

Staying Connected: A Guide to Using Zoom

# Staying Connected

## A Guide to Using Zoom



Erin Kirby, OTS

Virginia Commonwealth University

Department of Occupational Therapy

In Partial Fulfillment for Requirements of the Doctoral Capstone

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## **I. What is Zoom?**

Zoom is an online video conference system that allows users to virtually communicate with others and offers a way to stay connected when in-person meetings are not an option. It can be used on multiple platforms such as smart phones, laptops, or tablets. Users have the option to communicate with each other through video, audio, or both. Zoom can be used to come together for any occasion such as family get togethers, work or volunteer meetings, and for virtually attending activities in the community like exercise classes, book clubs, and church.

This guide is intended to be used by Zoom users to provide step by step instructions on how to sign up for a Zoom account, sign into a Zoom account, and join Zoom meetings from laptops.

### **Before you Start**

Before beginning the process of signing up for and using Zoom, there are a few things you will need:

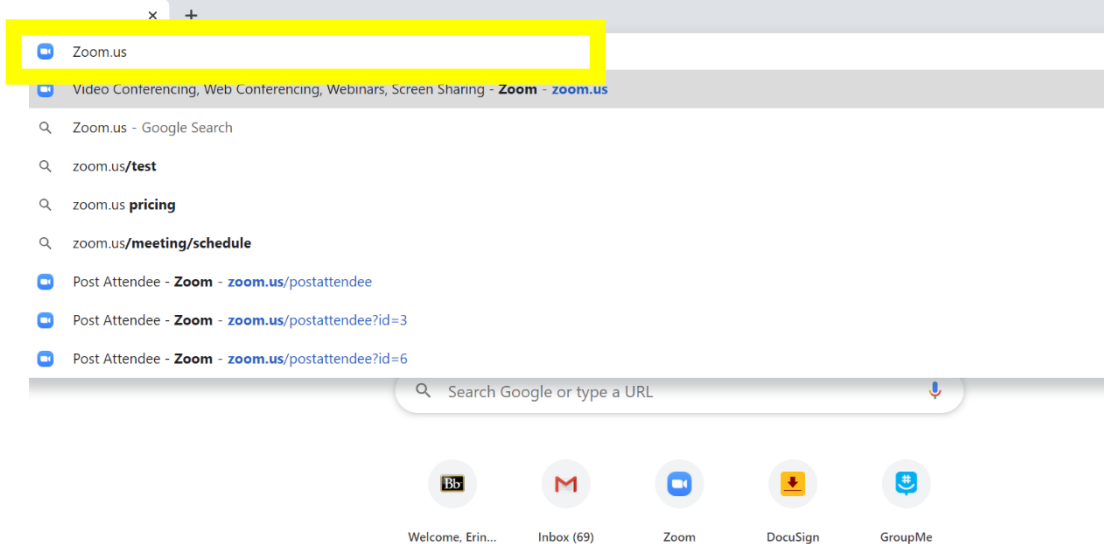
- Internet connection
- An email address
- An internet accessible laptop

Once you have these things, you are ready to go!

## II. Using Zoom on a Laptop

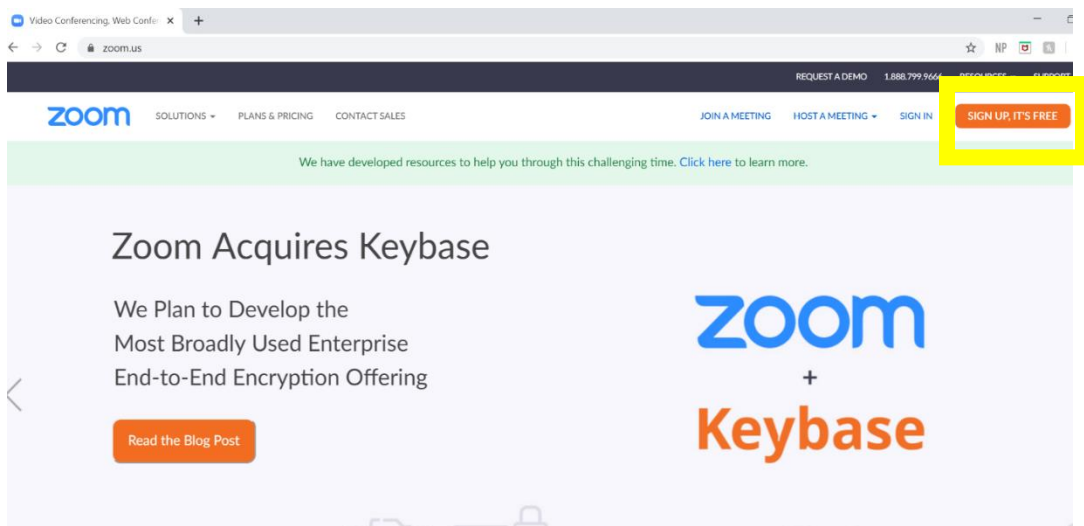
### Creating a Zoom Account

- 1) On your laptop, go to your preferred web browser. Using your keyboard, type “zoom.us” into the search bar at the top of the page. Then, press the ‘Enter’ key on your keyboard.



- 2) You will then be taken to the Zoom home page. To create a Zoom account, click ‘Sign Up, It’s Free’ on the top right-hand corner of the page.

If you already have a Zoom account, skip to page 10.



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- 3) The following page will ask you for your birthday. Click on the boxes to enter your birth month, day, and year into the corresponding boxes.

For verification, please confirm your date of birth.

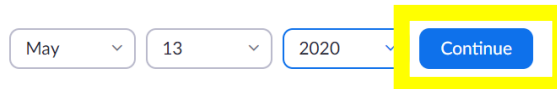


A screenshot of a birthday verification form. It features three dropdown menus labeled 'Month', 'Day', and 'Year', each with a downward arrow. To the right of these is a 'Continue' button. A yellow rectangular box highlights the three dropdown menus.

This data will not be stored

- 4) Once you have entered your birthday, click 'Continue.'

For verification, please confirm your date of birth.

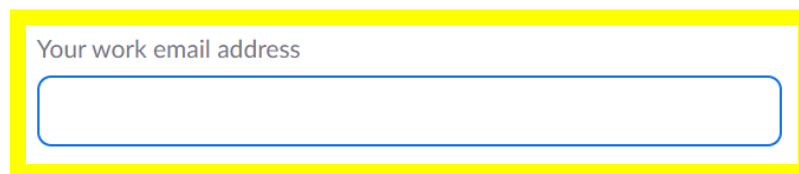


A screenshot of a birthday verification form. The dropdown menus are now populated with 'May', '13', and '2020'. The 'Continue' button is highlighted with a yellow rectangular box.

This data will not be stored

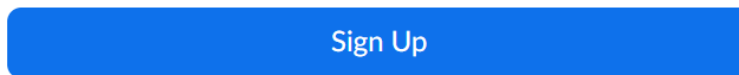
- 5) On the following page, enter your email address in the corresponding box.

## Sign Up Free



A screenshot of a sign-up form. It has a label 'Your work email address' above a large, empty text input field. The entire form area is highlighted with a yellow rectangular box.

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.



A blue rectangular button with the text 'Sign Up' in white.

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6) Once you have entered your email address, click 'Sign Up.'

### Sign Up Free

Your work email address

Zoom2ProjectSummer2020@gmail.com

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Sign Up

7) After clicking 'Sign Up,' a page should appear notifying you that a confirmation email was sent to your email.

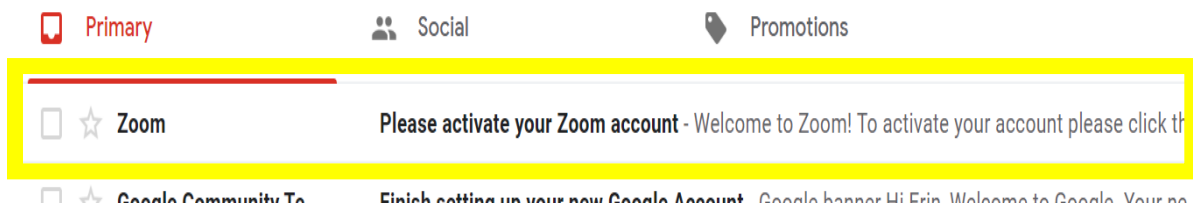


We've sent an email to [Zoom2ProjectSummer2020@gmail.com](mailto:Zoom2ProjectSummer2020@gmail.com)  
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

8) Go to your email and look for the activation email from Zoom. Allow a couple of minutes for the email to appear in your inbox. When you receive the email, click it to open.



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\*If after waiting you still have not received an activation email, return to the Zoom page in your web browser and click 'Resend another email.' Then, go to your email and look again for an activation email from Zoom.



We've sent an email to [Zoom2ProjectSummer2020@gmail.com](mailto:Zoom2ProjectSummer2020@gmail.com)  
Click the confirmation link in that email to begin using Zoom.

if you did not receive the email,

[Resend another email](#)

9) Upon opening the email, click 'Activate Account,' OR copy and paste the link provided into your search browser to finish activating your Zoom account.

Hello [Zoom2ProjectSummer2020@gmail.com](mailto:Zoom2ProjectSummer2020@gmail.com),

Welcome to Zoom!

To activate your account please click the button below to verify your email address:

[Activate Account](#)

Or paste this link into your browser:

**OR**

<https://us04web.zoom.us/activate?code=32XKo7cjVpaa5cfQFgDmNGSZb0arGqpO21kHKjYviuw.BQgAAAFyETmE9gAnjQAqWm9vbTJQcm9qZWN0U3VtbWVyMjAyMEBnbWFpbc5jb20BAGQAABZPN2pweVFGUINxcVVaWnFGR3A0cURnAAAAAAAAAAAA&fr=signup>

Questions? Please visit our [Support Center](#).

Happy Zooming!

10) After clicking 'Activate Your Account' or copying the link into your browser, you will be taken to a page in your web browser. On this page, type your first and last name and preferred password into the corresponding boxes.

Zoom passwords must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

Then, type this same password into the 'Confirm Password' box. Write down and keep this password for safe keeping.

Welcome to Zoom

Hi, Zoo\*\*\*@\*\*\*com. Your account has been successfully created.  
Please list your name and create a password to continue.

First Name

Last Name

1 Password

2 Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue



## Staying Connected: A Guide to Using Zoom

11) Once you have typed your name and password into both boxes, click 'Continue.'

-----

Hi, Zoo\*\*\*@\*\*\*com. Your account has been successfully created.  
Please list your name and create a password to continue.

Erin

K


.....

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

.....

[By signing up, I agree to the Privacy Policy and Terms of Service.](#)

**Continue** 

12) You will then be taken to this page. Click 'Skip this step.'

### Don't Zoom Alone.


Invite your colleagues to create their own free Zoom account today!  
[Why invite?](#)

name@domain.com


name@domain.com

name@domain.com

[Add another email](#)

I'm not a robot   
reCAPTCHA  
Privacy - Terms

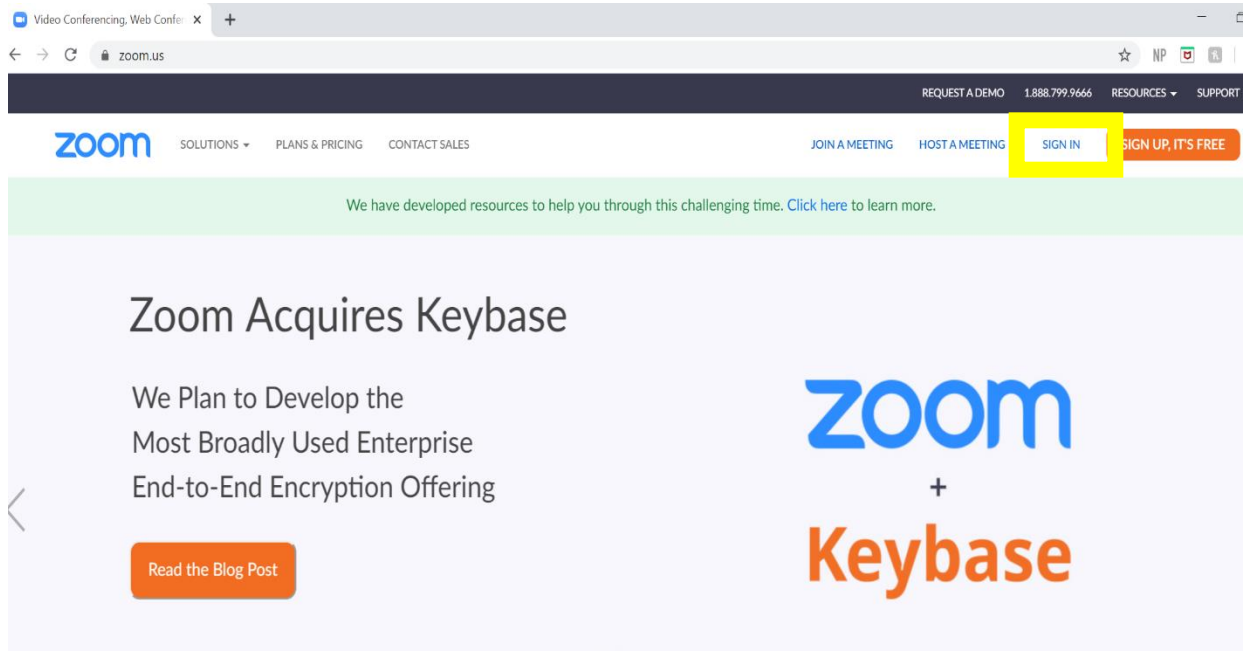
**Invite**

**Skip this step** 

13) Congratulations, you have now activated your Zoom account! You will be taken to the Zoom home page to sign into your account.

## Signing into your Zoom Account

- 1) To sign into your Zoom account, from the Zoom home page click 'Sign In' on the top right-hand corner of the page.



- 2) On the next page, type your email address and password into the corresponding boxes.

Sign In

Email Address

Password

[Forgot password?](#)

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in      [New to Zoom? Sign Up Free](#)

## Staying Connected: A Guide to Using Zoom

- 3) Once you have typed in your email address and password, click 'Sign In.' You may also check the box next to 'Stay signed in' if you wish to save your email and password and keep you logged in.

### Sign In

Email Address

Zoom2ProjectSummer2020@gmail.com

Password

..... Forgot password?

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

Stay signed in

New to Zoom? [Sign Up Free](#)

**Sign In**

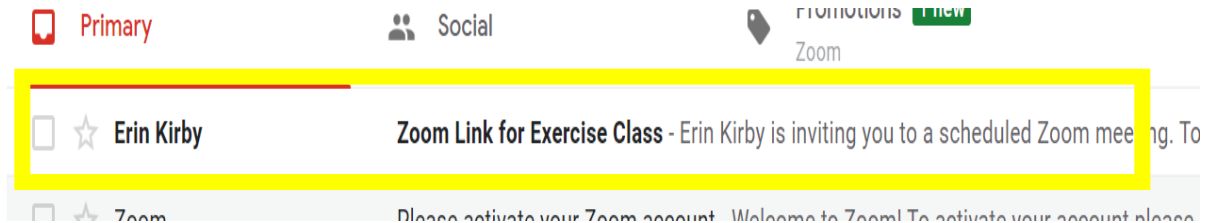
- 4) Once complete, you will now be signed into your Zoom account and see a page like this.

The screenshot shows the Zoom user profile page for Erin K. The page includes a navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below the navigation bar, there are links for 'SOLUTIONS', 'PLANS & PRICING', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. A green notification banner at the top states: 'New Features Our latest release went live on April 7th. Check out our [blog](#) to review the new enhancements for ensuring the security and privacy of your account. To update to the latest version of Zoom, visit our [download page](#).' The profile section shows the name 'Erin K' with a 'Change' link and an 'Edit' link. Below the name, there are several rows of profile information:

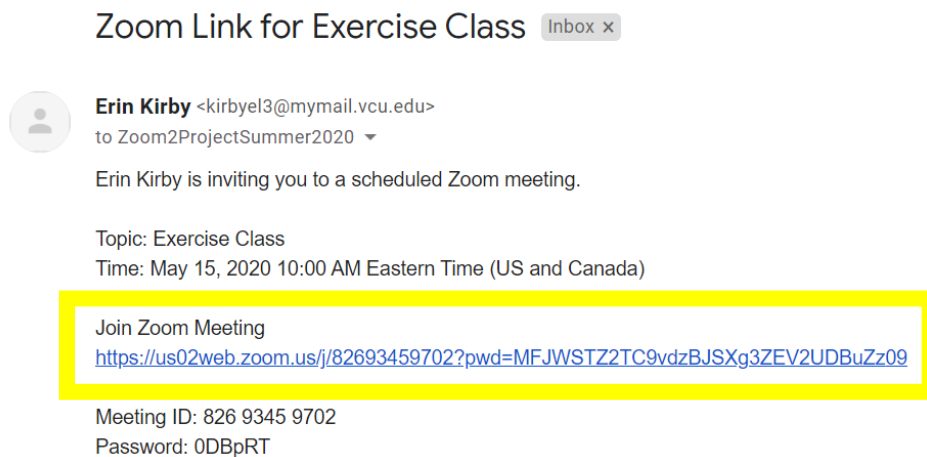
Personal Meeting ID	***-***-555	Show	Edit
	https://us04web.zoom.us/j/*****555?pwd=*****	Show	
	x Use this ID for instant meetings		
Sign-In Email	Zoo***@gmail.com	Show	Edit
	Linked accounts: [x]		
User Type	Basic	Upgrade	
Capacity	Meeting	100	

## Joining a Zoom Meeting

- 1) Open your email in your web browser and look for the email from the sender of the Zoom meeting you wish to join. Click on the email to open it.

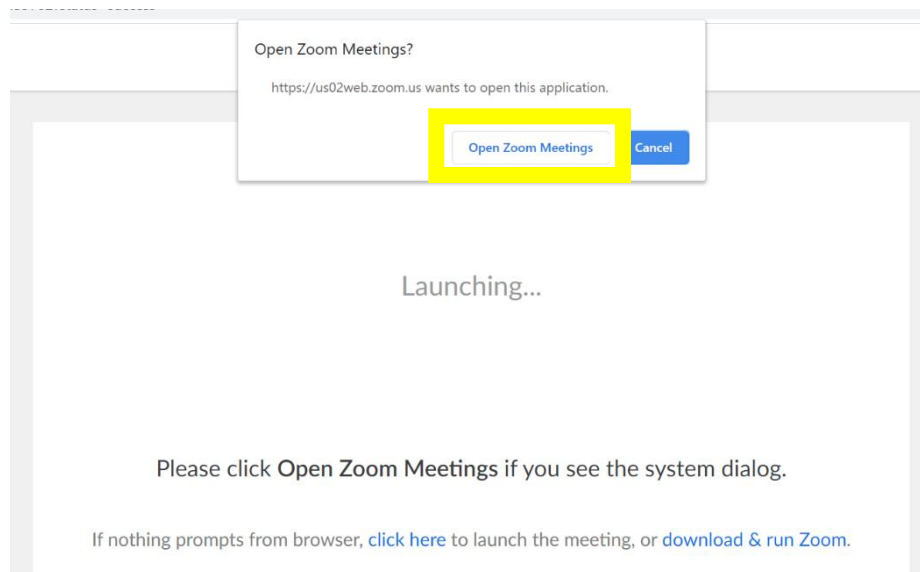


- 2) Once open, look for the blue link in the email. This is the link to join the Zoom meeting. Click on the link.



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3) You will then be taken to this page and pop-up. Click 'Open Zoom Meetings.'



\*\*\*Sometimes, as is what happens with most technology, the Zoom link will not work and will not take you to the meeting. *If the Zoom link does not work*, use the following steps as an alternative way to join a meeting.

a. Within the email, locate the 'Meeting ID' and 'Password.' Write these down.



**Erin Kirby** <kirbyel3@mymail.vcu.edu>  
to Zoom2ProjectSummer2020 ▾

Erin Kirby is inviting you to a scheduled Zoom meeting.

Topic: Exercise Class

Time: May 15, 2020 10:00 AM Eastern Time (US and Canada)

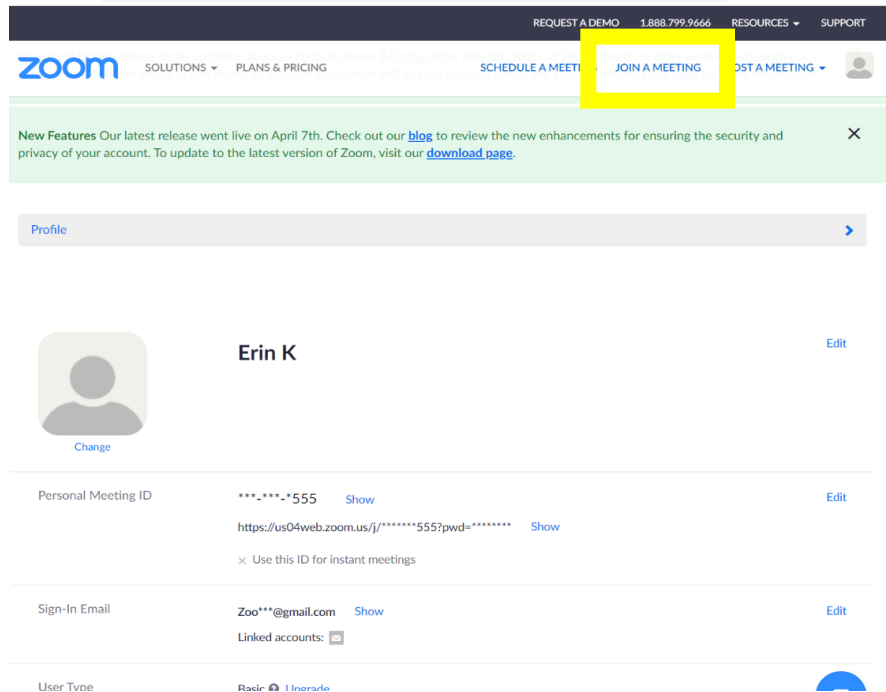
Join Zoom Meeting

<https://us02web.zoom.us/j/82693459702?pwd=MFJWSTZ2TC9vdzBJSXg3ZEV2UDBuZz09>

Meeting ID: 826 9345 9702  
Password: 0DBpRT

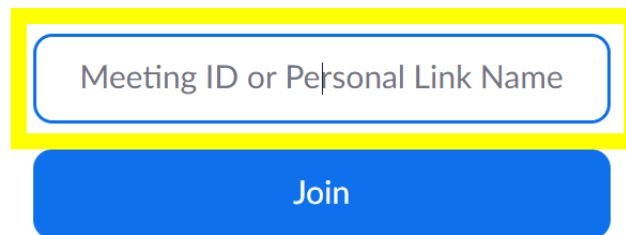
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- b. Return to your signed in Zoom account in your web browser. From the page, click 'Join A Meeting' located at the top right-hand side of the screen.



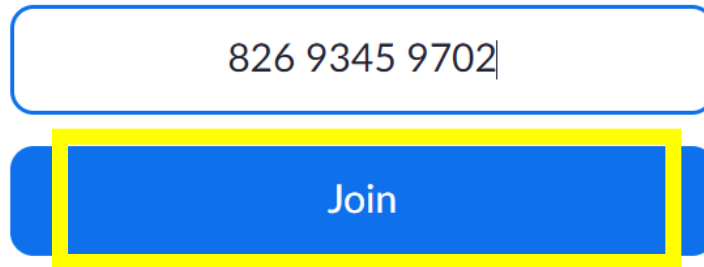
- c. On the next screen, type the Meeting ID retrieved from the email into the corresponding box.

## Join a Meeting

A screenshot of the 'Join a Meeting' form. It features a text input field with the placeholder text 'Meeting ID or Personal Link Name' and a blue 'Join' button below it. The input field and the button are both highlighted with a yellow border.

- d. Once you have typed in the Meeting ID, click 'Join.'

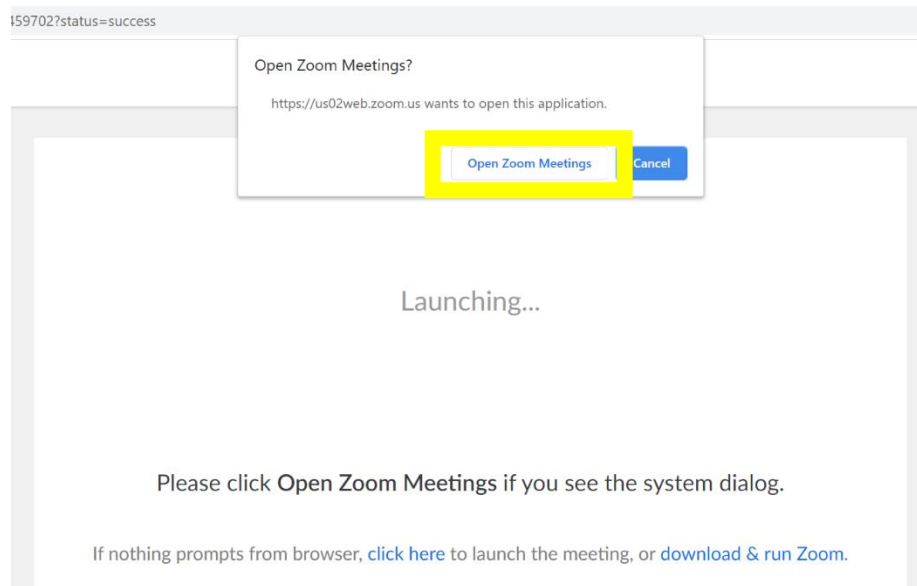
## Join a Meeting



826 9345 9702

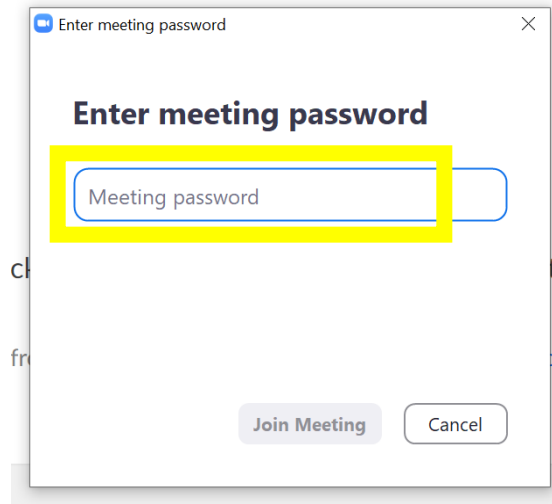
Join

- e. After clicking 'Join,' this page and pop-up will appear. Click 'Open Zoom Meetings.'

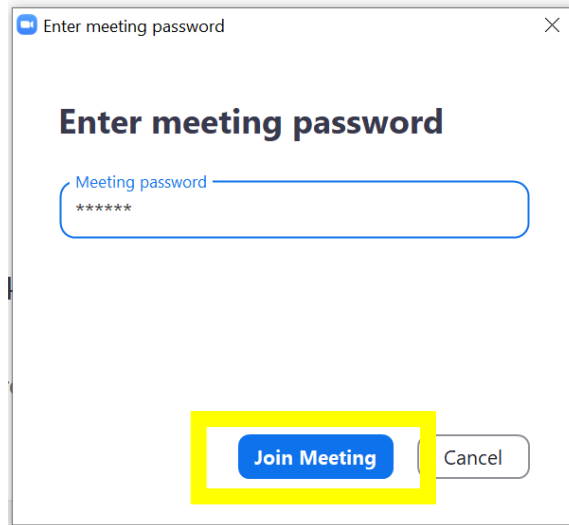


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- f. Next, this pop-up will appear. Enter the password retrieved from the email into the 'Meeting password' box.



- g. Once you have typed in the meeting password, click 'Join Meeting.'





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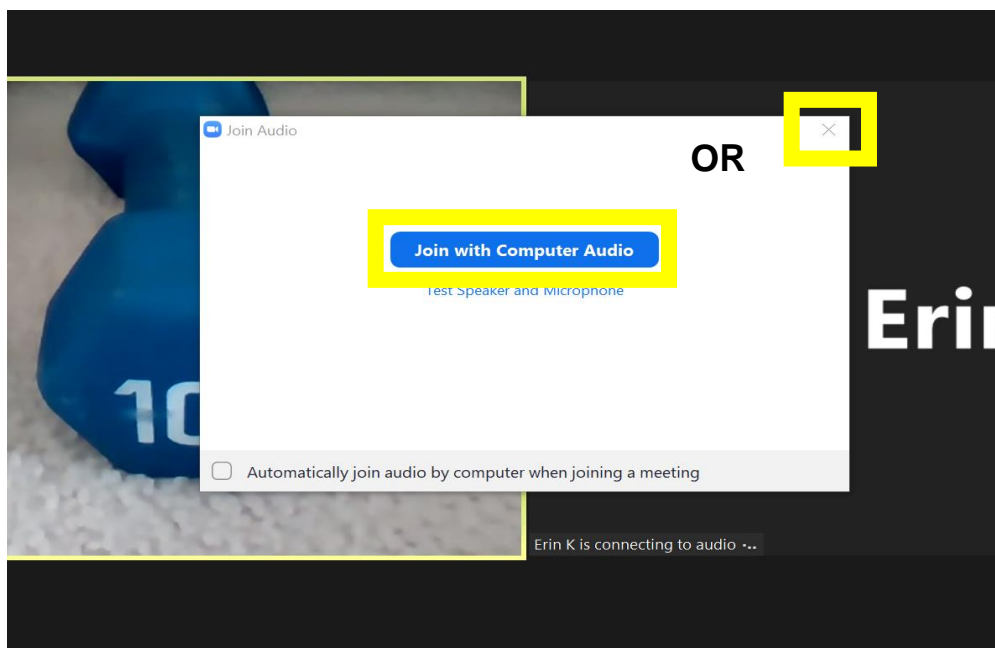
- 4) Clicking the link from the email OR entering the Meeting ID and Password will then take you to the meeting. If the 'Host,' or person who sent the invitation, is not on Zoom yet, this message will appear and notify you that you are waiting for the host to start the meeting.

Please wait, the meeting host will let you in soon.

Exercise Class

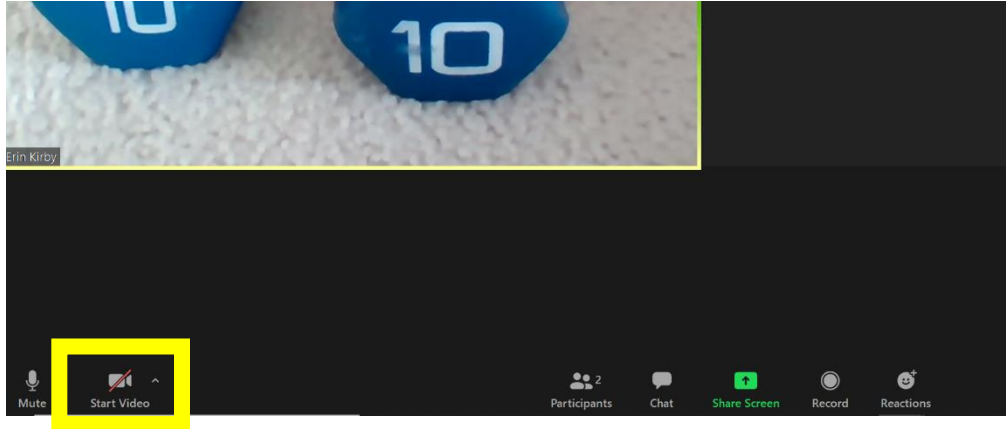
5/15/2020

- 5) If the host has already started the meeting, or once the host starts the meeting, a screen will appear asking you to join with computer audio. If you want to speak and for others to hear you during the meeting, click 'Join with Computer Audio.' If you do not want to speak and do not want others to hear you, click 'X' at the top right of the box.

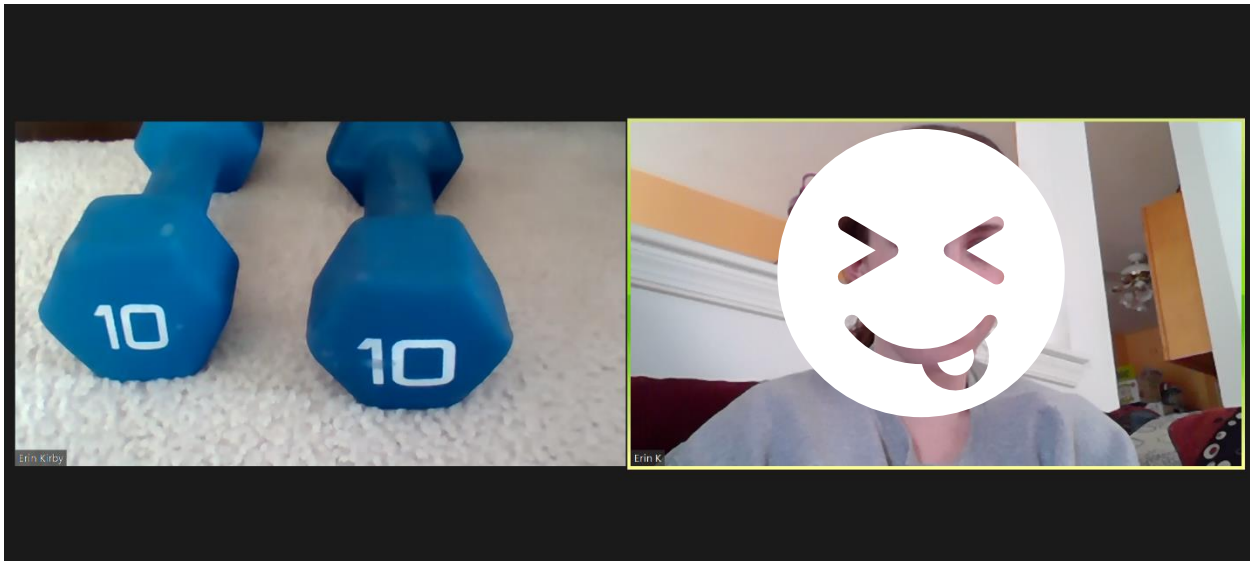


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- 6) Once in the meeting, you can also control whether you want your video on (i.e., so others can see you) or off (i.e., so you cannot be seen). To turn your video on, click 'Start Video' at the bottom left.



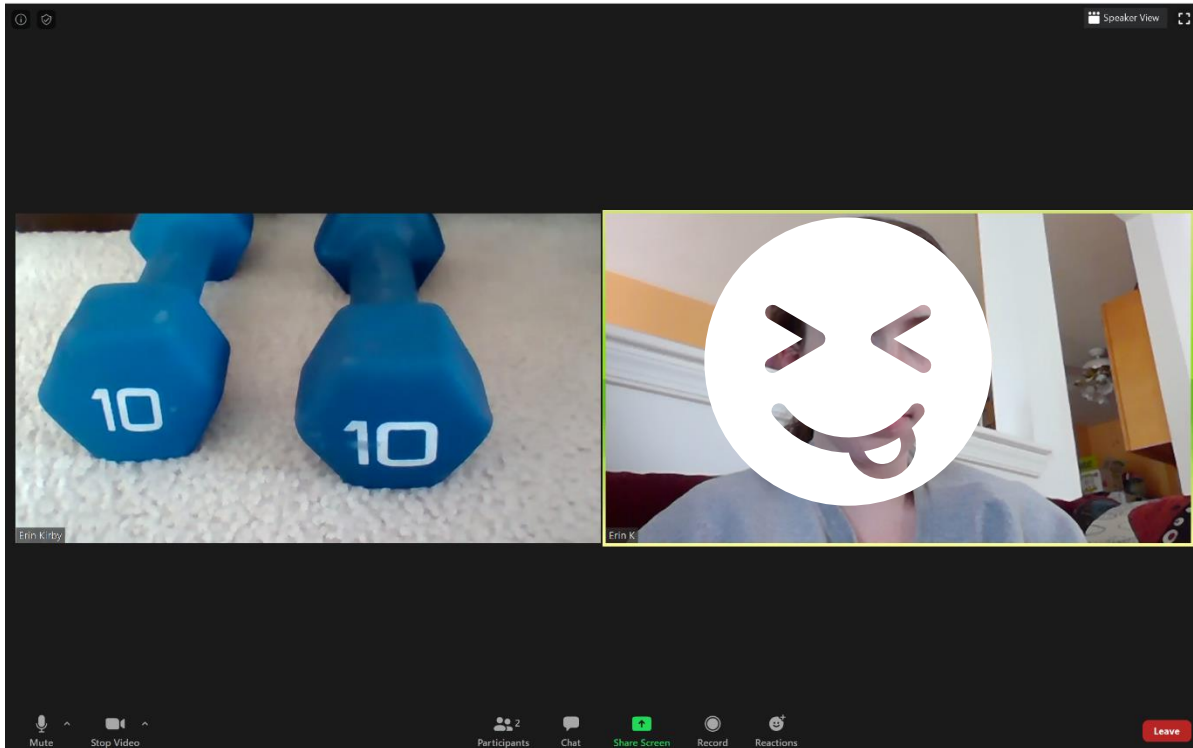
- 7) If you choose to turn your video on, others will now be able to see you and you can see yourself as well.



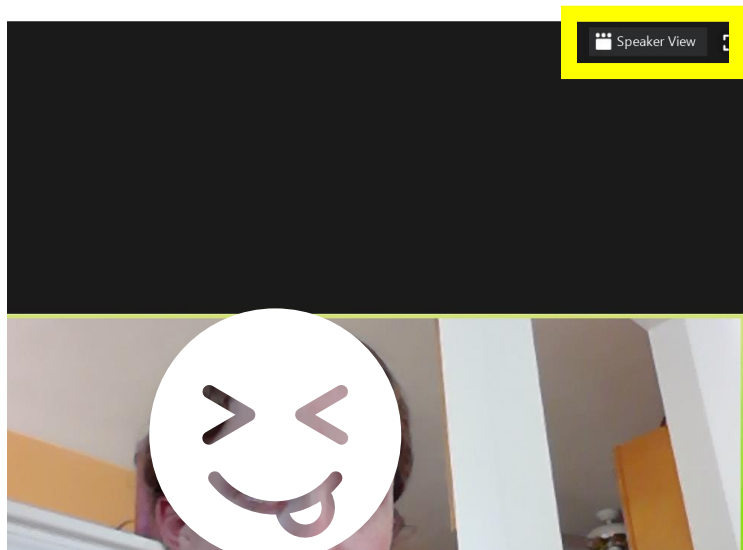
- 8) You are now in your meeting! On the next page are some important controls to use for when in your meeting.

## Zoom Controls

- There are different ways you can view Zoom meetings. This screen shows the meeting in 'Gallery View.' This will allow you to see all participants (up to 49 at a time) in the Zoom meeting.



- To change the view of the meeting, click 'Speaker View' at the top right-hand corner of the screen.

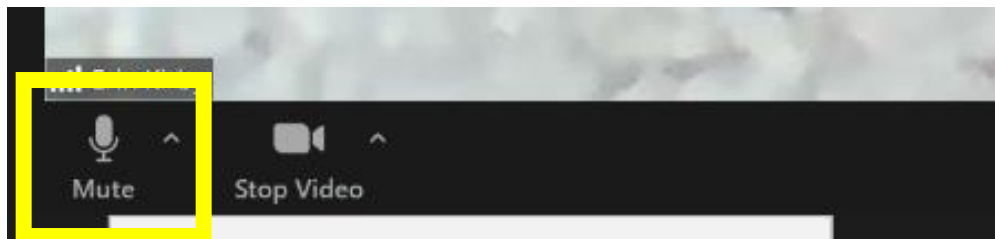


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- This will change the view to 'Speaker View.' This will make the Zoom user who is speaking larger than others in the meeting. To switch back to gallery view, click 'Gallery View' at the top right-hand corner of the screen.

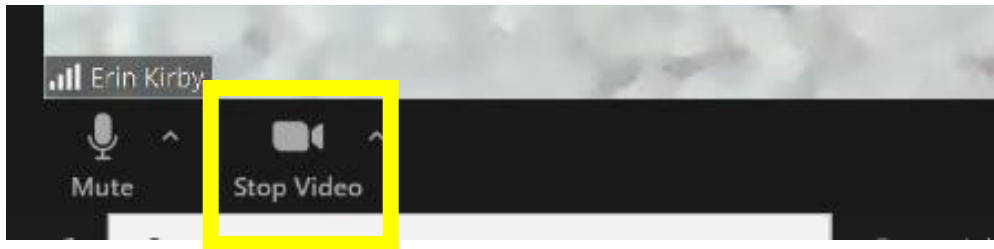


- To mute yourself so others cannot hear you, click 'Mute' at the lower left-hand corner of the screen.

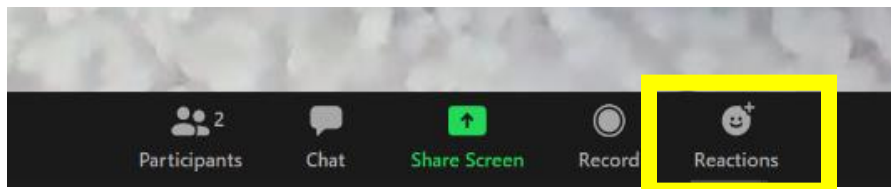


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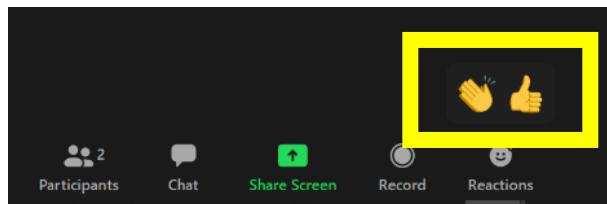
- To hide your video so others cannot see you, click 'Stop Video' at the lower left-hand corner of the screen.



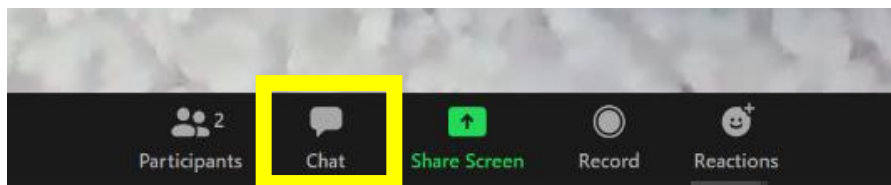
- To send a reaction in the meeting, click 'Reactions' at the lower middle of the screen.



You can then choose an emoji to react with by clicking it.



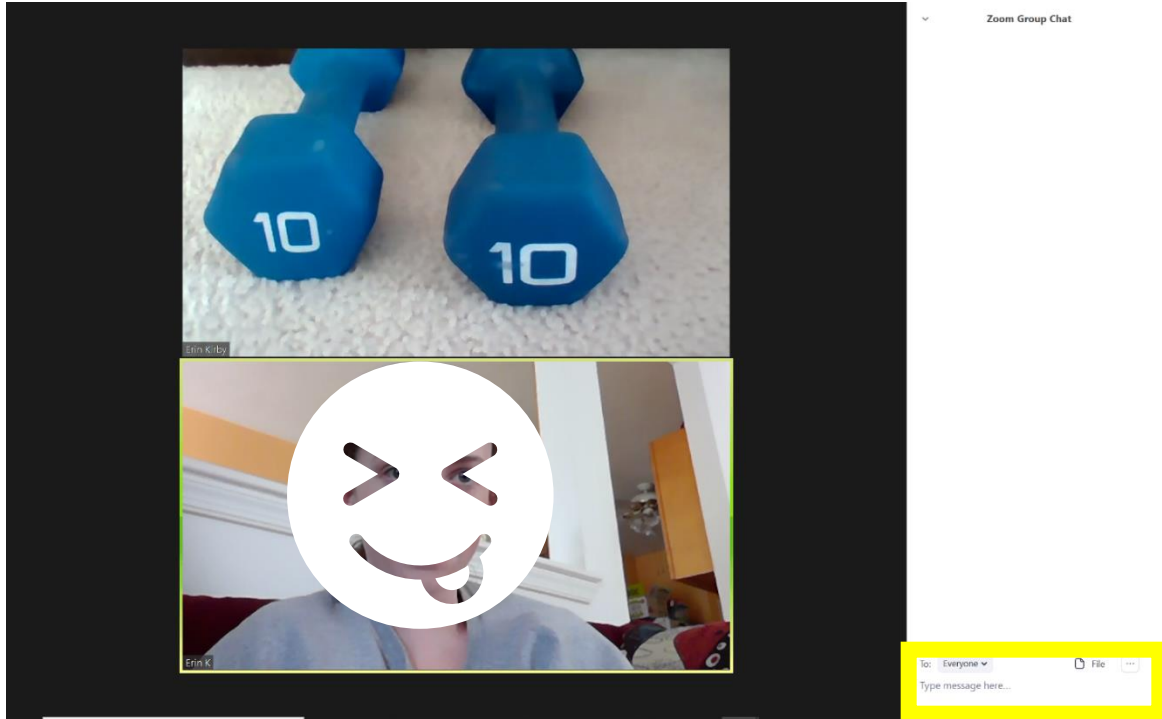
- To send messages in the Zoom meeting, click 'Chat' at the lower middle of the screen



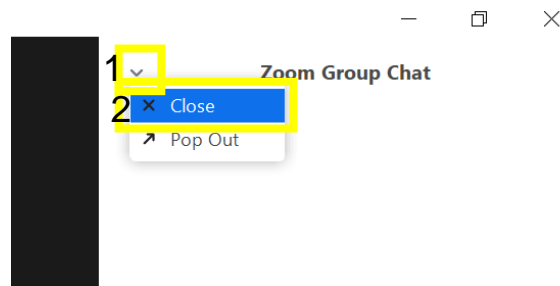
## Staying Connected: A Guide to Using Zoom

A chat room will open on the right-hand side of the screen. To send messages in chat, click on the chat bar and type your message.

Then, press the Enter key on your keyboard to send the chat.



- To close the chat, click on the drop-down arrow next to 'Zoom Group Chat,' and then click 'X Close.'



- To leave the Zoom meeting, click 'Leave' at the lower right-hand corner.

