



Zoom Basics

To access the meeting, click the link under “Join Zoom Meeting.” If the link doesn’t automatically deliver you to the meeting, you can copy and paste it into your browser.

Topic: Example Summer Discussion Project Zoom Meeting
Time: Jun 12, 2020 08:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://us02web.zoom.us/j/83001728022?pwd=ZVVzVkd5Q2YxYkpJQjZKdzVxRIRsZz09

Meeting ID: 888 0876 5309

Password: 1234567

One tap mobile

+13017158592,,83001728022# US (Germantown)

+13126266799,,83001728022# US (Chicago)

* If you’ve never used Zoom, “the web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual [download here.](#)”

You do NOT need to create an account in order to attend a meeting.

For this example, it is: 888 0876 5309

- If you are prompted to use a password, enter the password found in your Zoom invitation. For this example, it is: 1234567
- As you enter the meeting, you’ll see an option to “Join with computer audio.” If your device has a microphone, select that option.
- If your device doesn’t have a microphone or if your connection is unstable, you can use a phone to dial into the meeting. You can use any of the numbers listed in the invitation.
- If your connection is unstable, you can also try disabling your video (see below) to use less bandwidth.

Your meeting window will open to “Speaker View,” which highlights the individual speaking by having their head fill most of your Zoom window. To see all of the faces “Brady Bunch” style, go to the upper righthand corner of your window and select “Gallery View.”

As you continue to hover over your window, you’ll see tools appear at the bottom. The tools you’ll most frequently use during your meeting are, from left to right: the audio mute/unmute feature; the video enable/disable option; the Participants button- to open a window with the list of participants; the Chat button- to open the chat window (which will appear just below the list of participants).



Using Breakout Rooms: Zoom instruction video

- [Breakout Rooms](#) allow you to split participants into separate sessions.