Everything you wanted to know about Zoom, but were afraid to ask....

1. How to download the Zoom application?

2. How to join a Meeting?

3. How do I turn my audio/video on and off?

4. How do I rename myself?

5. What are the differences between Zoom meeting and Zoom Webinar?

6. How to ask questions for the speaker to answer on Zoom Webinar?

7. How can I chat with others during a Zoom Meeting or Zoom Webinar?

8. What should I do if I want to test my video/audio before a Zoom Meeting for Class Reunion?

9. How do I add or change my profile picture during a meeting?

10. How do I add or change my profile picture before a meeting?

1. How to download the Zoom application?

1) You may download the Zoom application before the event from <u>here</u>.

   <u>https://zoom.us/download</u>

2) You can also download the application while you join your first Zoom meeting. The application will be downloaded automatically. If not, click "<mark>**download & run Zoom**</mark>" in the bottom of the page.
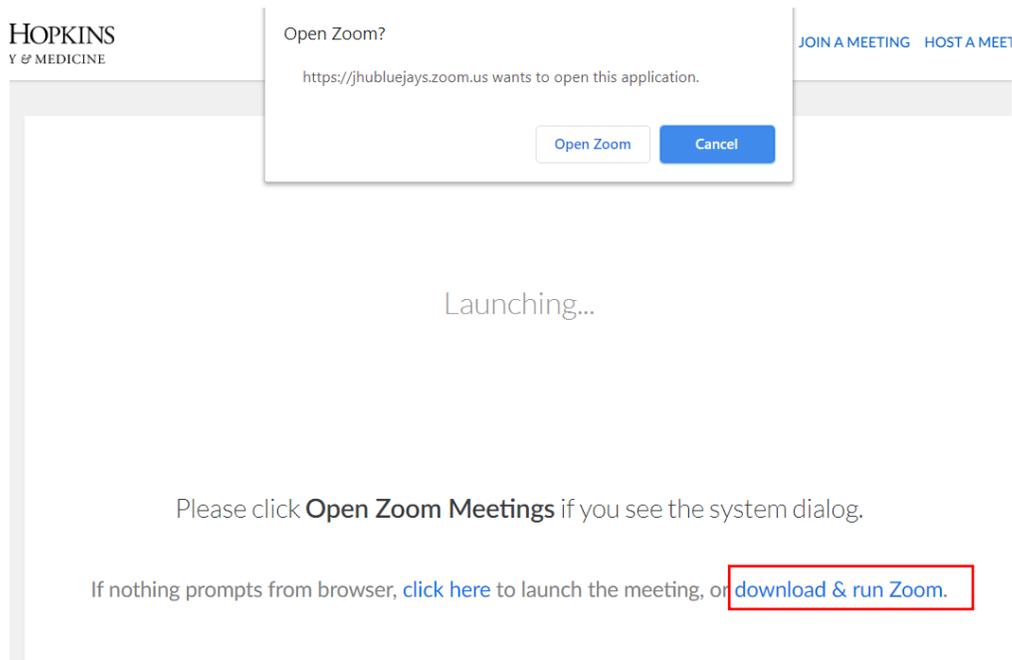
2. How to join a Meeting?

1) You should have received an email invitation for the event. You may simply click the URL Join Zoom Meeting link from the invitation. You may also dial the number to join the meeting.

Join from a PC, Mac, iPad, iPhone or Android device:
   Please click this URL to join. https://jh.zoom.us/j/93058202226

Or join by phone:
   Dial(for higher quality, dial a number based on your current location):
      US: +1 312 626 6799 or +1 470 250 9358 or +1 470 381 2552 or +1 646 518 9805 or +1 646 876 9923 or +1 786 635 1003 or +1 602 753 0140 or +1 651 372 8299 or +1 669 219 2599 or +1 669 900 6833 or +1 720 928 9299 or +1 971 247 1195 or +1 213 338 8477 or +1 253 215 8782 or +1 267 831 0333 or +1 301 715 8592 or +1 346 248 7799 or +1 408 638 0968
      Webinar ID: 930 5820 2226
      International numbers available: https://jh.zoom.us/u/aNroAJwt5

2) After you click the link, you will either to download or launch Zoom. Click "**Open Zoom**" if you have already downloaded the application. Otherwise, click "Download & Run Zoom" to install the Zoom application.

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JOIN A MEETING   HOST A MEET

Open Zoom?

https://jhubluejays.zoom.us wants to open this application.

Open Zoom   Cancel

Launching...

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

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.
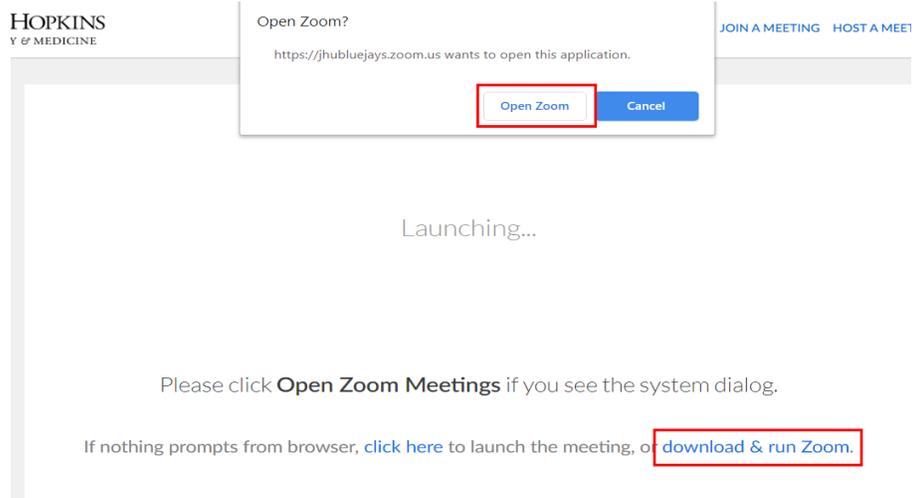
3) Click "**Join with Computer Audio**."
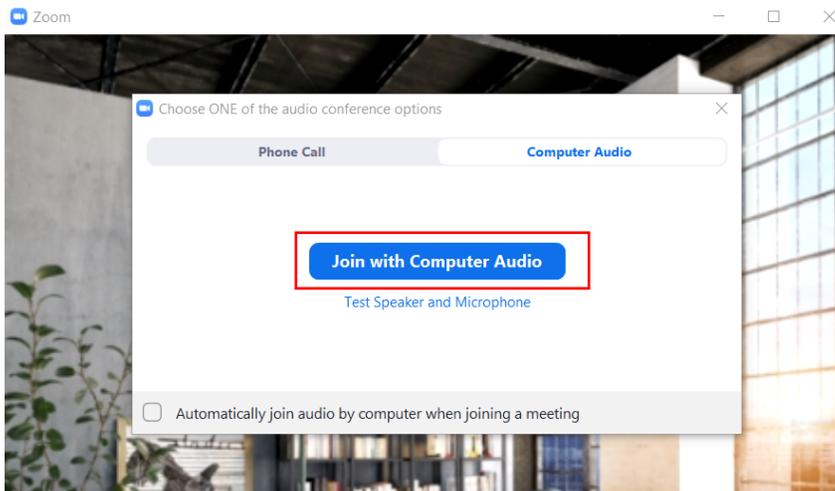
3. How do I turn my audio/video on and off?

Make sure all other programs that utilize the camera are closed. Then, you can turn on and off your audio/video by clicking "Mute/Unmute" and "Start Video /Stop Video" from the lower left corner of the screen.
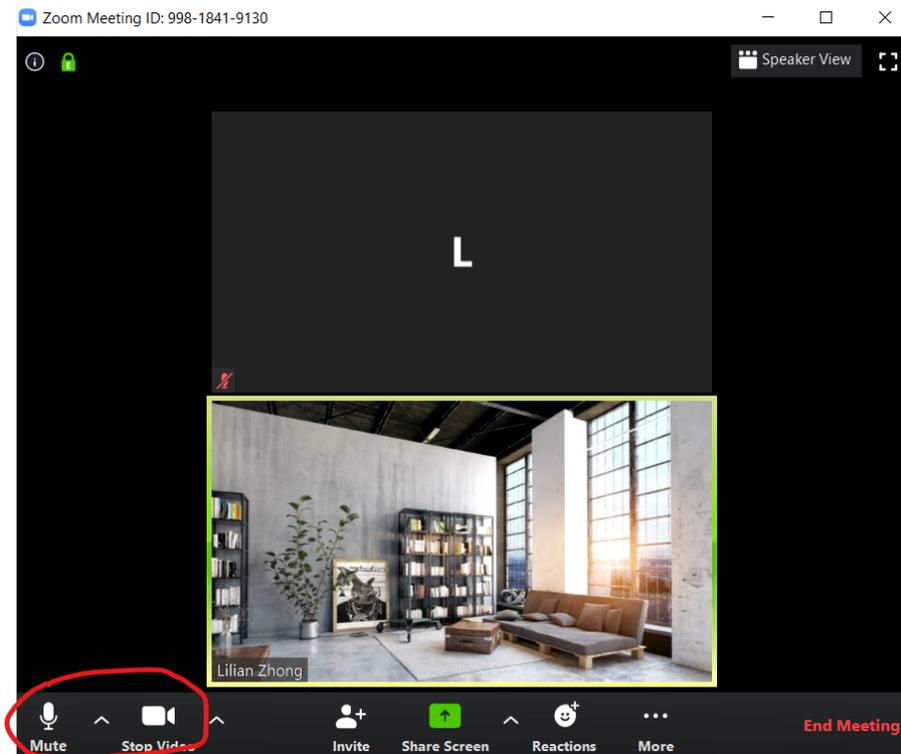
4. How do I rename myself?

1) Click on the "**Participants**" icon at the bottom of the window.
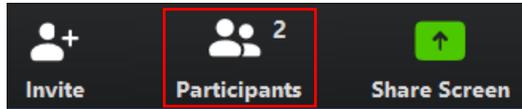
2) Click "**More**" next to your name. Then, a "**Rename**" option will show up.

3) Type your preferred name in the box.
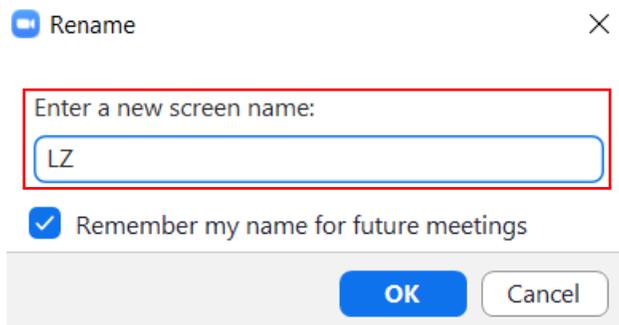
5. What are the differences between Zoom Meeting and Zoom Webinar?

Most of our events will be held via **Zoom Webinar**. As an attendee in **Zoom Webinar**, **you will only see the host and the speaker view**. You will join in **listen-only mode**. Others in the Webinar will not be able to see you. You cannot unmute yourself, only the host can mute/unmute your audio.

Zoom meetings are more interactive sessions. Participants can mute/unmute, start video/stop video from the lower left corner of the screen anytime during the meeting. We will be using Zoom Meeting for class reunions only.
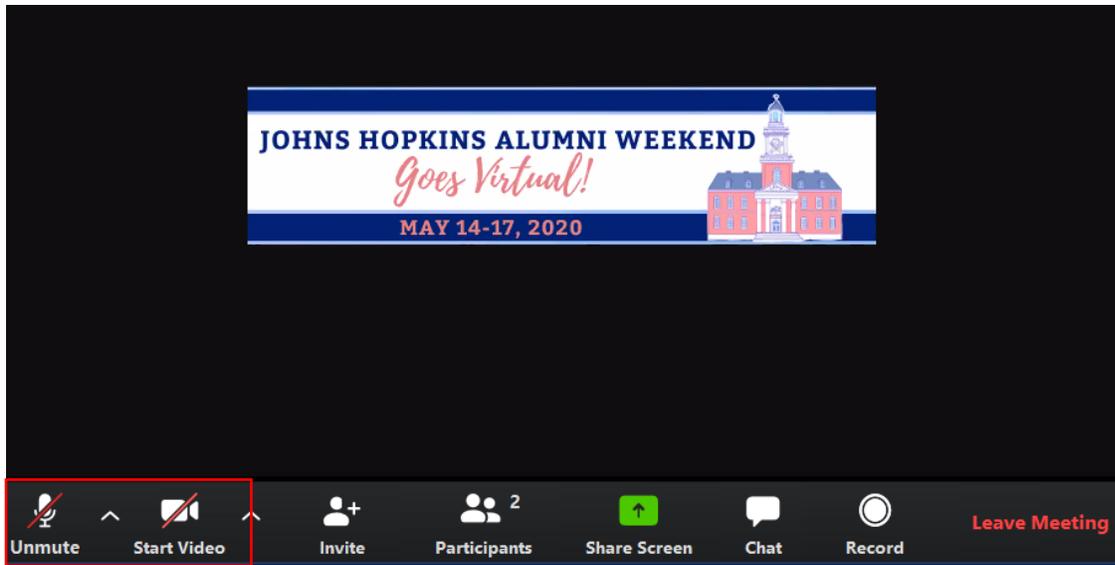
In Zoom meeting, you may be assigned to breakout rooms for smaller group discussion.
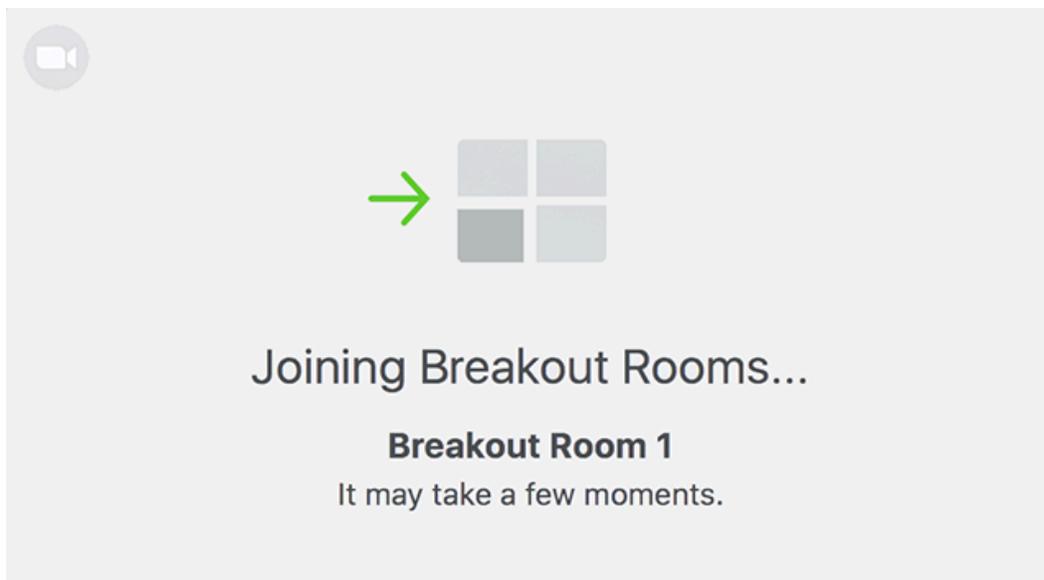
When the host assign you to a breakout room, the notification above will pop up. **You do not have to do anything**. You will automatically join into a breakout room in a second.

6. How to ask questions for the speaker to answer on Zoom Webinar?

1) Click "Q&A" icon in the lower middle part of the screen.
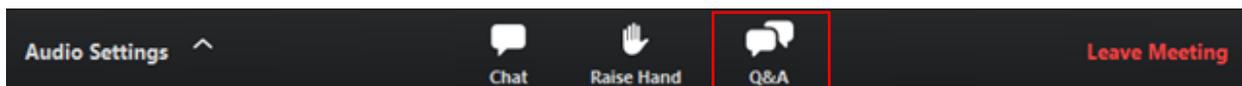
2) Input your question and click "**Send**." Check "**Send Anonymously**" if you do not want to name attached to your question.
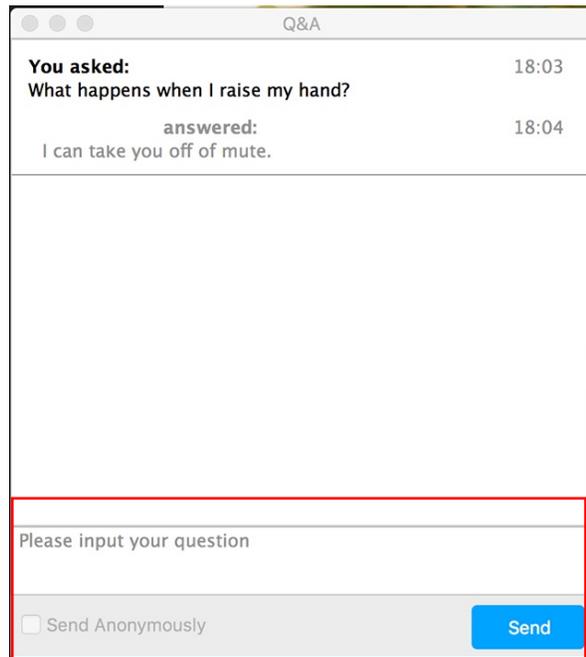
7. How can I chat with others during a Zoom Meeting or Zoom Webinar?

1) Click the "**Chat**" in the bottom of the meeting screen.
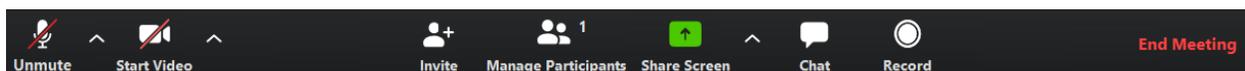
2) The chat screen will open on the right. You can type your message into the chat box. You may also select a specific person to send message.

Chat

To: **Everyone** ▾

Type message here...

More ▾
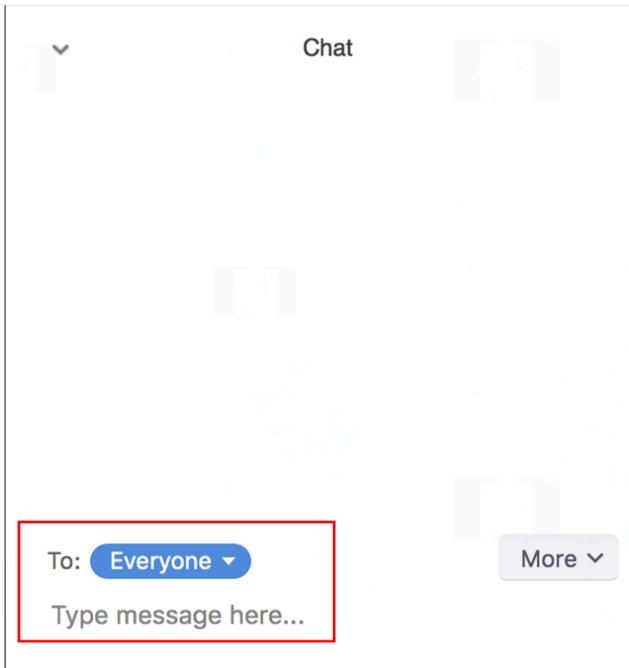
8. What should I do if I want to test my video/audio before a Zoom Meeting for Class Reunion?

Note: You will need to have a Zoom account to test your audio and video beforehand. If you do not have a Zoom account yet, you may click here to sign up for free.

1) Log in to the Zoom application.
2) Click your profile picture on the upper right corner, then click "**Settings**."
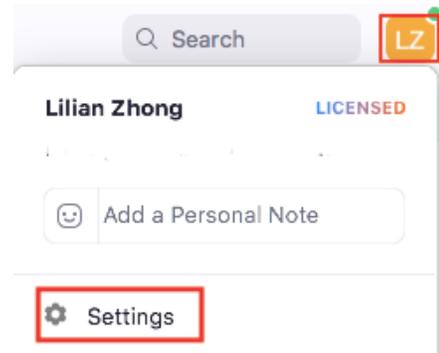
3) Click "**Video**" under the setting to test your camera
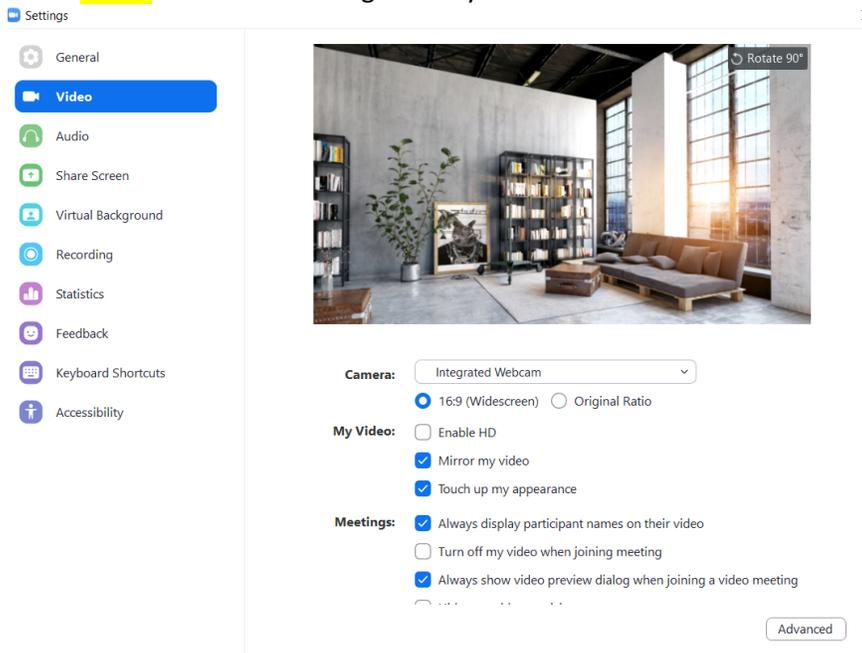
4) You can also text your mic and speaker under the "**Audio**."
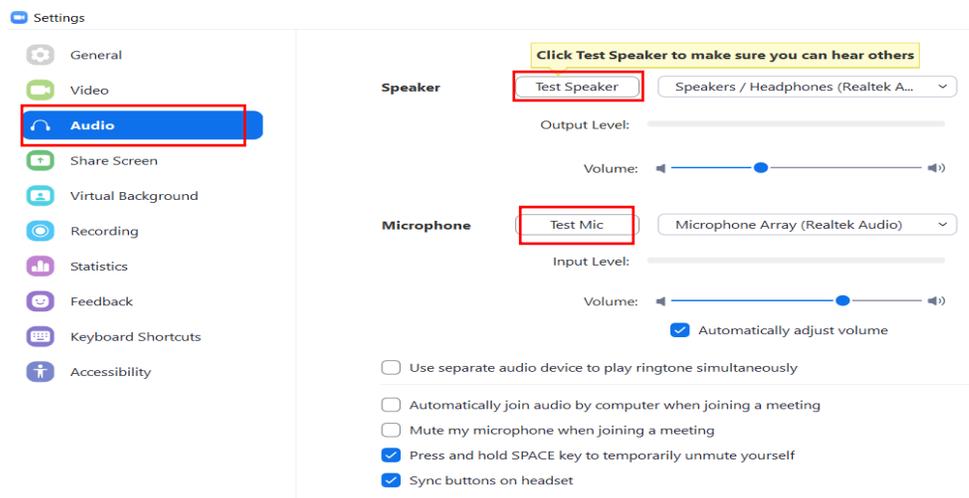
9. How do I add or change my profile picture during a meeting?

Note: You will need to have a Zoom account to customize your profile picture. If you do not have a Zoom account yet, you may click here to sign up for free.

Click the three dots next to your view, then, click "**Add Profile Picture**."
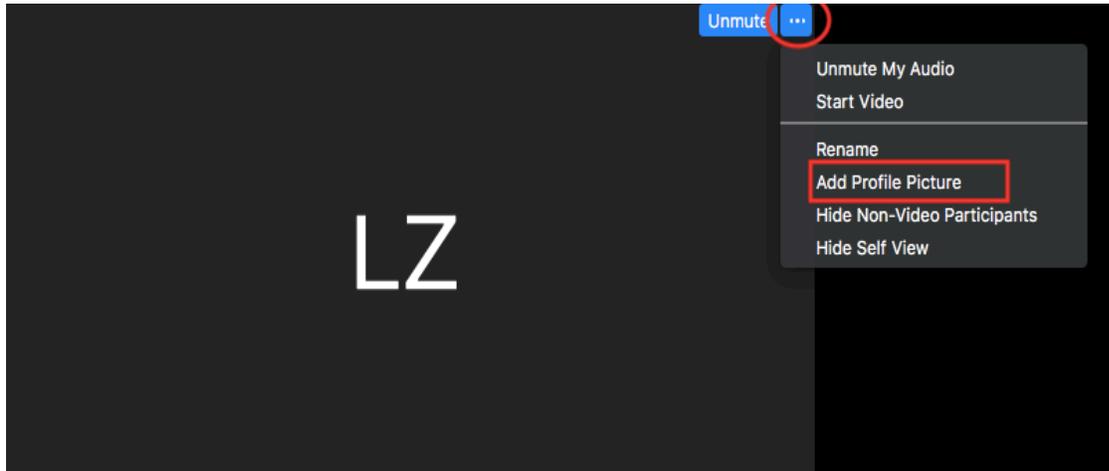
10. How do I add or change my profile picture before a meeting?

Note: You will need to have a Zoom account to customize your profile picture. If you do not have a Zoom account yet, you may click here to sign up for free.

1) Log in to Zoom application.

2) Click your profile picture on the upper right corner, then click "**Settings**."

3)Click "**Profile**", and then click "**Edit My Profile**."
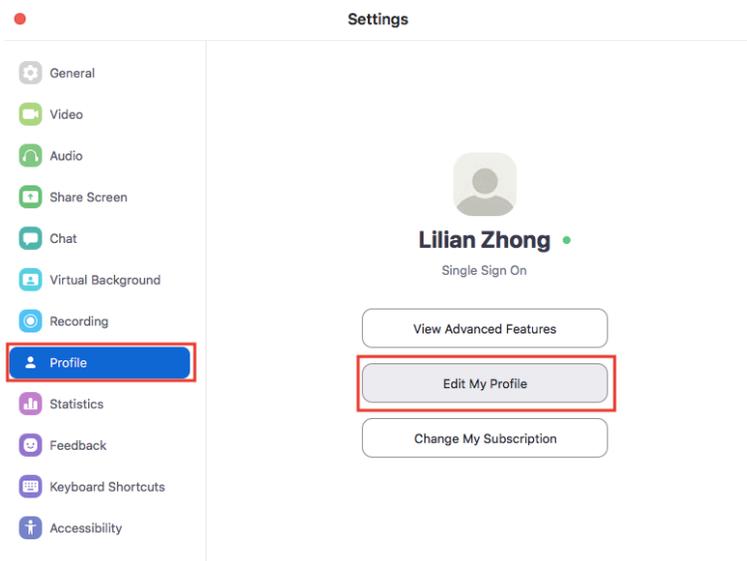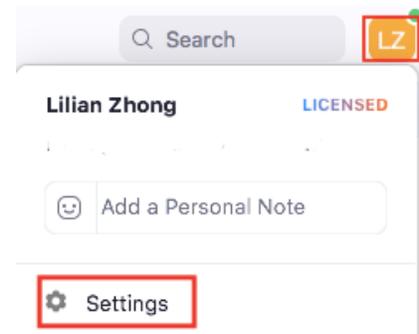
3) You will be directed to your profile page on web. Click "==Change==" under the profile picture.
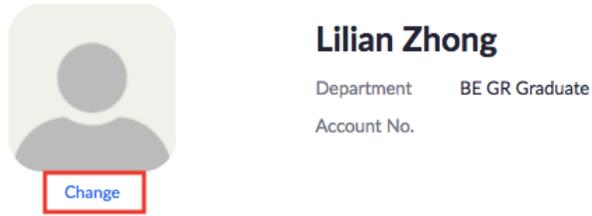
4) Click "==Upload==" in the lower left corner.
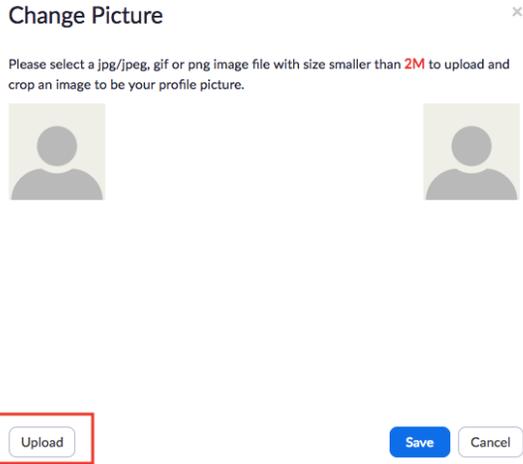
5) Adjust the portion you would like to use for your pofile picture. Click "==Save==."