



Photo: Britney Berner Creative

CANADIAN PARKS & WILDERNESS SOCIETY
BRITISH COLUMBIA (CPAWS-BC)

Zoom 101

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If you are still having trouble, you can get live tech support from by emailing info@cpawsbcc.org or by phone 604.685.7445 x22

What is Zoom?

Zoom is an online meeting platform that provides video, audio, and presentation options. You can join any Zoom meeting by clicking the meeting link, dialing in by phone, or by entering the meeting ID into the Zoom desktop or mobile app.

Join a Zoom event

Join Using a Link

1. Click the Meeting Link provided by the host.
2. If necessary, follow the prompts to download and install the Zoom desktop application. The desktop application is required to use meeting chat and participate in polls.

Join Using a Meeting ID

1. Click the appropriate link to download Zoom on your device.
 - a. Windows & Mac (download the Zoom Client for Meetings)
 - b. Mobile: iOS or Android or Blackberry.
2. Open the Zoom Application
3. Click Join (Connect to a meeting).
4. Enter the Meeting ID into the field. The meeting ID is the 9, 10, or 11-digit number located in the meeting invitation or at the end of the Zoom meeting URL.
5. Click Join.
6. If the host has decided not to allow participants to join before the host, you will see a message appear on your screen and will be placed in a waiting room. You will automatically join the meeting when the host arrives.
7. The Zoom meeting window will display. A menu bar containing participant tools will appear and disappear as you mouse over the bottom of the Zoom meeting.

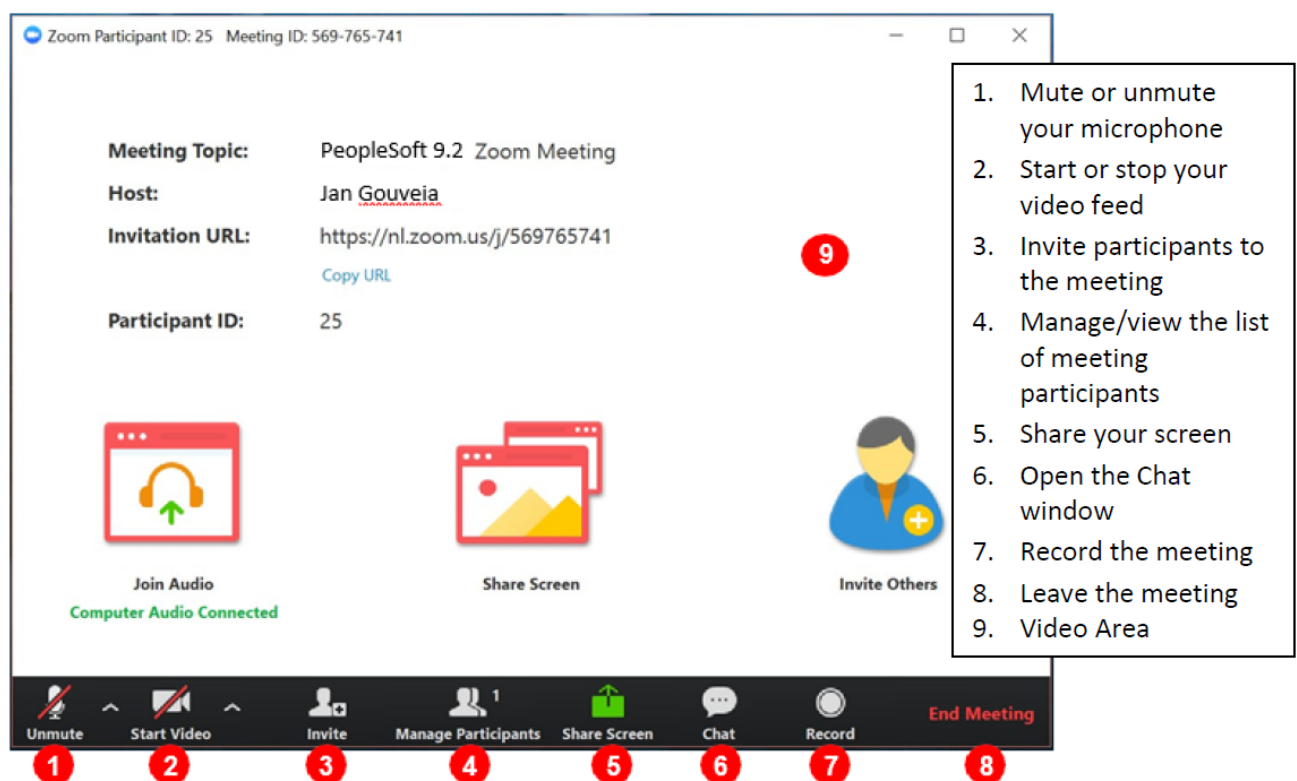
*Mobile platform support: <https://support.zoom.us/hc/en-us/sections/200305413-Mobile>

Quick Tips

To join a test meeting, visit <https://support.zoom.us/hc/en-us/articles/115002262083-Joining-a-Test-Meeting>

- If you are using an external camera and/or microphone, plug them in before opening the Zoom application. A headset is recommended.
- Only 1 microphone and speaker system should be active per physical location to avoid a loud screeching sound.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host grants you permission to record. If a meeting is being recorded, an icon will appear at the top of the window.
- Live captions window and transcript are available on request.

Take a moment to familiarize yourself with the Zoom user interface:

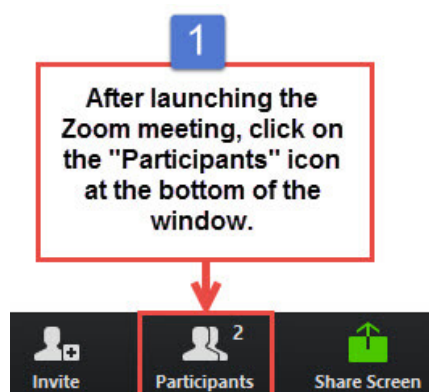


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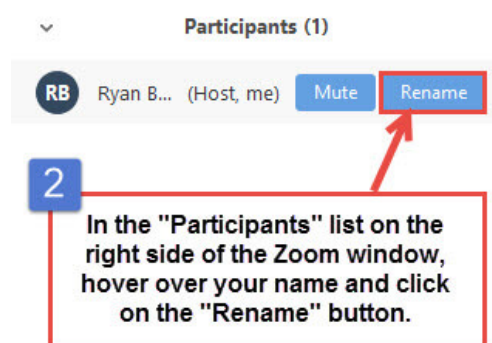
Display Name

Upon joining the AGM zoom meeting, change or update your display name to include your first name, last initial, preferred pronoun, and “Member” to denote your voting status.

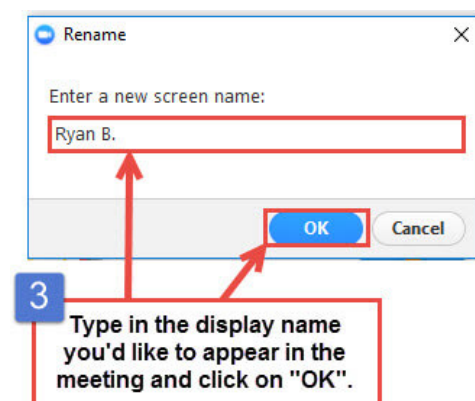
1. To change your name after entering a Zoom meeting, click on the Participants button on your Zoom control bar window.



2. Next, hover your mouse over your name in the Participants list on the right side of the Zoom window. Click on “Rename”.



3. Enter the name you'd like to appear in the Zoom meeting and click on “OK”.





Turn Microphone On/Off

Using audio in a Zoom meeting requires you to have access to either a microphone through your computer or a telephone. Please be aware that the host can control participant audio in a meeting. This means the host can mute and unmute you at any time. Check the icons in the menu bar and the participants panel to determine your current audio setting.

1. To unmute yourself and begin talking, click the Unmute button (microphone) in the bottom-left corner of the meeting window.
2. To mute yourself, click the Mute button (microphone). A red slash will appear over the microphone icon indicating that your audio is now off.
3. To test your computer microphone and speakers, click the up arrow to the right of the microphone icon and select Audio options.

NOTE: You can switch to a different audio input device using the Audio Options button. If you have joined the meeting via computer audio, be sure to leave computer audio before dialing in to the meeting via phone.



Turn Video On/Off

1. Click the Start Video button in the menu bar at the bottom to begin your video.
2. Click the Stop Video button to stop sharing your video stream.
3. To choose a different webcam or adjust your video settings, click the up arrow to the right of the Video icon and select Video Settings.

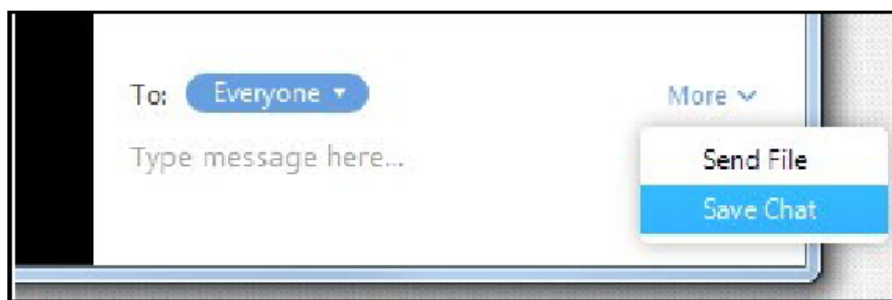
NOTE: When video is activated, display options are available in the upper right of the screen and in the upper right of each participant's window in both Speaker View and Gallery View.

Use Chat

You can send a chat message to all participants in the meeting or privately to specific individuals. Note that when you join a meeting, any messages posted in chat prior to you joining are not visible to you.

Send a Message to Everyone

1. Click the Chat button in the menu bar to open the Chat panel.
2. Type your message in the Text box at the bottom of the panel.
3. Press Enter to send the message.
4. To save the chat transcript, click the More button at the bottom of the chat panel and select
5. Save Chat.



Save chat option selected from the More button at the bottom of the chat panel

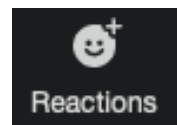
Send a Private Message

You can send a private message to a single person by clicking the down arrow in the To: field and selecting the person's name from the list. The person's name will stay selected until you click the down arrow again and select Everyone.

Bonus Tips

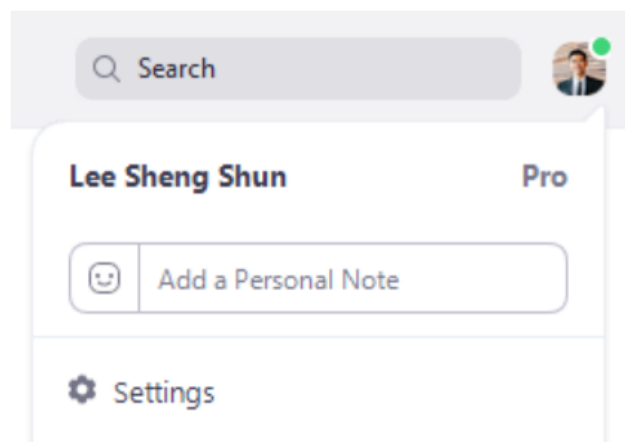
Meeting participants can now react during a meeting by an emoji to communicate without interrupting the meeting. Reactions will disappear after 5 seconds. By default, the meeting reactions have a yellow skin tone.

1. In your meeting controls, click Reactions. Click the type of reaction you would like to send: Clapping Hands or Thumbs up
2. The reaction will display for 5 seconds.



Change skin tone of reaction emoji

Setting the skin tone for your reactions In the Zoom client, click your profile picture then click Settings.



In the General tab, select your reaction skin tone.

