

## How to use Zoom on a computer

There are many ways to join a Zoom meeting. These instructions are for joining a Zoom meeting on your computer's Internet browser (ie. Google Chrome, Firefox, Safari, Internet Explorer, Microsoft Edge). If you would like to call into the meeting on a traditional phone (like a conference call), please follow [these instructions](#). For instructions on joining the meeting from a mobile device, skip to page 2. Go to page 5 of this guide for tips on using the chat function for the Q&A session.

You do not need to have a Zoom account or to download the Zoom application to participate in a meeting. All you need to join the meeting is the meeting link OR the meeting ID and password (if you start by going directly to the [Zoom homepage](#), and/or have a Zoom account)

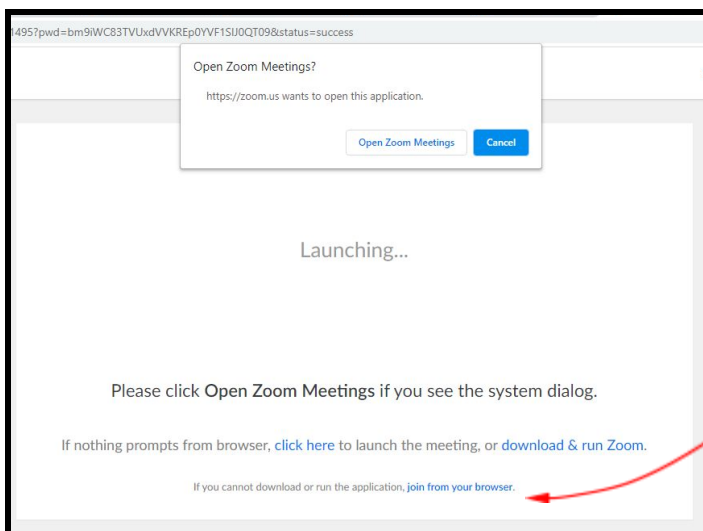
**Meeting ID: 959 1640 8184**

**Password: 526425**

**Step 1: Click the meeting link →**

<https://us02web.zoom.us/j/95916408184?pwd=Y08zQzlhallrbE5nMDFqYTljQ1FCZz09>

**Step 2:** After clicking the meeting link, a new tab will open in your browser. The page will urge you to download the app, and to "Open Zoom Meetings". Ignore these prompts and skip down to the (very) small print: "If you cannot download or run the application, join from your browser."

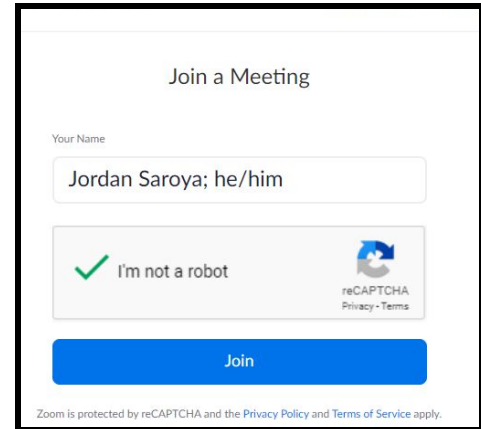
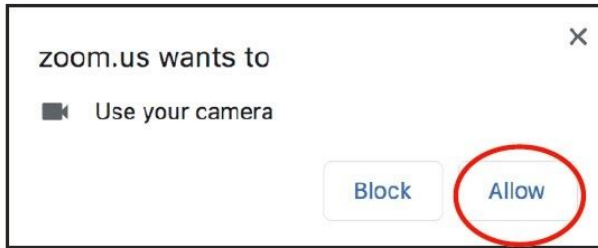


This window should appear after you click the meeting link (left photo).

**Click the small, blue text near the bottom that reads "join from your browser".**

[, join from your browser.](#)

**Step 3:** A new window will open prompting you to “Sign in with your name to join the meeting”. **Enter your first and last name, as well as your pronouns** (see right photo).



**Step 4:** A window will appear asking you to give Zoom permission to access your computer’s camera (**photo above**). You may join the meeting without being on camera, and only participate via audio. Click “Allow” if you’d like to be on camera. You may also turn your camera off at any time during the meeting. This could improve your audio quality if your screen is frequently freezing or lagging.

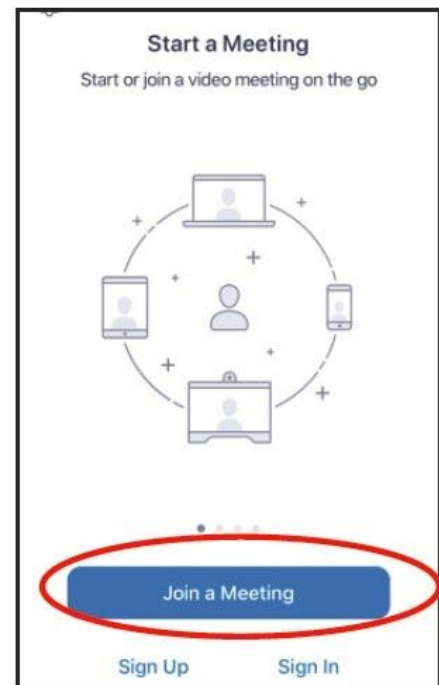
You are also able to be in the meeting while using your computer’s camera, and using your phone to speak into, simultaneously. This is unnecessary if you have a strong Internet connection. Additionally, most computers with webcams also have a microphone, so you will likely not need to do this.

### How to use the Zoom App on a Mobile Device (ie. smartphone, tablet, iPad)

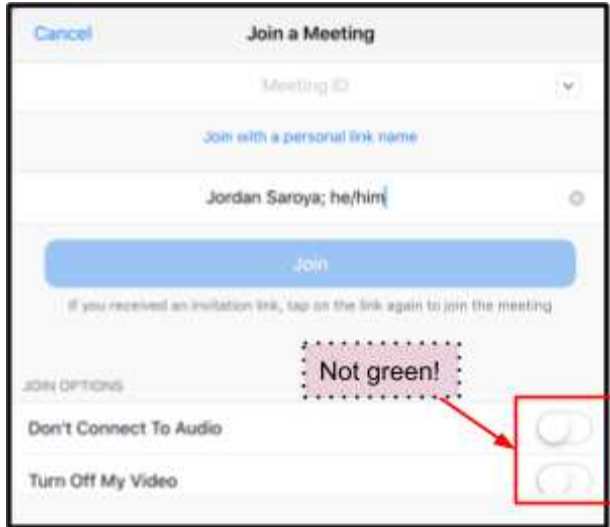
**Step 1:** Make sure you’ve downloaded the Zoom app on your device. You do not need to sign up for a Zoom account to join a meeting on your mobile device.

**Step 2:** Open Zoom and tap “Join a Meeting” (right photo).

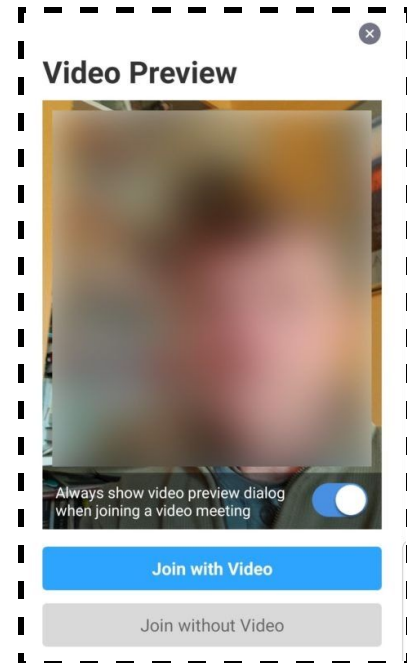
**CONTINUED ON NEXT PAGE →**



**Step 3:** The screen will look like the photo below. Tap the box that says “Meeting ID” in light grey and enter the **meeting ID number: 959 1640 8184**. Tap “Join”, and enter the **password: 526 425**.



**Step 4:** Enter your name and pronouns, ensure that the bottom two switches are white, like the photo to the left (not green), and tap “Join”.



**Step 4 b):** If this is your first time using Zoom, your screen will look like the photo on the right after tapping “Join”. Choose if you’d like to have your camera on or off.

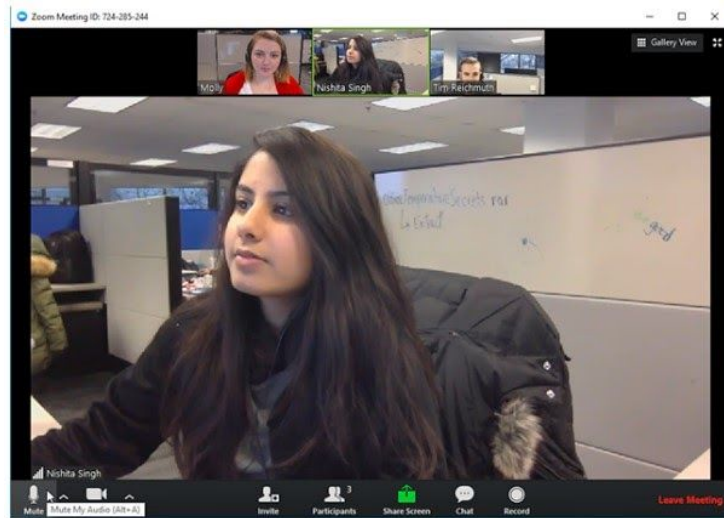
### Helpful Tips for Using Zoom (For Mobile and Desktop Users!)

**Camera position** – Your camera should be at eye level. When using a laptop for video calls, many people make the mistake of pushing the camera back – don’t do this! Try using a stack of books to get your laptop closer to your eye level.

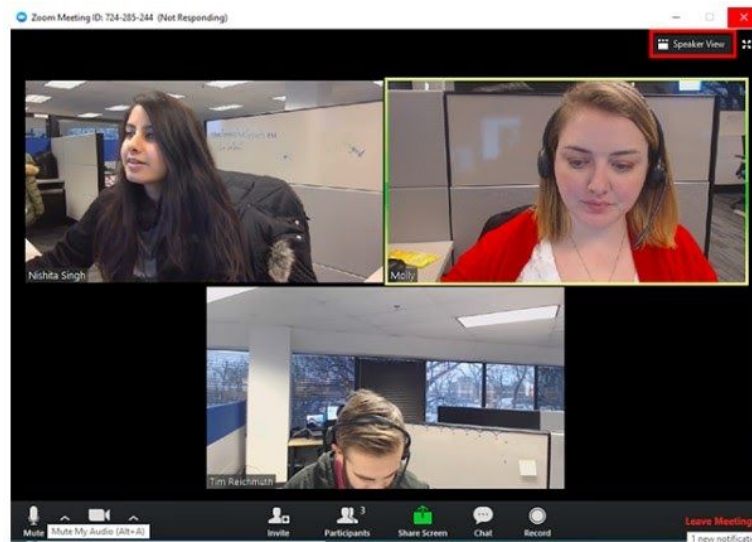
Zoom has two screen layouts for you to see other participants: Active Speaker Mode and Gallery Mode. Try each one to decide which mode you prefer. On a computer, you can switch between the two layouts in the top right-hand corner of the screen, and along the left side of the screen on a mobile device. See the example photos on the next page.

**NEXT PAGE** → **Examples of video layouts**

**Active Speaker Mode** is the default video layout when you join a meeting (photo to right). This layout will switch the large video window between who is speaking, and all other participants' windows will appear in a smaller strip above the large video.



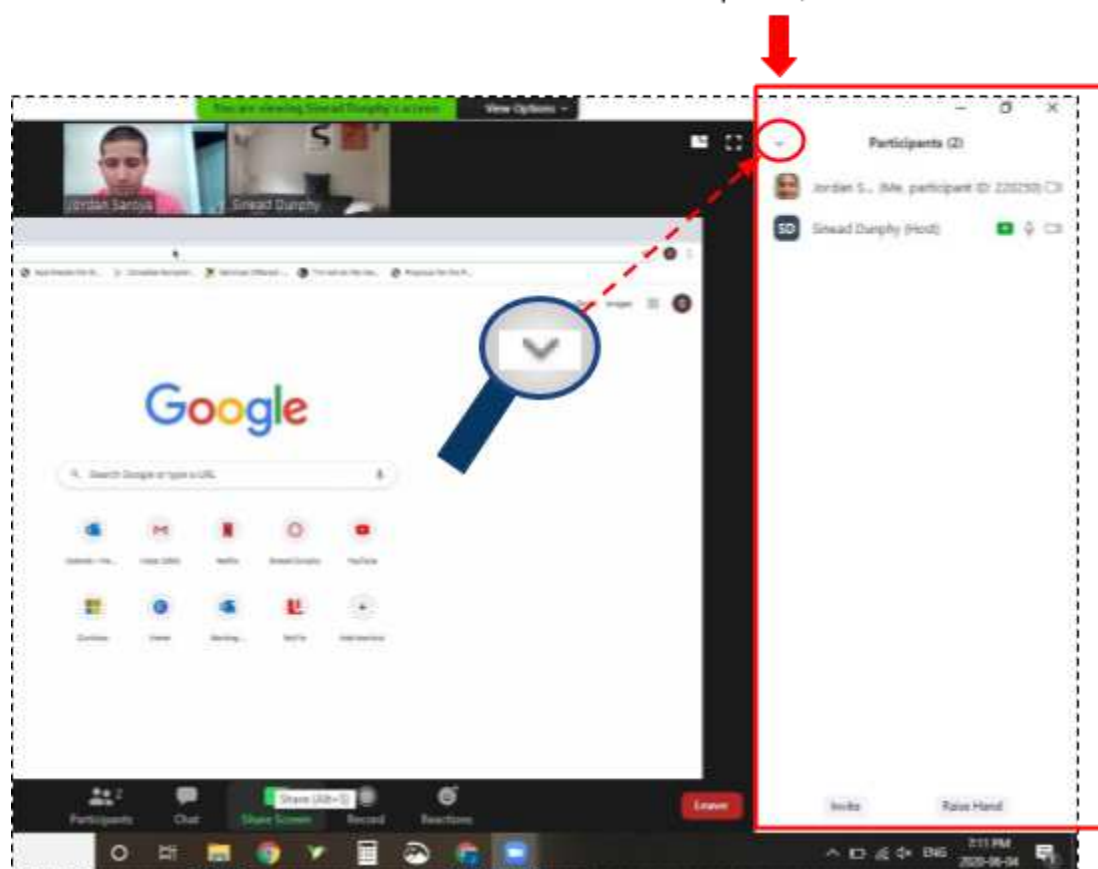
**Gallery Mode** displays all participants in a grid formation, and a green outline will appear around the person who is talking at any given time (photo below). The key difference from Active Speaker Mode is that you can see every participant at all times.



**KEEP SCROLLING FOR MORE TIPS →**

**Screen Share Tip:** A document will be shared on everyone’s screen during the ArQuives’ Treasurer’s Report (David DesLauriers). If you have the “Participants” or “Chat” side panels open at this time, they might obstruct your view of the entire document. Follow the steps below to remove them.

To remove panel, click the circled arrow

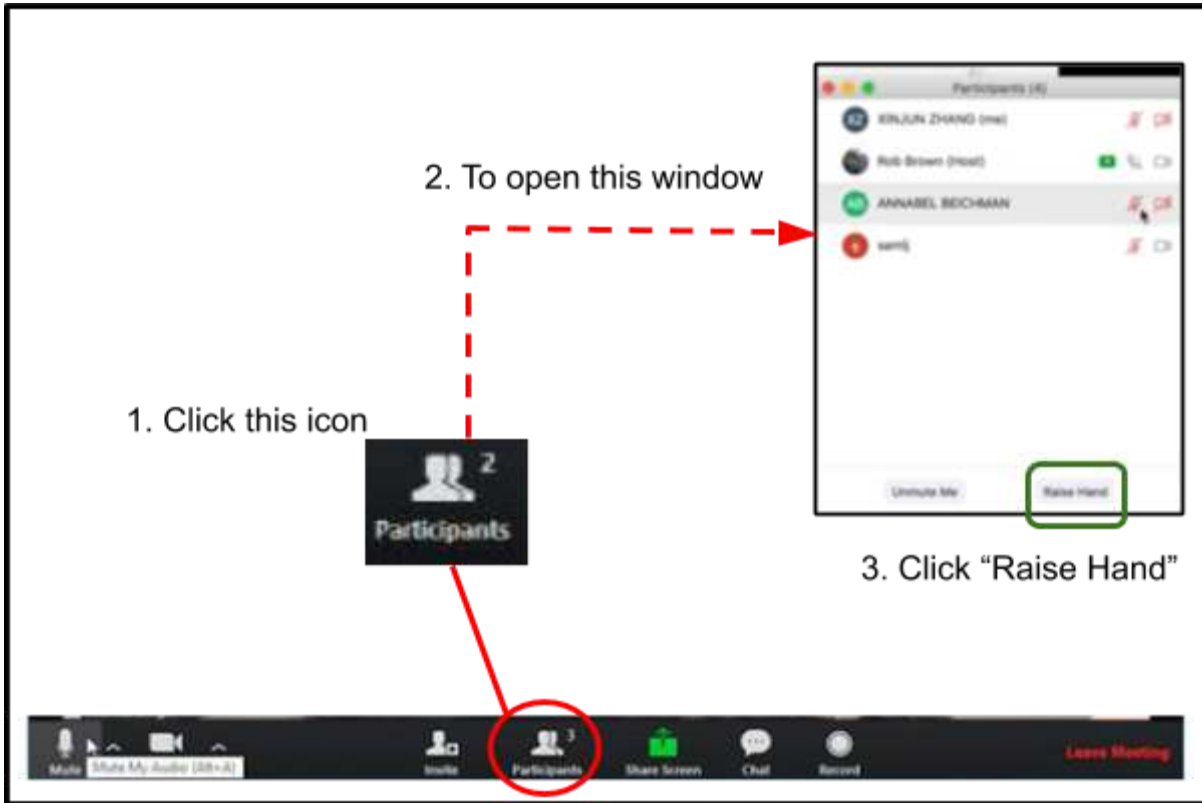


### Tips for Question & Answer Session and Using the Poll Feature

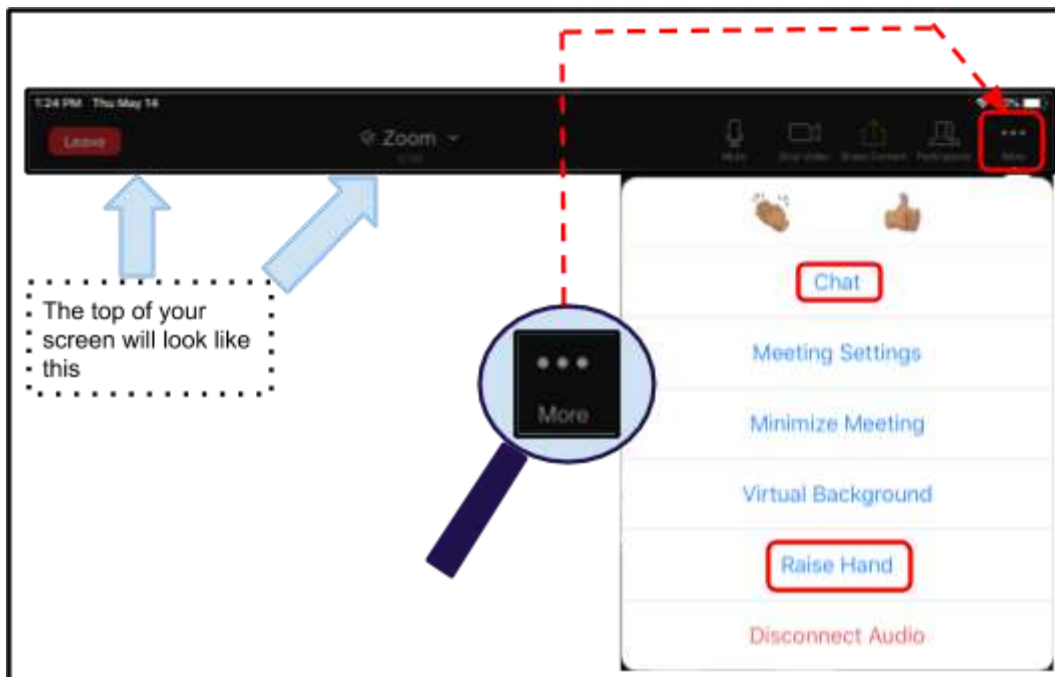
The chat box will be monitored for questions during the event. Please keep your questions noted for the discussion period. Moderators will let everyone know once the discussion period has started. At this time, please use the “Raise Hand” button to indicate that you would like to ask a question.

**NEXT PAGE → Q&A and Poll Voting cont’d**

**Chat & Raise Hand on Desktop:** Click the “Participants” button on the toolbar along the bottom of the screen. Then click the “Raise Hand” button (circled in green -- see photo below). A blue hand will appear next to your name after you do this.



**Chat & Raise Hand on Mobile:** Tap the “More” button on the upper right corner of your screen. There will be a button for the chat at the top and the “Raise Hand” option lower on the list. Both options are circled in red on the screenshot below.

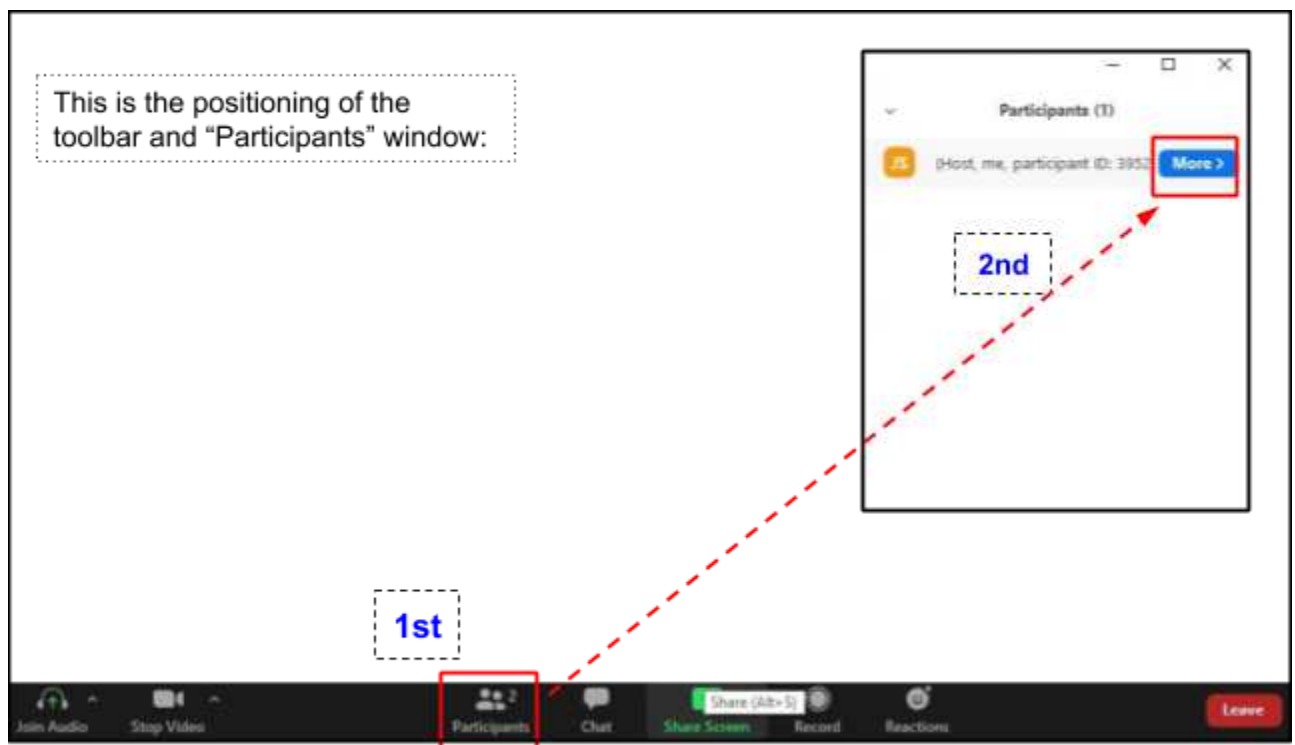


**Poll Voting (Desktop and Mobile):** We will be using the poll feature a few times throughout the AGM. The voting process is relatively straightforward, and nearly the same on a computer versus a mobile device.

When it is time to vote, a window will pop up presenting the options to choose from. Click the option of your choosing and click the “Submit” button.

**Editing your Display Name:** Ideally, you will have typed your full name and pronouns upon entering the meeting, but you can edit it during the meeting on both the desktop and mobile versions of Zoom.

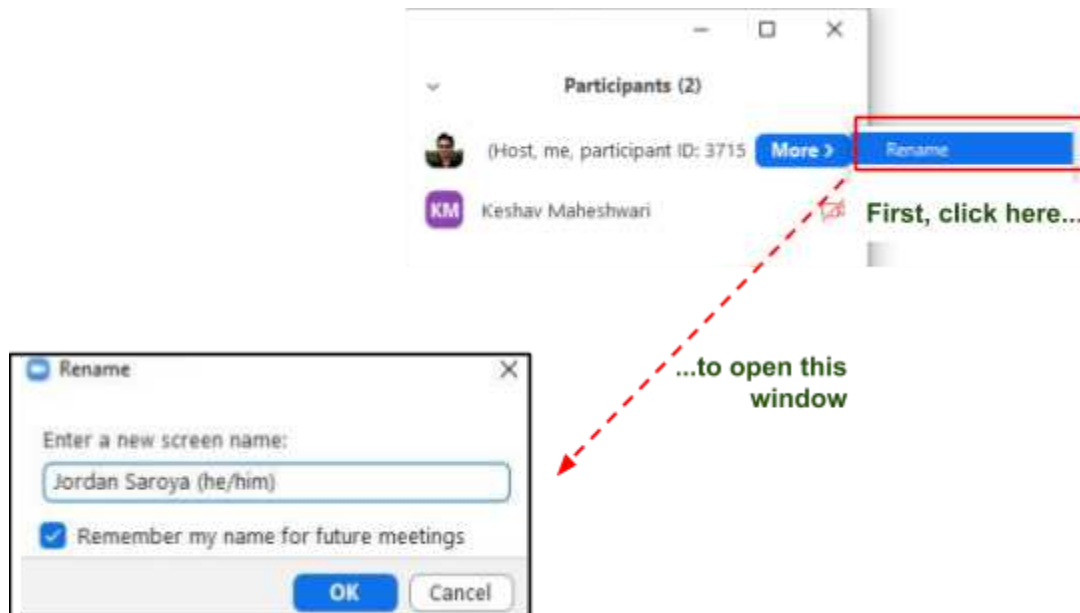
**Desktop, Step 1:** Click the “Participants” button located along the black bar at the bottom of your screen.



**NEXT PAGE → Editing display name on desktop cont'd**

**Step 2:** Hover the cursor over your own name on the Participants list (photo below).

**Step 3:** A blue “More” button will appear next to your name. Click it and another white box will appear on the right. Click “Rename”. Type your full name and pronouns. Click “Ok” (see photo below).



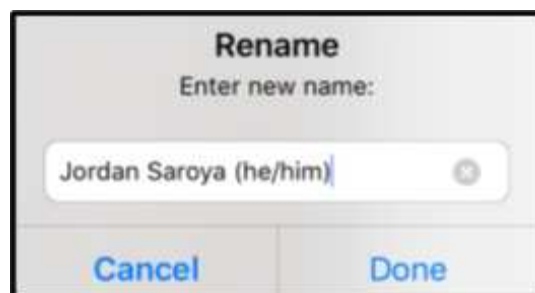
**Mobile, Step 1:** Tap the “Participants” button on the bar at the top of your screen.



**Step 2:** Tap your own name on the list of participants. It should be at the top.

**Step 3:** A small white window will appear at the bottom of the screen. Click “Rename”.

**Step 4:** Type your full name and pronouns. Tap “Done” (photo below).





**Leaving the Meeting:** You are able to leave the Zoom meeting while it is still happening.

- **Desktop/computer:** Click the red “Leave Meeting” button in the bottom right corner of the screen.
- **Mobile:** Tap “Leave” in the top left corner of the screen.

On both devices, Zoom will ask if you are sure you want to leave the meeting after you click it the first time. Click/tap “Yes” and you’re done!