

## How to setup and use Zoom – Official Video Tutorial Guides

For those who may find video tutorials more useful than a tutorial document, the following playlist link has a number of tutorial videos directly from Zoom, describing how to use its key functionality:

**<https://cupe.on.ca/ZoomVideoTutorials>**

Some of the most valuable videos in that playlist include:

### **Zoom 101 Sign Up & Download Meeting Client:**

[https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM\\_I1Ild3N\\_XI77fKDzSXe&index=2&t=0s](https://www.youtube.com/watch?v=qsy2Ph6kSf8&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=2&t=0s)

### **Join a Meeting:**

[https://www.youtube.com/watch?v=hkCmbvAHQQ&list=PLKpRxBfeD1kEM\\_I1Ild3N\\_XI77fKDzSXe&index=2](https://www.youtube.com/watch?v=hkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzSXe&index=2)

## How to setup and use Zoom - Official Online Guides

If the videos were not helpful enough, there are also a number of high quality online guides provided by Zoom which provide instructions on how to use their video conferencing service. For online guides please use the following links, some of which also contain video tutorials:

**You can find a listing of all online guides here:**

**<https://cupe.on.ca/ZoomOnlineGuides>**

Some of the most helpful guides include:

### **Quick Start Guide for new users:**

<https://support.zoom.us/hc/en-us/articles/360034967471-Quick-start-guide-for-new-users>

### **How to Check and Troubleshoot your Audio Settings:**

<https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-Join-or-Test-My-Computer-Device-Audio->

## Step-By-Step First-time Installation and Joining a Meeting Tutorials

### Very first time installing Zoom from a Computer

The very first time you use zoom you will most likely be asked to download the Zoom app. Their app is the most stable and feature-rich way to access Zoom video conferencing content.

Every web browser has a slightly different process to install the software.

To pre-install the zoom software on a computer, please visit this webpage and click the “Download” button under “Zoom Client for Meetings”:

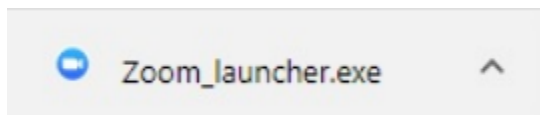
<https://zoom.us/download>

### Installing with Firefox:

For most versions of Firefox, once your download begins you will notice a down arrow button near the top right of your screen. Click this icon then click on “Zoom\_launcher.exe” to start the installation process.

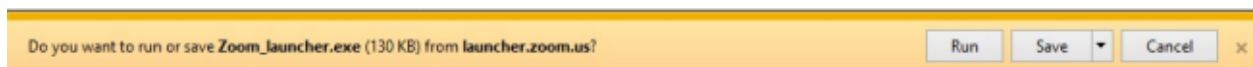
### Installing with Chrome:

For most versions of Chrome, once your download begins you will notice a bar pop-up on the bottom of your screen. Click the “Zoom\_launcher.exe” text and icon to start the installation process.



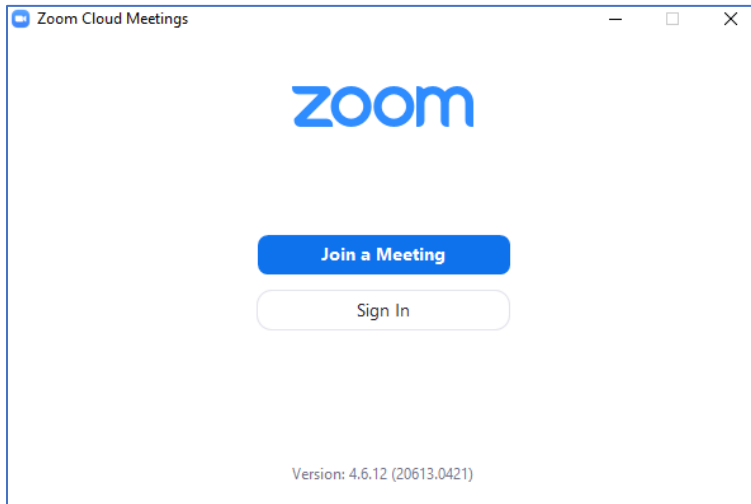
### Installing with Internet Explorer:

For most versions of Internet Explorer, once your download begins you will notice a bar pop-up on the bottom of your screen. Please click the “Run” button to start the installation.



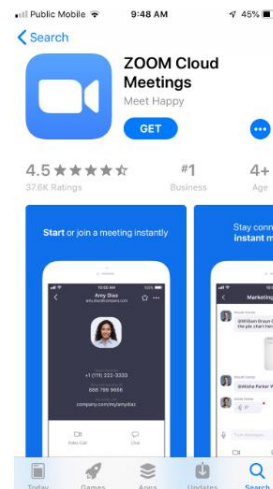
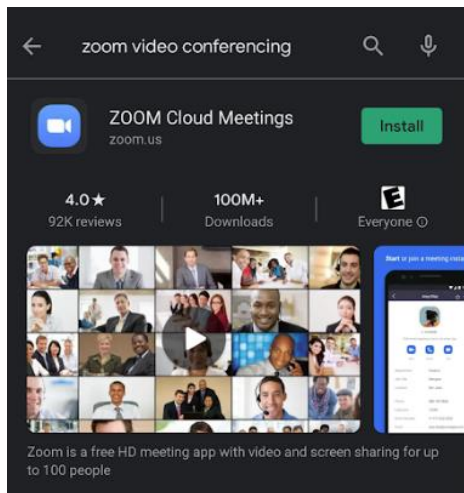
**After installation:**

Once Zoom has been installed, the window below will usually pop up. This means that the installation was successful.



**Very first time installing Zoom from a Cell Phone**

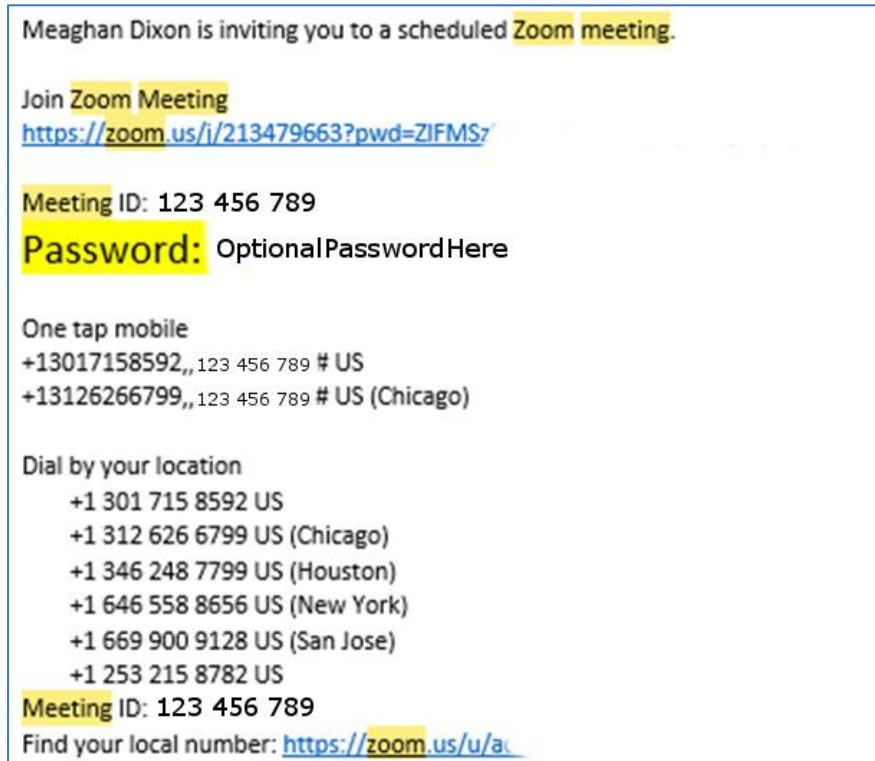
Please go to your phones' App store and search for the "Zoom Cloud Meetings" app. Please install the App by clicking either "Install" or "Get" depending on your phone, and then run it from your cell phone by tapping on the App icon once installed.



## Joining a Meeting

You do not need to create an account on zoom to join a meeting, but you will need an account to host a meeting. To join a meeting you will generally be sent at least one of:

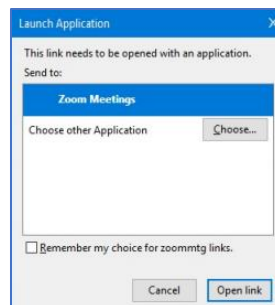
- 1) An email with a clickable link to join a meeting, or
- 2) A Meeting code and optionally a password



To join the meeting as easily as possible, please click the blue link under the “**Join Zoom Meeting**” text. If you have not been sent that link, or otherwise cannot use it, please open the Zoom app and enter in the Meeting ID and if necessary, the password.

## Joining a meeting on a Computer

If you are clicking on the blue link on a computer you will generally receive a box that looks like the below. Please click the **Open Link** button to open Zoom.



Next, you may be asked to enter in your name. If so, please type it into your “Your Name” field, and if needed click the “Remember my name for future meetings” box, then click the blue “Join” button.

A screenshot of a Zoom window titled "Zoom". The window contains the text "Please enter your name." followed by a text input field labeled "Your Name:" containing the placeholder text "\*\*Type your name here\*\*". Below the input field is a checkbox labeled "Remember my name for future meetings". At the bottom center of the window is a blue button labeled "Join".

You will next be asked in which way you would like to listen to and speak to participants in the meeting. You can usually click on the “Computer Audio” option, and the green “Join Audio Conference by Computer” to use your computers’ audio system to participate in the meeting. Note that you will need to have working speakers on your computer, and a working microphone in order to listen to and speak on the meeting.

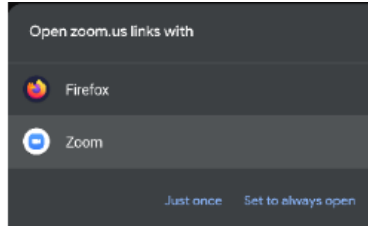
A screenshot of a Zoom window titled "Choose ONE of the audio conference options". The window has two tabs: "Phone Call" and "Computer Audio". The "Computer Audio" tab is selected and highlighted in blue. Below the tabs, there is a large green button labeled "Join Audio Conference by Computer" with the text "Test Computer Mic & Speakers" underneath it. To the right of this button is a callout box that says "To hear others, click the Join Audio". At the bottom of the window, there is a checkbox labeled "Automatically join audio by computer when joining a meeting".

If you would rather join by phone, please click the “Phone Call” text. You will receive a series of phone dial-in numbers that you can use to join the meeting. Note that based on who created the meeting, some of these may be long distance phone numbers. CUPE Ontario has its own toll-free number for Zoom calls – please contact your CUPE Ontario meeting host if a toll-free number to dial in is needed.

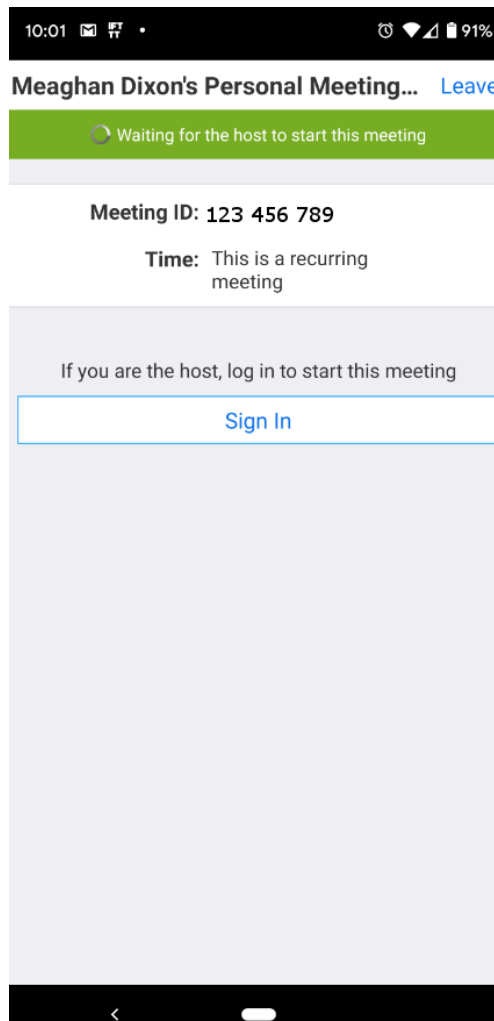
You may also be asked to join with your webcam. Ensure it is working and then click “Join with Video” to join the conference.

### Joining a meeting on a Cell Phone

Joining a meeting on a cell phone follows a similar process as on a computer. When you click on a zoom link from your phone, you may get a pop-up asking you which software to open the link with. If so, please select the “Zoom” app to open “zoom.us links”



Once clicked, you should see a screen similar to the below. If so, you are now waiting to join the Zoom meeting.



## Additional Resources

### Additional Video Resources

#### Scheduling a Meeting:

[https://www.youtube.com/watch?v=XhZW3iyXV9U&list=PLKpRxBfeD1kEM\\_I1Ild3N\\_XI77fKDzS\\_Xe&index=4&t=0s](https://www.youtube.com/watch?v=XhZW3iyXV9U&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzS_Xe&index=4&t=0s)

**Scheduling a Webinar:** (Note: The Webinar Zoom meeting option has a significant monthly cost)

[https://www.youtube.com/watch?v=dz4KVADtZxg&list=PLKpRxBfeD1kEM\\_I1Ild3N\\_XI77fKDzS\\_Xe&index=5&t=0s](https://www.youtube.com/watch?v=dz4KVADtZxg&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzS_Xe&index=5&t=0s)

#### Meeting Controls:

[https://www.youtube.com/watch?v=ygZ96J\\_z4AY&list=PLKpRxBfeD1kEM\\_I1Ild3N\\_XI77fKDzS\\_Xe&index=9&t=0s](https://www.youtube.com/watch?v=ygZ96J_z4AY&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzS_Xe&index=9&t=0s)

#### Manage Participants:

[https://www.youtube.com/watch?v=ozJS9bvdVp8&list=PLKpRxBfeD1kEM\\_I1Ild3N\\_XI77fKDzS\\_Xe&index=10&t=0s](https://www.youtube.com/watch?v=ozJS9bvdVp8&list=PLKpRxBfeD1kEM_I1Ild3N_XI77fKDzS_Xe&index=10&t=0s)

### Additional Online Guides

#### How to Schedule a meeting:

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

#### How to Share your Screen:

<https://support.zoom.us/hc/en-us/articles/201362153-How-Do-I-Share-My-Screen->

#### How to manage break out rooms (If included in your plan):

<https://support.zoom.us/hc/en-us/articles/206476313>

#### How to use and manage polls (If included in your plan):

<https://support.zoom.us/hc/en-us/articles/213756303-Polling-for-Meetings>