Zoom for Novices

I've never used Zoom. What do I need to do to set it up on my computer, tablet or phone?

- **If you are using a computer,** go to zoom.us. Click "sign up, it's free" in the upper right-hand corner.
- Enter your date of birth. Enter your email address. Even though Zoom requests a work email, your personal email address will work fine. You can also create an account by clicking "Sign in with Google" or "Sign in with Facebook".
- Check your email to click the confirmation link to activate your Zoom account. Fill in your first and last name and choose a password.
- On the next page you can invite people to create a Zoom account. You can skip this step.
- You will be given an option to "Start Meeting Now." Click the button so that you can download the Zoom desktop app. This will allow you to quickly join Zoom meetings on your computer.
- **If you are using a tablet or phone,** download the Zoom app in the App store. Once downloaded, follow the directions above to set up your Zoom account.

Can I access a Zoom webinar without an account?

Yes, you may dial into the webinar by phone without creating a Zoom account. Simply dial the number listed on the invitation based on your location. You will be prompted to enter the Webinar ID. You may be asked for the password.

How can I join a webinar?

You will receive an email looking like this. To join click the link in yellow. You may also call the phone number and join by phone.

You are invited to a Zoom webinar.
Time: Jun 10, 2020 02:30 PM Central Time (US and Canada)
Topic: Zoom Training
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.
Password: 436987

Or Telephone:
Dial (for higher quality, dial a number based on your current location):
    +1 312 626 6799 US (Chicago)
    +1 301 715 8592 US (Germantown)
    +1 646 876 9923 US (New York)
    +1 408 638 0968 US (San Jose)
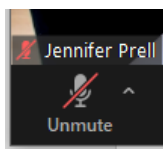   +1 669 900 6833 US (San Jose)
    +1 253 215 8782 US (Tacoma)
    +1 346 248 7799 US (Houston)
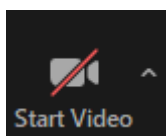
Webinar ID: 827 9684 9282
Participant ID: 182502

How do I mute myself?

If there is a slash through the mute ____ button in the bottom left corner of your screen, it means no one can hear you. Click the Unmute button and then people can hear you again. The host must give you permission to talk before you can unmute yourself in a webinar.

How do I turn off my video?

If you click this button ____ no one will be able to see you. They will see the photo or logo you uploaded in your personal settings or a black screen with your name if you did not load anything. Click it again and people will see you again. The host must give you permission to share your video in a webinar.

How do I use the chat?

You can chat with panelists and/or all the attendees in a webinar. You will not be able to chat with individual attendees or view the list of attendees. You will only be able to see the host and panelists. There is a drop-down menu to choose who you want to chat with. Be careful to look at who you are sending the message to before sending it.

How do I answer a poll? Will other people know what I answered?

When the poll is run, it will open on your screen. You will select your answer and then submit your answer. Other people will not see who responded or the answer you supplied. It is up to the host if they want to share the results of the anonymous poll. If the host shares the results, your answer will be combined with other attendee's answers and shown as a percentage.

What is the difference between the Q&A and the Chat in a webinar?

The Q&A button should be used to ask questions to the speaker. When someone submits a question, the host or speaker can then choose to answer the question live or type an answer to the question. The chat box can be used to talk to other people in the webinar.