A Quick How to Guide: Zoom

Zoom is video conferencing software that allows you to see other participants in real time from your computer, smartphone or tablet. Woodstock Public Library is committed to finding ways to serve our patrons through online programming. Many of these programs will be offered on Zoom!

What you need:
1. A computer or mobile device with speakers and a microphone
2. A Zoom Meeting ID provided to you after program registration.

Join a meeting 1 of 2 ways:
1. Click on the Zoom link you were provided in your email.
2. Go to http://zoom.us/join and enter the Meeting ID you received in your email. (It will be a 9 or 10 digit number)

If joining from a mobile device:
- After tapping the link, or entering the Meeting ID, you will be prompted to download the Zoom Cloud Meetings app from your device's app store.

If joining from a computer browser:
- After tapping the link, or entering the Meeting ID, you will be prompted to download a small application file. You will be asked to open Zoom or the Zoom installer package.
- *Mozilla Firefox*
  - Click "Save File" and following the instructions in the pop up box.
  - If an "Application Launcher" or "External Protocol Request" box appears, tick "Remember my choice" and then click "OK"
- *Google Chrome*
  - Chrome will automatically download the file and point to it in the bottom left corner of the screen. Clicking on the Zoom_launcher.exe file will install Zoom, there will be a short pause before a blue progress bar appears indicating the progress of the installation.
  - If an "Application Launcher" or "External Protocol Request" box appears, tick the "Remember my choice" option and then click "Ok".

- *Safari*
  - When asked if you want to open zoom.us, click "Allow"
  - You will be required to choose to launch Zoom each time you wish to open it.

Enter Display Name
- Just before entering the meeting, you will be prompted to enter a display name. This name will be used to identify you in the meeting. Please ensure it matches the name used to register for the program.

Waiting for meeting to start
- If you are early, your screen may say "Please wait for the host to start the meeting"
- Zoom will refresh when the host starts the meeting and you will see the meeting platform.

Test audio
- **Mobile device**
  - When prompted, give Zoom access to microphone. Tap "OK" or "Got It"
  - After you join a meeting, you will be prompted to join with audio. Choose "Call using Internet Audio" or "Call via Device Audio"
  - Once connected, you will see a microphone icon to mute and unmute in the bottom right hand corner.
- **On a computer**
  - After joining a meeting, click "Test speaker and microphone"
  - The meeting will display a pop-up window. If you don't hear the ringtone click "No" to switch speakers until you hear the ringtone. Click "Yes" to go to microphone test.
  - If you don't hear an audio replay, click "No" to switch microphones until you hear the reply. Click "Yes" when you hear the replay.
  - Click "Join with Computer Audio"

Navigating the Meeting Window
- When the host has started the meeting, your screen will display a video feed of whoever is currently speaking. Other user feeds will be displayed at the top of the page.
- If you wish to change the layout of the screen
    - Tap or Click the Gallery view button in the top right corner of your screen.
    - This will change the screen to a grid display allowing you to see all participants.

Basic participant controls:
- At the bottom of your screen in the meeting display window you will see:
    - Mute: click to mute/unmute your audio output
    - Start Video: click to turn on/off your video output
    - Participants: See who is currently in the meeting.
    - Leave meeting: Click to leave meeting.

Questions?
- Visit Zoom's Help Center page: http://support.zoom.us/
- Call the Library: Monday-Friday, 10am-5pm　　　519-539-4801

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This resources is available in alternate formats upon request.

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