Zoom 101

How to Join Meetings, Register for and Participate in Webinars, and Test Your Sound & Video!

University of Idaho Extension

CULTIVATING SUCCESS™
sustainable small farms education

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How to Download Zoom - Laptops & Desktops

- Download Zoom to Your Device
  - If you are using a **laptop or desktop computer**, you will need to download Zoom from their website in order to join meetings and webinars. This can be done here: https://zoom.us/download
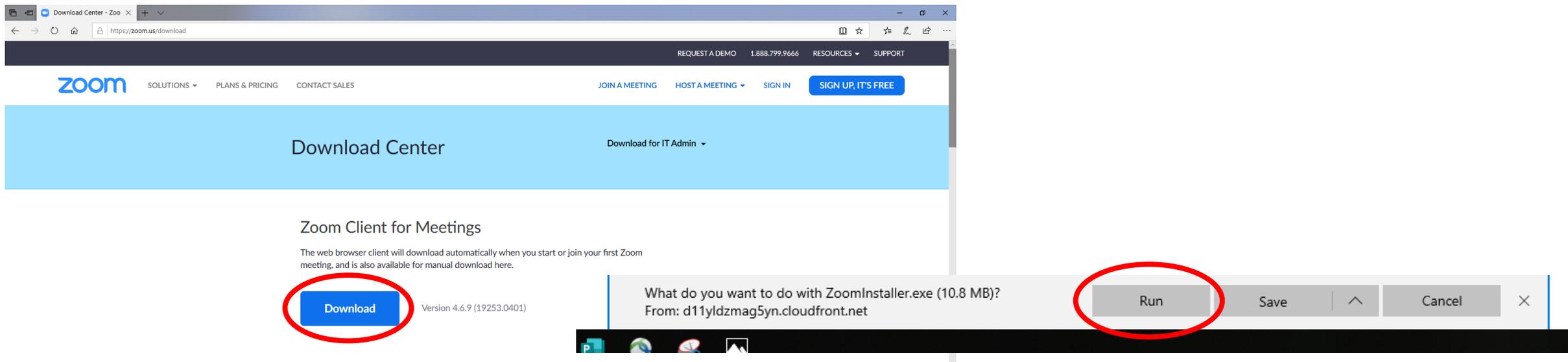
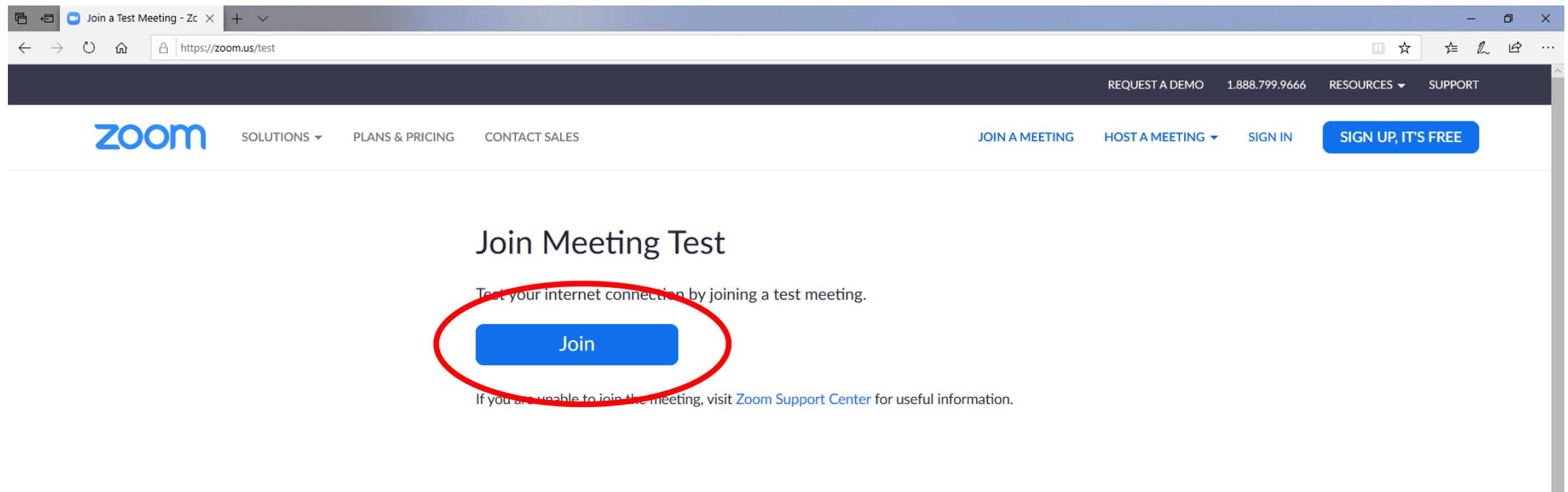# How to Download Zoom – Smart Phones, Tablets, & iPads

- Download Zoom to Your Device
  - If you are using a **smart phone, tablet or iPad**, you will need to download Zoom from the App Store or Google Play Store.
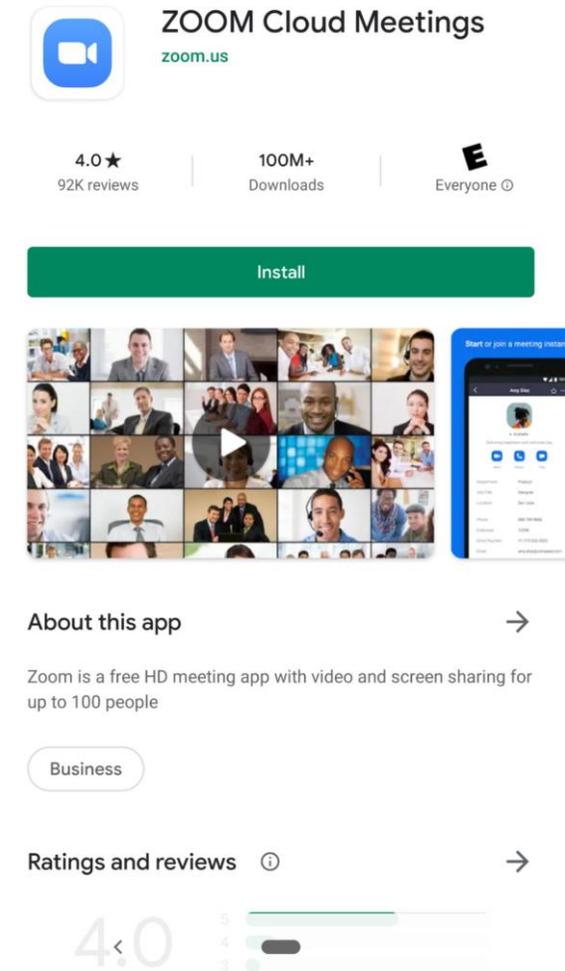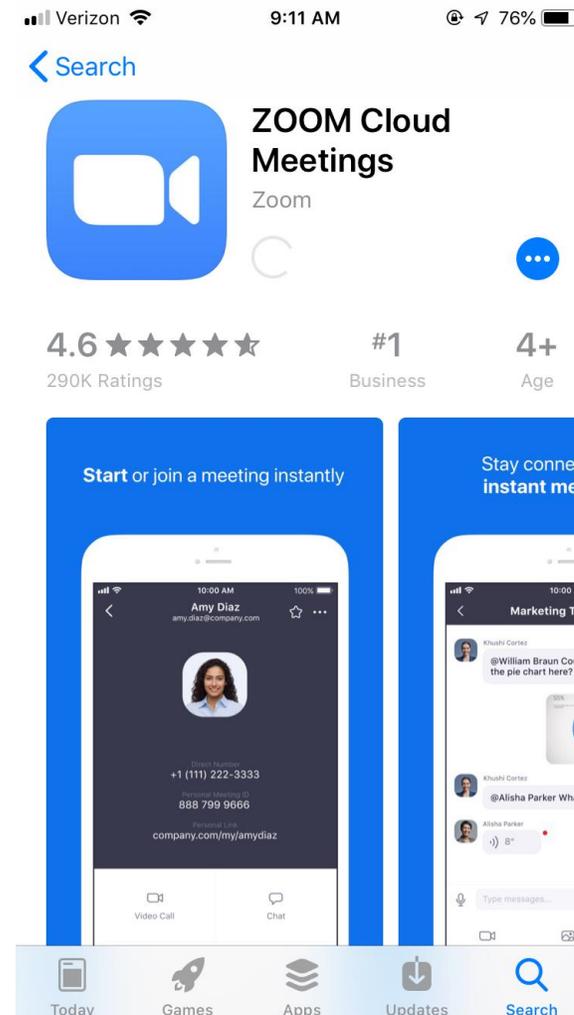
Test Your Microphone, Speaker & Camera

- Check your device's Microphone, Speaker and Camera capability

https://zoom.us/test

How to Join a Zoom Meeting: URL/Link

- There are several ways to join a **Zoom Meeting**.
  1. A **"Join URL"** that you can click on to be taken to the meeting. This will usually come in an email or be posted on a website, Facebook page, etc.

Topic: Zoom Tutorial - Meeting
Time: Apr 7, 2020 04:00 PM Pacific Time (US and Canada)
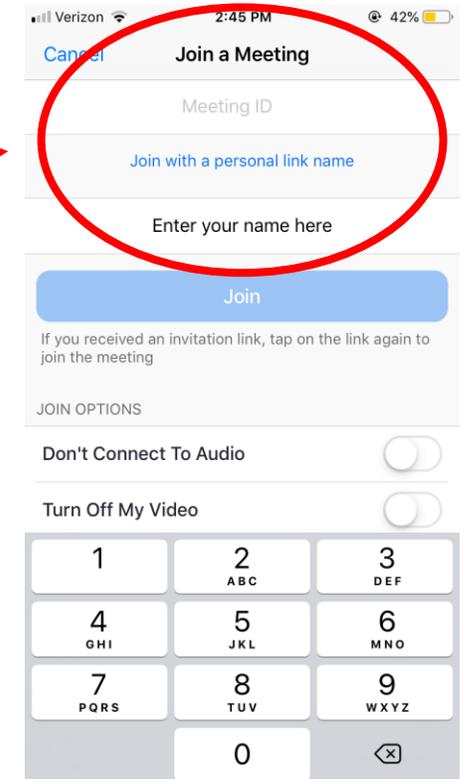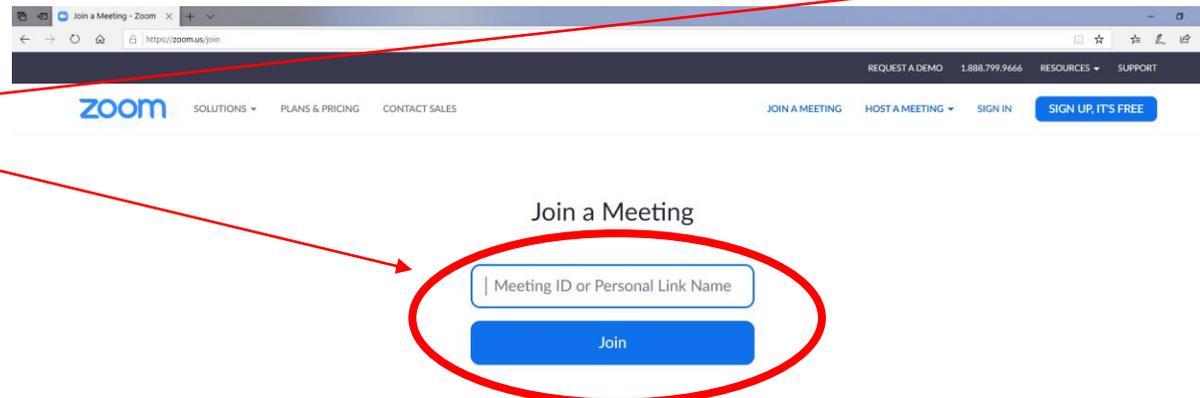
Join Zoom Meeting
https://uidaho.zoom.us/j/750540199

Meeting ID: 750 540 199

One tap mobile
+16699006833,,750540199# US (San Jose)
+13462487799,,750540199# US (Houston)

Dial by your location
        +1 669 900 6833 US (San Jose)
        +1 346 248 7799 US (Houston)
        +1 301 715 8592 US
        +1 312 626 6799 US (Chicago)
        +1 646 876 9923 US (New York)
        +1 253 215 8782 US
Meeting ID: 750 540 199
Find your local number: https://uidaho.zoom.us/u/ac2CvVtFoe

How to Join a Zoom Meeting: Meeting ID

- There are several ways to join a **Zoom Meeting**.

  2. A **"Meeting ID"** that you can enter on the website (https://zoom.us/join) or in the Zoom app on a smartphone, tablet or iPad. This will also usually come in an email or be posted on a website, Facebook page, etc.

Zoom Meeting Functions

Mute/Unmute: click on the microphone icon to mute/unmute yourself in meetings. You can click the arrow to the right of the icon to select different microphone options and change your computer audio settings.
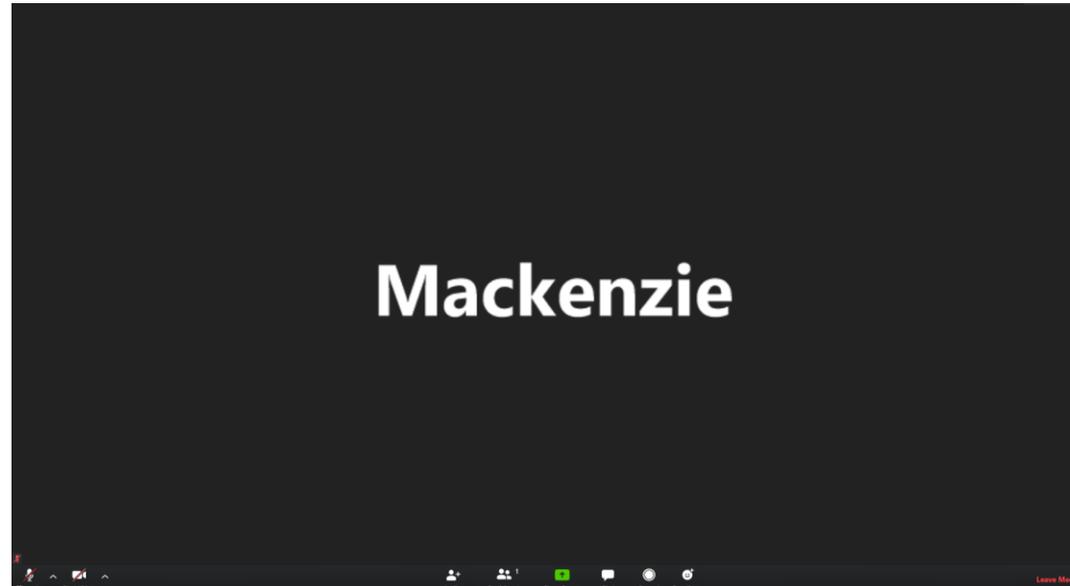
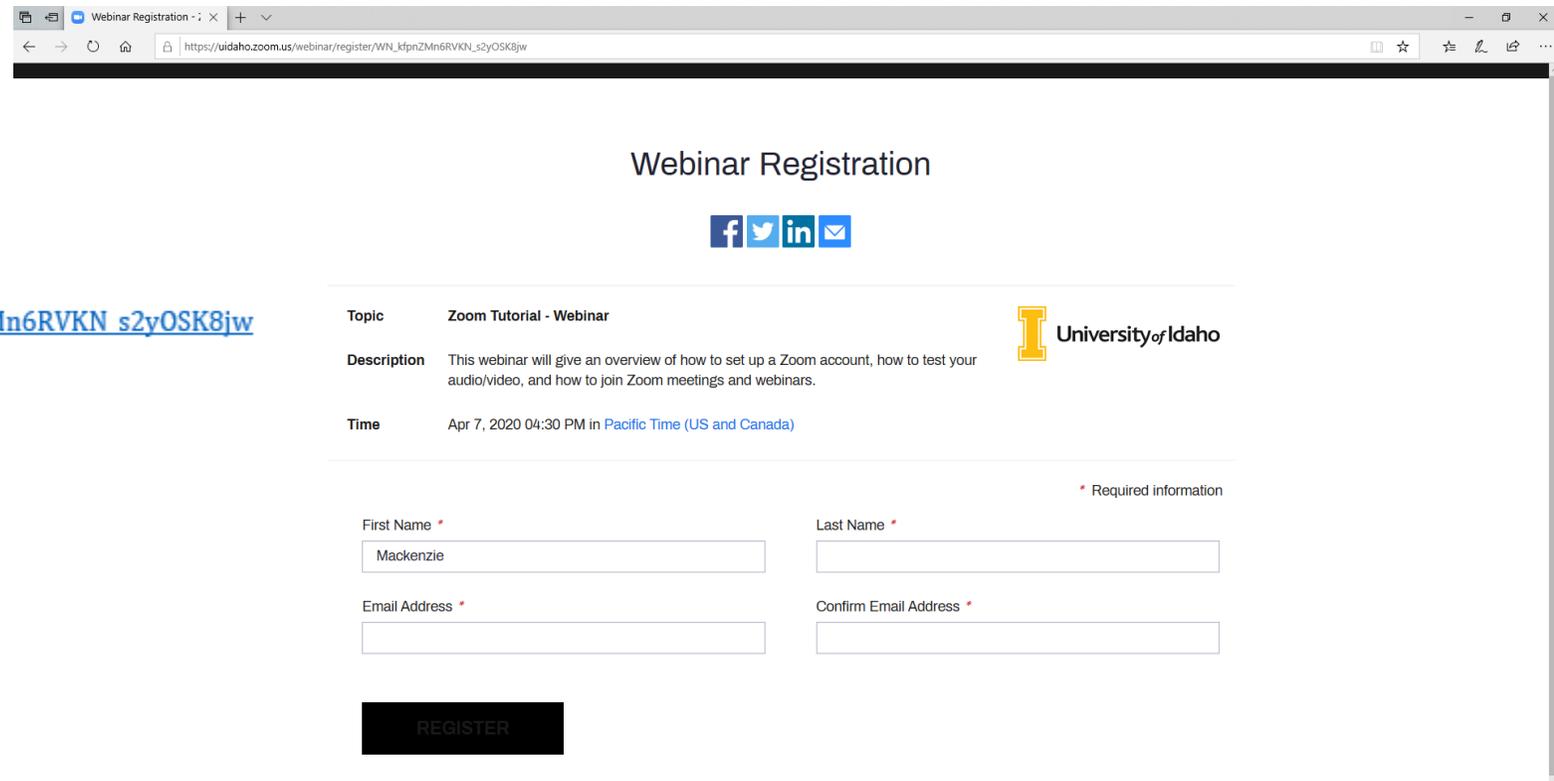**Leave Meeting:** click here to exit the meeting.

Mackenzie

Unmute Start Video   Invite Participants Share Screen Chat Record Reactions   Leave Meeting

Start/Stop Video: click on the video camera icon to turn your video on/off during meetings. You can click the arrow to the right of the icon to select different camera options and change your video settings.

Chat: click on the comment box icon to type messages to other meeting attendees.

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How to Join a Zoom Webinar

There different types of Zoom Webinar's. Some require registration and some are open to join with the "Join Link" or "Meeting ID".

- **To join a webinar that requires registration**: find the registration URL and enter your name and email to receive the Zoom "Join URL" and "Meeting ID".

Get Confirmation Email

- The confirmation email will include a **"click here to join"** link that will take you directly to the webinar. There will also be a **"Meeting ID"** that you can enter on the Zoom website or in the Zoom app.

Thank you for registering for "Zoom Tutorial - Webinar".

Please submit any questions to:

Date Time: Apr 7, 2020 04:30 PM Pacific Time (US and Canada)

Join from a PC, Mac, iPad, iPhone or Android device:
Click Here to Join
Note: This link should not be shared with others; it is unique to you.
Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar
Description: This webinar will give an overview of how to set up a Zoom account, how to test your audio/video, and how to join Zoom meetings and webinars.

Or iPhone one-tap :
US: +13462487799,,766468562# or +16699006833,,766468562#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 346 248 7799 or +1 669 900 6833 or +1 312 626 6799 or +1 646 876 9923 or +1 253 215 8782 or +1 301 715 8592
Webinar ID: 766 468 562
International numbers available: https://uidaho.zoom.us/u/ac2CvVtFoe

Or an H.323/SIP room system:
H.323:
162.255.37.11 (US West)
162.255.36.11 (US East)
221.122.88.195 (China)
115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
213.19.144.110 (EMEA)
103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
207.226.132.110 (Japan)
Meeting ID: 766 468 562

How to Join a Zoom Webinar

- **To join an open webinar**: find the Zoom **"Join URL"** (this could be on a flyer, in a Facebook event, or sent in an email) to be taken directly to the webinar or enter the **"Meeting ID"** on the Zoom website or in the Zoom app.

Hi there,

You are invited to a Zoom webinar.
When: Apr 7, 2020 04:00 PM Pacific Time (US and Canada)
Topic: Zoom Tutorial Webinar - Open URL

Please click the link below to join the webinar:
https://uidaho.zoom.us/j/560385295

Or iPhone one-tap :
US: +16699006833,,560385295# or +13462487799,,560385295#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 669 900 6833 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 876 9923 or +1 253 215 8782
Webinar ID: 560 385 295
International numbers available: https://uidaho.zoom.us/u/ac2CvVtFoe

Or an H.323/SIP room system:
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162.255.37.11 (US West)
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115.114.131.7 (India Mumbai)
115.114.115.7 (India Hyderabad)
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103.122.166.55 (Australia)
209.9.211.110 (Hong Kong)
64.211.144.160 (Brazil)
69.174.57.160 (Canada)
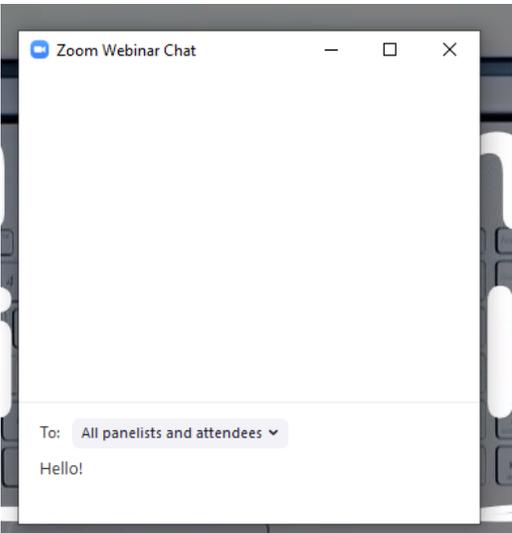207.226.132.110 (Japan)
Meeting ID: 560 385 295
SIP: 560385295@zoomcrc.com
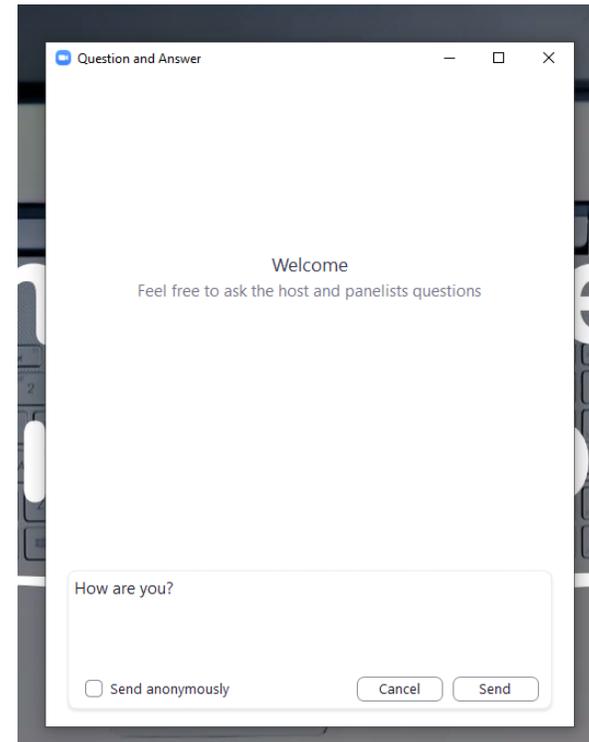
When You Join the Webinar
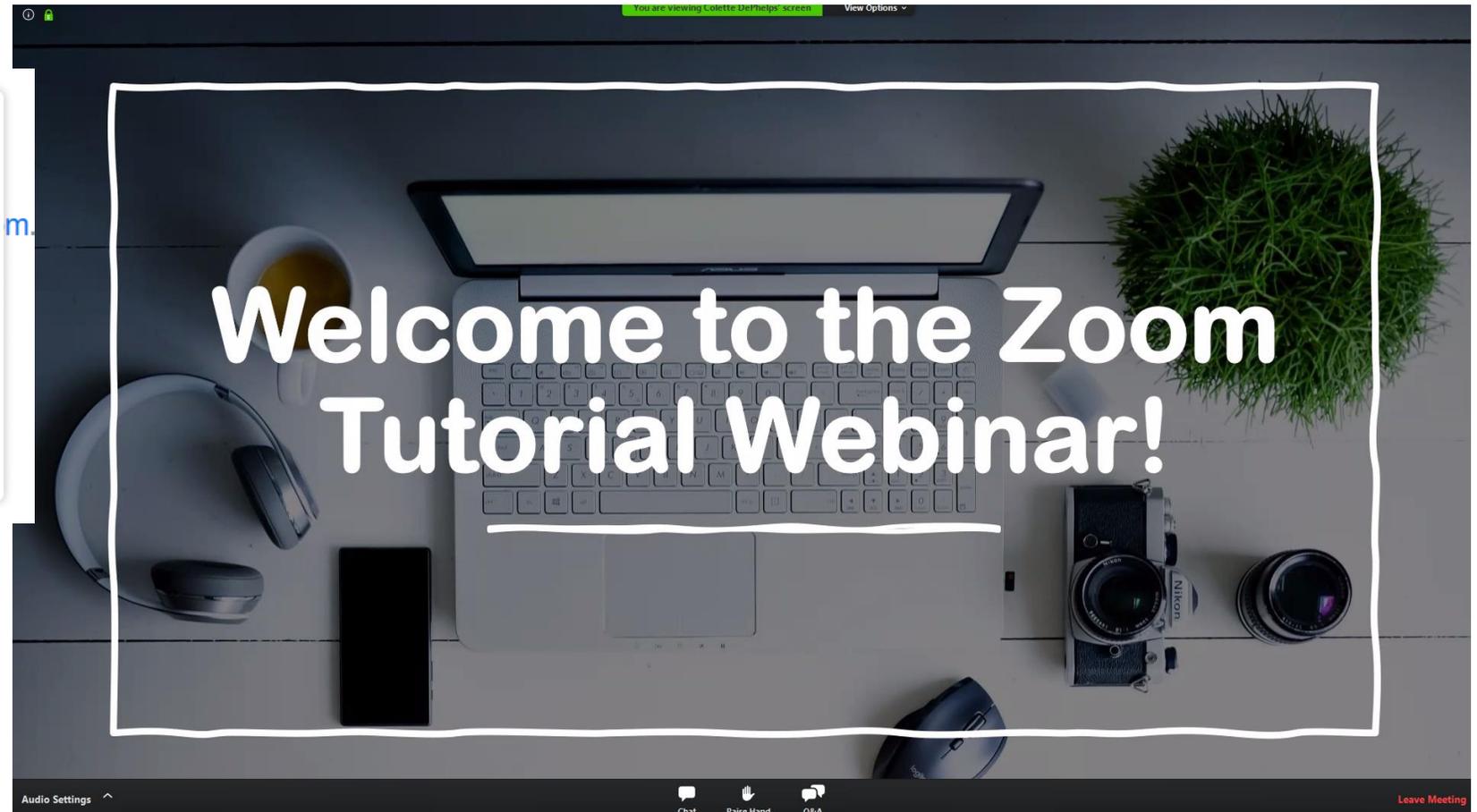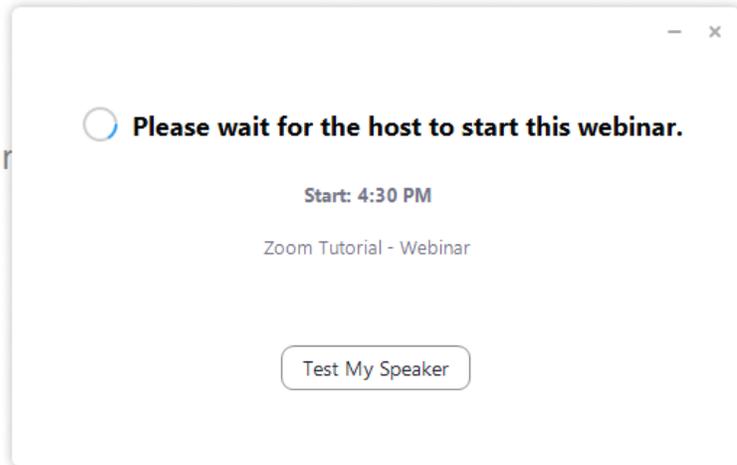
If you get this window when joining a webinar, it will automatically open when the host begins broadcasting!

Zoom Webinar Functions

Chat: click on the comment box icon to type messages to the webinar host, panelists and other attendees.
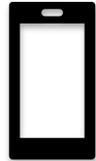
Q & A: click on the double comment box icon to ask the webinar host and panelists questions during the webinar.

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Zoom Webinar Tips

Close all other programs running on your computer

Check your sound – problems with clarity, speed, etc. switch to the phone

Call-in number provided in the welcome email

Mute computer sound when using phone

Type in questions for speakers (or for help with viewing & sound) into question box

Handouts are available to download on your computer

How to Join a Meeting or Webinar by Phone

- To join a meeting or webinar by phone, dial the **phone number** or click on **iPhone one-tap** then enter the **Meeting ID** and press pound.

Create a Free Zoom Account

- Make a free account

https://zoom.us/signup
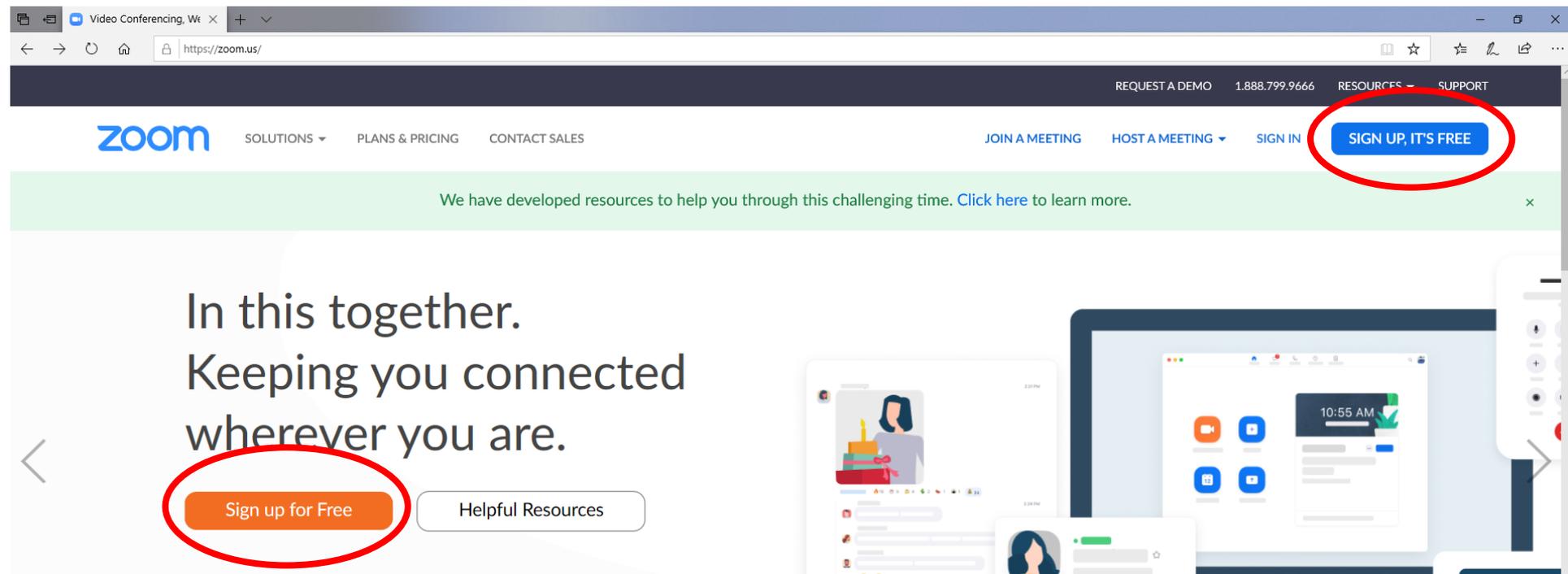
Other Helpful Links

- Zoom: [Joining and participating in a webinar (attendee)](#)
- Zoom [Help Center](#)
- Join a Meeting [Video Tutorial](#)