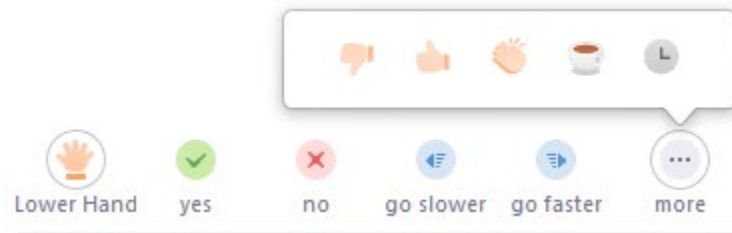
**Participants:** See who's currently in the meeting and invite others. You can also access to these options:

**Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.

**Non-verbal feedback icons** (*if enabled by the host*): Places an icon beside your name to quickly notify the host.



- Raise Hand / Lower Hand
- yes
- no
- go slower
- go faster
- Additional icons are available by clicking the more button:
  - agree
  - disagree
  - clap
  - need a break
  - away



**Chat:** Access the chat window to chat with the participants. [Learn more.](#)

**Share Screen:** Start a screen share (*if the host allows*). You will be able to select the desktop or application you want to share.

**Record:** Start or stop a local recording. *Attendees do not have access to start a cloud recording.*

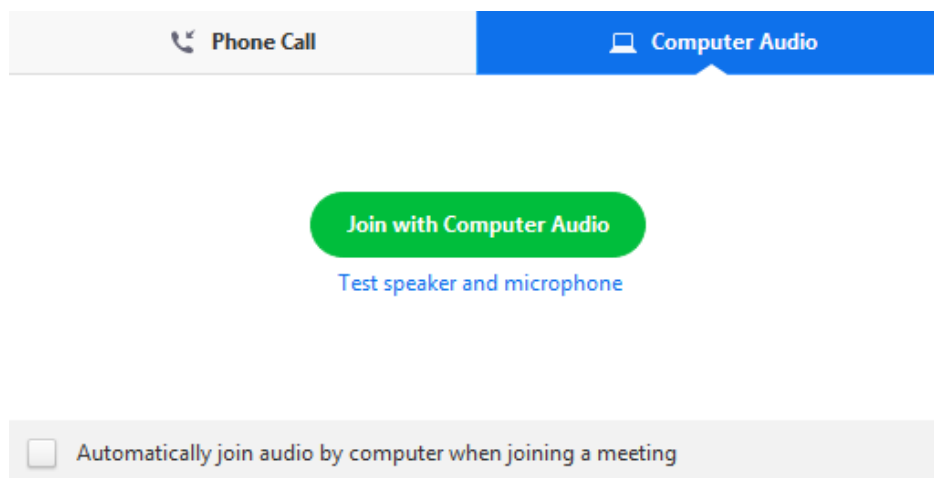
*Note: The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.*

**Leave:** Leave the meeting while it continues for the other participants. *Only the host can end the meeting.*

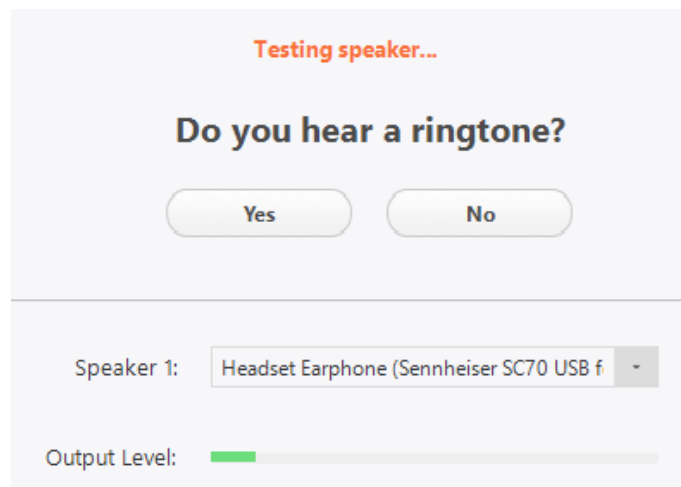
### Testing Computer Audio

If you haven't enabled the setting to automatically join by computer audio, you can test your speaker and microphone before joining a meeting:

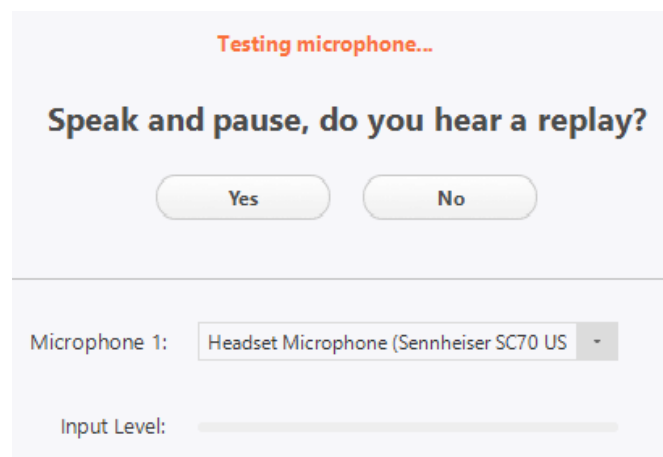
1. After joining a meeting, click **Test speaker and microphone**



2. The meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click **No** to switch speakers until you hear the ringtone. Click **Yes** to continue to the microphone test.

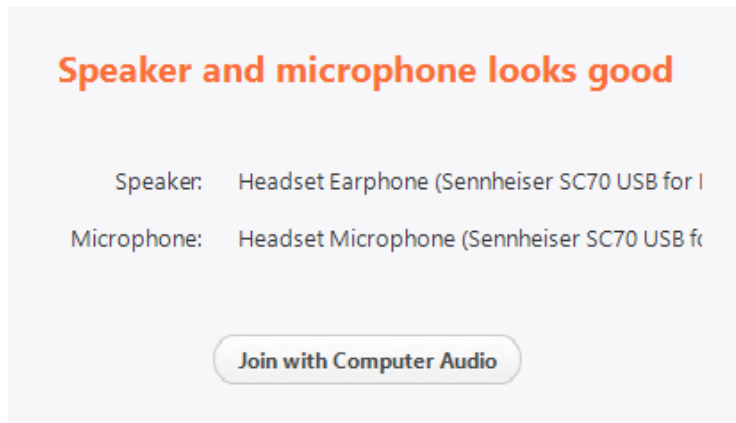


3. If you don't hear an audio replay, use the drop-down menu or click **No** to switch microphones until you hear the reply. Click **Yes** when you hear the replay.

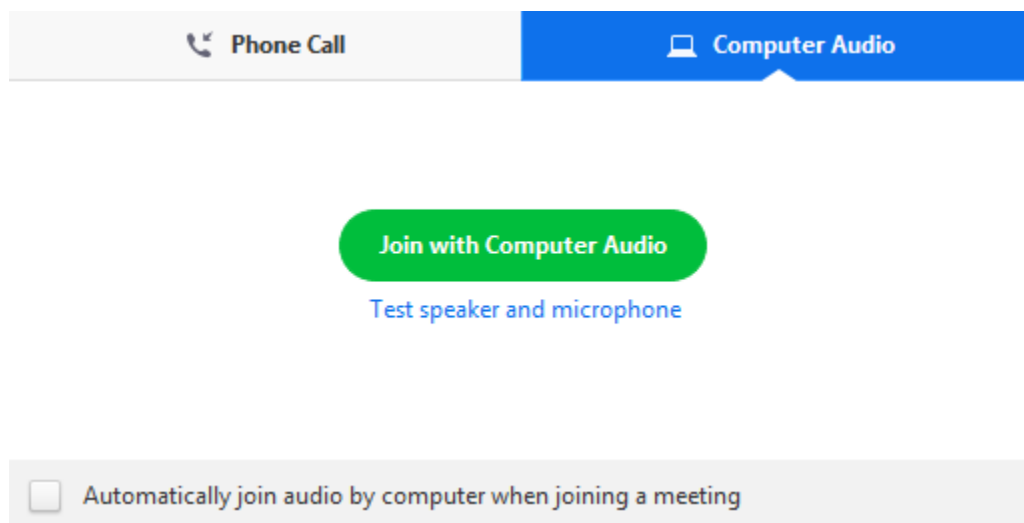


4. Click **Join with Computer Audio**.





5. Click **Join with Computer Audio** to join the test meeting with the selected microphone and speakers.



### Testing Audio using Audio Settings

You can access your audio settings and test your audio when you are already in a meeting.

1. In the meeting controls, click the arrow next to **Mute/Unmute**.





2. Click **Audio Options**. This will open your audio settings.

*Speaker:*

1. Click **Test Speaker** to play a test tone.
2. If you cannot hear it, select a different speaker from the menu or adjust the **volume**.

**Speaker**   Test Speaker   Headset Earphone (Sennheiser SC70 U! ▾)


Output Level: 


Volume: 

*Microphone:*

1. In the **Microphone** section, you will see the green **Input Level** bar move when Zoom is picking up audio.
2. Click **Test Mic** to test your microphone.
3. Your audio will start recording. Click **Recording** when you are done and it will play back. You can select another microphone from the menu or adjust the input level.
4. Check **Automatically adjust microphone settings** if you want Zoom to adjust the input volume automatically.

**Microphone**   Test Mic   Headset Microphone (Sennheiser SC70 ▾)

Input Level: 

Volume: 

Automatically adjust volume