

# An Introduction to Zoom



*A resource developed by the*  
 **Advocate Medical Group**  
Adult Down Syndrome Center

This resource is intended to provide basic information about Zoom and is for educational purposes only.

For more information about Zoom, please refer to:  
**Zoom Help Center:** <https://support.zoom.us/hc/en-us>

**FAQs:** <https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions>

Why we use Zoom

# Reasons to use Zoom

- Talking with friends and family
- Activities
  - Special Rec, Gigi's Playhouse, Special Olympics
- School/work
- Play games
- Meetings/webinars

# How to use Zoom

# Creating a Zoom account

- Zoom is free!
- Sign up for a free account at [zoom.us](https://zoom.us)

JOIN A MEETING

HOST A MEETING ▼

SIGN IN

SIGN UP, IT'S FREE

# Schedule a meeting

- Once you have an account, you can schedule a meeting!
  - Click on “Schedule a New Meeting”
  - Enter the meeting details
  - Click Save

The screenshot shows the 'Schedule a Meeting' page. At the top, there are three tabs: 'Upcoming Meetings', 'Previous Meetings', and 'Meeting Templates'. Below these, a blue button labeled 'Schedule a New Meeting' is highlighted with a red rectangle. To its right is a link that says 'Join a meeting from an H.323/SIP room system'. Below the tabs, the breadcrumb 'My Meetings > Schedule a Meeting' is visible. The main heading is 'Schedule a Meeting'. There are two input fields: 'Topic' with the placeholder 'My Meeting' and 'Description (Optional)' with the placeholder 'Enter your meeting description'. Below these, the 'When' section includes a date picker set to '07/23/2020', a time picker set to '2:00', and a PM/AM selector set to 'PM'. The 'Duration' section has dropdowns for '1' hour and '0' minutes. The 'Time Zone' section has a dropdown set to '(GMT-5:00) Central Time (US and Canada)'. At the bottom, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangle.

Upcoming Meetings Previous Meetings Meeting Templates

**Schedule a New Meeting** Join a meeting from an H.323/SIP room system

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration  hr  min

Time Zone

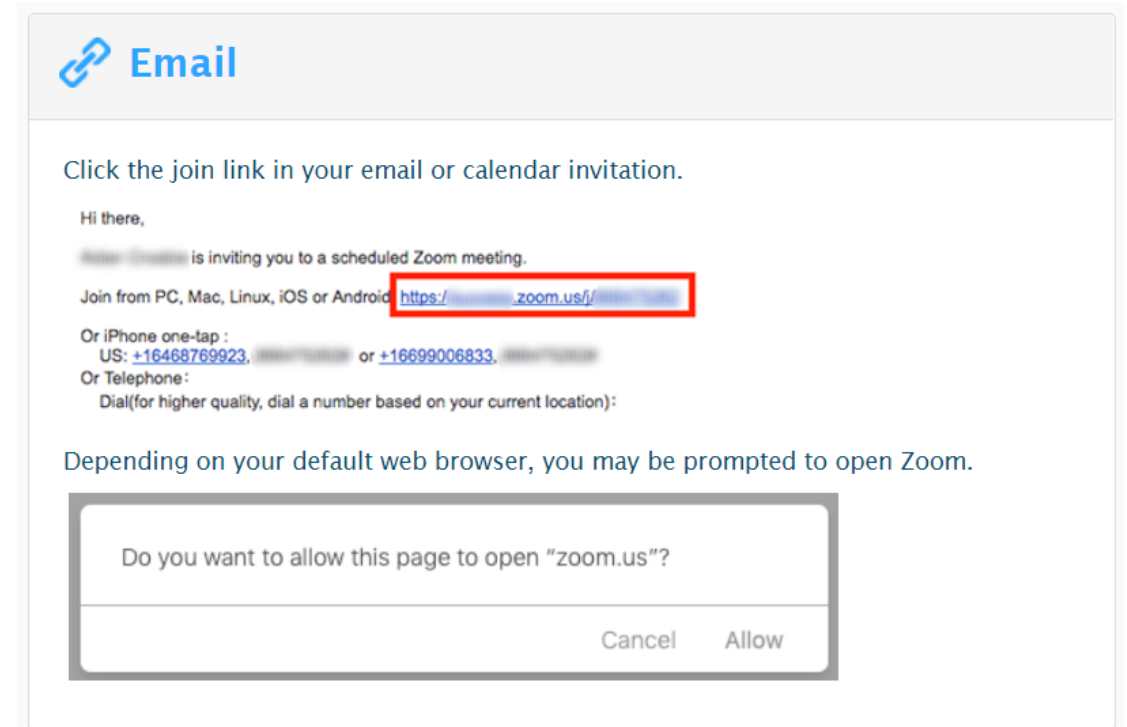
**Save** Cancel

# Joining a Zoom meeting

There are multiple ways to join a Zoom meeting. Clicking on a link from an e-mail is a common way.

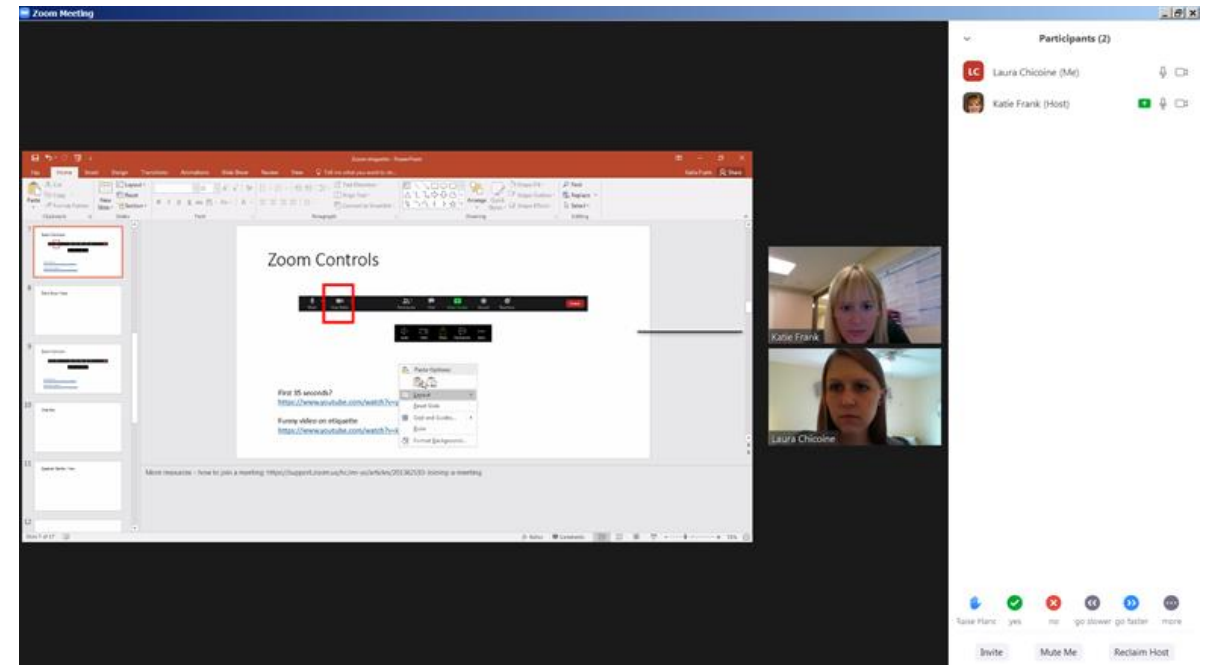
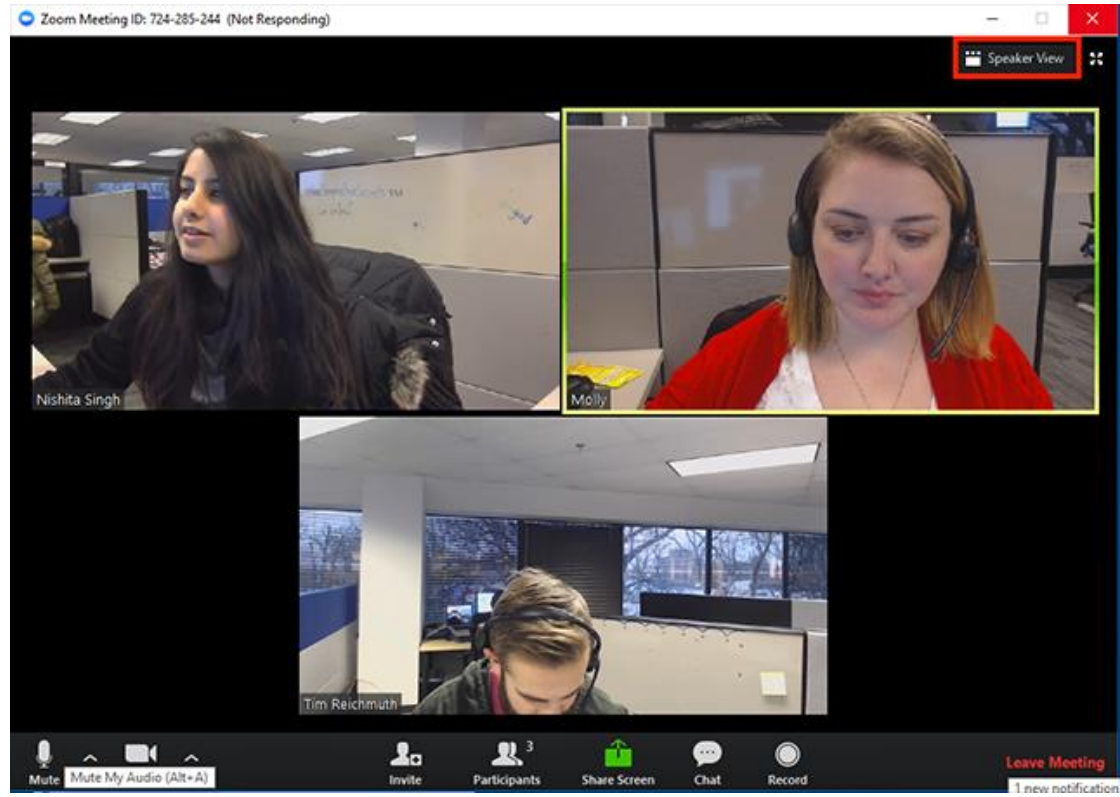
For questions about joining Zoom meetings, please refer to this link:

<https://support.zoom.us/hc/en-us/articles/201362193>

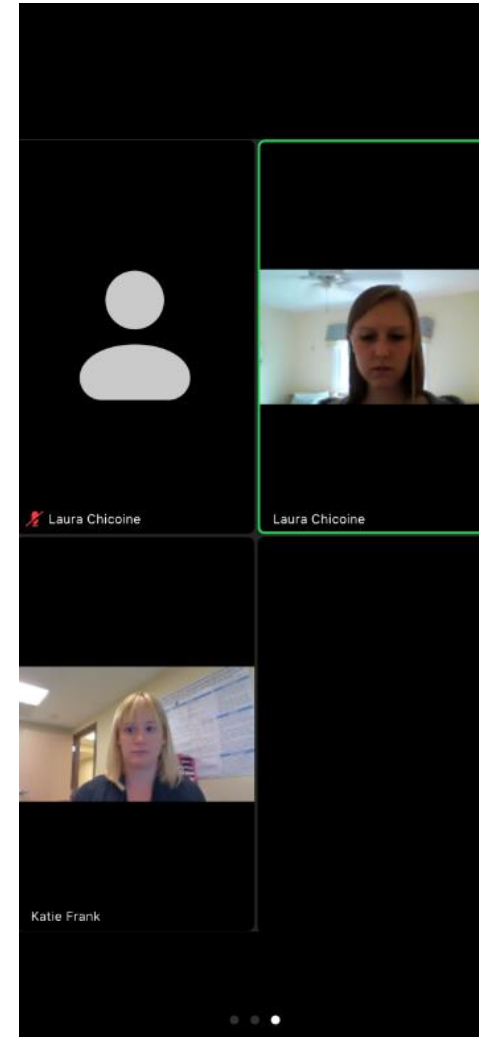
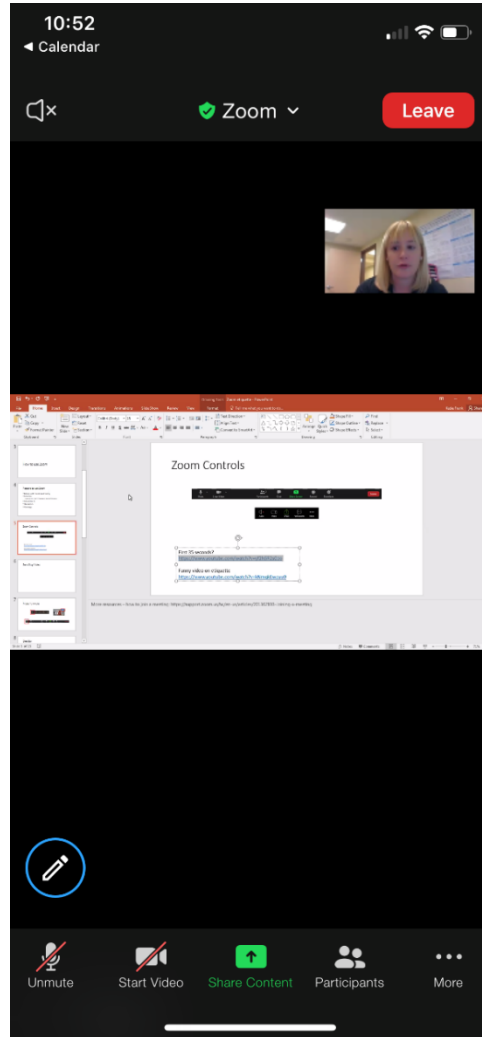




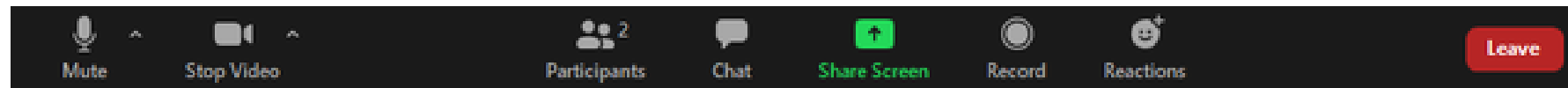
# Zoom on a Computer



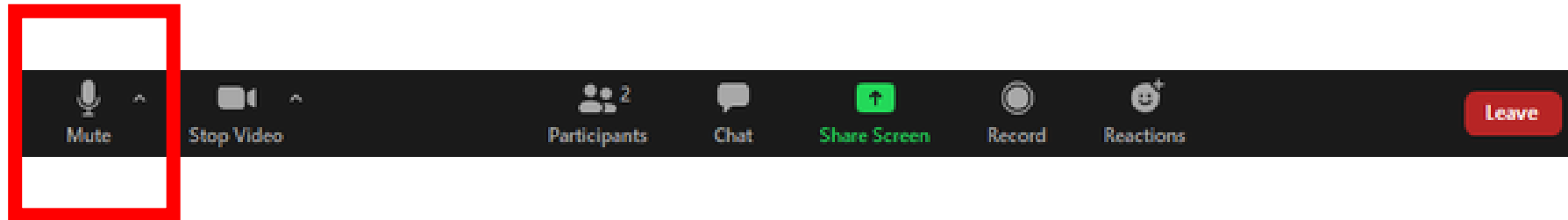
# Zoom on a Phone/Tablet



# Zoom Controls

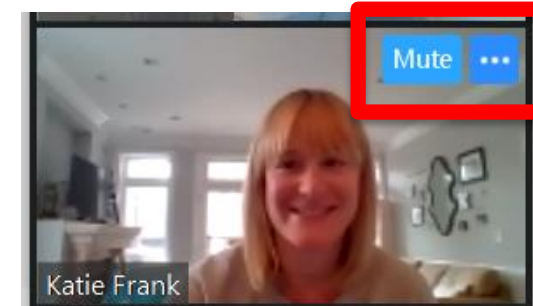
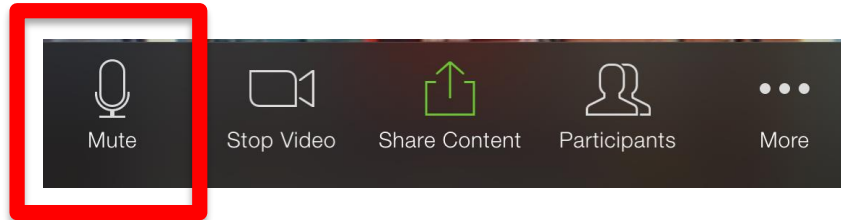


# Zoom Controls - Audio



- When you mute your microphone, other people on the call cannot **hear** you.
- It is good to mute your microphone when there is background noise around you.

# Mute / Unmute



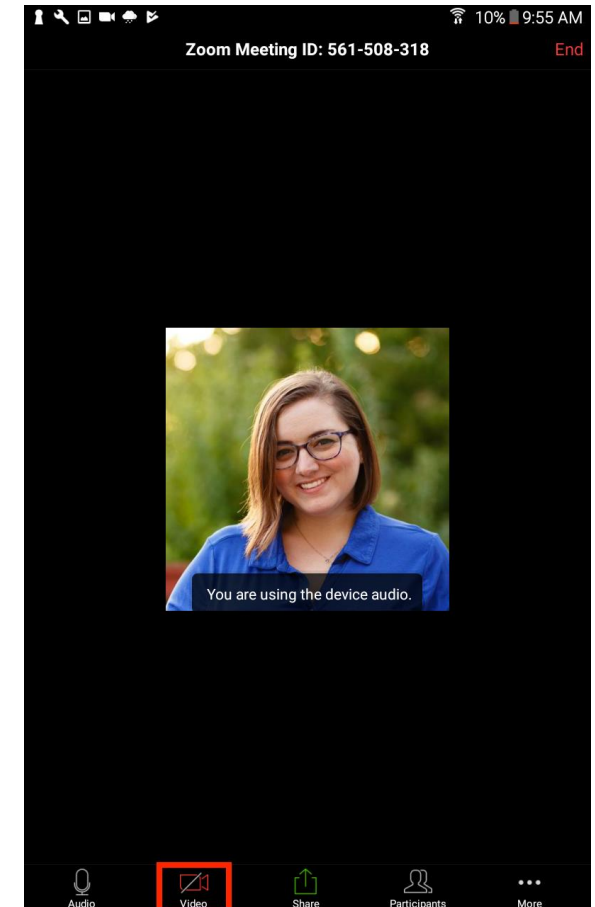
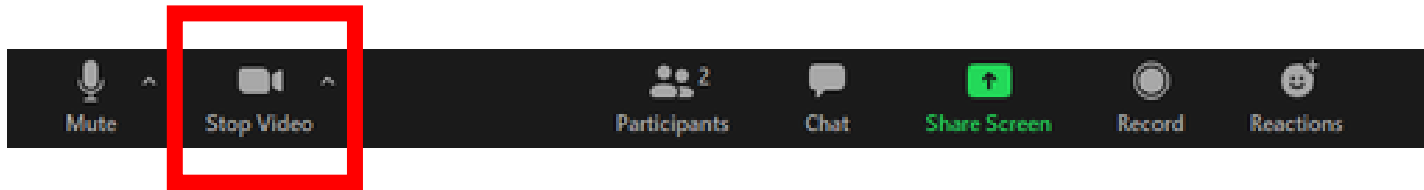
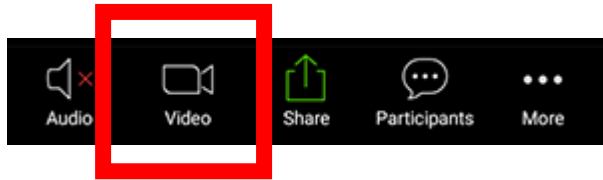
Click or tap on the Mute button (button that looks like a microphone) to mute your microphone. A red slash appears when your microphone is muted.

# Zoom Controls - Video



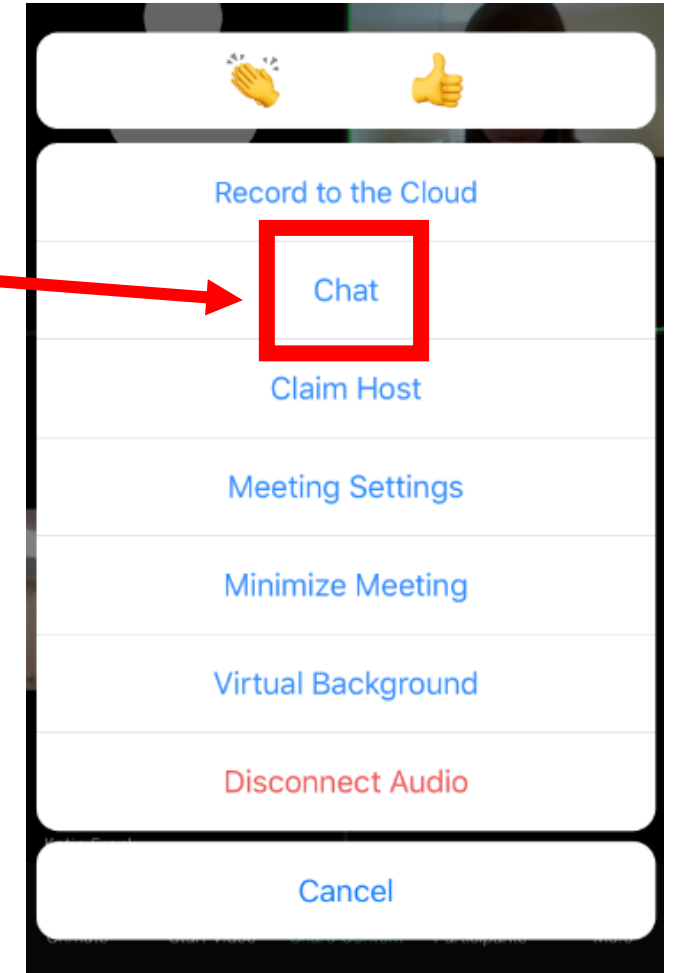
- When you stop your video, other people on the call cannot **see** you.
- It is good to stop your video when you need to step away from the call or do a private behavior (e.g. blowing your nose).

# Start/Stop Video



Click or tap on the Stop Video button (button that looks like a camera) to turn off your video. A red slash appears when your camera is off. Only your name or your picture will be shown.

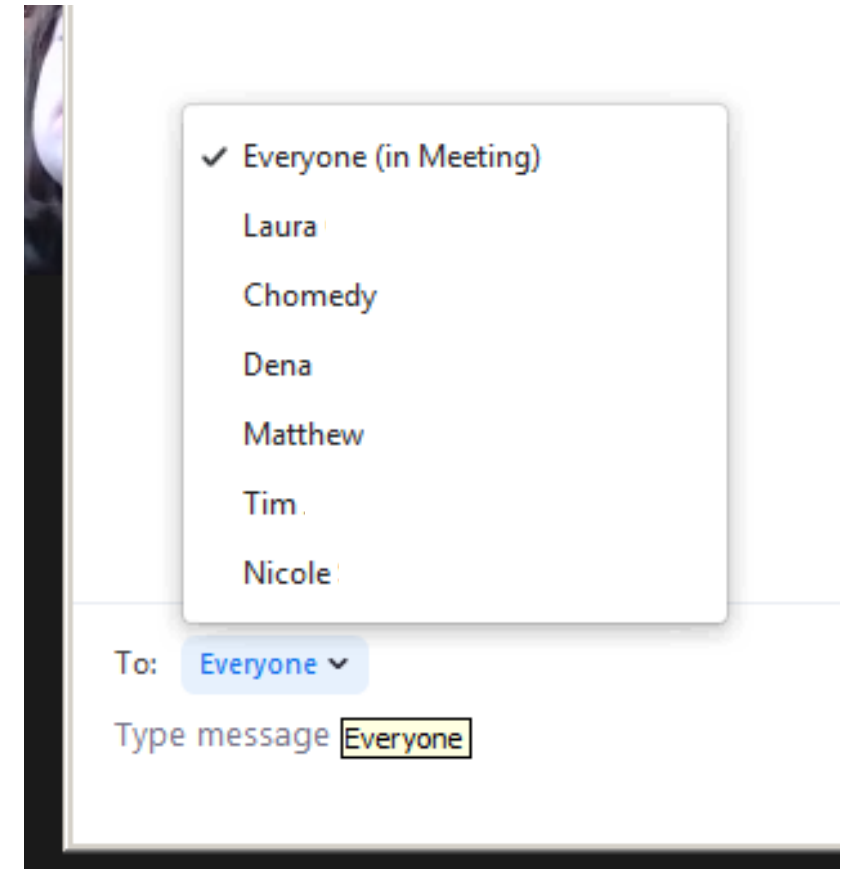
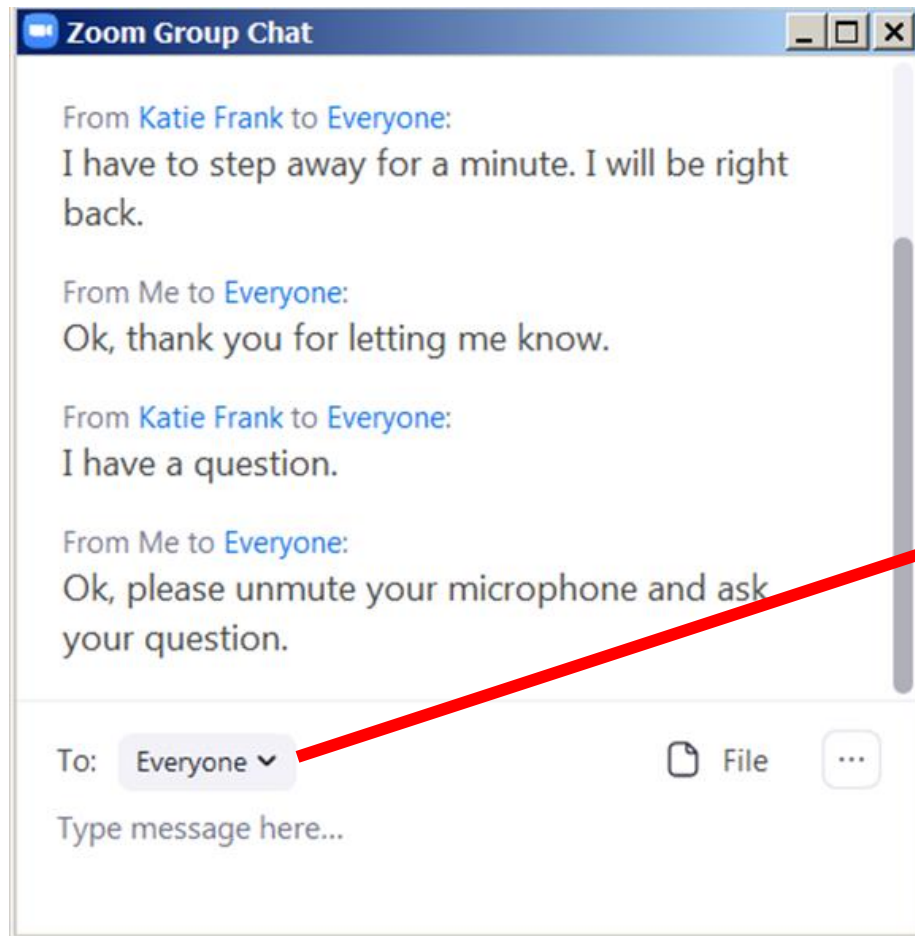
# Zoom Controls-Chat box



The Chat box can be used to send a message without interrupting the meeting.

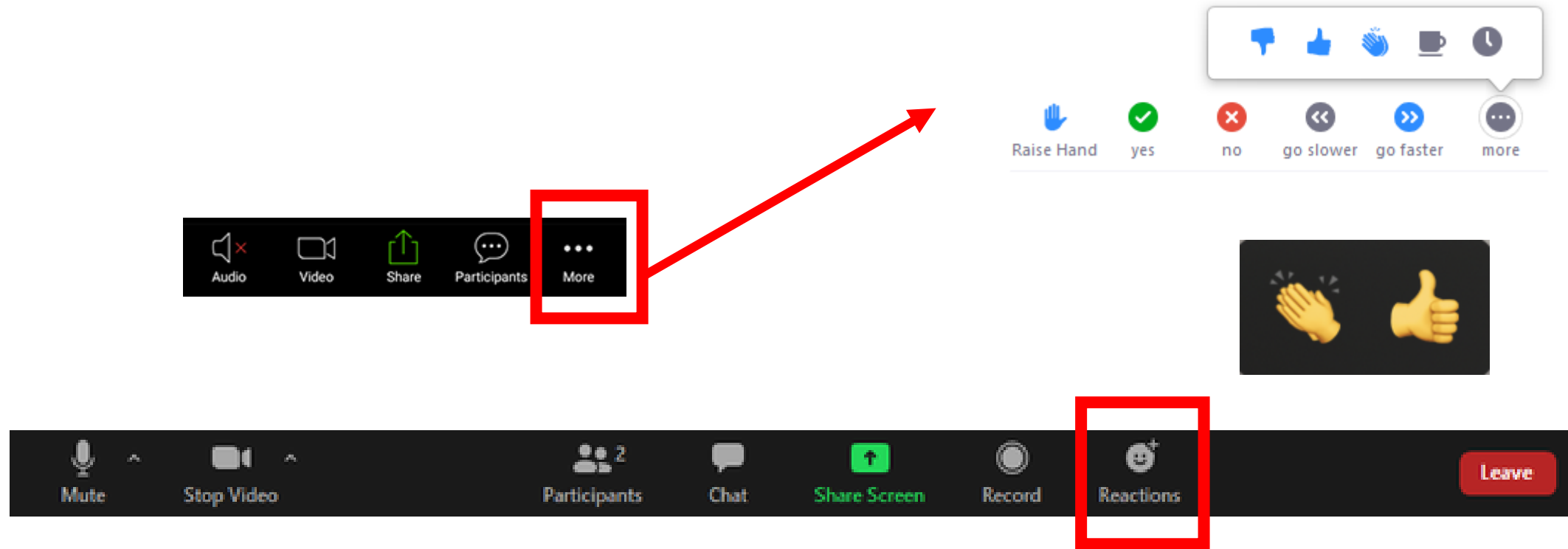


# Chat Box



You can send a chat to everyone in the meeting. Or you can send a chat to only one person.

# Zoom Controls-Reactions

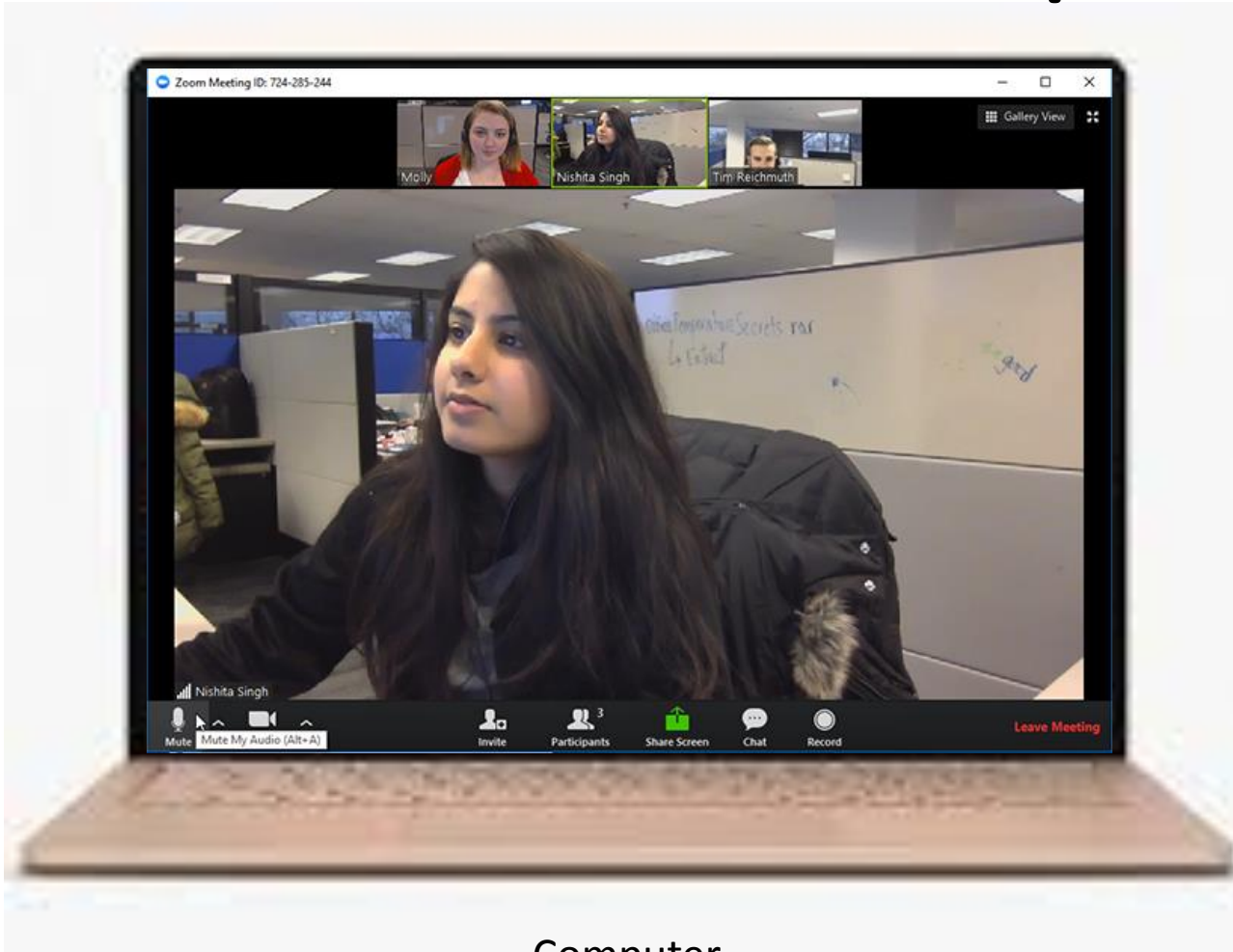


Reactions can also be used to send a message without interrupting the meeting.

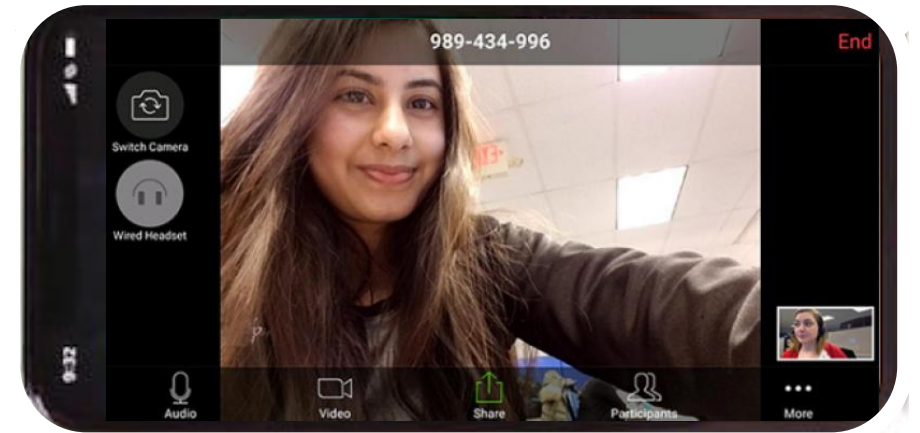
# Changing your View

- Speaker View
  - Shows one person in the meeting – most likely the person talking
- Gallery View
  - Shows everyone in the meeting

# Zoom Controls - Speaker View

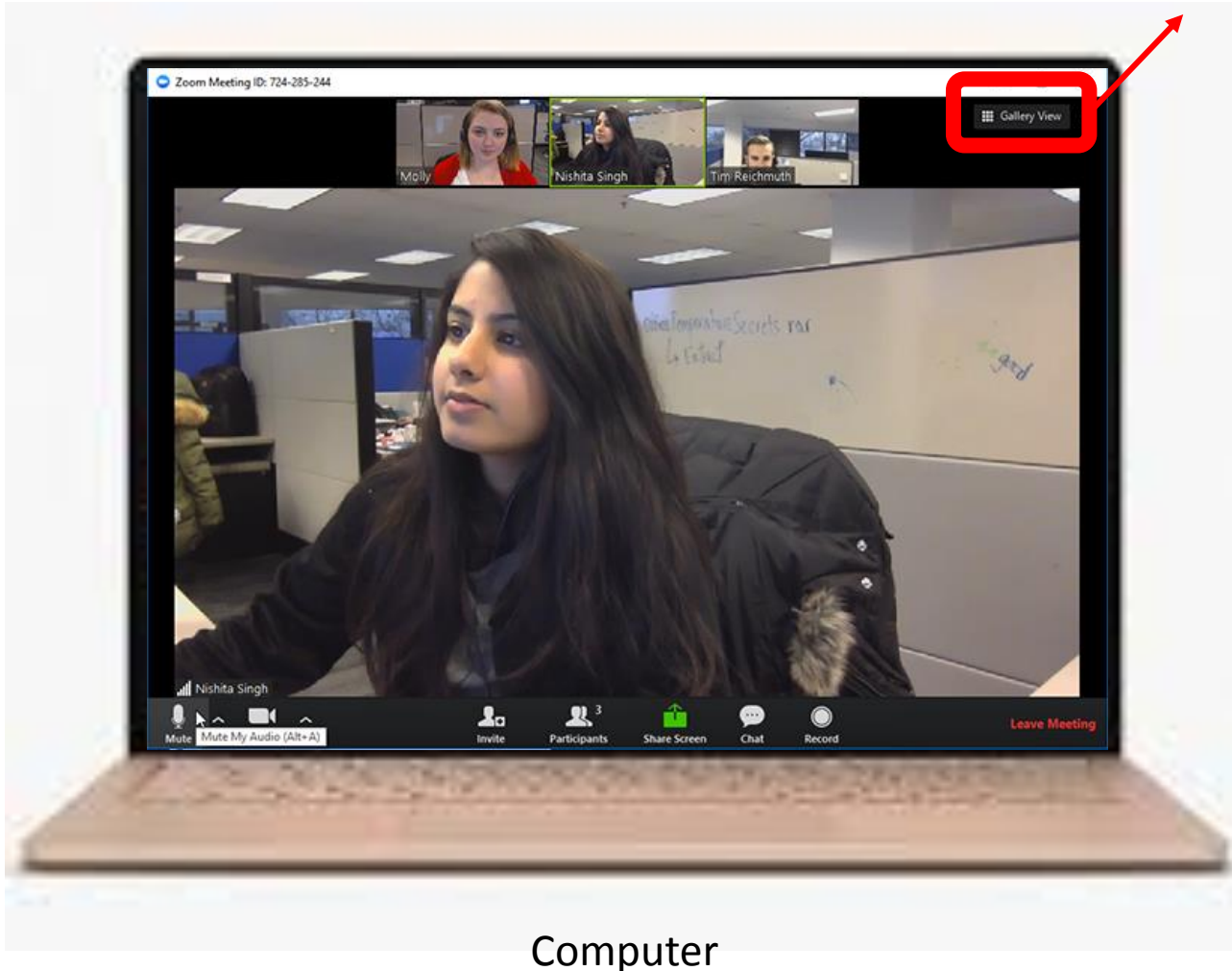


Computer

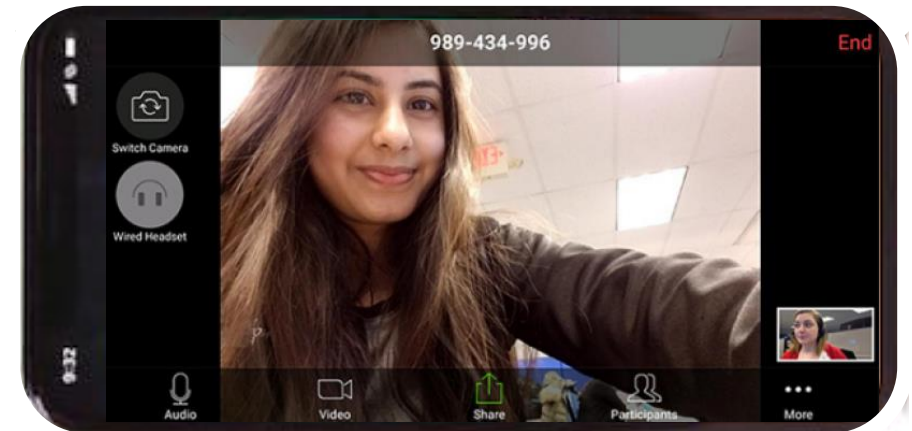
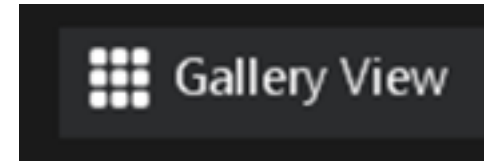


Phone / Tablet

# Zoom Controls – Switch to Gallery View



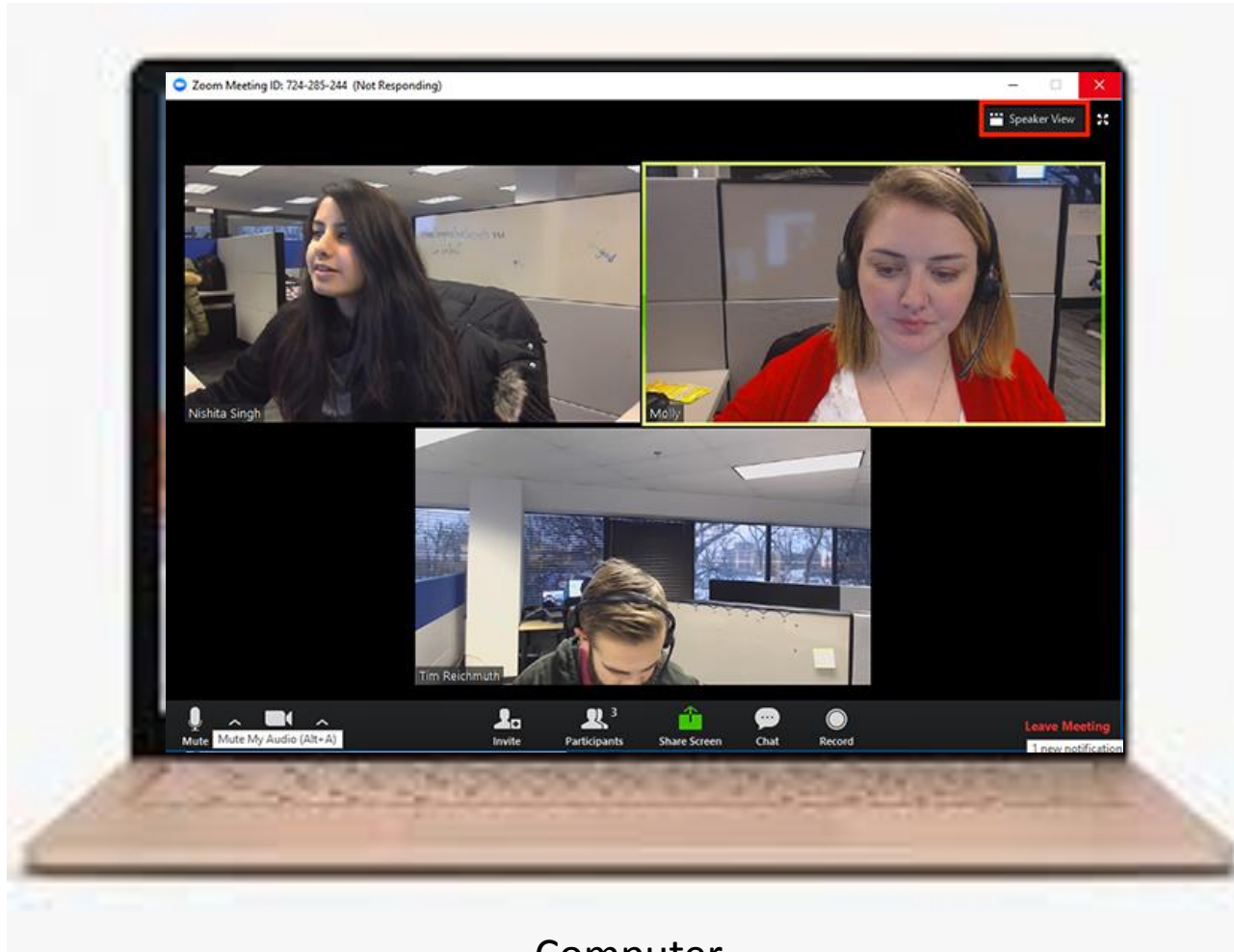
Click on:



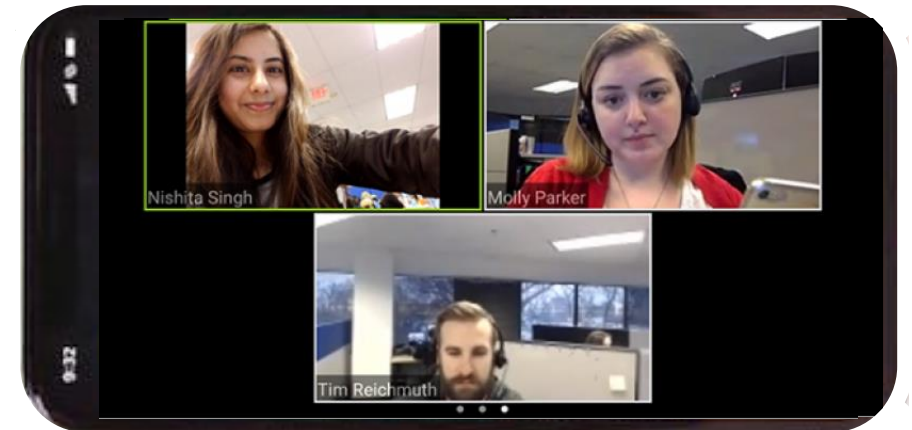
**SWIPE FROM RIGHT TO LEFT**



# Zoom Controls – Gallery View



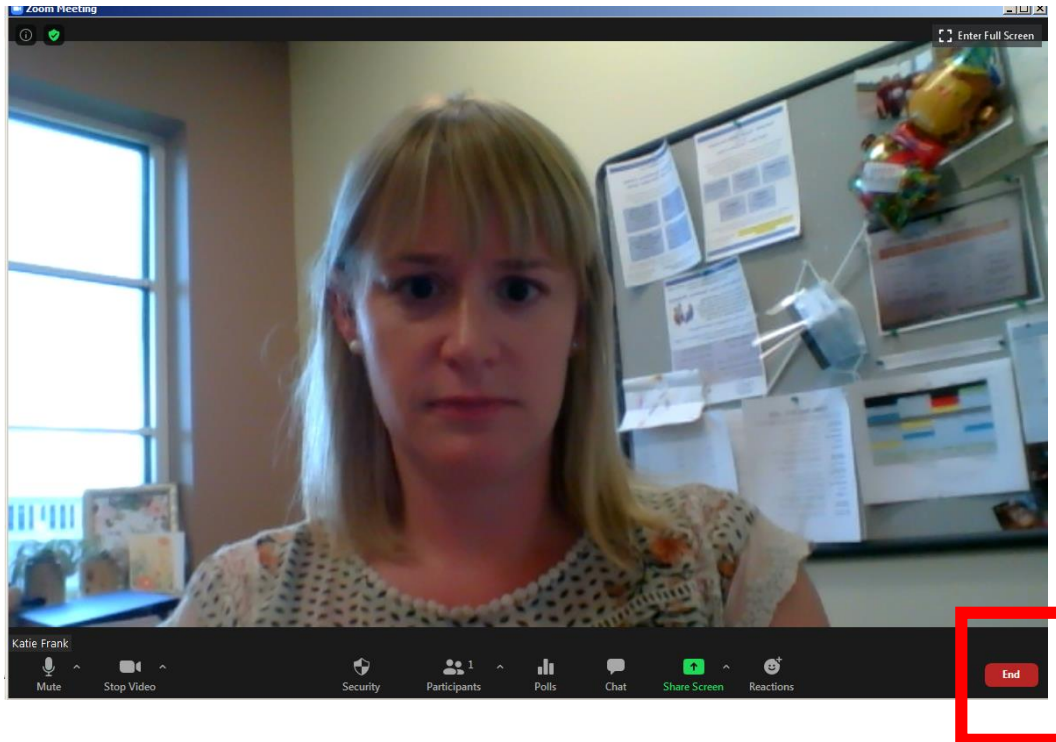
Computer



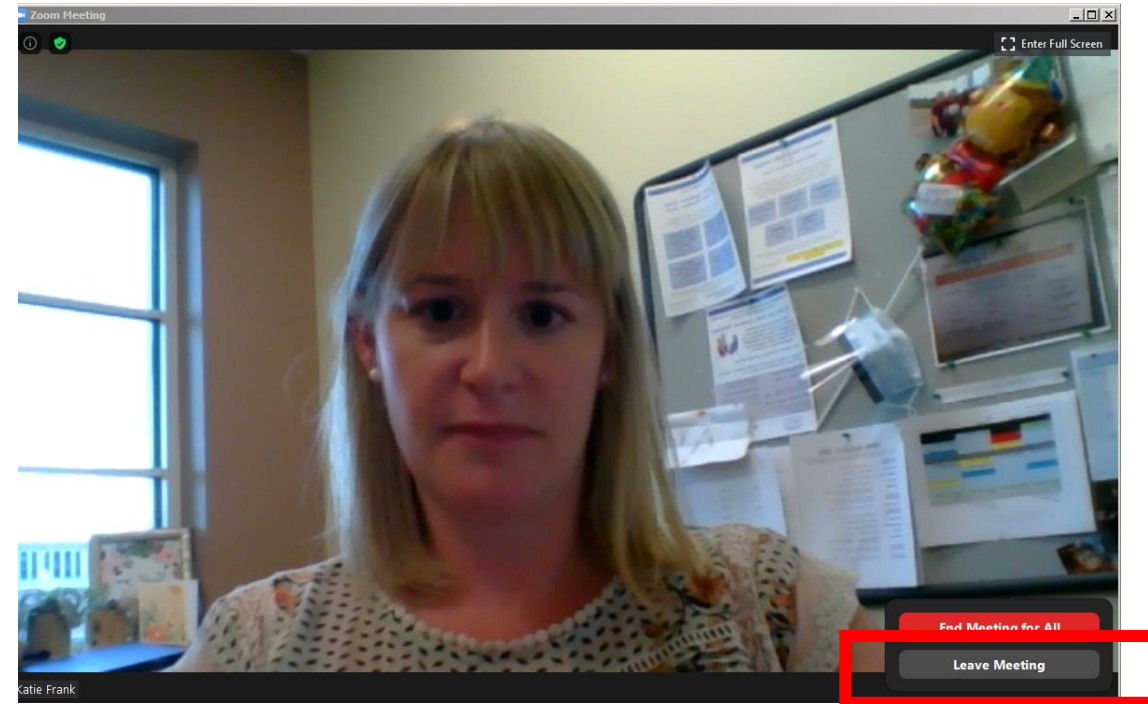
Phone / Tablet



# Zoom Controls – Leaving a Meeting



Click END



Click LEAVE MEETING