

## How to Zoom

### 1. Accessing the meeting

- Sign in with an existing Zoom account, OR
- Sign in by creating a free Zoom account, OR

Zoom Cloud Meetings

### Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in

or

[Sign Up Free](#)

< Back

- Sign in with Google or Facebook and the Meeting ID (sent in the meeting invitation)

Zoom Cloud Meetings

### Sign In

Enter your email

Enter your password [Forgot?](#)

Keep me signed in

or

[Sign Up Free](#)

< Back

Zoom

### Join Meeting

672-023-665

Angela Standridge

Remember my name for future meetings

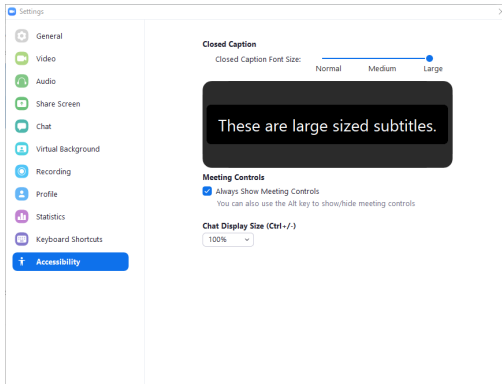
Do not connect to audio

Turn off my video

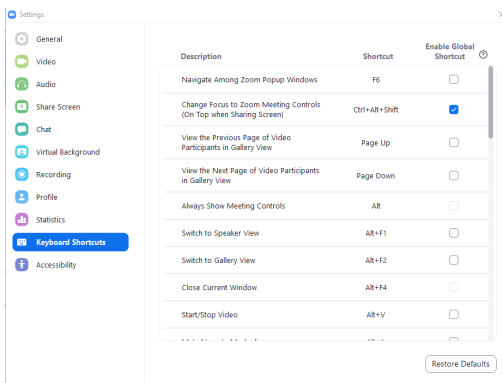
### 2. Accessibility

- Additional Zoom accessibility information <https://zoom.us/accessibility>
- Closed Captioning can be accessed in the black Zoom bar by clicking on the "CC" icon. Closed captioning appearance and chat window appearance and can be adjusted in Zoom settings. Sometimes a zoom meeting will be set up with the Closed Captioning accessible from a secondary source like an app or a website such as CapApp. If this is the case, the host will provide a link to the site.

## How to Zoom

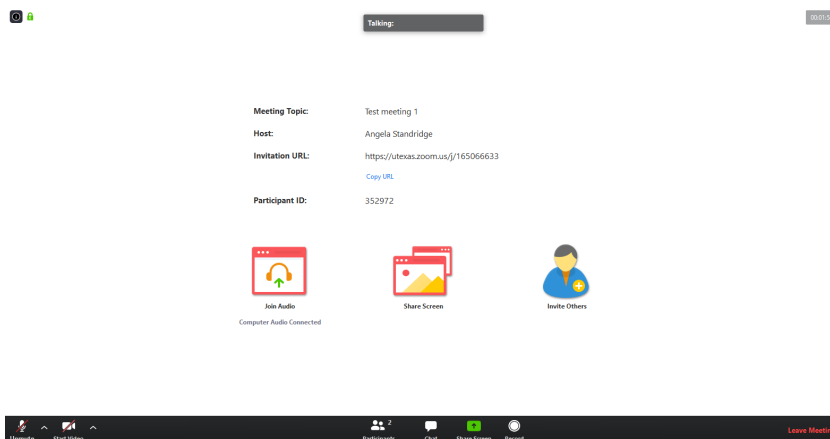


- There are also Keyboard shortcuts available <https://support.zoom.us/hc/en-us/articles/205683899-hot-keys-and-keyboard-for-zoom>



### 3. Views

- Zoom Window-
  - i. The view might change during a meeting. You might see:
    1. Information about the meeting (like the image below)
    2. the current speaker
    3. someone's screen, document, or program
    4. all of the participants

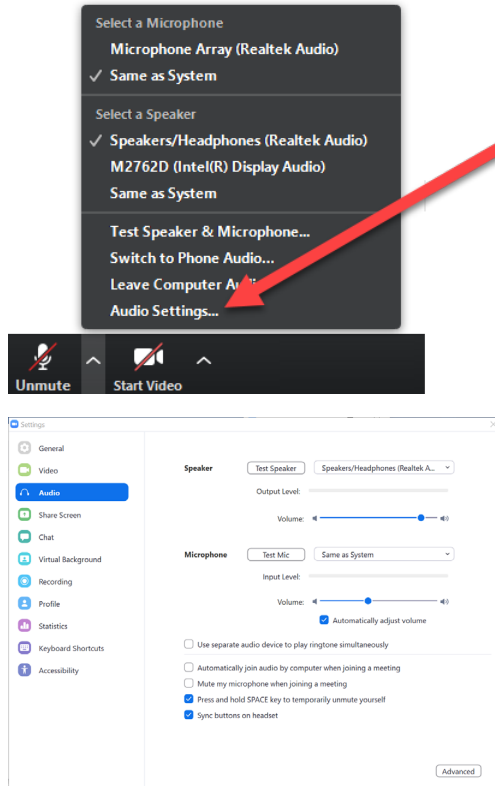


- Zoom bar- this is the black bar with various settings that can be adjusted. It "floats" can be placed anywhere on the screen by clicking and dragging.

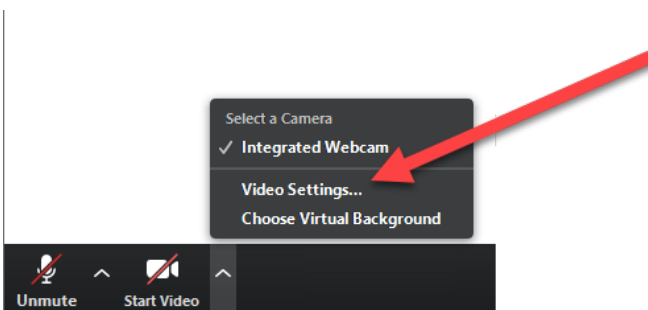
## How to Zoom



4. Audio- Settings are in the bottom left corner of the black Zoom settings bar. Use either your device audio, or dial in from a phone. If you dial in and you are watching the video on a separate computer, please make sure your COMPUTER audio is muted.



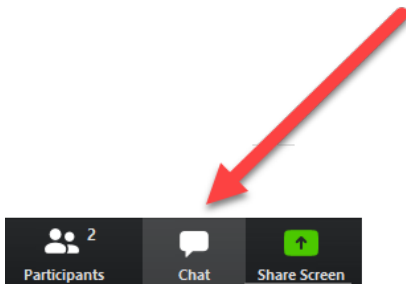
- To dial in, find your local number: <https://utexas.zoom.us/j/abBbMUot4g> and use the meeting ID number.
- Video- You can use your built in device camera, or an external camera plugged into your device. Click on the video settings in the left hand side Zoom bar to adjust settings. Please mute your video upon entering the virtual meeting to save bandwidth.



## 5. Questions, comments, and discussions

- Use your audio/mic- unmute your mic and talk. Please re-mute when done.
- Use the Chat window- you can send a message to the host/presenters/panelists, all attendees, or an individual. Click the "To" drop down to choose your audience. Note: the host can see all messages.
- Some webinars will also have a Question box enabled

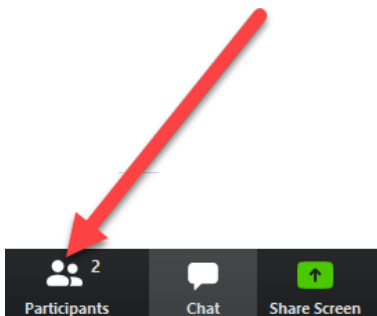
## How to Zoom



6. Breakout Rooms- The host may choose to create and assign “breakout rooms” where participants can participate “mini-Zoom” discussions within a larger Zoom meeting or webinar

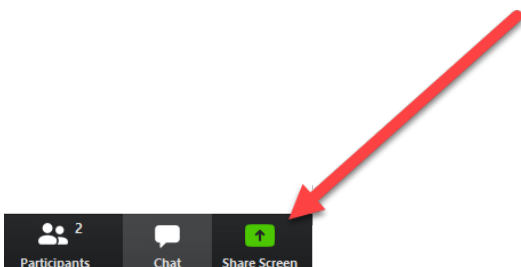
### 7. Participant List

- A list of participants can be viewed indicating who is muted, not muted, raising a hand, etc.
- It is helpful for the host to see “real names” in the participant list.
- Sometimes Zoom auto enters name based on how you sign in so your “real name” may not be visible. You can change the name that shows in the list by hovering over your current name, selecting more, and editing the name that appears.

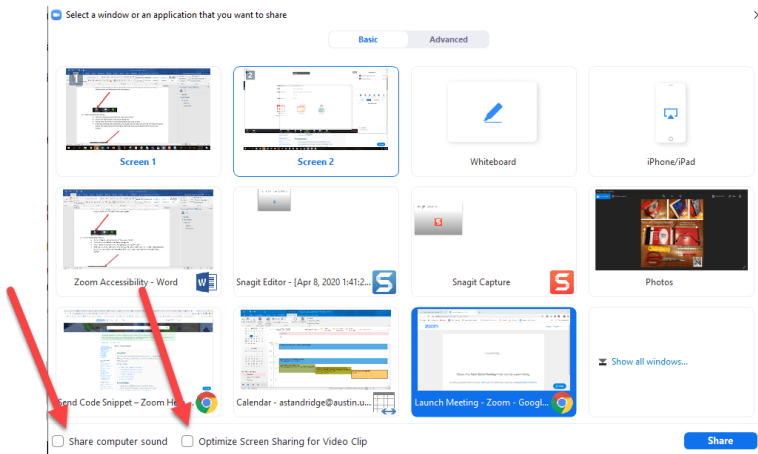


### 8. Screen and document sharing

- The host may give you permission to “share your screen”.
- Click on the Share button in the Zoom settings bar
- Choose either the screen or document/program you want to share
- If sharing something with audio/video, you usually want to make sure and click the “Share Computer Sound” and “Optimize Screen Sharing for Video Clip” boxes at the bottom of the screen share window.



## How to Zoom



### 9. Viewing a previously recorded Zoom

- Depending on how the meeting was set up:
  - i. You may get an automatic email when the Zoom is viewable,
  - ii. You may click on a link from a website, or
  - iii. The Host may send you a link
- There are typically four files: an MP4 file of the video, a transcript of the verbal discussion, an audio file, and a transcript of the Chat/Questions. There may be a Closed Caption file depending on how it was set up.