

## USING ZOOM FOR THE FIRST TIME

### Step 1 – Download ZOOM to Your Device:

iPad, iPhone, MAC Users: go to the Apple "App Store" to download the "ZOOM Cloud Meetings" app.

Android Users: go to the Android "Play Store" to download the "ZOOM Cloud Meetings" app.

Windows desktop or laptop computer, click on this link to download ZOOM's "Client For Meetings":

<https://zoom.us/download>

Install the ZOOM app on your device.

*NOTE: You do not have to create a ZOOM account to attend a ZOOM video conference – it is enough to simply have the program installed on your device.*

You can test your ZOOM installation, webcam, and microphone by going to the ZOOM test site:

<https://zoom.com/test>

### Step 2 – Responding to An Invitation to Join a ZOOM Video Conference:

When you receive an email invitation to a ZOOM video conference, it will look like the example just below. **It is important that you register as soon as you receive the invitation.**

Hi there, **Date & time of the video conference**

You are invited to a Zoom meeting.


**When: Jun 30, 2021 04:00 PM Halifax Time Zone**

**Click on this link to register for the video conference**

Register in advance for this meeting:  
[https://us02web.zoom.us/join/register/tZ0oceuupjggEtc9xiDjGregZh2RTcA\\_IA3U](https://us02web.zoom.us/join/register/tZ0oceuupjggEtc9xiDjGregZh2RTcA_IA3U)

**After registering, you will receive a confirmation email containing information about joining the meeting.**

Meeting Registration



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Topic      ZOOM Tutorial Meeting - 30 June 21

Time        Jun 30, 2021 04:00 PM in Halifax

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First Name\*

Last Name\*

Email Address\*

Confirm Email Address\*

\* Required information

[Register](#)

When you click on the "registration link", in the invitation email, this window will open.

Complete the information and click on **REGISTER**.

### Step 3 – Joining a ZOOM Video Conference:

The “confirmation email” mentioned in Step 2 will be emailed to you as soon as you register for the video conference. It is shown in the next image below.

**On the date and time of the video conference**, you click on the link contained in the confirmation email to join the meeting. The passcode (*password*) is also included – you should write it down in case you are required to use it during the join-up.

Plan to join the video conference about 5-10 minutes before the actual start time to give yourself enough time to solve any join-up problems that may occur.

You will be placed in a “*Waiting Room*” until the host/moderator admits you to the meeting.

Thank you for registering for "ZOOM Tutorial Meeting - 30 June 21".

Please submit any questions to:

Date Time: Jun 30, 2021 04:00 PM Halifax

Join from PC, Mac, Linux, iOS or Android: [Click Here to Join](#)

Passcode: 285438

Note: This link should not be shared with others; it is unique to you.

[Add to Calendar](#) [Add to Google Calendar](#) [Add to Yahoo Calendar](#)

Or iPhone one-tap  
 Canada: +17789072071,,89562683083# or +12042727920,,89562683083#

Or Telephone:  
 Dial(for higher quality, dial a number based on your current location):  
 Canada: +1 778 907 2071 or +1 204 272 7920 or +1 438 809 7799 or +1 587 328 1099 or +1 647 374 4685 or +1 647 558 0588  
 Meeting ID: 895 6268 3083  
 Passcode: 285438

Click on this link to join the video conference

### Step 4 – Launching the Meeting:

When you click on “Click Here to Join” (*see above*) a new window opens.

Click on **Launch Meeting**.

Select “**Join with Computer Audio**” or “**Internet Audio**” if asked for a preference as you join the meeting.

Click **Open Zoom Meetings** on the dialog shown by your browser  
 If you don't see a dialog, click **Launch Meeting** below

[Launch Meeting](#)

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

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## Step 5 – Joining a ZOOM Video Conference:

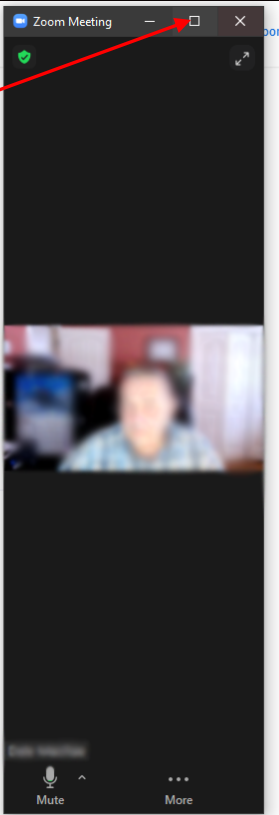
After you click on “Launch Meeting”, a ZOOM window will open. You may need to click on the “Maximize” icon to have the ZOOM display fill the screen.

Click **Open Zoom Meetings** on the dialog shown by your browser  
 If you don't see a dialog, click **Launch Meeting** below

Launch Meeting

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 Having issues with Zoom Client? [Join from Your Browser](#)

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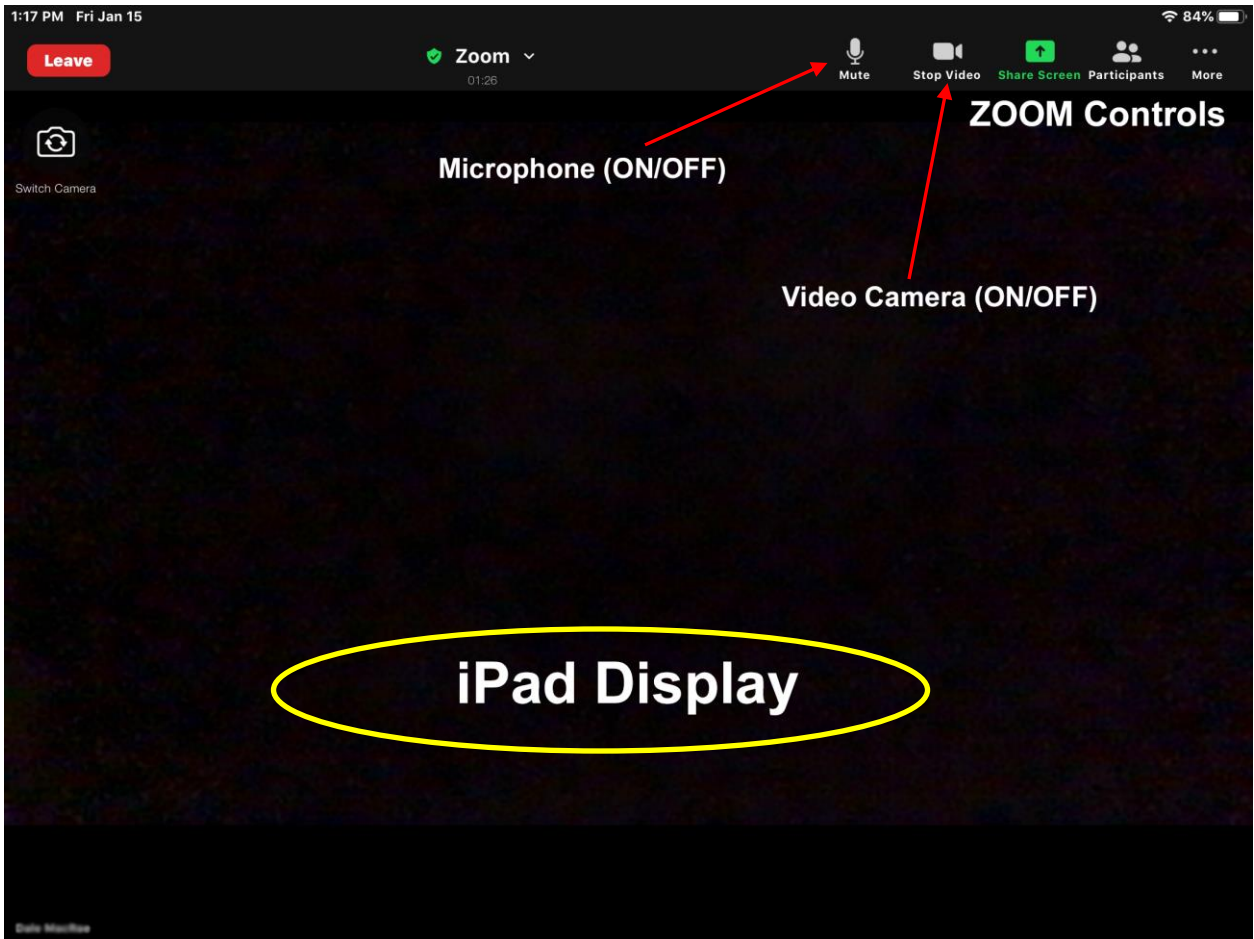
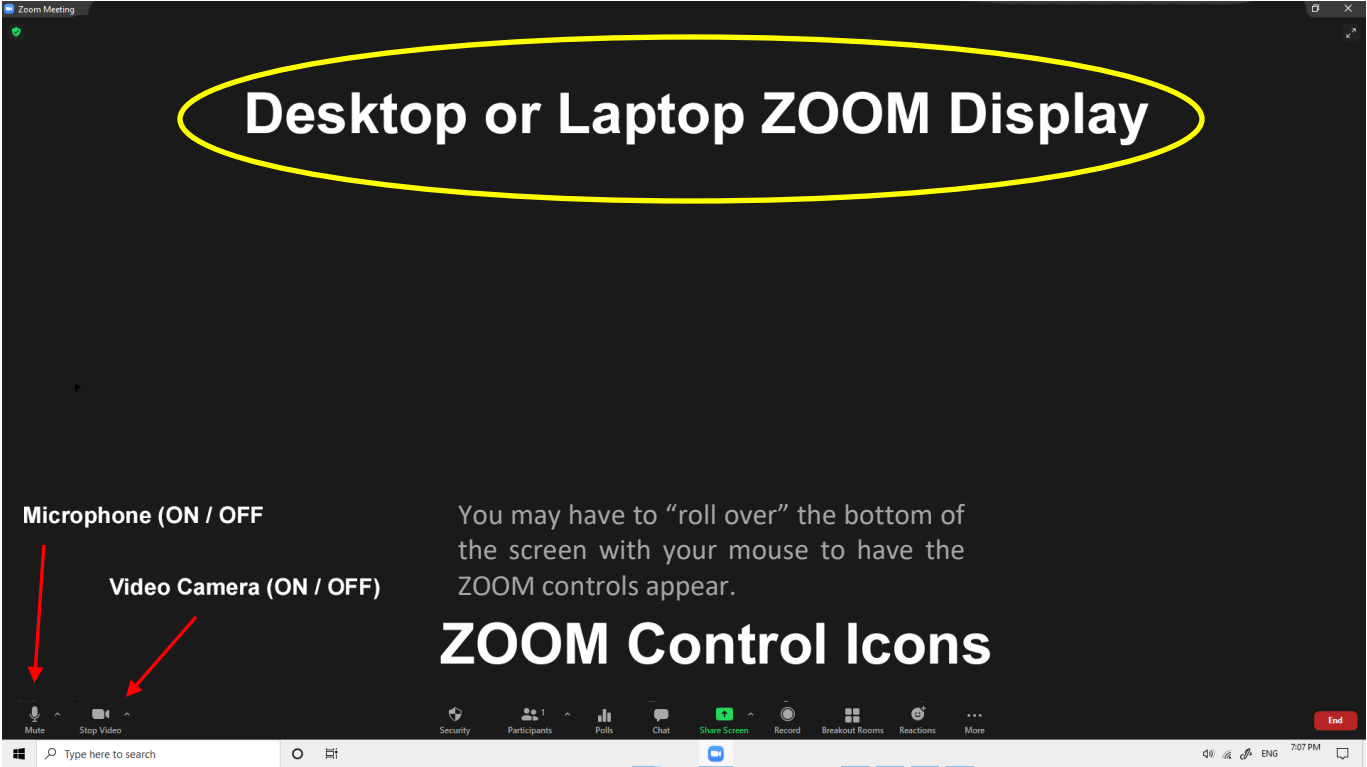


Not everyone's screen display looks the same during a ZOOM video conference – it depends on which device is being used. This can lead to some confusion for folks who are new to using ZOOM when trying to find/use the ZOOM controls. If you see some of the control icons but not one that may be mentioned during the meeting, click on the **MORE ...** button to see additional choices.

The graphics on the next page shows how the ZOOM screen is displayed on two popular devices – the more familiar **desktop/laptop display**, and the increasingly popular **iPad display**.

NOTE: if you are using an iPad or an iPhone, be sure to turn the screen 90° (sideways) to get the maximum display area.





## Step 6 – Configure the Microphone and Camera:

To see and be seen during a video conference, your web cam must be turned “on” and unobstructed. Laptops, iPads, and iPhones have built-in webcams and activate automatically, however, most desktops require an external webcam that must be installed and connected to the computer. In all cases, make sure nothing is in front of the camera lens during the video conference.

To be heard by others in the meeting, you must use a microphone. iPads and iPhones have a built-in microphone, and some laptops do as well. You will need an external microphone for a desktop computer. It is important to realize that **every microphone is EXTREMELY sensitive** and picks up background noises (dogs, children, spouses, dishwashers, etc) that can interfere with the video conference – and can be embarrassing as well.

**It is a good idea to have your microphone “MUTED” when you are not speaking to the meeting, especially when you must step away from the camera to answer the door or deal with some household/office issue. Background noise can disrupt the meeting for others.**



Both the microphone ...  
and the camera are “ON”.



The microphone is MUTED ...  
and the camera is “ON”.

NOTE: Your microphone will probably be “muted” when you join a meeting to cut down on join-up background noise. It can be “unmuted” by clicking on the microphone icon if you wish to speak during the meeting.



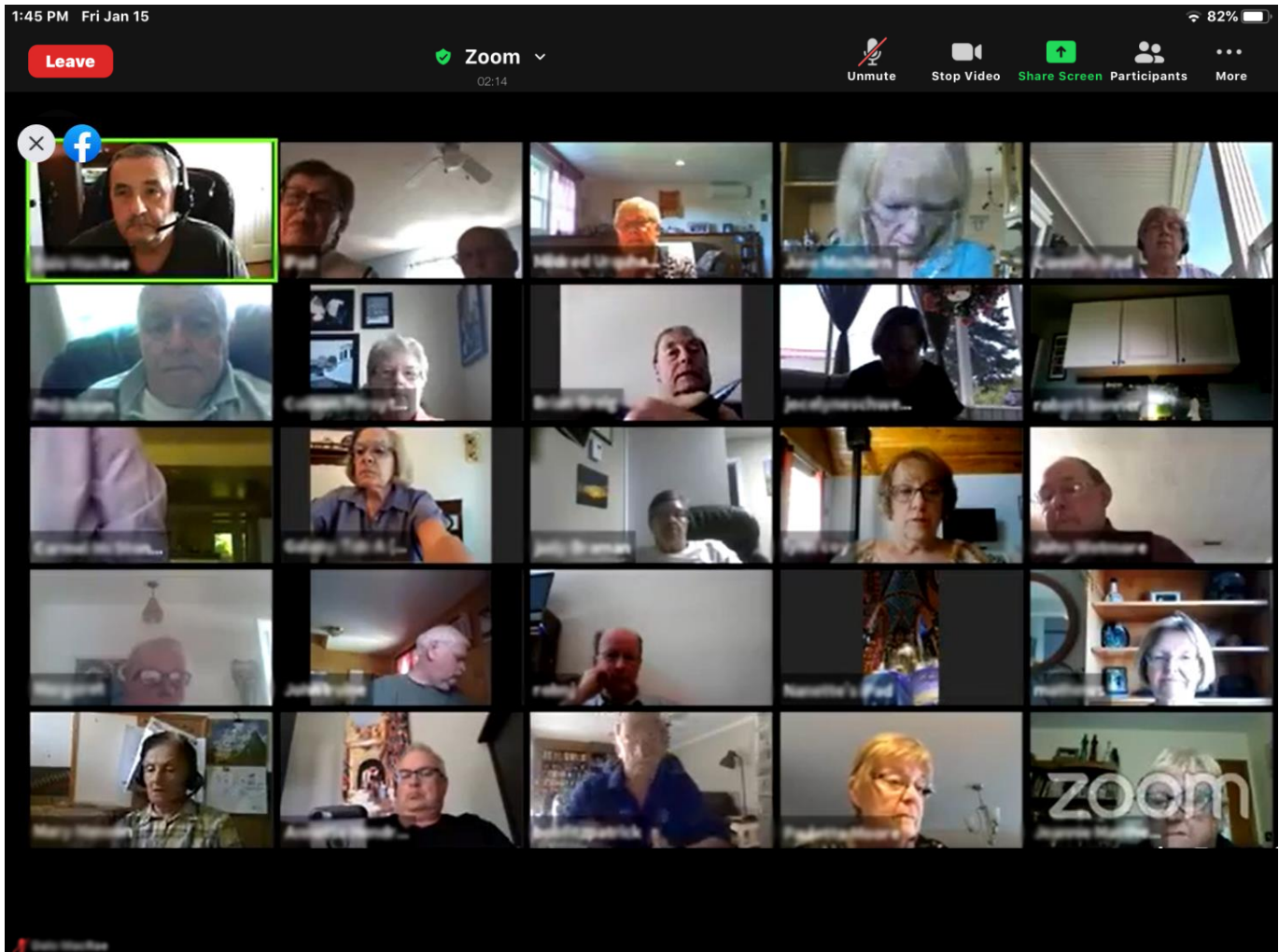
The microphone is MUTED ...  
and the camera is “OFF”

## Step 7 – Participate in The Meeting:

This is what your screen shows when a video conference is underway – there may be multiple screens if a lot of participants have signed on to the meeting.

Note that the microphone is “muted”. It can be “unmuted” by clicking or tapping on the microphone icon to make the red line disappear.

When the video conference is over, it is important to select the **LEAVE** or **END** button.



If you have questions ...

Contact: [techsupport@nbsrt.org](mailto:techsupport@nbsrt.org)