

## How to Zoom – Cheat Sheet

- Step 1: Before a videoconference:



You will need a computer, tablet, or smartphone with speaker or headphones.

Next: You will receive notice for the meeting or training in your email, calendar invite, website or flyer. It will also include the 9-digit (usually) Meeting ID and a password (if needed)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

**This is the  
meeting ID**

Meeting ID: 990 2584 5057

To join the videoconference:

- Step 2: At the start time of your meeting, click on the link in your invitation to join via computer. You may be instructed to download the Zoom application.

**Note:** You may also join a meeting without clicking on the invitation link by going to [join.zoom.us](https://join.zoom.us) on any browser and entering the Meeting ID provided

To join the meeting, click the link under “**Join Zoom Meeting**”.

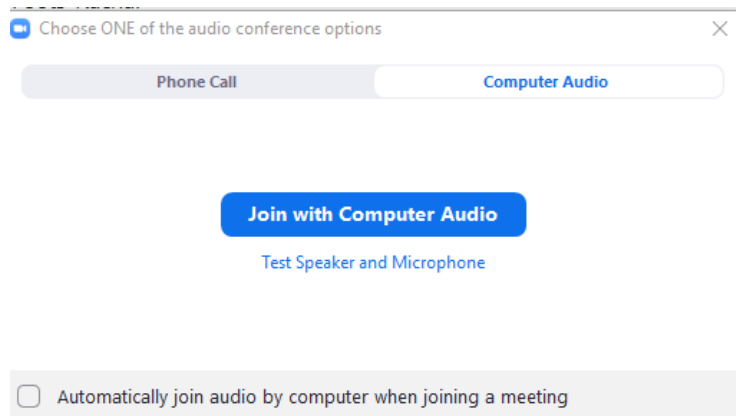
For example, you would click here:

**Join Zoom Meeting**  
[Meeting Registration](#)

**Click here to join the  
meeting**

## How to Zoom – Cheat Sheet

Step 3: You have an opportunity to test your audio at this point by clicking on “Test Speaker and Microphone.” Once you are satisfied that your audio works, click on “Join audio by computer.”



If you do not want to listen through your computer, click “Phone Call”, and call one of numbers will be listed under “Join Zoom Meeting” as follows:

One tap mobile

+16699009128,,991144004# US (San Jose)

+13462487799,991144004# US (Houston)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 991 144 004

Find your local number: <https://zoom.us/u/aSFVdo1nv>

**You can find your local number by clicking this link**

### **Tips:**

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.

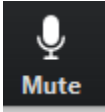
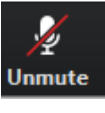
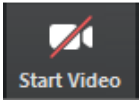
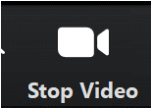
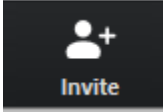

## How to Zoom – Cheat Sheet

2. Enter the Meeting ID number (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



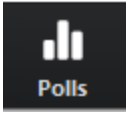
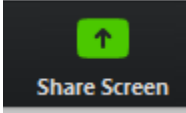
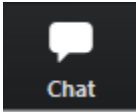
Using the icons in the lower left corner of the Zoom screen, you can:

-  Mute       Unmute      Unmute your microphone (far left)
-  Start Video      Turn on       Stop Video      Turn off camera (“Start/Stop Video”)
-  Invite      Invite other participants
-  Manage Participants      View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand.

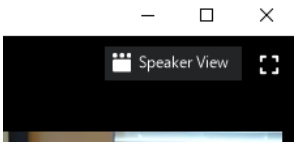
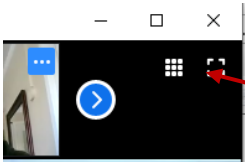
Pop out screen looks like this, and includes non-verbal options:



## How to Zoom – Cheat Sheet

-  Send out questions to the participants
- Change your screen name that is seen in the participant list and video window
-  Share your screen
-  Chat (Talk with others in the meeting)

Somewhere on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view.

-  “Speaker view” shows the active speaker.
-  “Gallery view” tiles all the meeting participants

Helpful tools to learn how to Zoom:

- How to Use Zoom - Free Video Conferencing & Virtual Meetings  
<https://m.youtube.com/watch?feature=youtu.be&v=fMUxzrgZvZQ>
- Zoom Video Tutorials  
<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
- Zoom Live Training Webinars  
<https://support.zoom.us/hc/en-us/articles/360029527911>