

Zoom 101



Brought to you by NC DKG- Thanks DKG-Hawaii for sharing!

Before you start the meeting, please

- **Be aware of your surroundings.** Take a look at what's in your camera's view. Make sure you are in an area with good lighting so we can see you.
- **Let your household members know that you are on a "live call".** It's important that they know so they are aware that they and their voice might be on the call.
- **Have a "techy" friend/family member nearby** if you think you might need assistance during the call.
- **Mute your microphone when you aren't talking.** Muting when you aren't speaking helps improve the sound quality for everyone on the call.


To join the meeting,

- If you haven't downloaded the app, please do so before the meeting. You can join the meeting without downloading the app via your internet browser (i.e. Google Chrome, Safari, IE, Firefox) but you may not have all the functions of the meeting. ** If joining meeting by mobile device (i.e. smartphone or iPad/tablet, you'll need to download the app and you will have limited app functions.*
- Click on the meeting link: **(insert meeting Zoom link here)**
Meeting ID: **(insert meeting ID here)**
- It may be a few moments until you are admitted into the meeting.

To join the meeting,

Click link in email that you received (easiest way to join!)

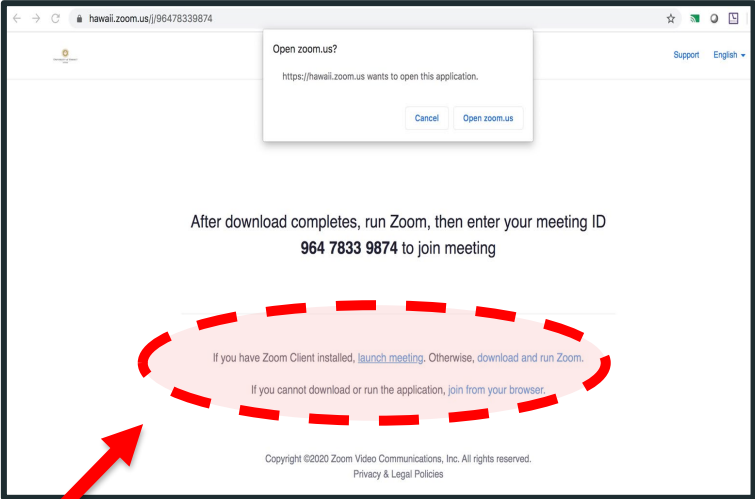
** Note the Meeting ID #*



Topic: Hawaii State Exec Board
Time: Jun 13, 2020 09:00 AM Hawaii

Join Zoom Meeting
<https://hawaii.zoom.us/j/96478339874>

Meeting ID: 964 7833 9874
One tap mobile
+14086380968,,96478339874# US (San Jose)
+16699006833,,96478339874# US (San Jose)



Open zoom.us?
https://hawaii.zoom.us wants to open this application.
Cancel Open zoom.us

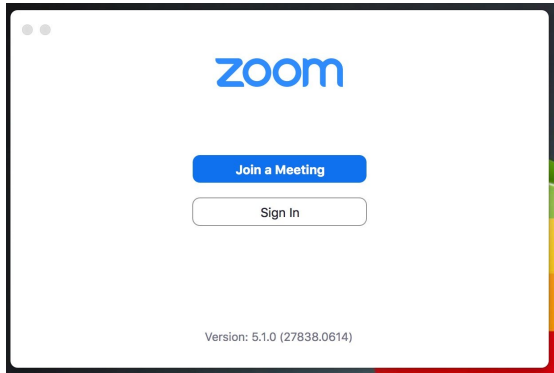
After download completes, run Zoom, then enter your meeting ID
964 7833 9874 to join meeting

If you have Zoom Client installed, [launch meeting](#). Otherwise, download and run Zoom.
If you cannot download or run the application, join from your browser.

Copyright ©2020 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

Internet browser will open & prompt you to download the app or join meeting from the browser

Zoom app window



zoom

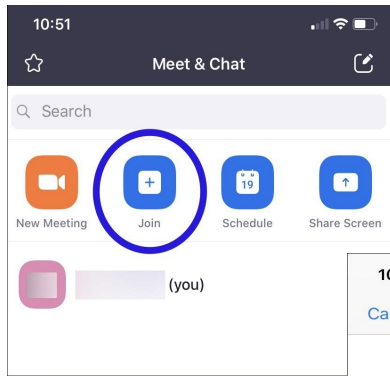
Join a Meeting

Sign In

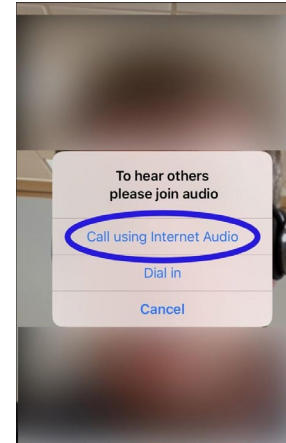
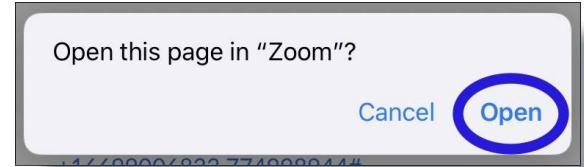
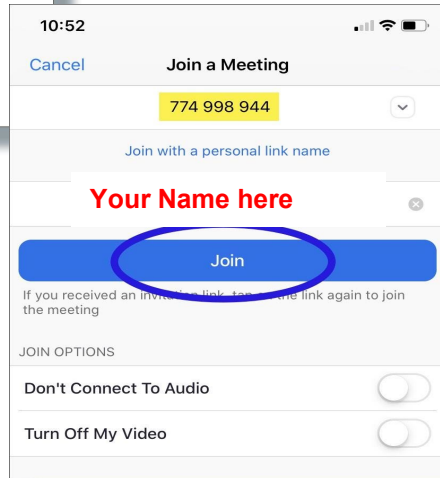
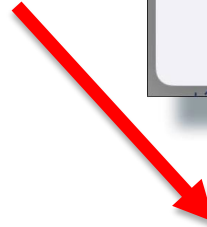
Version: 5.1.0 (27838.0614)

To join the meeting on mobile devices

From the iOS app:



Allow camera & audio when prompted



Zoom Functions

- **Audio** – Mute/Unmute
- **Video** – On/off

During the meeting...

Located at bottom of Zoom screen

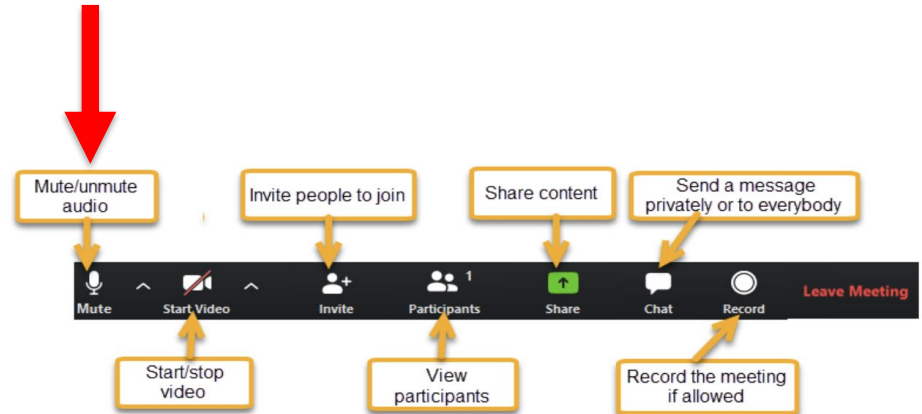
Audio



If it looks like this, we can hear you



If it looks like this, we cannot hear you



During the meeting...

Audio



If it looks like this, we can hear you



If it looks like this, we cannot hear you

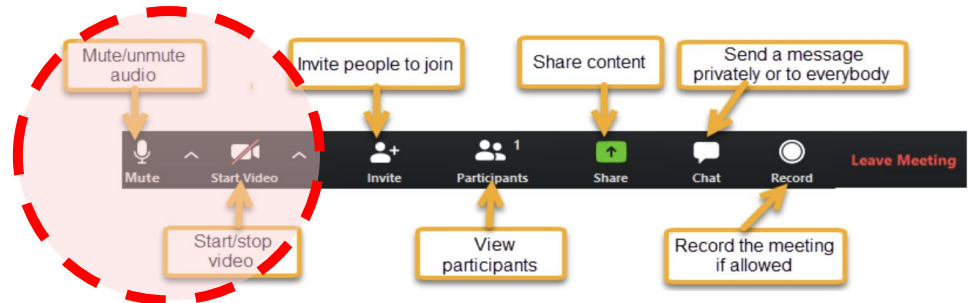
Video



If your video icon looks like this, we can see you



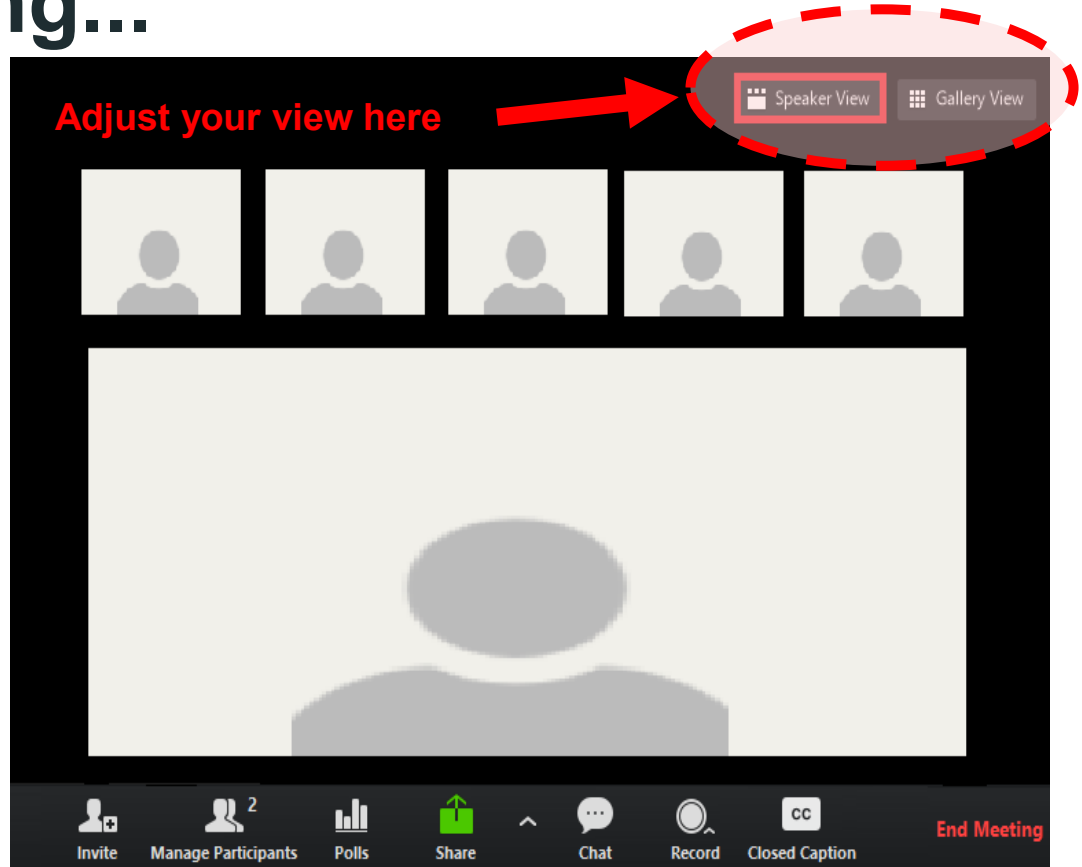
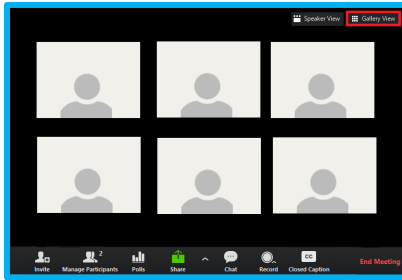
If your video icon looks like this, we cannot see you



During the meeting...

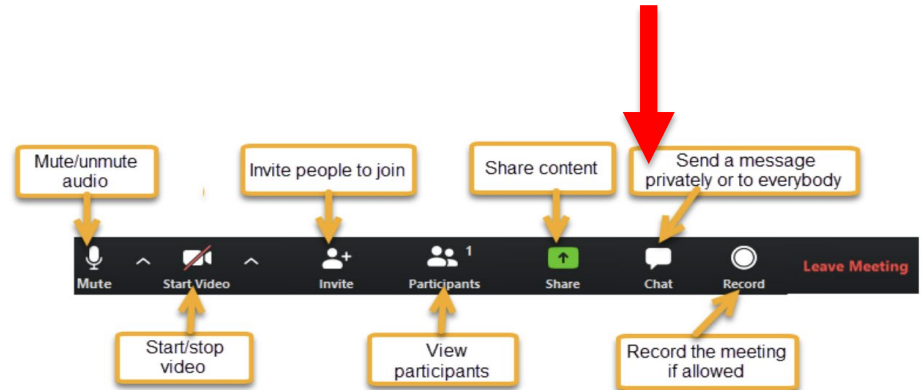
Video View Options

- Active Speaker (default)
- Gallery View



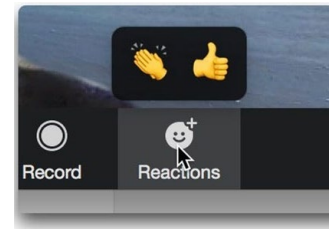
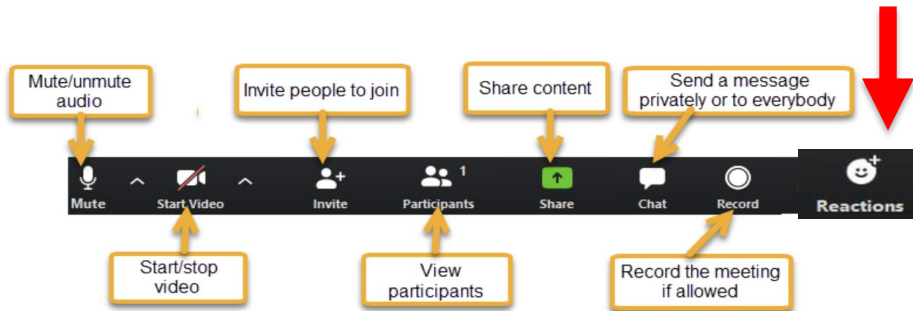
Zoom Functions

- **Audio** – Mute/Unmute
- **Video** – On/off
- **Chat** – Communicating with host, everyone, or specific participants



Zoom Functions

- **Audio** – Mute/Unmute
- **Video** – On/off
- **Chat** – Communicating with host, everyone, or specific participants
- **Reactions** – Thumbs up, clap



Zoom Functions

- **Audio** – Mute/Unmute
- **Video** – On/off
- **Chat** – Communicating with host, everyone, or specific participants
- **Reactions** – Thumbs up, clap
- **Participants** – Raise hand, see list of participants



Zoom Functions

- **Audio** – Mute/Unmute
- **Video** – On/off
- **Chat** – Communicating with host, everyone, or specific participants
- **Reactions** – Thumbs up, clap
- **Participants** – Raise hand, see list of participants

Recommendation: If you are hosting a meeting, ask someone else to be your assistant to help with facilitation (e.g. time management, questions and comments that come in via the chat function).