WEBS Spring Knitting Retreat: Zoom Cheat Sheet

GETTING STARTED

DOWNLOAD ZOOM

You must install the Zoom software on your device before you can use Zoom. Visit zoom.us/download and click the **Download** button under **Zoom Client for Meetings**. It's free!

LOG IN + SET UP YOUR ACCOUNT

ZOOM APP

1. After the download is complete, open Zoom.
2. If you have an existing account, enter your login details and click **Sign In**. If you do not have an account, click **Sign Up Free** to create an account and then return to the Zoom app.
3. Click the ⚙ button to open your **Settings**. We recommend clicking the **Video** and **Audio** tabs to test these settings. You may want to review additional settings, as well (like selecting a **Virtual Background** to display behind you during meetings!). There are additional settings available on the Zoom Web Portal. Click **Profile** and then **Edit My Profile** or see the next section for more details.

ZOOM WEB PORTAL

1. Open a web browser and go to zoom.us/.
2. If you have an existing account, click **Sign In**. If you do not have an account, click **Sign Up, It's Free**.
3. After logging in or creating an account, you will be brought to your personal profile and can adjust additional settings. If you would like to add a profile picture to display during meetings when your video is off, click the **Change** link located below the default image 👤. To change the name that will display during meetings, click the top right **Edit** button.

MEETING CONTROLS

JOINING A MEETING

1. You will be emailed a personalized schedule with all necessary meeting links. Open this email and click the link for the meeting you wish to join.
2. Your default web browser will open and you will be asked if you would like to open Zoom. Click **Open Zoom Meetings**. Your Zoom app will now open.
3. You will see a box stating that your meeting will start shortly. Wait for the host to start your meeting.

AUDIO

1. After joining a meeting you can join audio by phone or by computer. Choose **Join Audio by Computer** to connect your computer's speaker and microphone to the Zoom meeting**.**
2. Test your audio connection before joining by clicking the **Test Computer Audio** button.
3. You will be muted upon entry to the meeting. Click the mic icon 🎤 in the meeting toolbar to request to be unmuted if you need assistance, have a question, or the host has opened up a discussion.

VIDEO

1. Before or during a meeting, use the gear button to open your **Settings** in the Zoom app menu.
2. Click **Video** to preview your camera or click the dropdown arrow to choose a different camera to use.
3. During a meeting click the camera icon 📷 in the meeting toolbar to start or stop your video

CHAT

1. Click **Chat** in the meeting toolbar to message other participants, ask a question, or submit a comment.
2. In the **Chat** panel click the dropdown menu to select to send the message to everyone in the meeting or only to a single participant.

USE REACTIONS

1. Click **Reactions** in the meeting toolbar. You will see a variety of reactions to choose from.
2. Select a reaction as needed. Click **Raise Hand** to let the host/co-host know you have a question or need help.