Signing into Zoom (2) as a Guest

Connecting to a Room
Please connect to the following room 30 minutes before the <u>schedule session</u> begins.

1) Download/Install: Skip this step if you have already downloaded Zoom.
Please click this *URL to DOWNLOAD* the application. Choose the first Download option (in blue). Open the file from your **Downloads** folder and go through the installation.

https://zoom.us/download

2) Open Zoom
FROM A MACINTOSH COMPUTER:
a. **Macintosh HD**
b. **Applications**
c. **Zoom.us**

FROM A WINDOWS (PC) COMPUTER
d. **Start (menu)**
e. **Programs**
f. **Zoom**

Join a meeting

Do <u>NOT</u> click Sign In.

3) Connect to the room
a. **((Click)) Join a Meeting**
b. **{{Type}} 412 547 0508** ((without the spaces))
c. **{{Type}} your name**

4) Audio Conference:

*NOTE: If the following message pops up, {{Click}} the checkbox **Automatically join conference using computer when joining a meeting** and then {{Click}} **Join Audio Conference via Mic & Speaker.***

Join Audio Conference via Mic & Speaker.

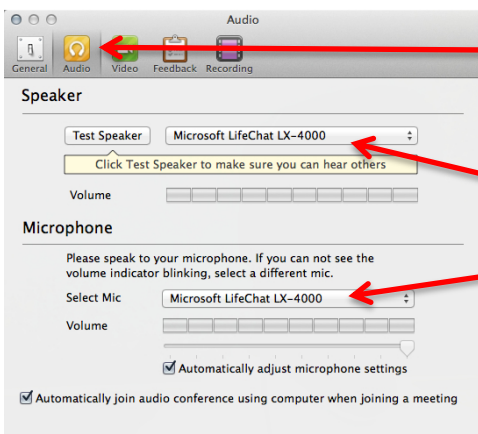Automatically join conference using computer *when joining a meeting*

Troubleshooting audio:

If the audio is not working with your headset, follow the steps below to troubleshoot.

*While inside Zoom, {{Click}} **Settings** (bottom menu) and {{Click}} the **Audio** tab. Make sure your USB headset is set as the **Speaker** and **Microphone**. Example: It will say something like **Microsoft USB Headset**, etc. If you do not see your headset, unplug it then plug it back in. If you are still having problems, close Zoom completely and go back in. Finally, if it is still not working, give your computer a complete restart.*
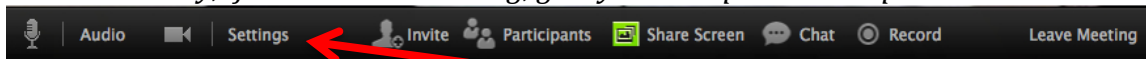
Settings

Audio

Headset

Mute Mic
To mute your mic, simply place your cursor over the microphone icon (bottom left) and click it.

Mute Camera
*To mute your camera, simply place your cursor over the camera icon (bottom left) and click it.*

Chat:
*To chat, click the **Chat** icon* Chat *(bottom right) and begin typing. You can select a specific person to chat to as well by selecting the name (in the drop down menu) beside **Send To**:*

Views:
To change the video display view click the icon (top right) to toggle between **speaker view** (used when one speaker is running a meeting/teaching) or **gallery view** (used for collaboration or group meetings)

Screen sharing:
In order to screen share, the application, website/window <u>needs to be fully open</u> (not minimized) **before** clicking the **Share Screen** option (bottom middle). Select the application/window you wish to share, and then click **Share Screen Only.**
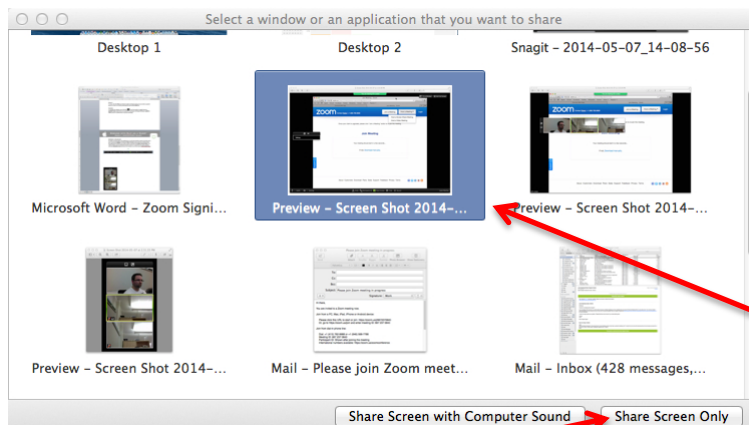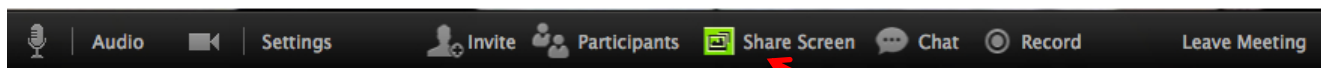
Share Screen

Window/Application Selection

Share Screen Only