Waukesha Public Library

# GUIDE TO ZOOM

What is Zoom?

Zoom is a video conference platform that allows people to meet virtually with video and/or audio.

You can join a Zoom call on a computer, smartphone, tablet, or even by telephone.

When you register for one of the Library's Zoom programs, you'll receive an email with a specific meeting link, meeting ID, and password to join the Zoom call.

Do I need an account to use Zoom?
No, a Zoom account is not required if you are joining as a participant. A Zoom account is only required if you need to create your own meetings as a host. You can sign up for a free Zoom account at zoom.us/signup.
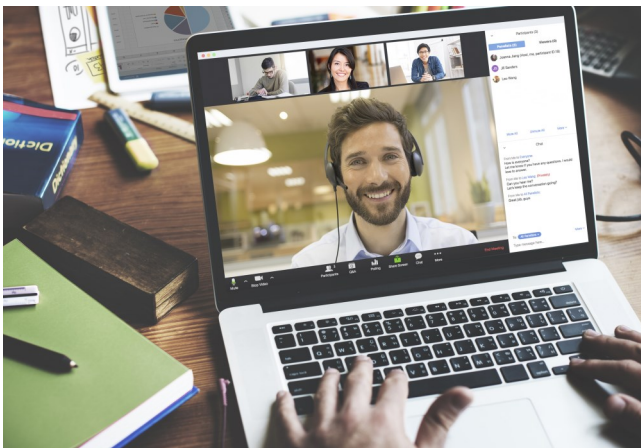
Joining a meeting

ON A COMPUTER

Join a Zoom call by clicking the meeting link in the Zoom connection email or by going to join.zoom.us and entering the meeting ID and password. If you're using Zoom for the first time, you'll be prompted to download the Zoom desktop app when you click on the meeting link.

Be sure to "Allow" or "Enable" your computer speakers, microphone, and camera if prompted.

Do I need to have a webcam to use Zoom?
No, you are not required to have a webcam to join a Zoom call. While you will not be able to transmit video of yourself, you will still be able to listen, speak, and view the webcam video of other participants.

ON A SMARTPHONE/TABLET

To join a Zoom call on your mobile device, download the Zoom app from your app store. Once downloaded, tap "Join a Meeting" to join without a Zoom account, or sign in to Zoom and then tap "Join." Enter the meeting ID and password. Don't forget to allow access to your device's audio/video apps when prompted.
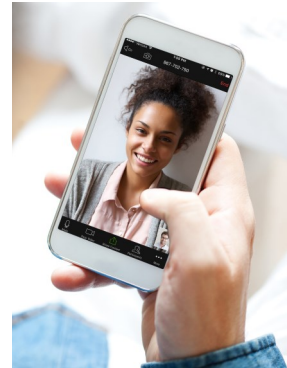
BY TELEPHONE

To join a Zoom call by telephone, dial the teleconferencing number provided in the Zoom connection email. When prompted, enter the meeting ID and password.

Navigating Zoom

MUTE/UNMUTE

Click on the microphone icon to mute or unmute your microphone. When muted, no one will be able to hear you on the call.

START/STOP VIDEO

Click on the video camera icon to start or stop your video. Starting your video will turn on your webcam. No one will be able to see you if you stop your video.

CHAT

Click on the speech bubble to open the chat box. Here, you can send messages to the group, see what others are saying, and send questions to the presenter.

DISPLAY OPTIONS

Change how participant videos are displayed by clicking on "Speaker View" or "Gallery View" in the top right corner. Speaker View will enlarge the video of whoever is currently talking. Gallery View will display all participant videos at once.

LEAVE A MEETING

To leave a meeting, click on the red "Leave Meeting" text in the bottom right corner of the screen.

Questions?

We hope this guide is helpful to you. If you have any questions or need further assistance, we are happy to help!

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