

# TCA Zoom Meeting Information

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*Meeting ID and Passcode is only available thru the TCA Email subscription (Subscribe bottom of this webpage).*

*Send an email to **tca@talaveraca.org**, if you did not receive the zoom link by Thursday, April 1<sup>st</sup>, 2021.*

*Please no reposting on social media.*

### FOR ZOOM USERS

#### **PARTICIPATING IN MEETING**

Only one speaker can be heard at a time, therefore, all will be muted until called on by the Speaker or Host.

**RAISE HAND** to speak. Wait for dialogue that says 'Host wants to UNMUTE you, click UNMUTE. When finished speaking, please mute yourself and 'lower hand' if not done by host.

*FOR ZOOM NOVICES***Zoom Meeting View****Menu Items****Top of screen menu**

*Not all items are listed here, only those important for this Meeting.  
Also, some features only available for registered accounts or Hosts.*

1. Zoom.us (click 'zoom.us')
  - a. Preferences (select...)
    - (1) General
    - (2) Video – check 'see myself as the active speaker while speaking'
    - (3) Audio – use this menu to select mic and speaker
    - (4) Share Screen – sharing options, if enabled
    - (5) Chat – chat options, if enabled
    - (6) Background & Filters – option to select a virtual background)
    - (7) Recording
    - (8) Profile – Choose profile picture for registered accounts
    - (9) Statistics
    - (10) Keyboard Shortcuts
    - (11) Accessibility

- b. Check for Updates – check for updates regularly as new features are added and bugs are removed.
2. Meeting
3. View
4. Edit
5. Window
6. Help

### **Bottom of Screen Menu**

*Some features only available for Hosts.*

1. Mute – toggle for muting
2. Start Video - toggle your camera view (click video camera not the ^)  
^ - same as 'preferences' in top of screen menu (click on the ^, not the video camera)
3. Security
4. Participants – list of participants with various options
5. Share Screen – share a view, if enabled by host
6. Polling – used by host and voting
7. Reactions – yea, nea, clap, **raise hand**
8. More

### **PARTICIPATING IN MEETING**

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*FOR THOSE WHO HAVE NO IDEA WHAT ZOOM IS*

### **Joining a Meeting**

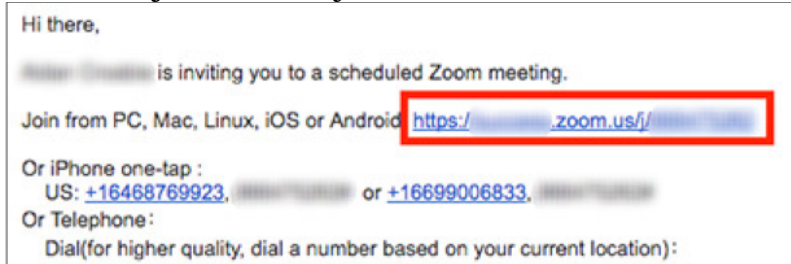
Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from the Zoom Download Center. Otherwise, you will be prompted to download and install Zoom when you click a join link.

Each meeting has a unique 9, 10, or 11-digit number called a meeting ID that will be required to join a Zoom meeting. If you are joining via telephone, you will need the teleconferencing number that should have been provided in the invite.

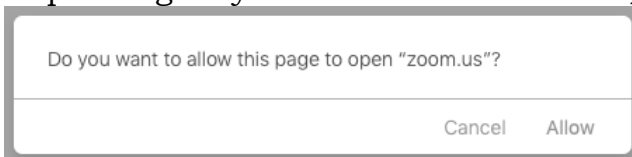
## Desktop/Laptop

### ***Join a Meeting by Email***

Click the join link in your email or calendar invitation.

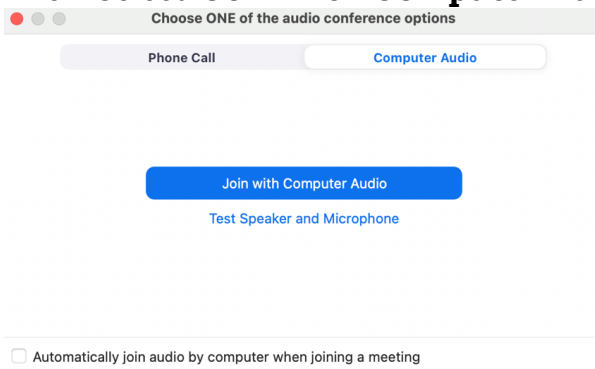


Depending on your default web browser, you may be prompted to open Zoom.



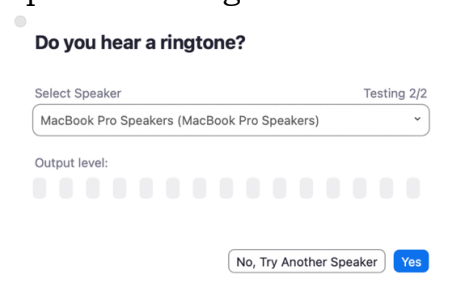
Click **Allow**

Then Select **'Join with Computer Audio'**



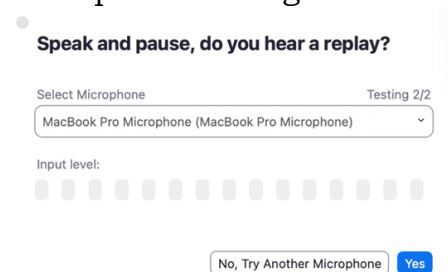
If you click **'Test Speaker and Microphone'** you will see the following:

#### Speaker Dialogue:



Follow instructions.  
Click 'Yes' when speaker works

#### Microphone Dialogue:



Follow instructions.  
Click 'Yes' when microphone works

You will then get a dialogue indicating all is well.

• **Your device is working properly!**

Speaker: MacBook Pro Speakers (MacBook Pro Speakers) ✓  
Microphone: MacBook Pro Microphone (MacBook Pro Microphone) ✓

End Test

Click **‘End Test’**

***Join a Meeting with a Web Browser***

Open your internet browser (Edge, Internet Explorer, Firefox, Safari, etc.)  
Go to <https://join.zoom.us>.

Enter your meeting ID provided by the host/organizer.

**Join Meeting**

Meeting ID or Personal Link Name

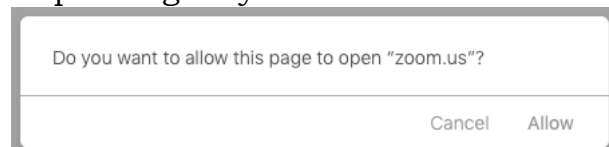
Enter Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

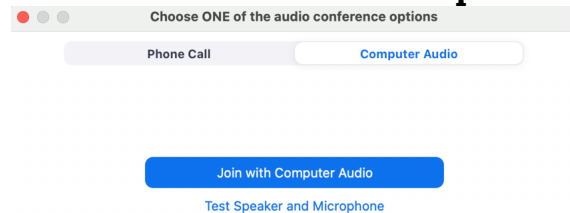
Click **Join**.

Depending on your default web browser, you may be prompted to open Zoom.



Click **Allow**

Then Select **‘Join with Computer Audio’**



Automatically join audio by computer when joining a meeting

See Page 4 for ‘Test Speaker and Microphone’

**Join a Meeting with the Zoom Application**

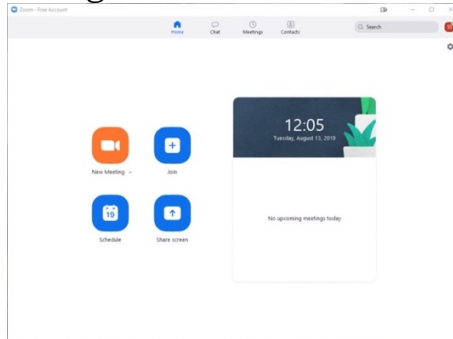
Open the Zoom desktop client.

Join a meeting using one of these methods:

1. Click **Join a Meeting** if you want to join without signing in.



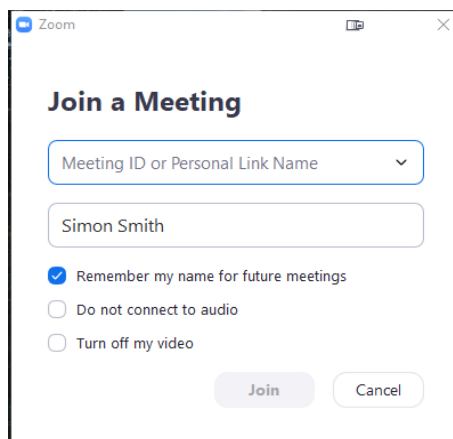
2. Sign in to Zoom and then click **Join**



Enter the meeting ID number and your display name.

If you're signed in, you will have a default identity, but you can change your name if you don't want your default name to appear.

If you're not signed in, enter a display name.



Select if you would like to connect audio and/or video and click **Join**.

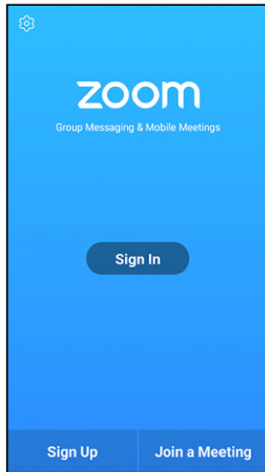
**Joining a Meeting by Cell Phone**

**Android**

Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.

Join a meeting using one of these methods:

1. Tap Join a Meeting if you want to join without signing in



2. Sign in to Zoom then tap Join.

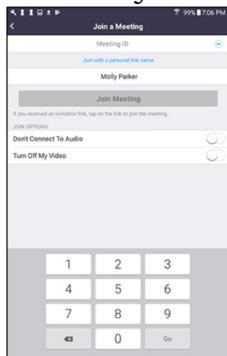


Enter the meeting ID number and your display name.

If you're signed in, change your name if you don't want your default name to appear.

If you're not signed in, enter a display name.

Select if you would like to connect audio and/or video and tap **Join Meeting**.



**Apple IOS**

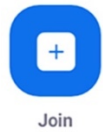
Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.

Join a meeting using one of these methods:

1. Tap Join a Meeting if you want to join without signing in.



2. Sign in to Zoom then tap Join

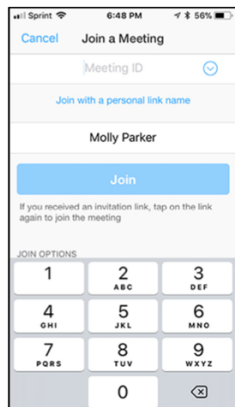


Enter the meeting ID number and your display name.

If you're signed in, change your name if you don't want your default name to appear.

If you're not signed in, enter a display name.

Select if you would like to connect audio and/or video and select **Join**.





**Join a Zoom Meeting by Landline (Telephone)**

On your phone, dial the teleconferencing number provided in your invite.

Enter the meeting ID number when prompted using your dial pad.

Note: If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.

**PARTICIPATING IN MEETING**

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**RAISE HAND** to speak. Wait for dialogue that says ' Host wants to UNMUTE you, click UNMUTE. When finished speaking, please click mute and lower hand if not done by host.