

Table of Contents: How to Zoom: **Video Tutorial Are Also Accessible** **HERE**

I. Windows

A. Desktop

1. [Install Zoom](#)
2. [Configure Speakers/Mic/Camera](#)
3. [Features of Zoom Video Conferencing](#)
4. [Alternative Ways to Access Zoom after Installation](#)

II. Mac (Apple)

A. Desktop

1. [Install Zoom](#)
2. [Configure Speakers/Mic/Camera](#)
3. [Features of Zoom Video Conferencing](#)
4. [Alternative Ways to Access Zoom after Installation](#)

III. Phone

A. Android

1. [Install Zoom](#)
2. [Configure Speakers/Mic/Camera](#)
3. [Features of Zoom Video Conferencing](#)
4. [Alternative Ways to Access Zoom after Installation](#)

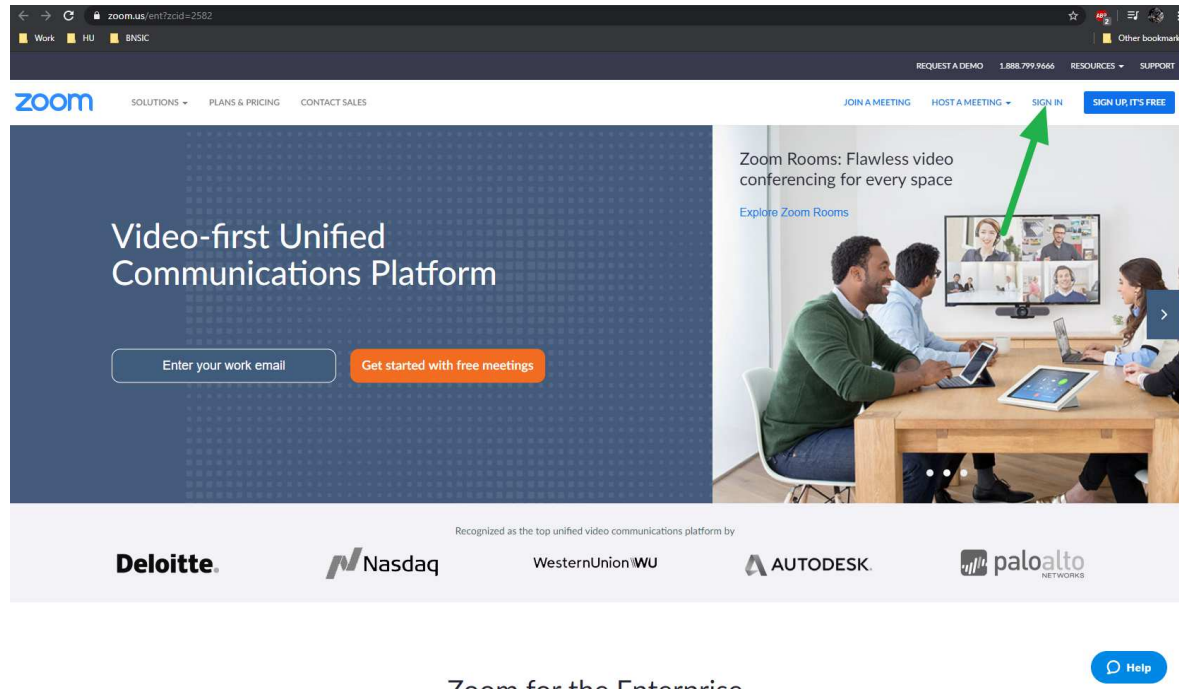
B. iPhone

1. [Install Zoom](#)
2. [Configure Speakers/Mic/Camera](#)
3. [Features of Zoom Video Conferencing](#)
4. [Alternative Ways to Access Zoom after Installation](#)

- A. **Windows** → This section is for **Windows Users** only. If you are a MAC user, please click [HERE](#) for the section on Macs!

1. **Install Zoom**

- i. Go to <https://zoom.us/>
- ii. Select [Sign In](#)



- iii. Fill in Email Address and Password

Sign In

Email address


Sullivan


Password

Sign In

[Forgot password?](#) ☒ Stay signed in

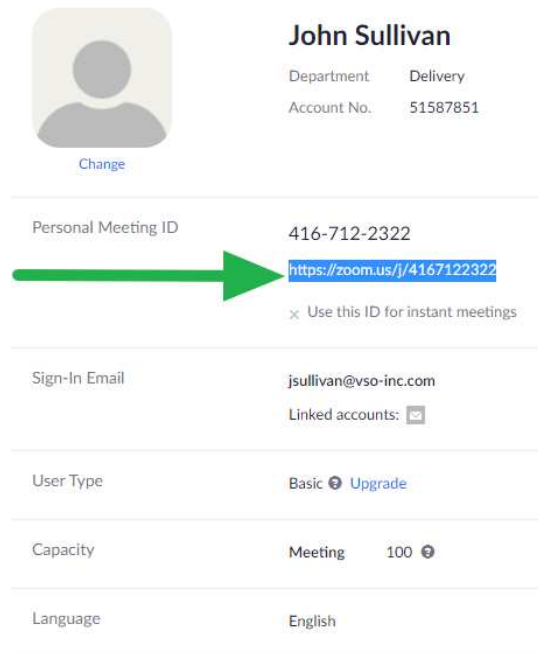
or

 Sign in with Google

 Sign in with Facebook

New to Zoom? [Sign Up Free](#)

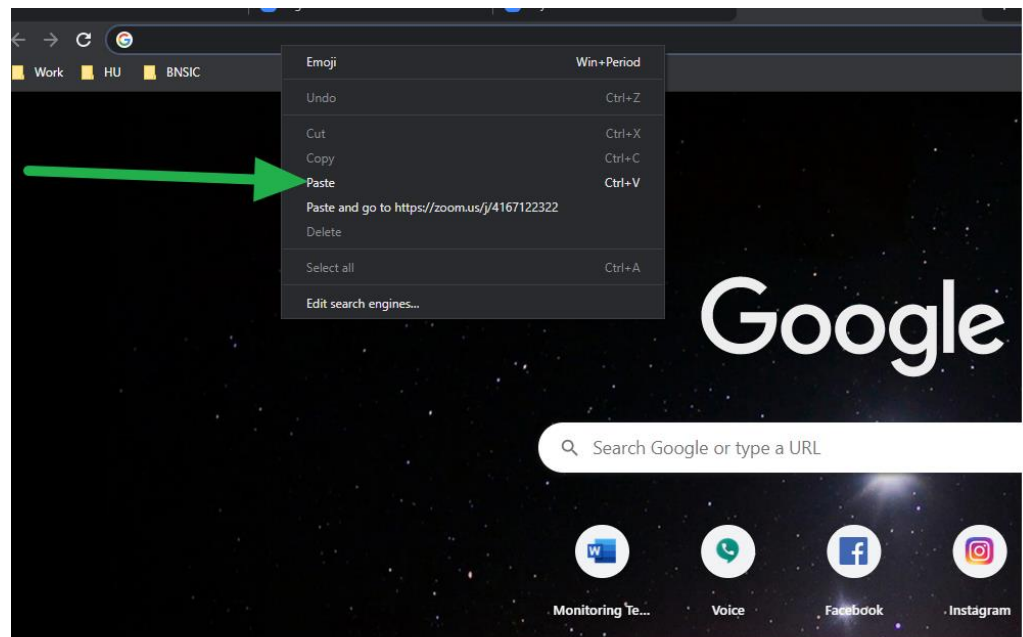
- iv. Copy the link (Left click and drag from the beginning of the URL to the end till it looks blue like this)



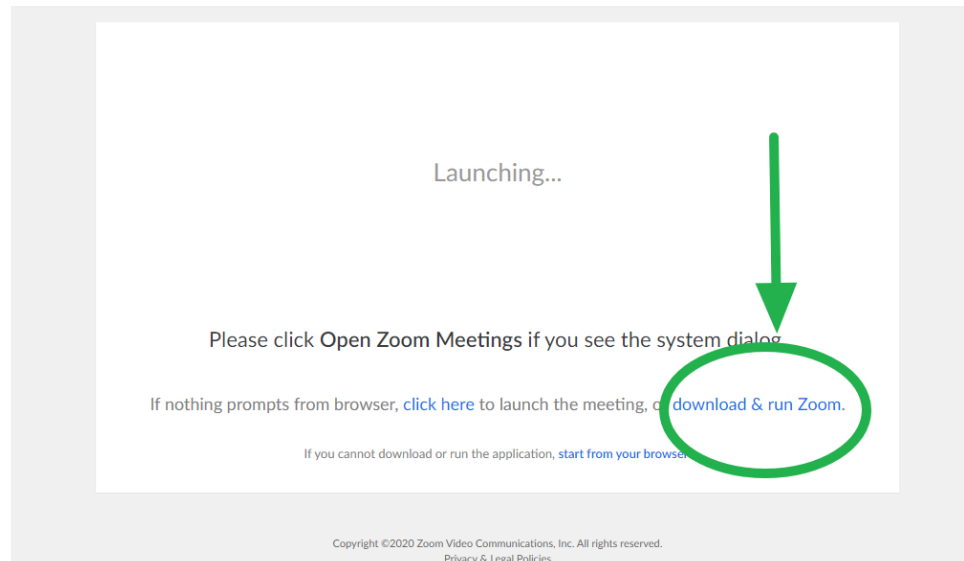
The image shows a Zoom profile page for John Sullivan. At the top, there is a profile picture placeholder with a 'Change' link below it. To the right of the picture, the name 'John Sullivan' is displayed, followed by 'Department: Delivery' and 'Account No.: 51587851'. Below this, the 'Personal Meeting ID' is shown as '416-712-2322'. A green arrow points from the ID to a blue-highlighted URL: 'https://zoom.us/j/4167122322'. Below the URL, there is a link to 'Use this ID for instant meetings'. Further down, the 'Sign-In Email' is 'jsullivan@vso-inc.com', and 'Linked accounts' are shown with an email icon. The 'User Type' is 'Basic' with an 'Upgrade' link. The 'Capacity' is 'Meeting 100'. The 'Language' is 'English'.

Personal Meeting ID	416-712-2322
	https://zoom.us/j/4167122322
	Use this ID for instant meetings
Sign-In Email	jsullivan@vso-inc.com
	Linked accounts:
User Type	Basic Upgrade
Capacity	Meeting 100
Language	English

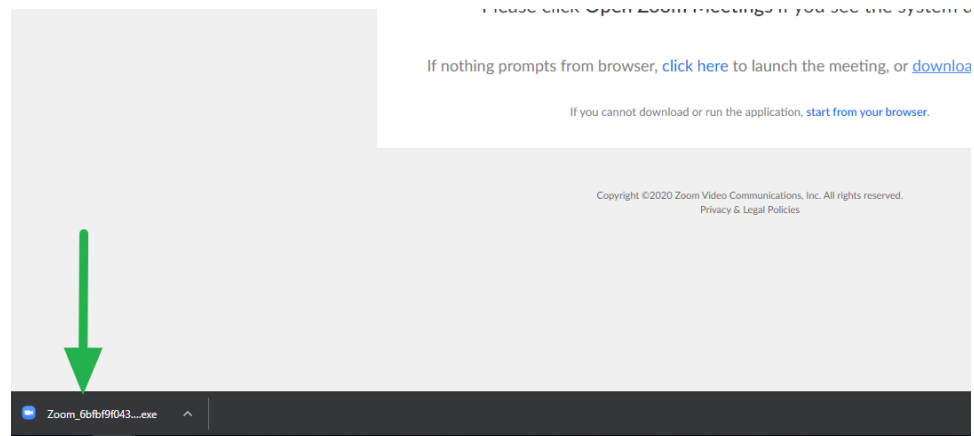
- v. Open a New Tab; Right Click your Mouse on the Search Bar and Click Paste and hit the Enter Key to search



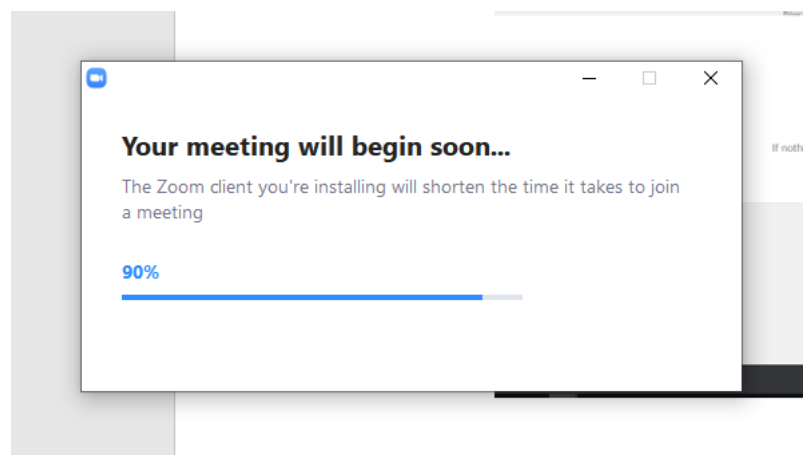
vi. Select “Download and run Zoom”



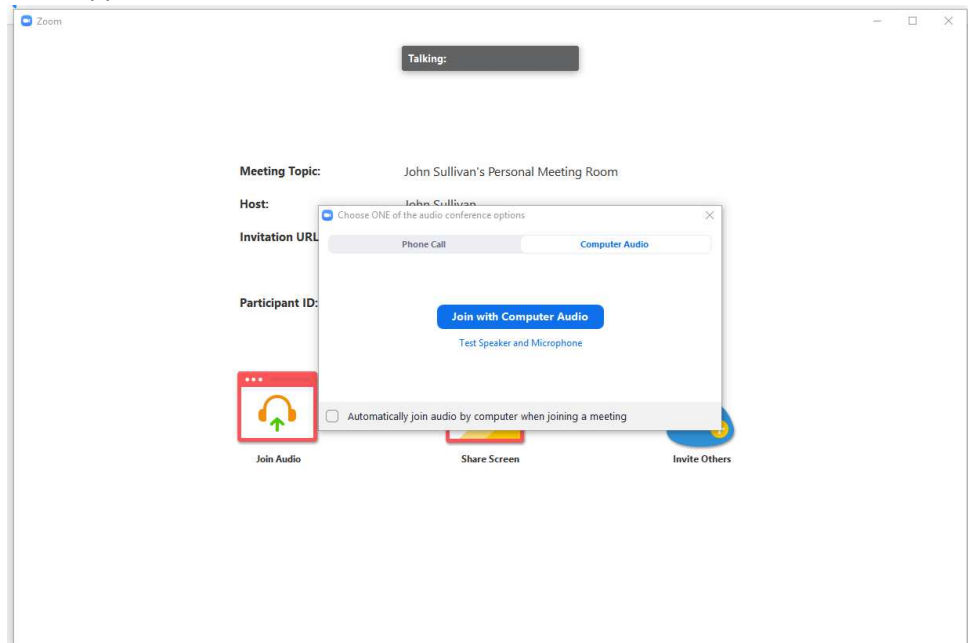
vii. Select the file that appears



viii. You will see this screen:



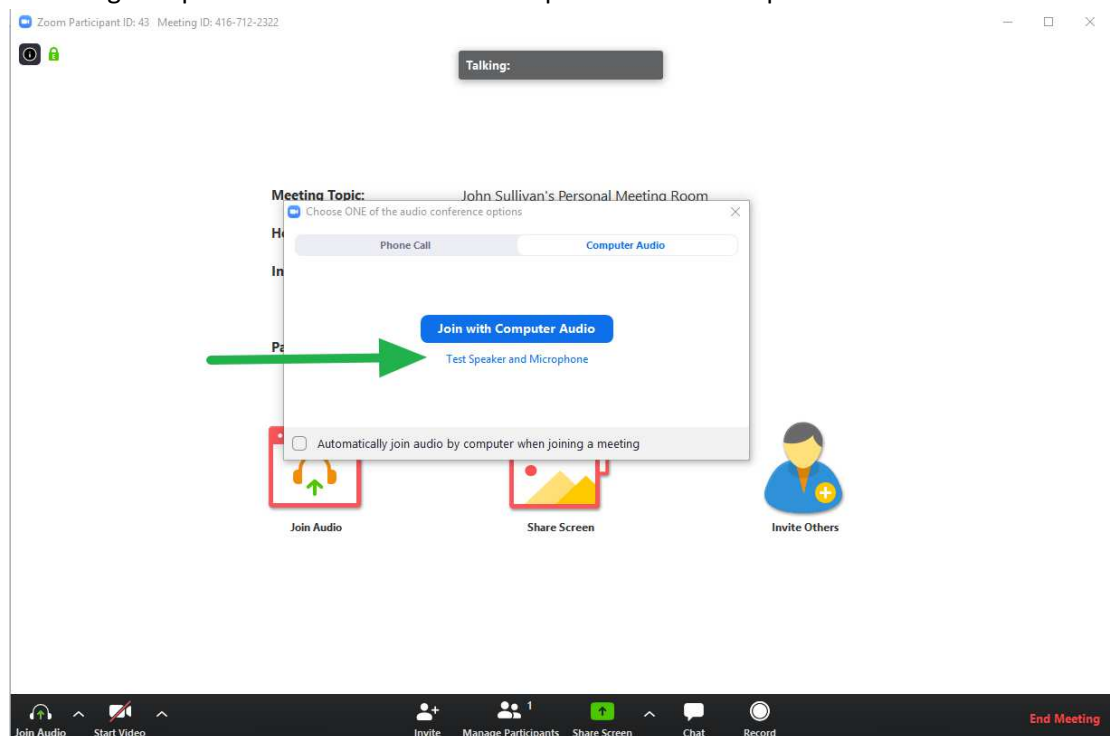
ix. Then this will appear:



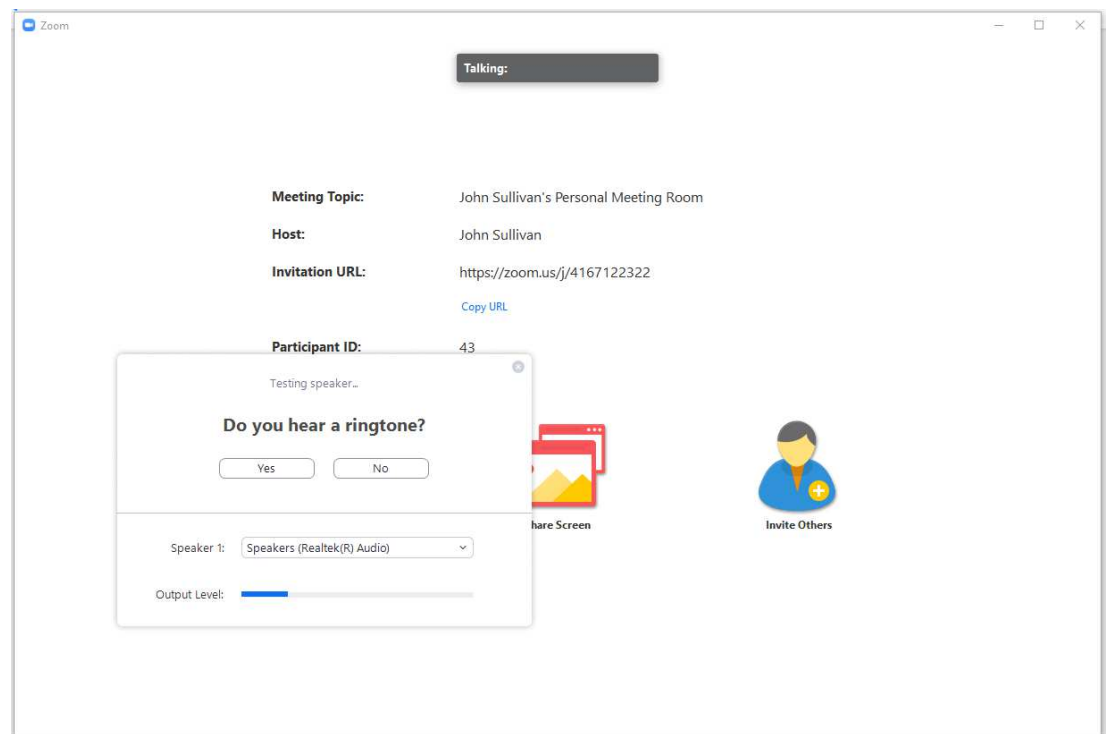
x. And congratulations! You've installed Zoom!

2. Configure Speakers/Mic/Camera

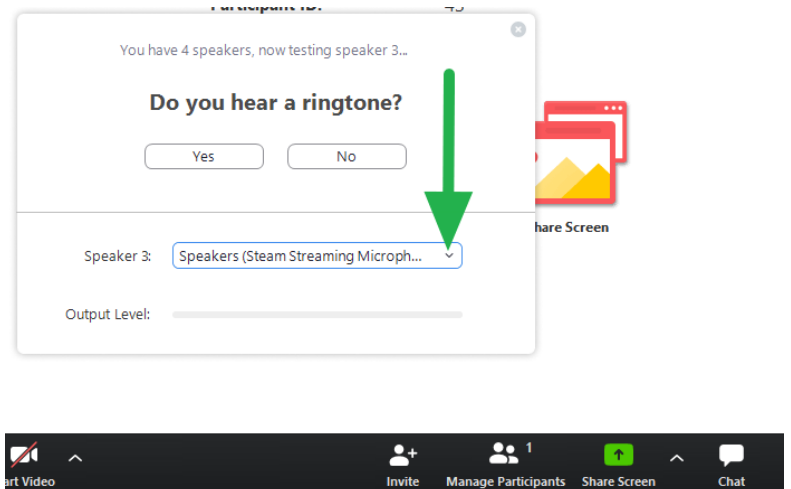
i. To Configure Speakers and Mic Select "Test Speakers and Microphone"



ii. You will see this screen

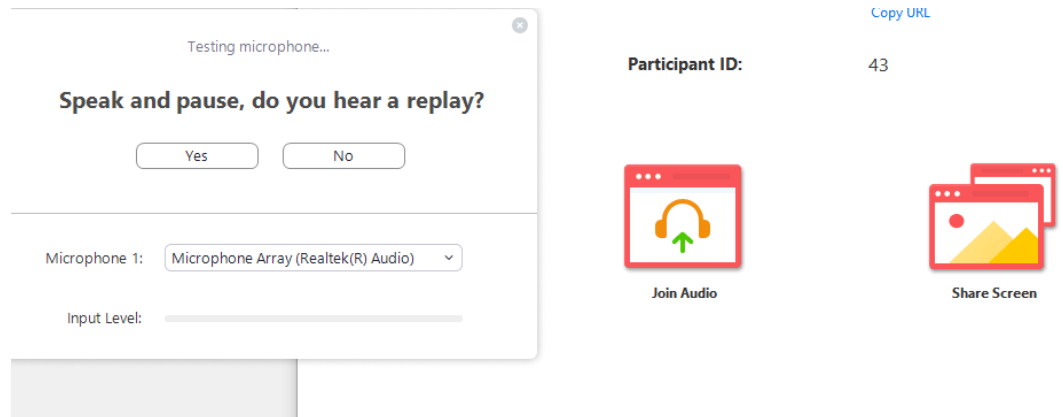


- a. Listen for a ringtone
 - i. If you hear the ringtone, your speakers are configured correctly
 - ii. If you **DO NOT**, then click this arrow (**This will show a drop down of available speakers, select each one until you hear the ringtone**)

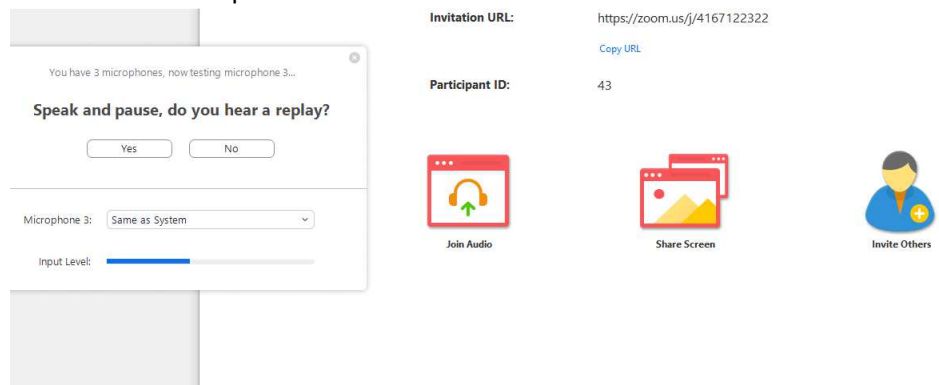


- b. Once your Speakers are configured, click “Yes” to move to the next screen

iii. When you click “Yes”, you will see this screen



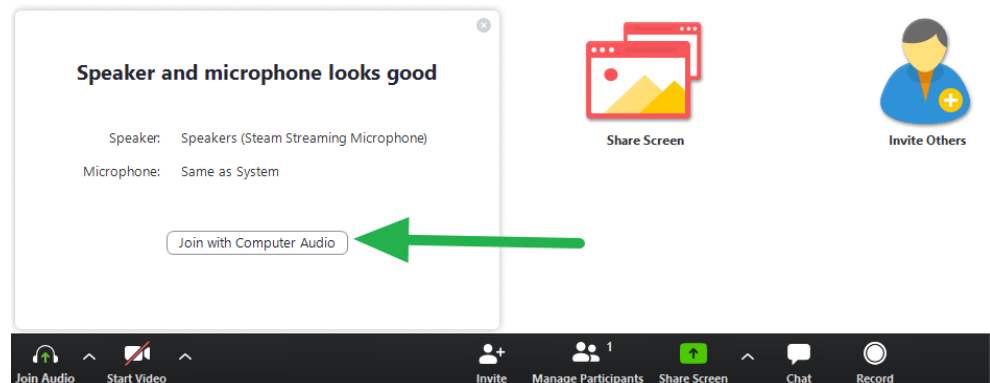
- a. To configure Microphone, speak into it until you see the blue bar move as shown in this photo:



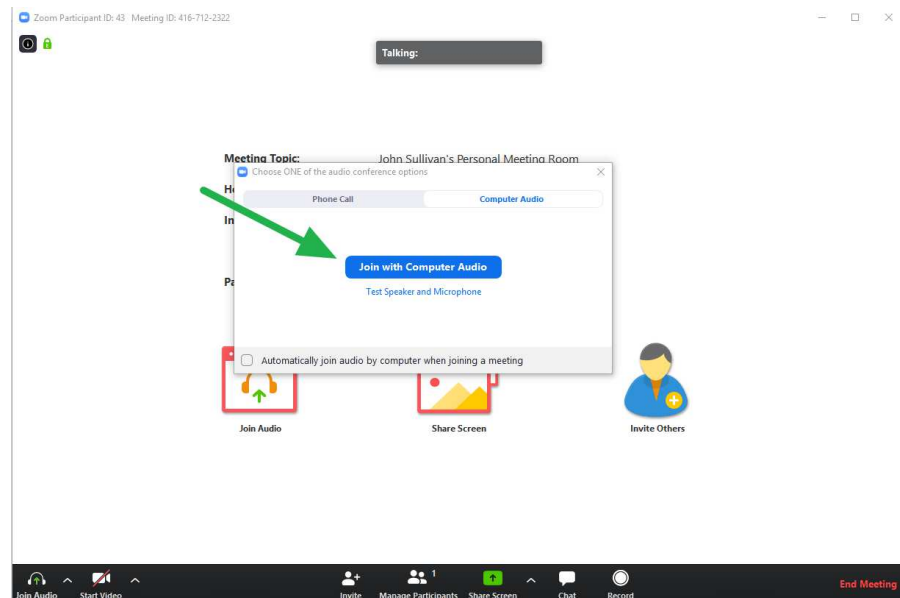
- b. Once you stop talking, listen, and Zoom will replay what you said into the microphone: **(Recommendation of what to say: Sally has blue shoes)**
- c. If you hear it replay what you said, then the mic is configured properly. As with the Speakers, if it is not, click the down arrow and select each option until you find the one that works.

iv. Then Click “Yes” to move to the next screen

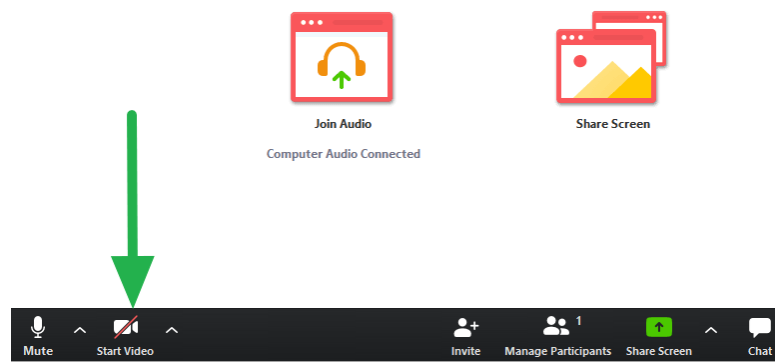
- v. Select “Join with Computer Audio”



- vi. Select “Join with Computer Audio”



- vii. To activate your camera, select “Start Video”, this will turn on your video for all to see

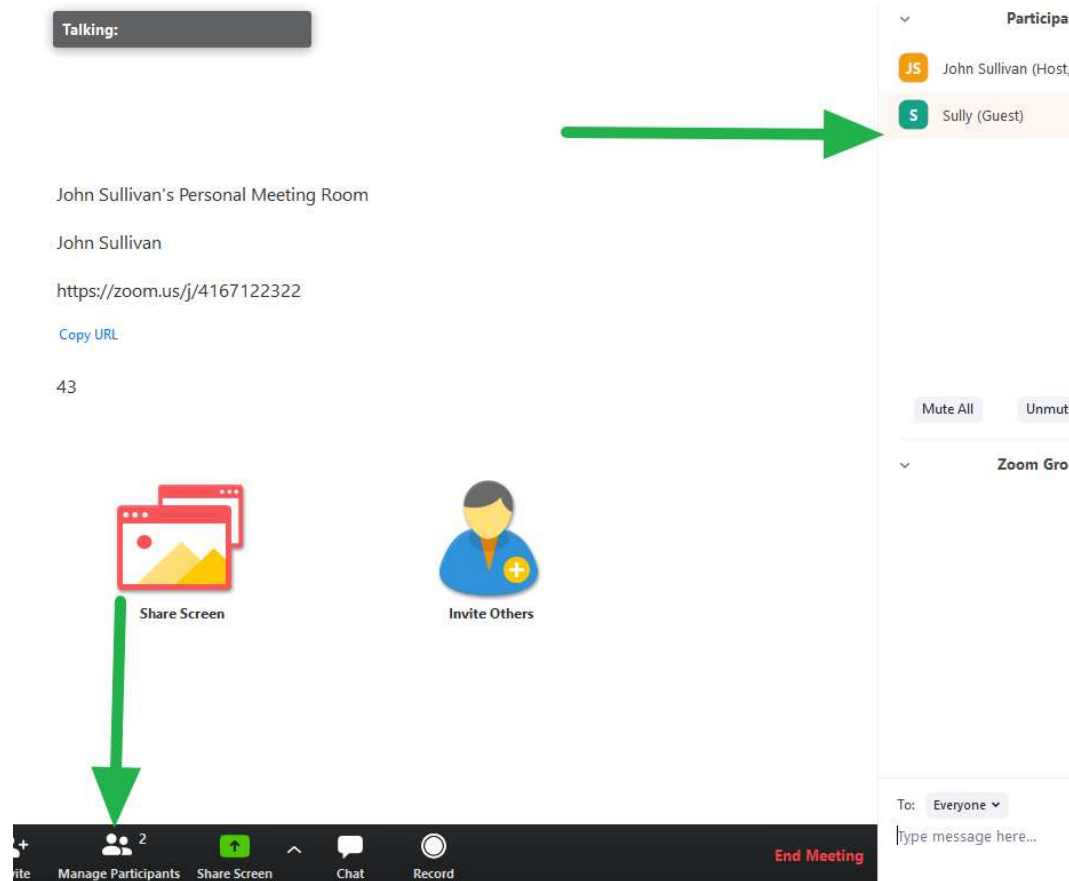


3. Features of Zoom Video Conferencing

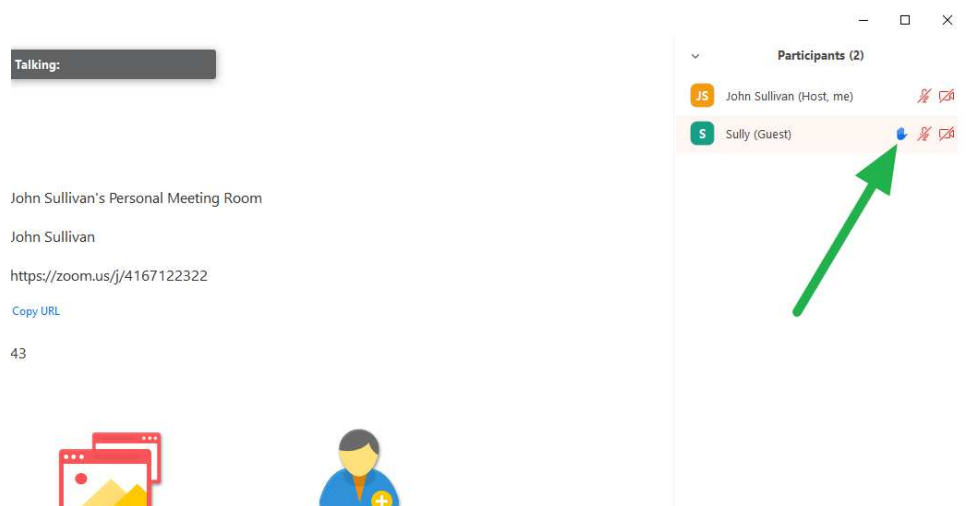
i. Hosts (Professors):

1. Participants (**KEEP AN EYE ON THIS AS WELL AS STUDENTS CAN RAISE THEIR HANDS TO ASK QUESTIONS**)

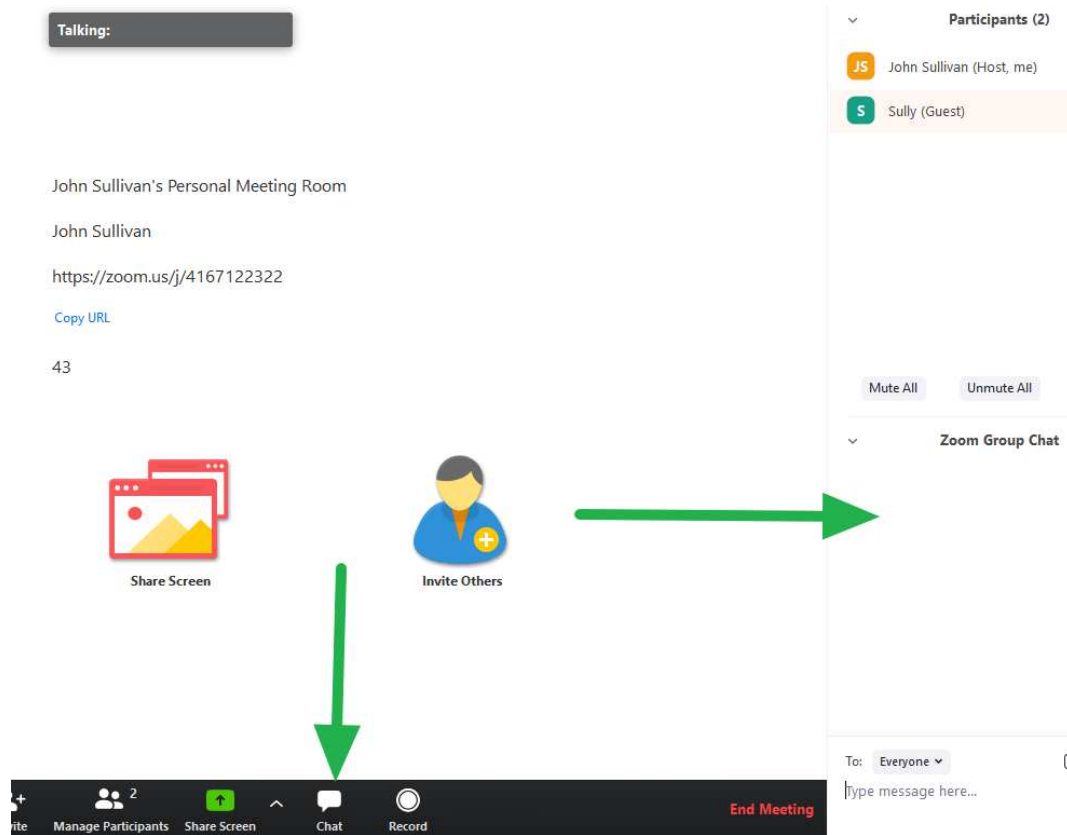
a. Select this button to see the list of people in the call



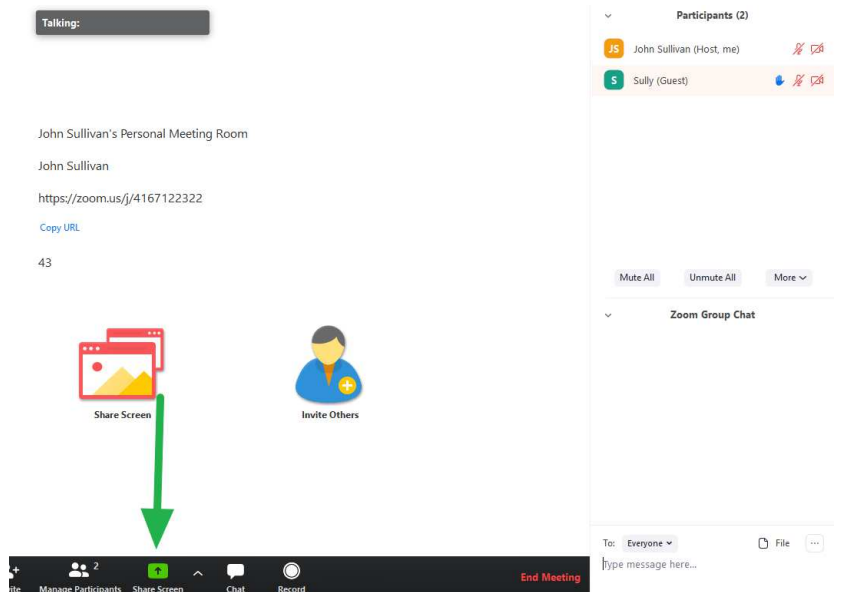
b. If students raise their hands, they go to the top of the list:



2. Chat (**KEEP AN EYE ON THS THROUGHOUT THE CLASS AS SOME STUDENTS WILL EXPERIENCE LATENCY AND MAY NOT BE ABLE TO ASK QUESTIONS**)
 - a. Select this button to chat with students

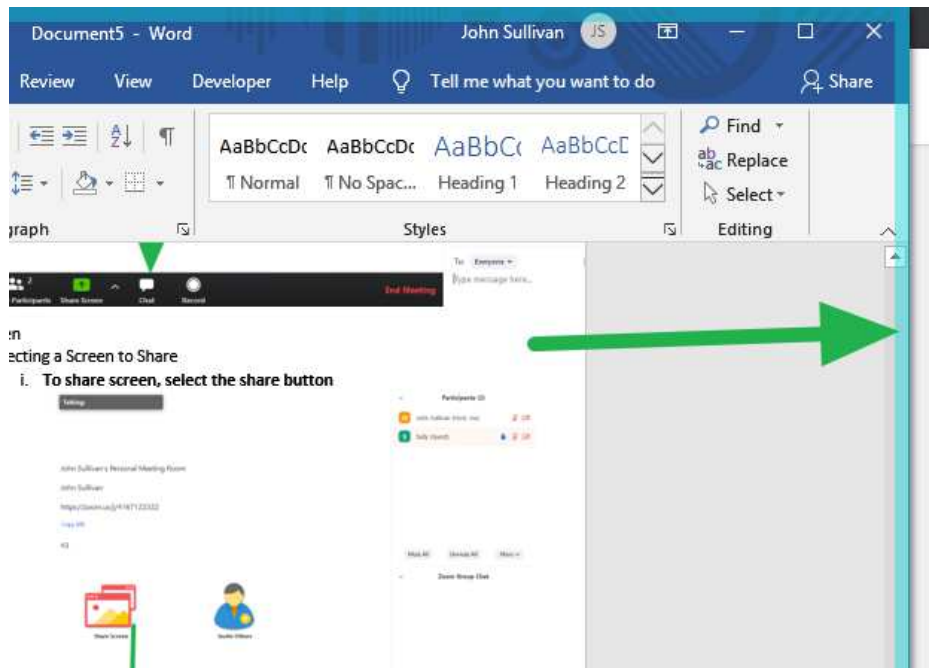


3. Share Screen
 - a. Selecting a Screen to Share
 - i. To share screen, select the share button

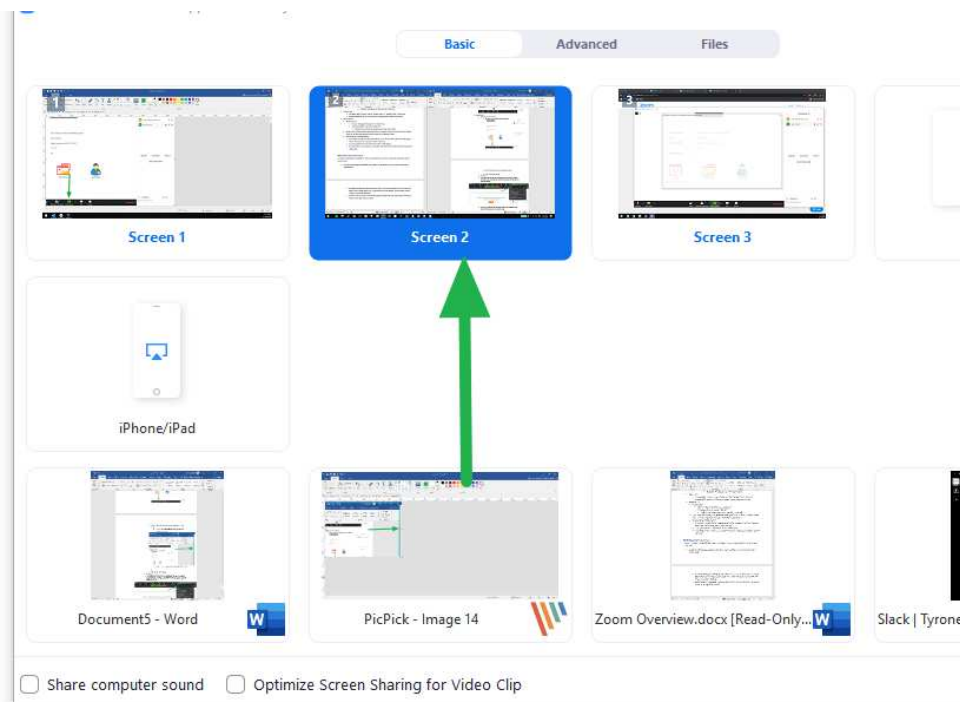


ii. How to tell what screen you are going to share? → Two ways,

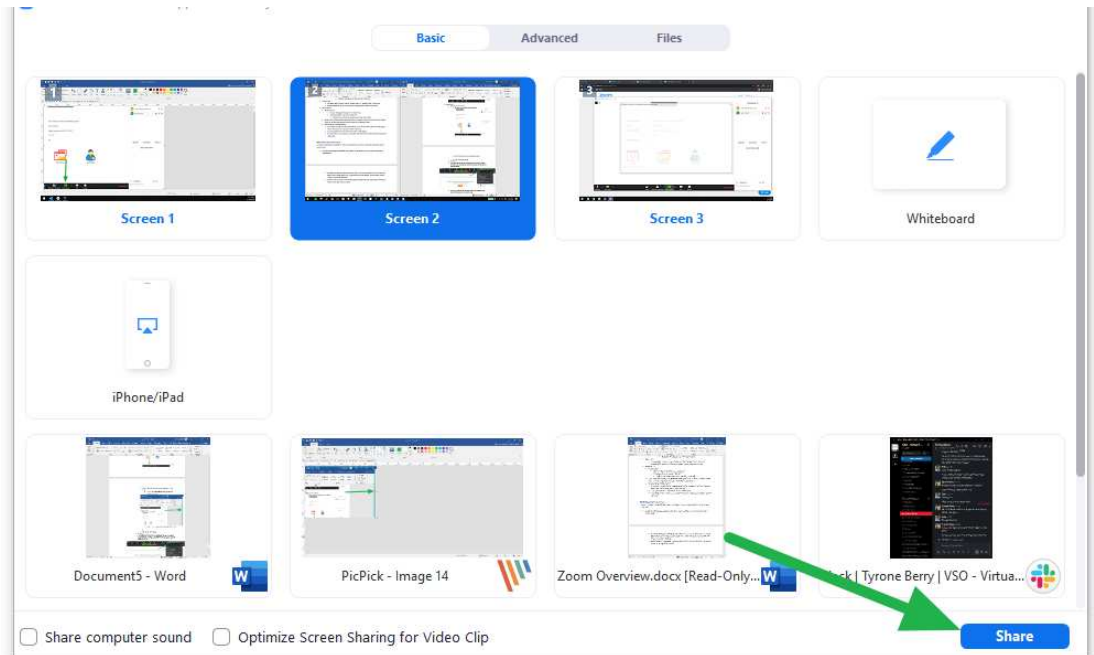
1. Look for the screen highlighted by the teal box around the screen around the screen



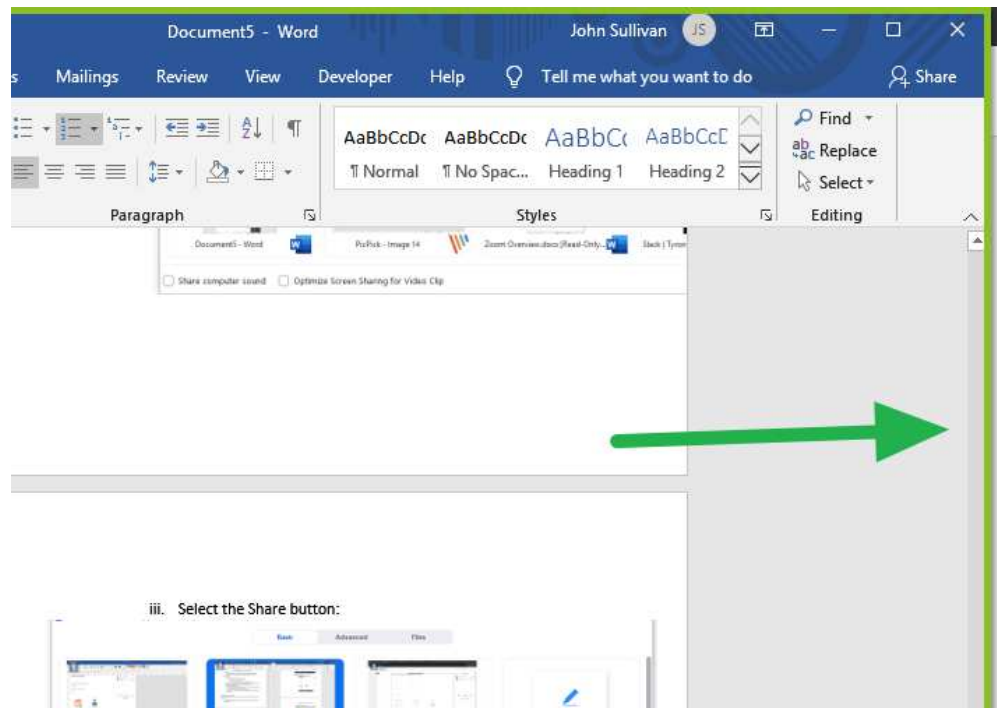
2. Look at the screen highlighted in blue on this screen



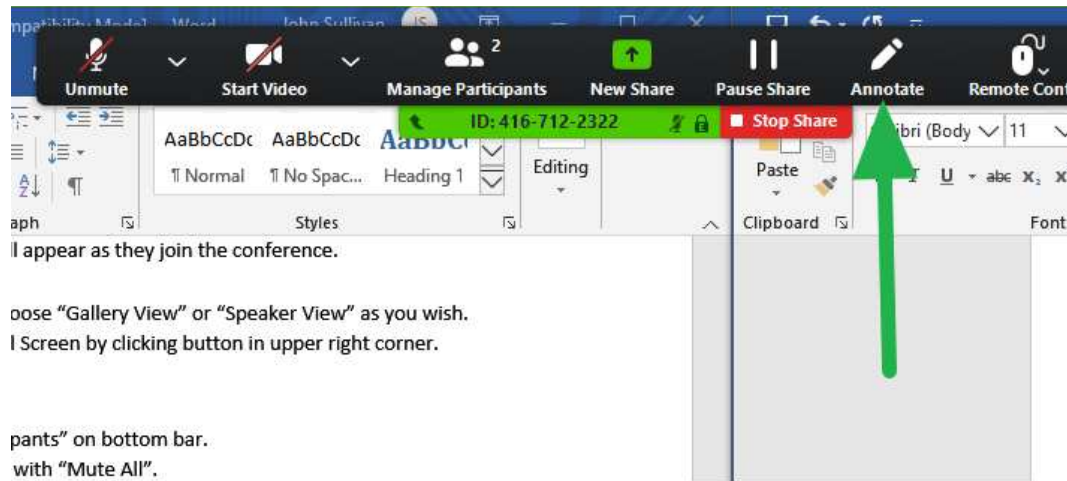
iii. Select the Share button:



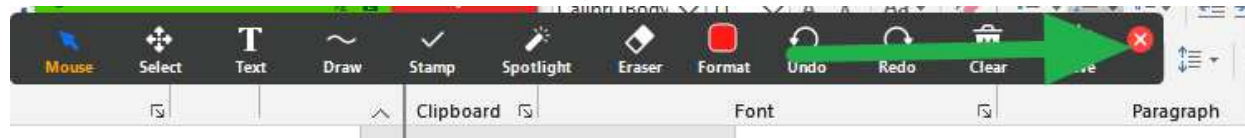
iv. The screen you are sharing will get a green box around it



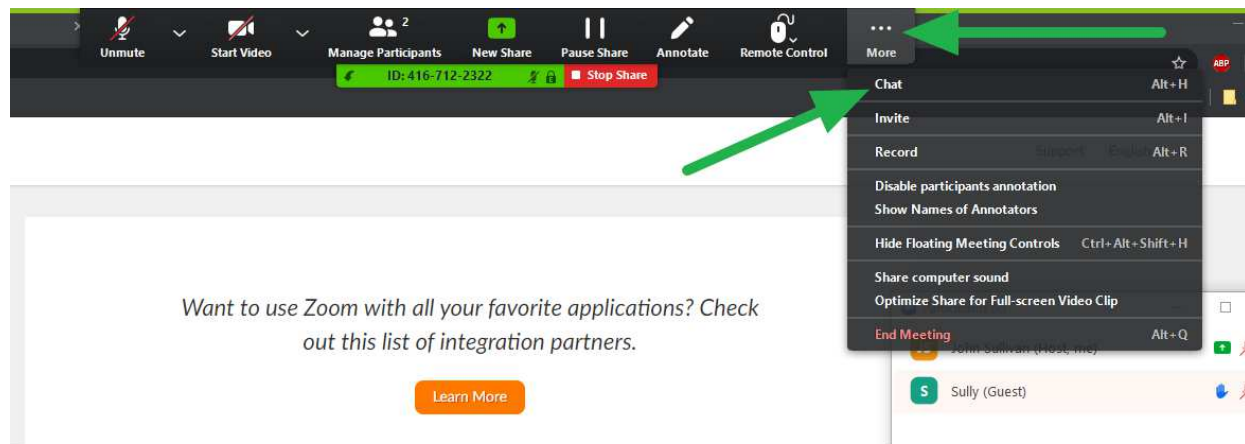
b. Annotate → Allows you to draw on your screen



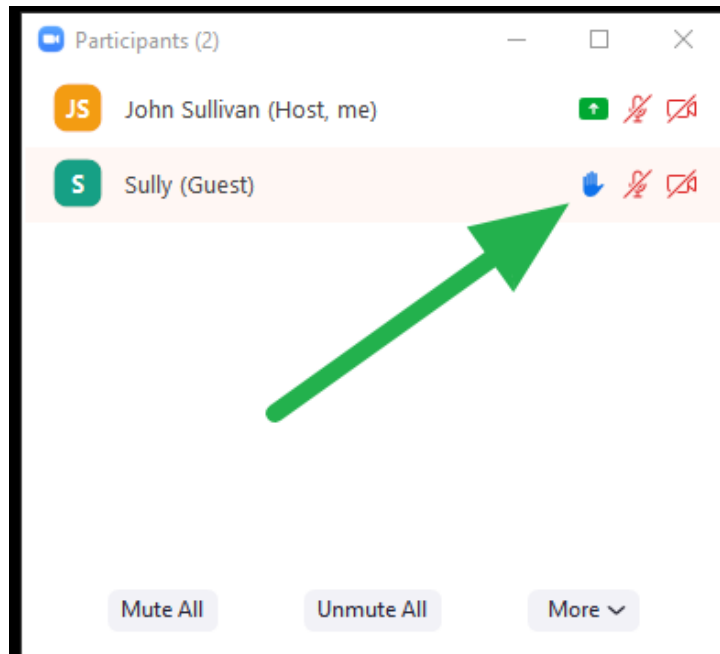
i. To close Annotation, click the Red X



c. Chat (KEEP AN EYE ON THS THROUGHOUT THE CLASS AS SOME STUDENTS WILL EXPERIENCE LATENCY AND MAY NOT BE ABLE TO ASK QUESTIONS)

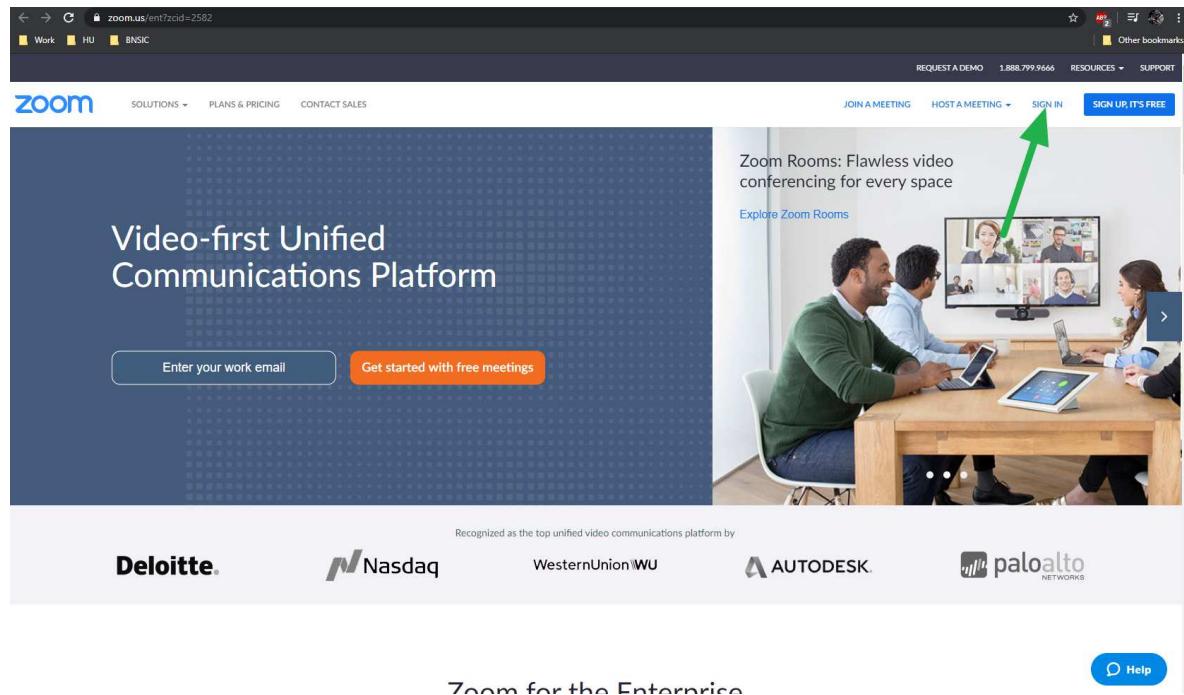


- d. Participants (KEEP AN EYE ON THIS AS WELL AS STUDENTS CAN RAISE THEIR HANDS TO ASK QUESTIONS)



4. Alternative Ways to Access Zoom after Installation

- i. Go to <https://zoom.us/>
- ii. Select [Sign In](#)



iii. Fill in Email Address and Password

Sign In

Email address


Sullivan


Password

Sign In

[Forgot password?](#) ☒ Stay signed in


or

 Sign in with Google

 Sign in with Facebook

New to Zoom? [Sign Up Free](#)

iv. Copy the link (Left click and drag from the beginning of the URL to the end till it looks blue like this)




Change

John Sullivan
Department: Delivery
Account No. 51587851

Personal Meeting ID


416-712-2322

 <https://zoom.us/j/4167122322>


✕ Use this ID for instant meetings

Sign-In Email


jsullivan@vso-inc.com

Linked accounts: 

User Type

Basic  [Upgrade](#)

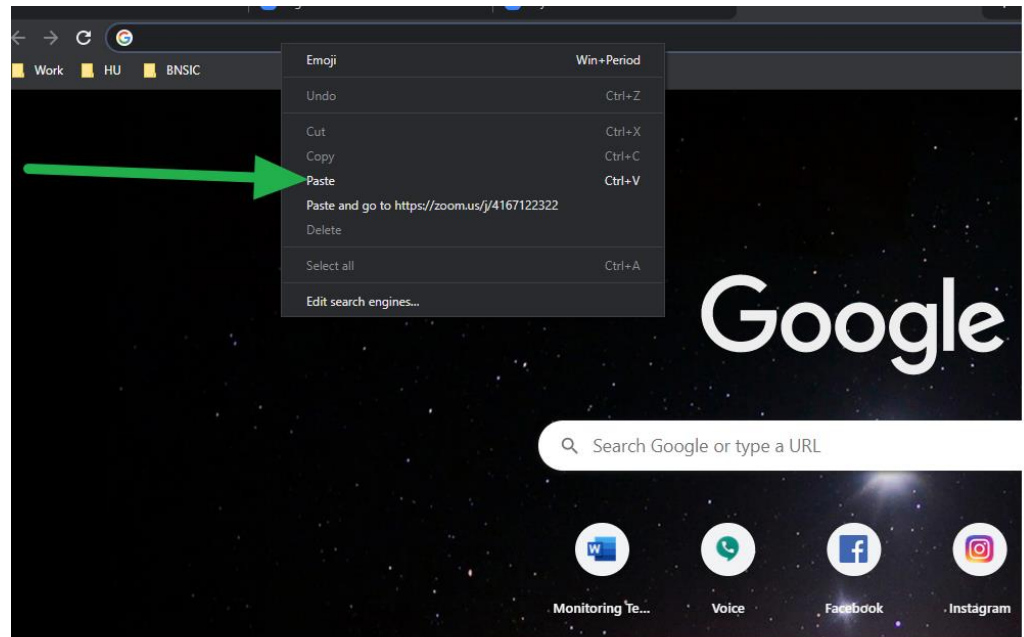
Capacity

Meeting 100 

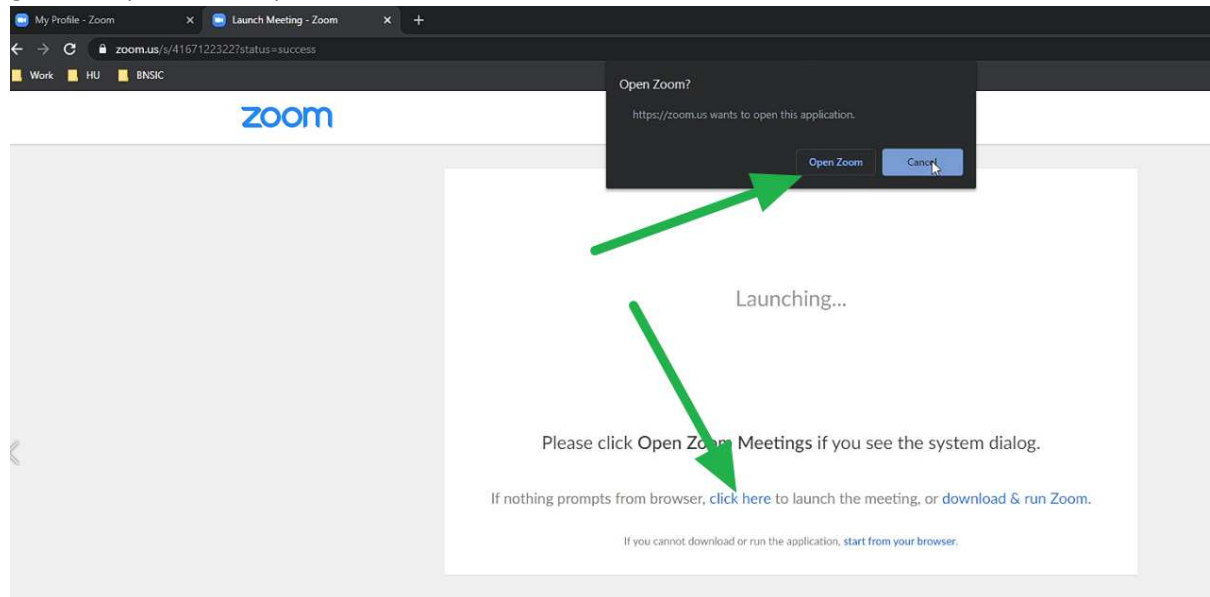
Language

English

- v. Open a New Tab; Right Click your Mouse on the Search Bar and Click Paste and hit the Enter Key to search



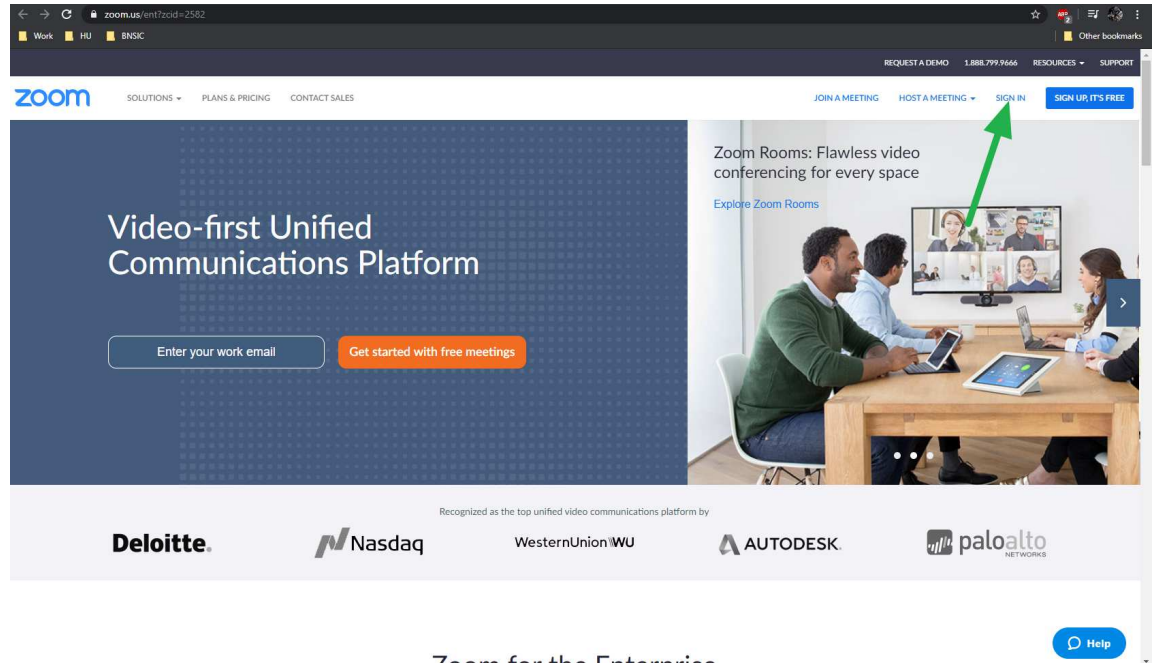
- vi. Select either option and then Open Zoom (You may have to click the bottom one, to get the top one to drop down)



B. Mac (Apple) Users

1. Install Zoom → These initial steps can be performed in **SAFARI**

- i. Go to <https://zoom.us/>
- ii. Select [Sign In](#)



iii. Fill in Email Address and Password

Sign In

Email address

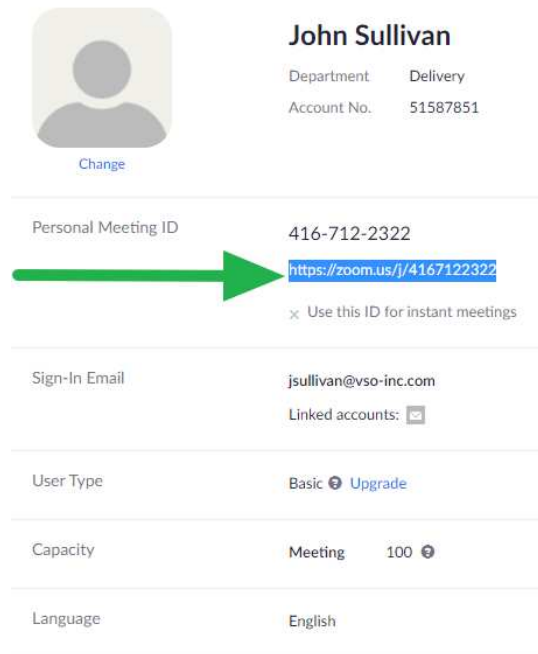
Password

[Forgot password?](#) ☒ Stay signed in

or

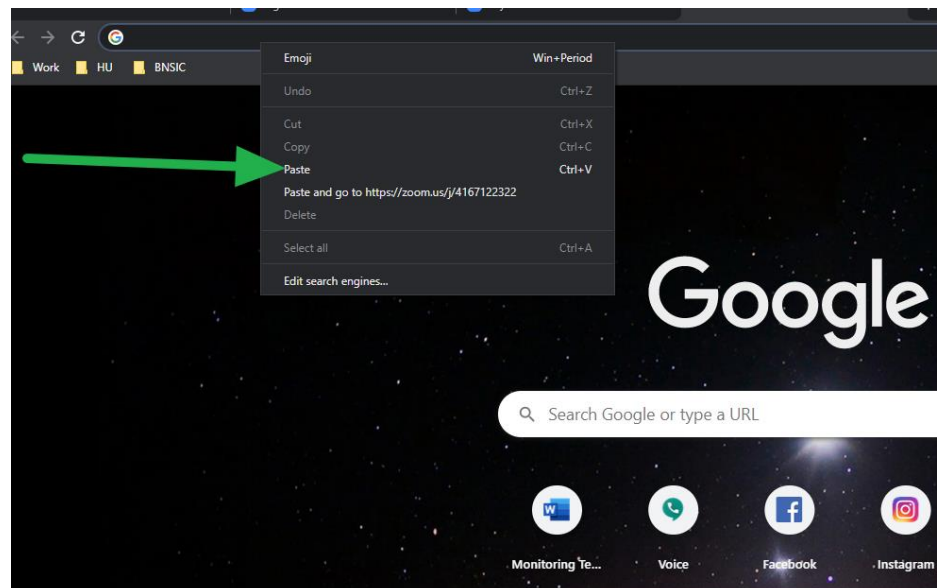
New to Zoom? [Sign Up Free](#)

- iv. Copy the link (Left click and drag from the beginning of the URL to the end till it looks blue like this)

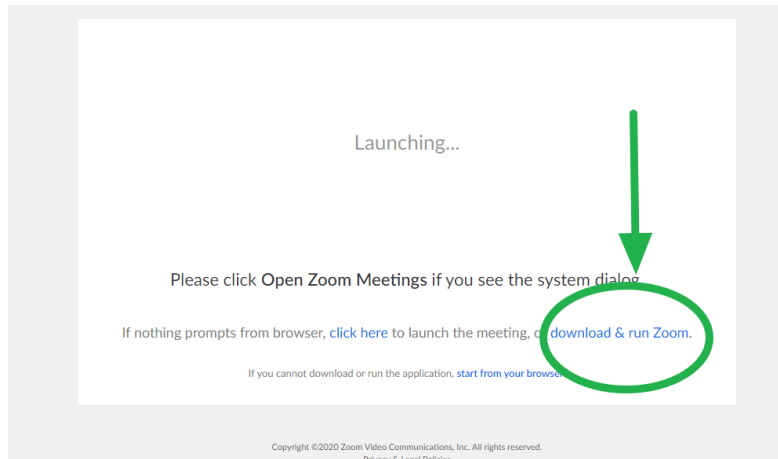


The image shows a Zoom profile page for John Sullivan. At the top, there is a profile picture placeholder with a 'Change' link below it. To the right of the picture, the name 'John Sullivan' is displayed, followed by 'Department: Delivery' and 'Account No.: 51587851'. Below this, the 'Personal Meeting ID' is shown as '416-712-2322'. A green arrow points from the ID to a blue-highlighted URL: 'https://zoom.us/j/4167122322'. Below the URL, there is a link that says 'Use this ID for instant meetings'. Further down, the 'Sign-In Email' is 'jsullivan@vso-inc.com' with a 'Linked accounts' section showing an email icon. The 'User Type' is 'Basic' with an 'Upgrade' link. The 'Capacity' is 'Meeting' with a limit of '100'. The 'Language' is 'English'.

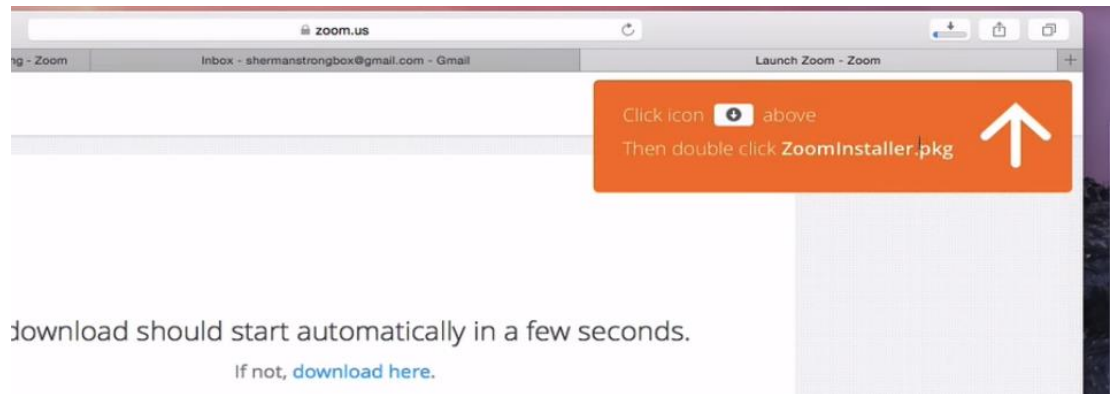
- v. Open a New Tab; Right Click your Mouse on the Search Bar and Click Paste and hit the Enter Key to search



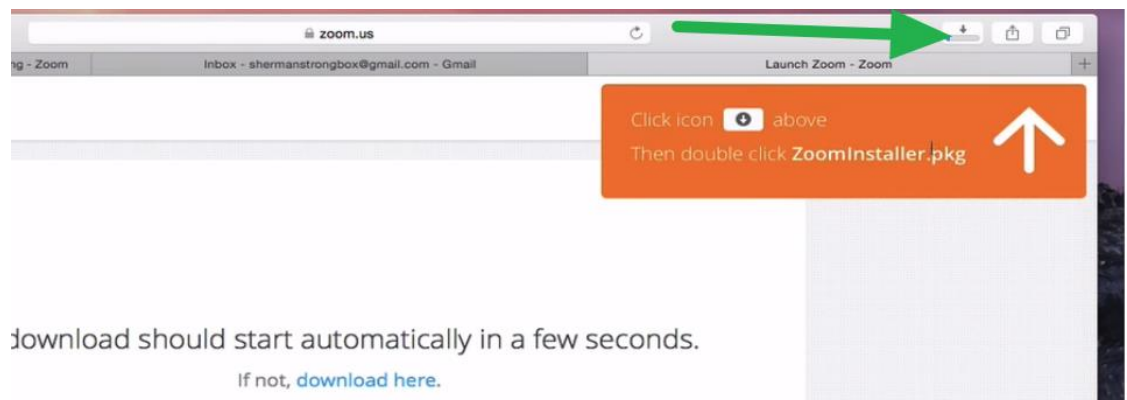
- vi. Select “Download and run Zoom”



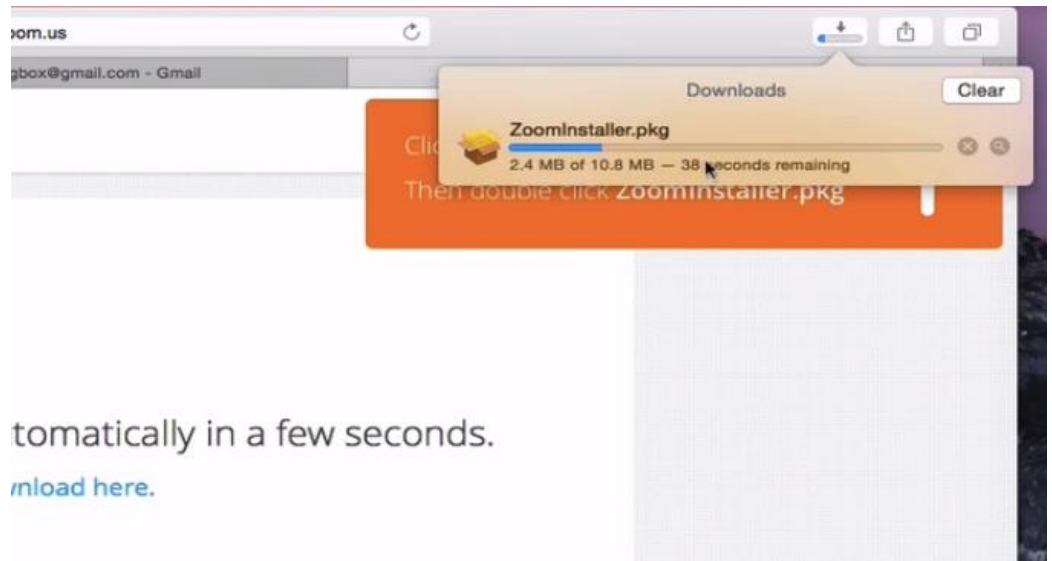
- vii. IF IN SAFARI YOU WILL SEE THE FOLLOWING SCREENSHOT:



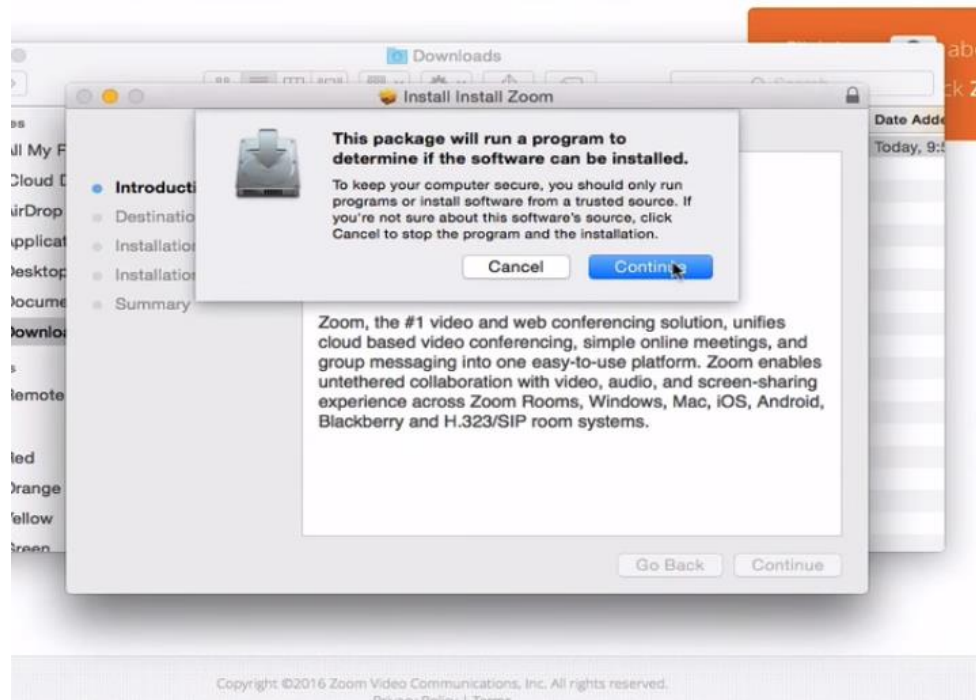
- viii. IF IN SAFARI, SELECT THIS BUTTON TO OPEN THE DOWNLOAD



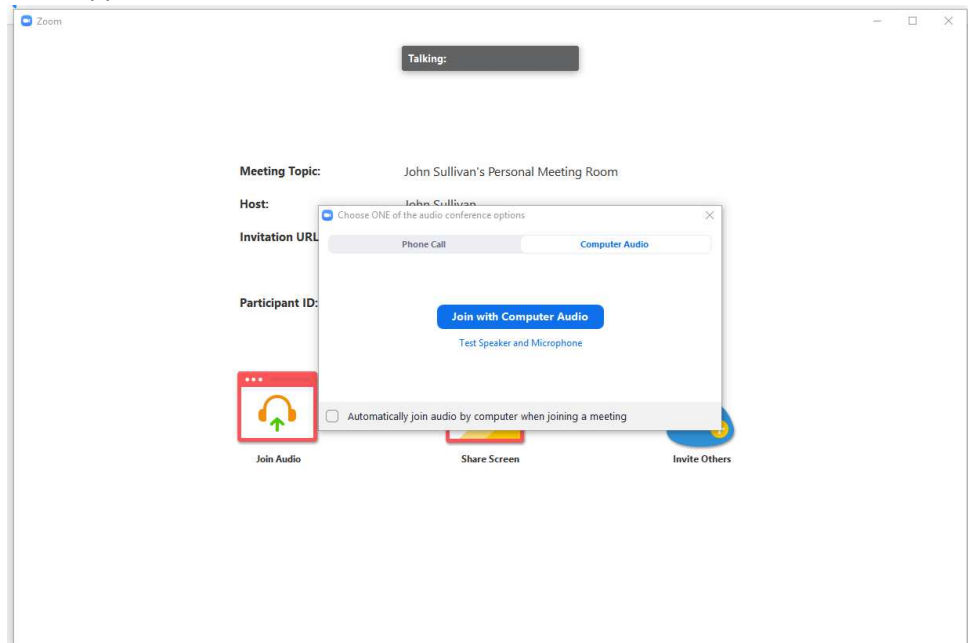
ix. IF IN SAFARI, YOU WILL THEN SEE THIS SCREEN



x. Wait for the download to finish and then select "Continue" to finish the installation



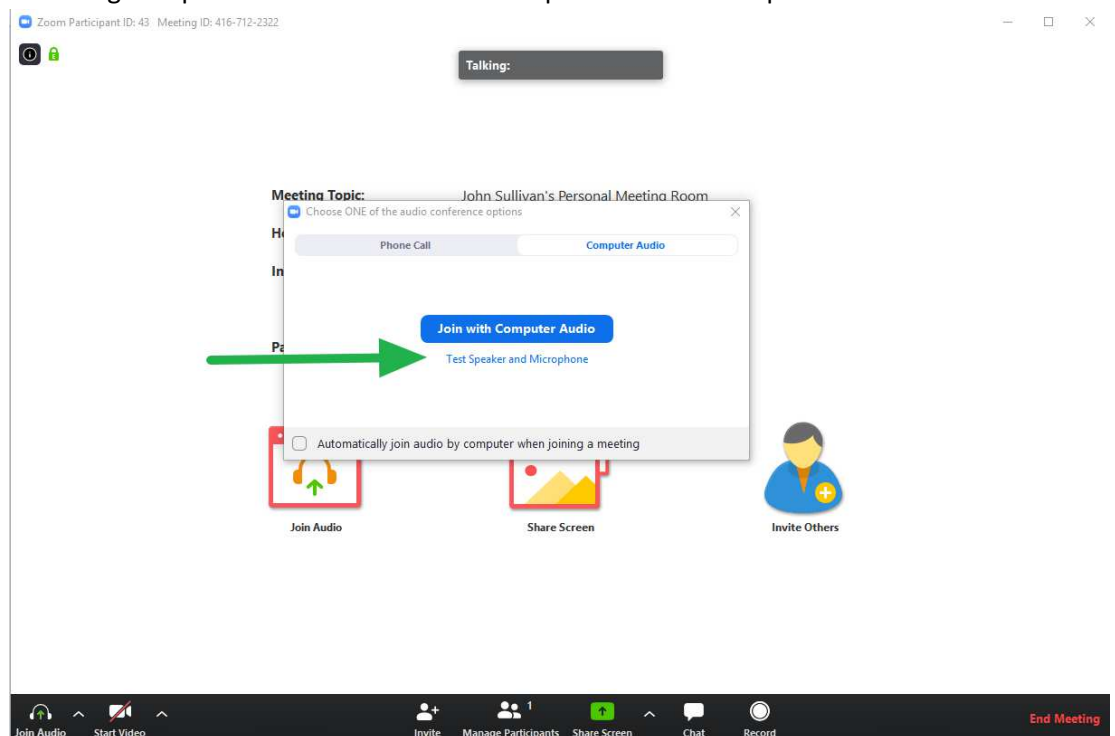
xi. Then this will appear:



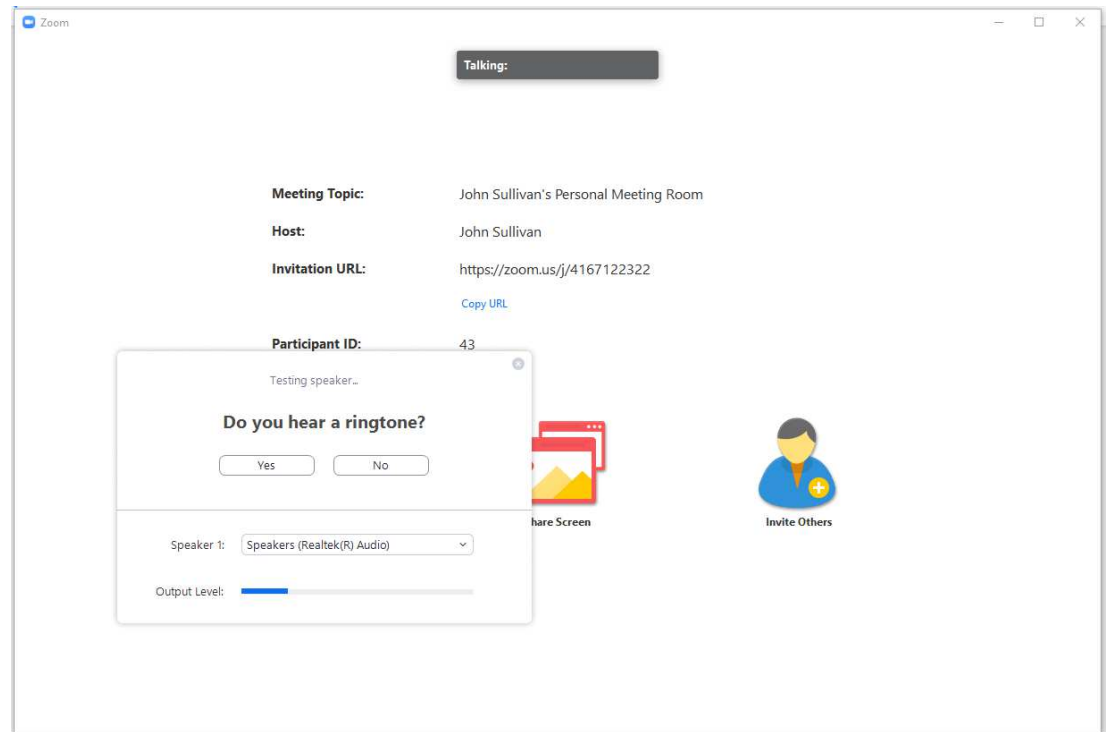
xii. And congratulations! You've installed Zoom!

2. Configure Speakers/Mic/Camera

i. To Configure Speakers and Mic Select "Test Speakers and Microphone"

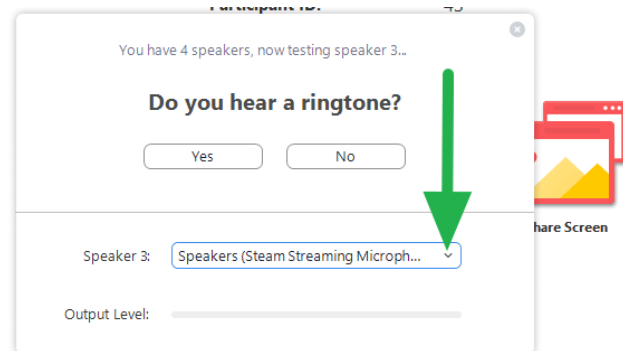


ii. You will see this screen



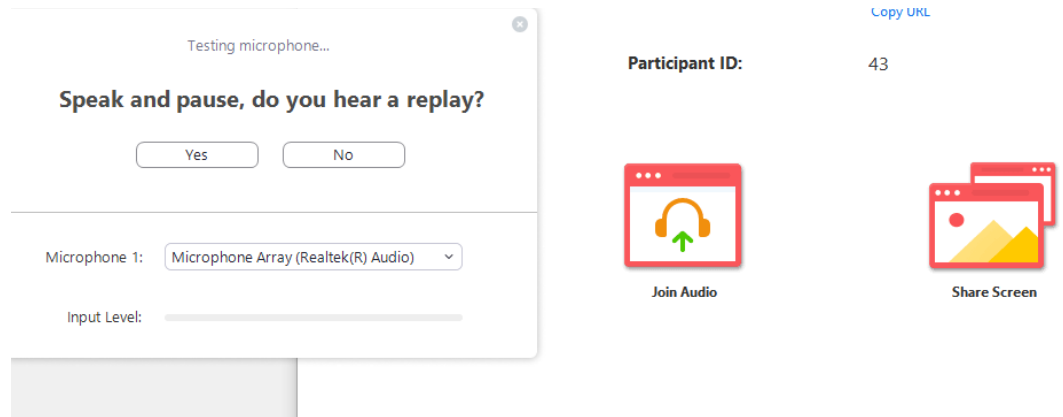
a. Listen for a ringtone

- i. If you hear the ringtone, your speakers are configured correctly
- ii. If you **DO NOT**, then click this arrow (**This will show a drop down of available speakers, select each one until you hear the ringtone**)

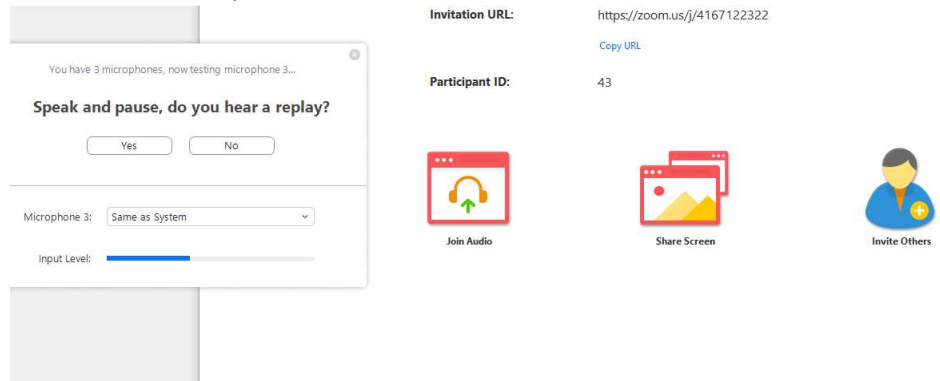


b. Once your Speakers are configured, click “Yes” to move to the next screen

iii. When you click “Yes”, you will see this screen



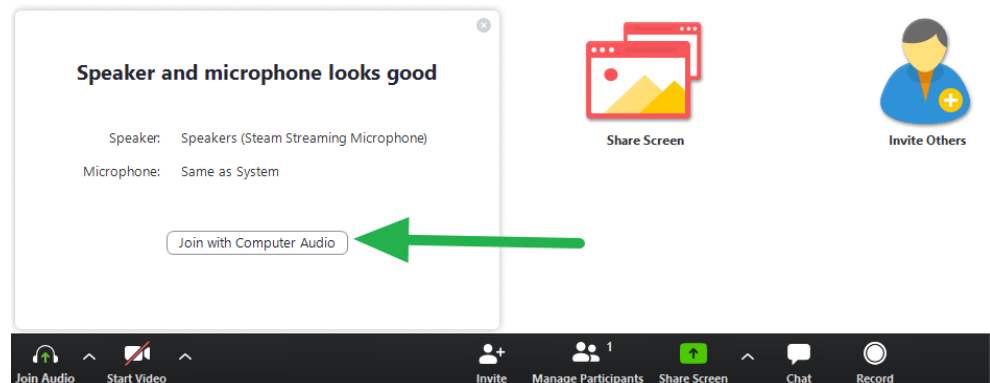
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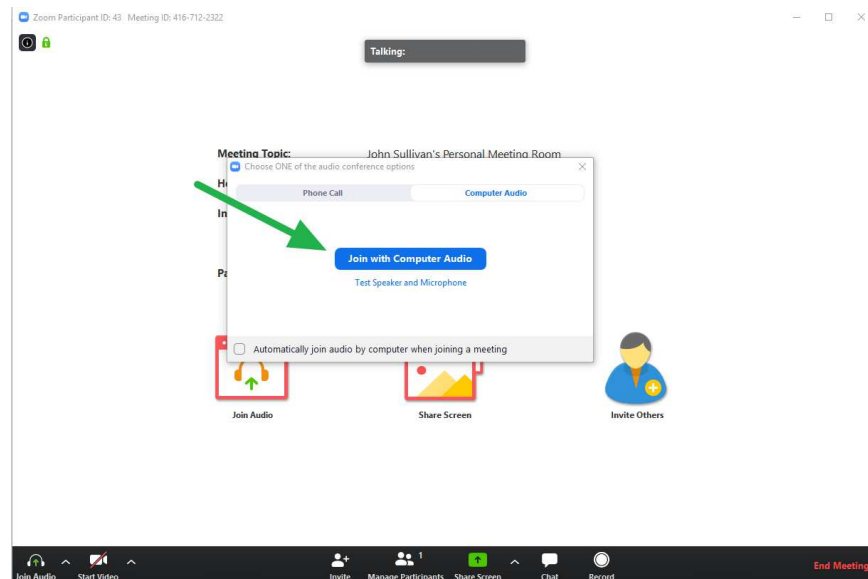
- b. Once you stop talking, listen, and Zoom will replay what you said into the microphone: **(Recommendation of what to say: Sally has blue shoes)**
- c. If you hear it replay what you said, then the mic is configured properly. As with the Speakers, if it is not, click the down arrow and select each option until you find the one that works.

iv. Then Click “Yes” to move to the next screen

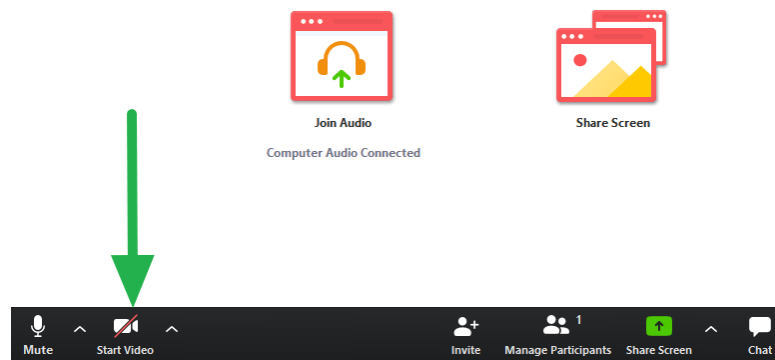
- v. Select Join with Computer Audio



- vi. Select "Join with Computer Audio"



- vii. To activate your camera, select "Start Video", this will turn on your video for all to see

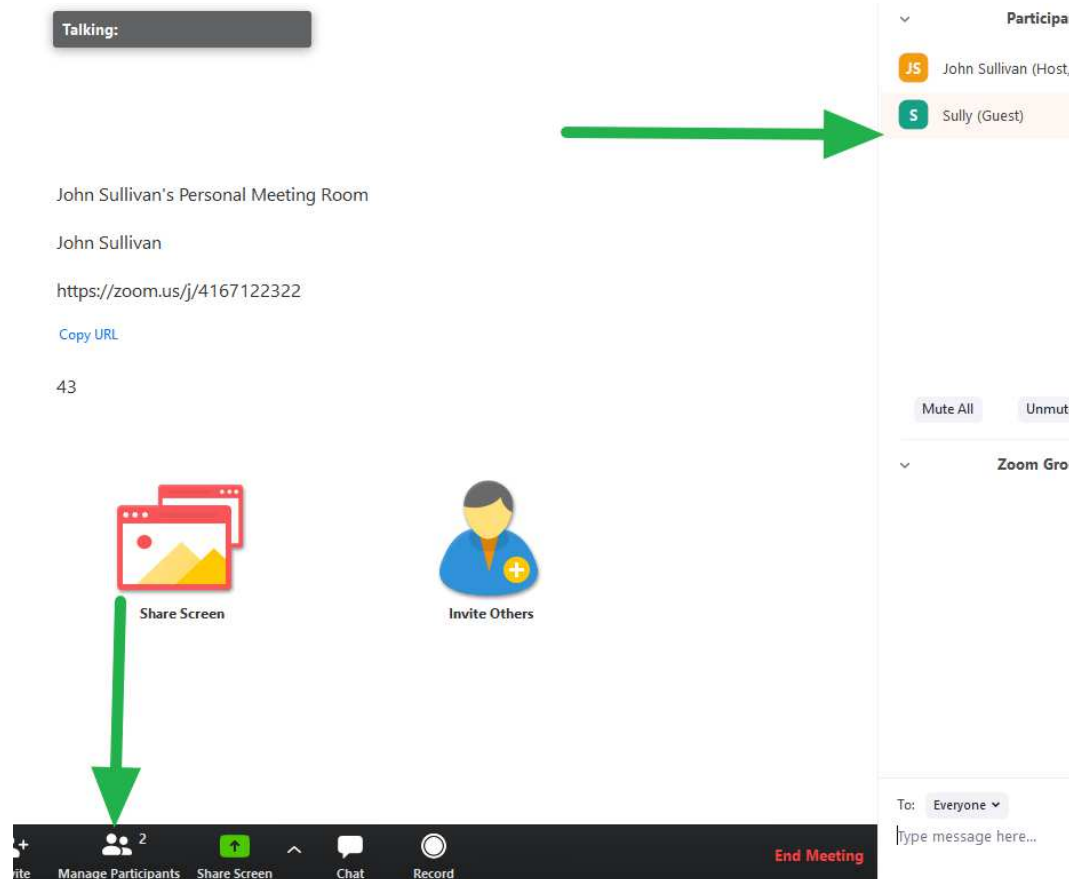


3. Features of Zoom Video Conferencing

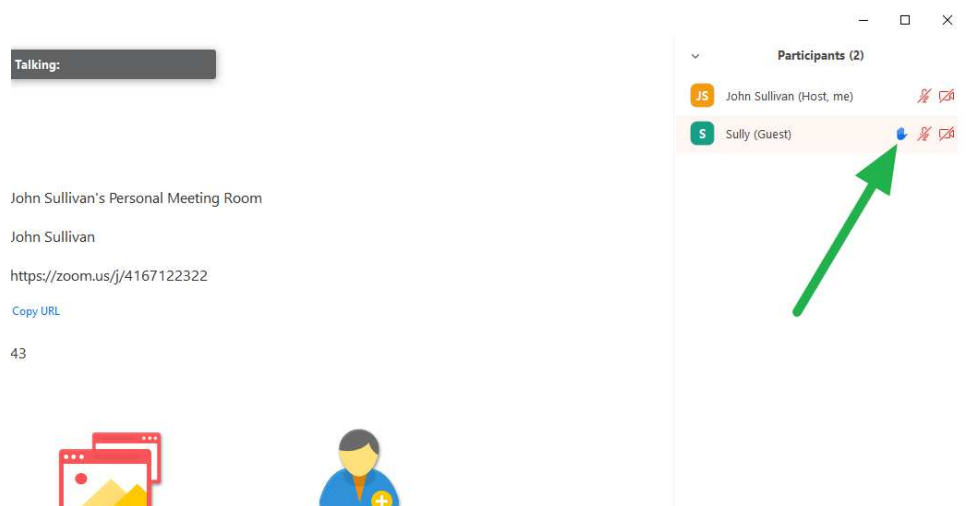
i. Hosts (Professors):

1. Participants (**KEEP AN EYE ON THIS AS WELL AS STUDENTS CAN RAISE THEIR HANDS TO ASK QUESTIONS**)

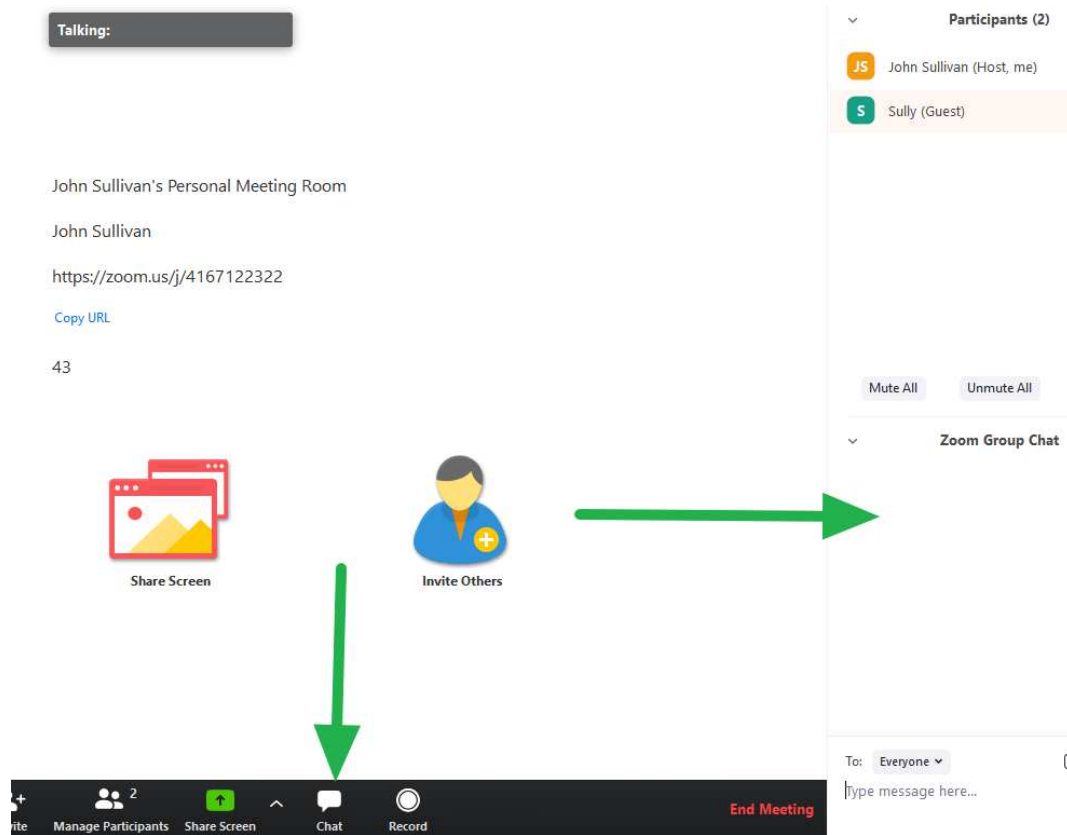
a. Select this button to see the list of people in the call



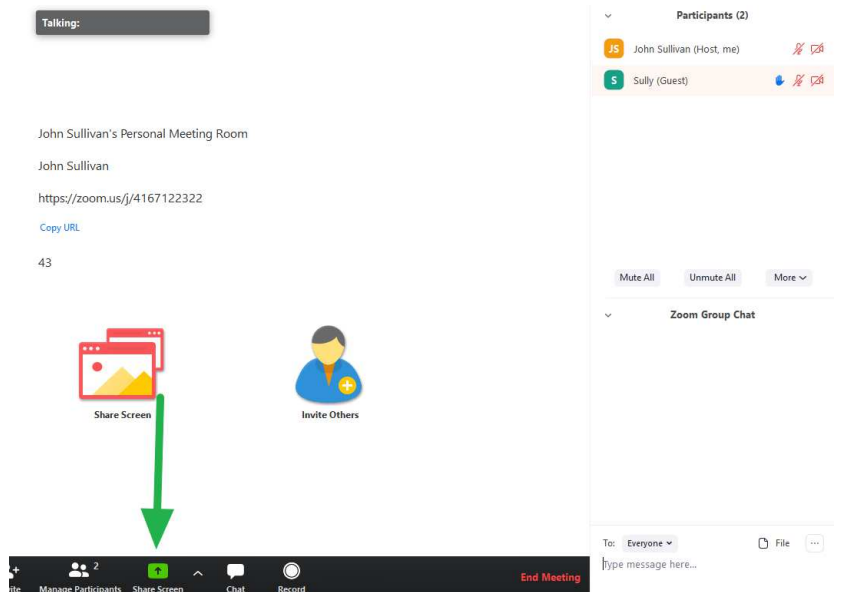
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2. Chat (**KEEP AN EYE ON THS THROUGHOUT THE CLASS AS SOME STUDENTS WILL EXPERIENCE LATENCY AND MAY NOT BE ABLE TO ASK QUESTIONS**)
 - a. Select this button to chat with students

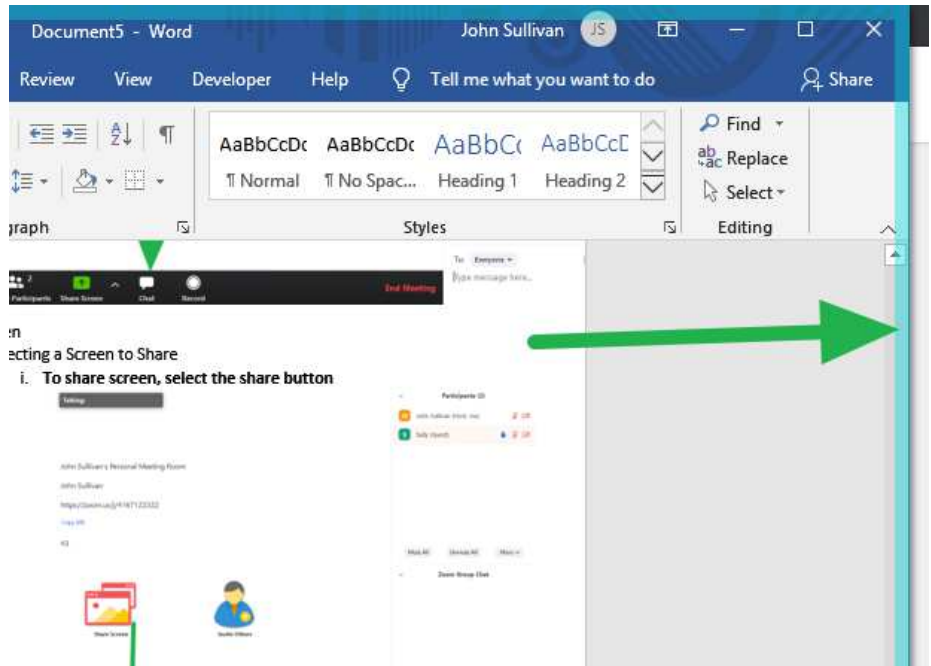


3. Share Screen
 - a. Selecting a Screen to Share
 - i. To share screen, select the share button

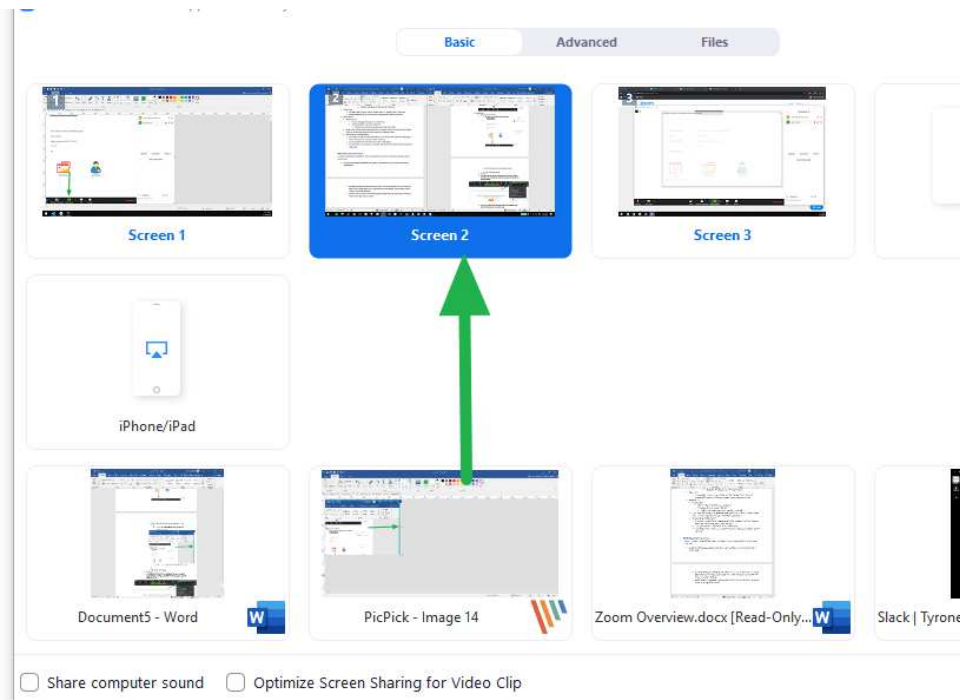


ii. How to tell what screen you are going to share? → Two ways,

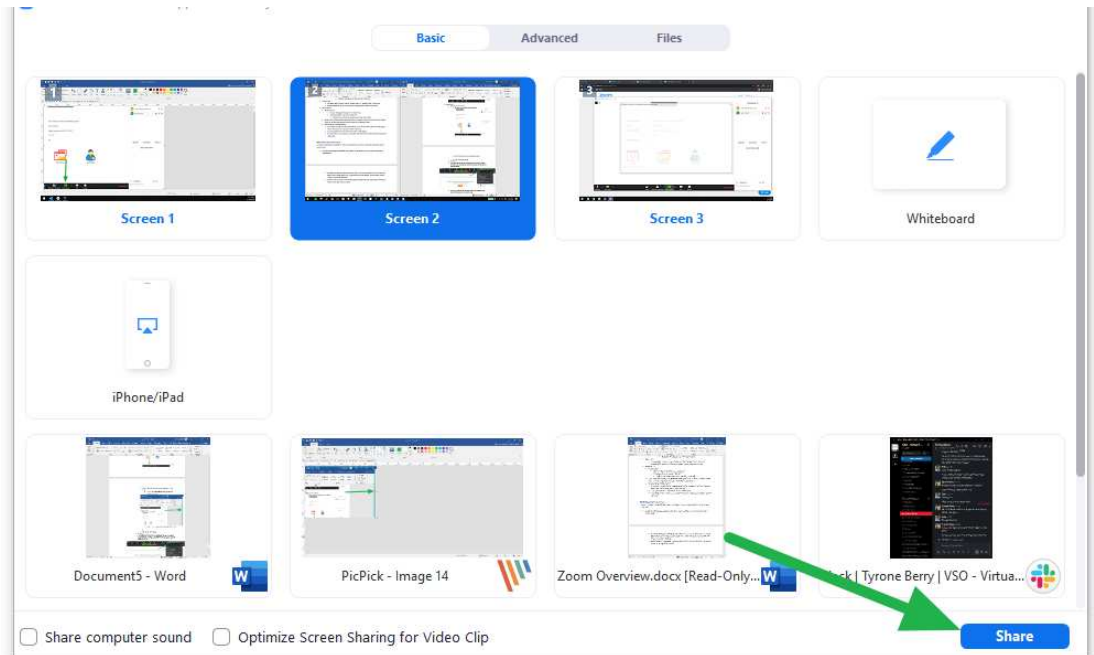
1. Look for the screen highlighted by the teal box around the screen around the screen



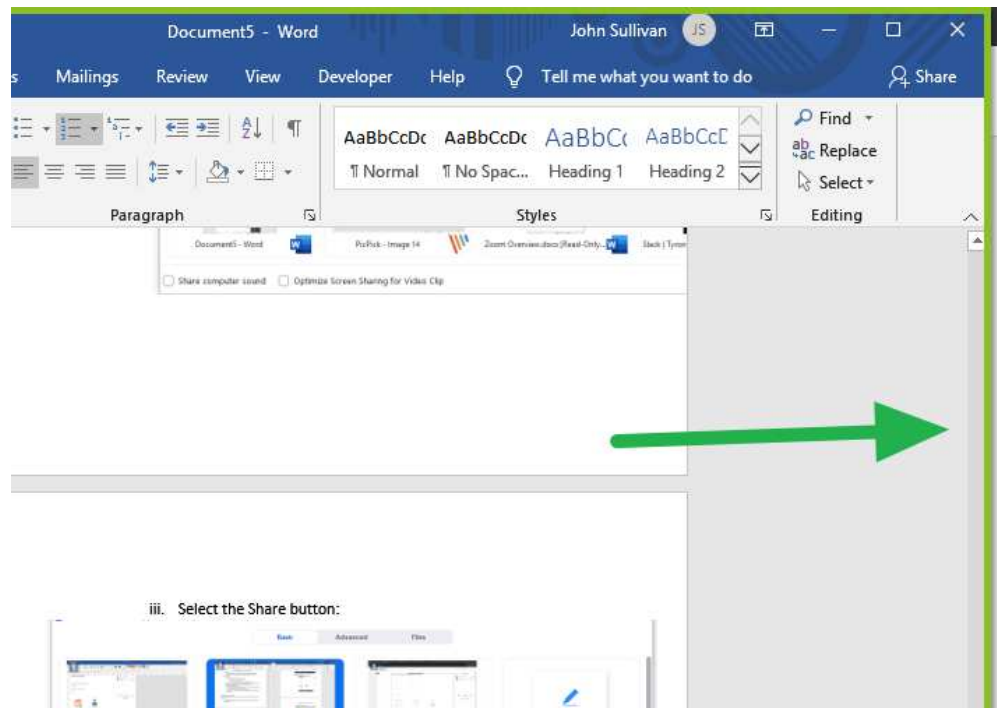
2. Look at the screen highlighted in blue on this screen



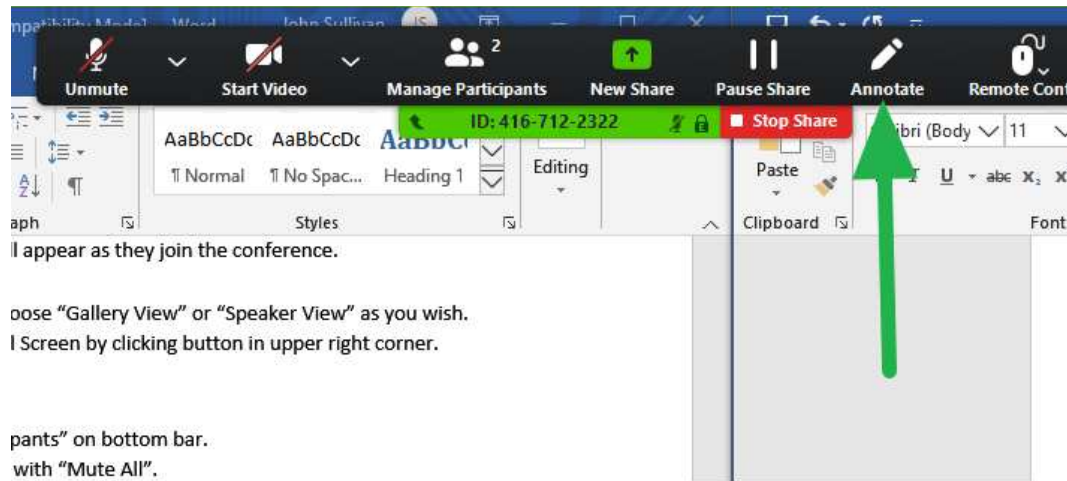
iii. Select the Share button:



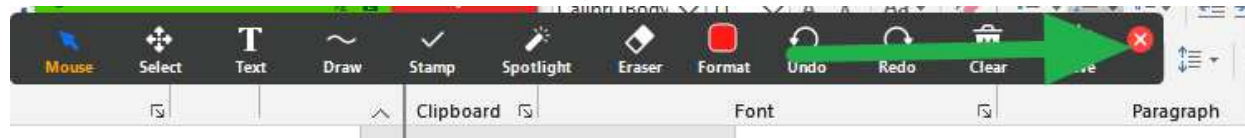
iv. The screen you are sharing will get a green box around it



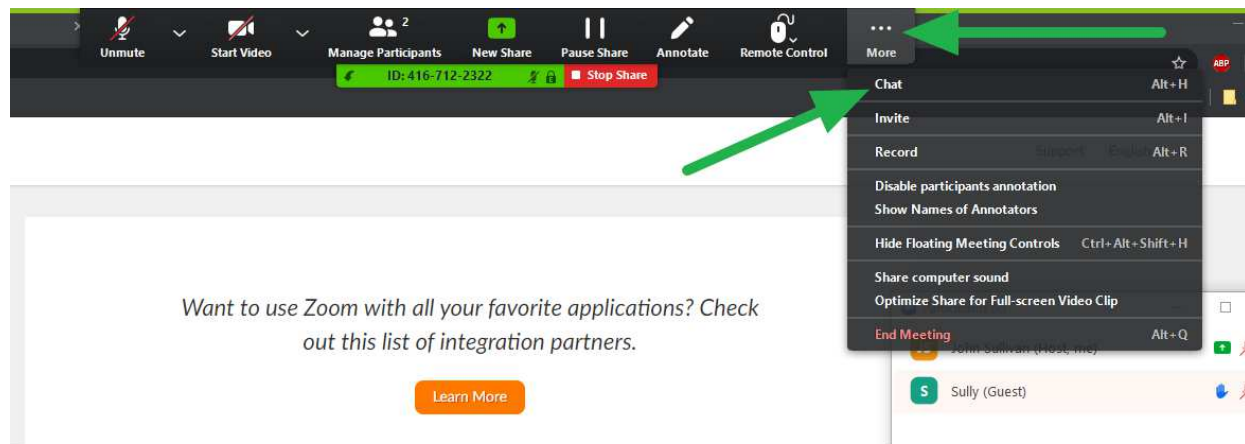
b. Annotate → Allows you to draw on your screen



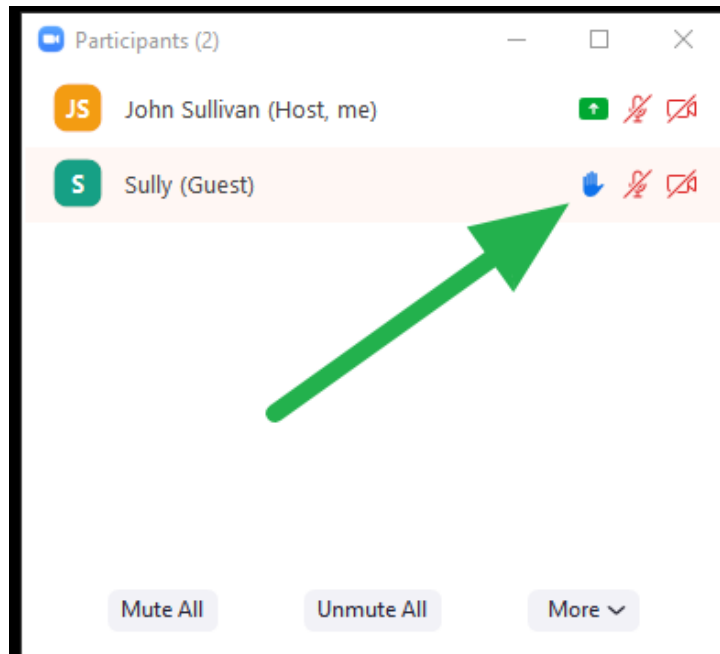
i. To close Annotation, click the Red X



c. Chat (KEEP AN EYE ON THS THROUGHOUT THE CLASS AS SOME STUDENTS WILL EXPERIENCE LATENCY AND MAY NOT BE ABLE TO ASK QUESTIONS)

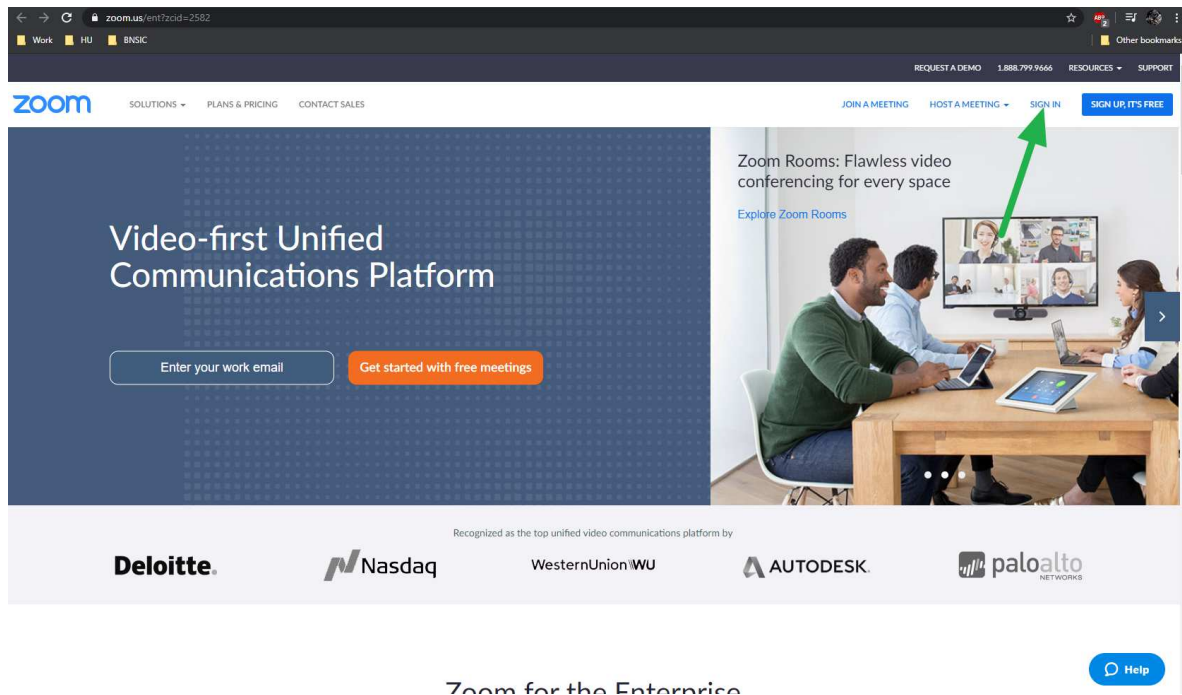


- d. Participants (KEEP AN EYE ON THIS AS WELL AS STUDENTS CAN RAISE THEIR HANDS TO ASK QUESTIONS)



4. Alternative Ways to Access Zoom after Installation

- i. Go to <https://zoom.us/>
- ii. Select [Sign In](#)



iii. Fill in Email Address and Password

Sign In

Email address


Sullivan


Password

Sign In

[Forgot password?](#) ☒ Stay signed in


or

 Sign in with Google

 Sign in with Facebook

New to Zoom? [Sign Up Free](#)

iv. Copy the link (Left click and drag from the beginning of the URL to the end till it looks blue like this)




John Sullivan

Department: Delivery

Account No. 51587851


[Change](#)


Personal Meeting ID: 416-712-2322


 <https://zoom.us/j/4167122322>

× Use this ID for instant meetings

Sign-In Email: jsullivan@vso-inc.com

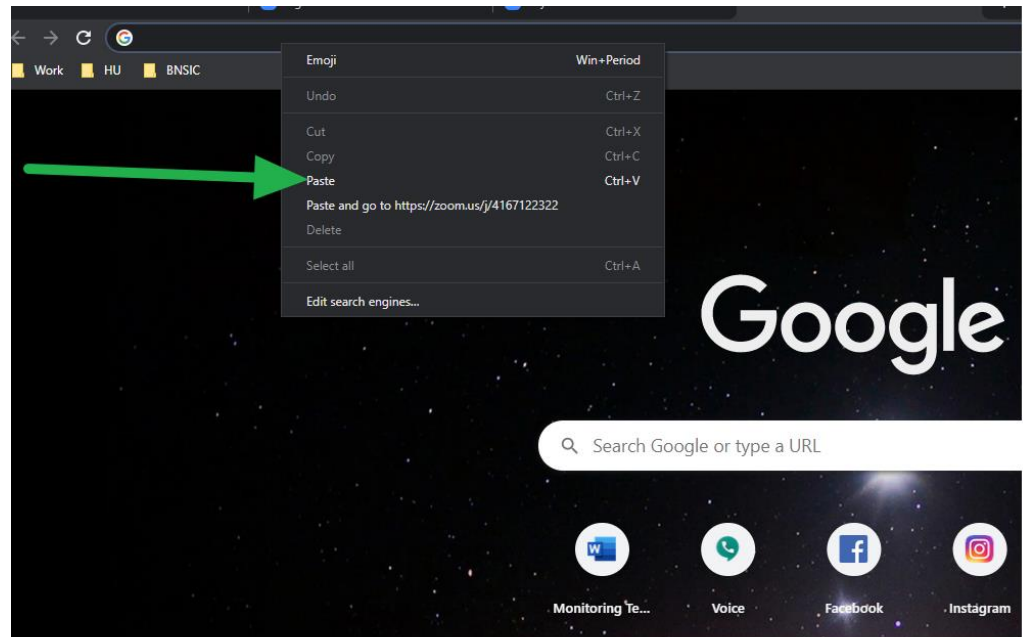
Linked accounts: 

User Type: Basic  [Upgrade](#)

Capacity: Meeting 100 

Language: English

- v. Open a New Tab; Right Click your Mouse on the Search Bar and Click Paste and hit the Enter Key to search



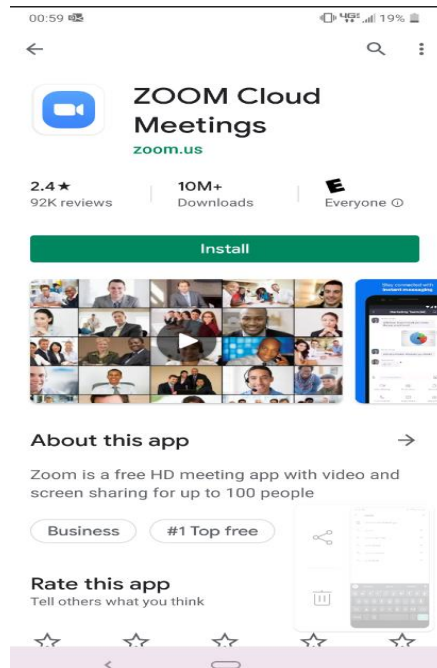
- vi. CHECK AND MAKE SURE FINAL STEPS ARE THE SAME ON MAC

C. Phone

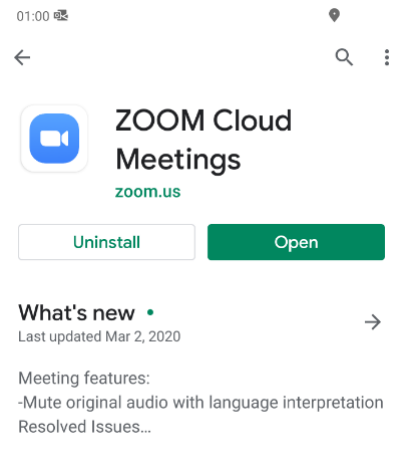
1. Android

i. Install Zoom

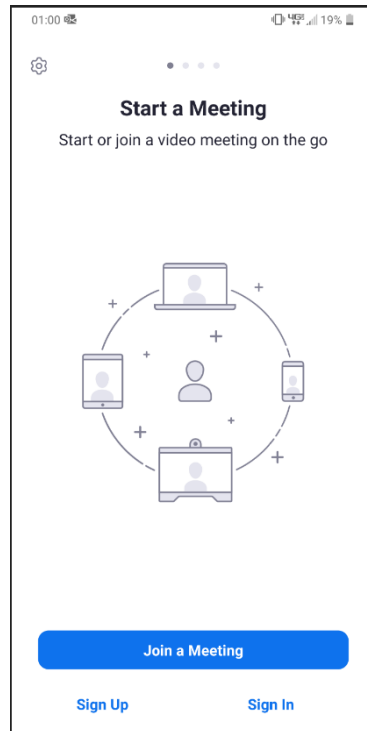
1. Search for Zoom in the App Store
2. Install it:



3. Open Zoom



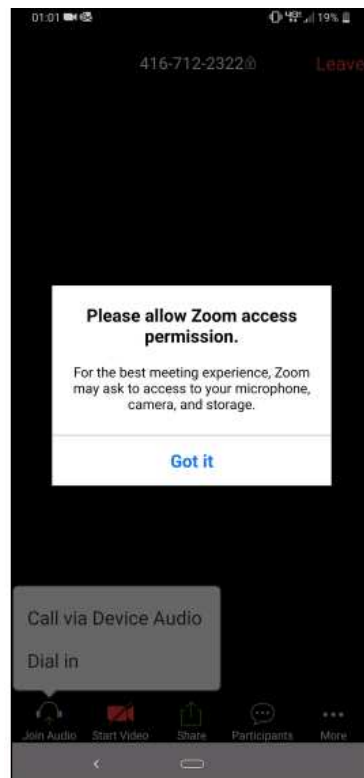
4. Join Meeting:



5. Enter Meeting ID (Digits found at the end of the URL <https://zoom.us/j/xxxxxxxxxx>) then click “Join Meeting”

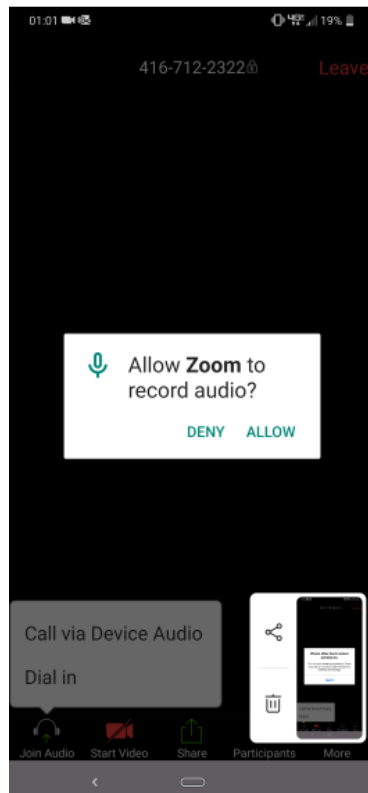


6. **Allow Zoom access**



ii. **Configure Speakers/Mic/Camera**

1. Allow Zoom to record Audio → Should activate the default microphone and headset you use.

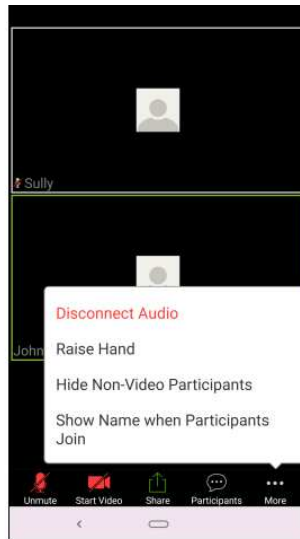


2. Choose between “Dial In” and “Call via Device Audio”
 - a. Dial In = Phone Call (Does **NOT** include video and other features)
 - b. Call via Device Audio = Using the App on the phone to make the call (includes video and other features)
3. To turn on Video, select the red camera that says “**START VIDEO**”

iii. Features of Zoom Video Conferencing

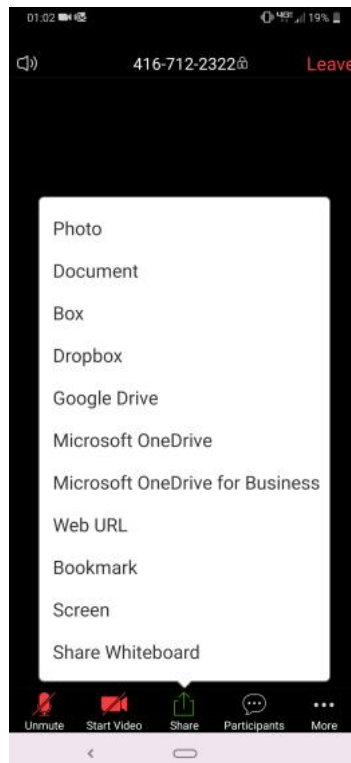
1. Raise Hands:

- a. Click the three dots and select Raise Hand



2. Share Screen

- a. No option to actually share screen, but you can use Whiteboard
- b. Click Share and Select Whiteboard



iv. **Alternative Ways to Access Zoom after Installation**

1. Call into Zoom
 - a. Dial one of the following numbers
 - i. +1 346 248 7799
 - ii. +1 669 900 6833
 - iii. +1 312 626 6799
 - iv. +1 929 205 6099
 - v. +1 253 215 8782
 - vi. +1 301 715 8592
 - b. Type in the Meeting ID number (The digits at the end of the URL) and then press #
 - i. <https://zoom.us/j/xxxxxxxxxx>

2. **iPhone**

i. **Install Zoom**

1. Go to App Store:
2. Search for Zoom and Click "GET"
3. Wait for it to Install and then "OPEN" it
4. Select "Join A Meeting"
5. Enter Meeting ID (Digits found at the end of the URL <https://zoom.us/j/xxxxxxxxxx>) then click "Join Meeting"

ii. **Configure Speakers/Mic/Camera**

1. Settings are the same as Android with a little bit of a different interface, though it should look about the same.

iii. **Features of Zoom Video Conferencing**

1. Settings are the same as Android with a little bit of a different interface, though it should look about the same.

iv. **Alternative Ways to Access Zoom after Installation**

1. Call into Zoom
 - a. Dial one of the following numbers
 - i. **+1 929 205 6099 US (New York)**
 - ii. **+1 312 626 6799 US (Chicago)**
 - iii. **+1 669 900 6833 US (San Jose)**
 - iv. **+1 253 215 8782 US**
 - v. **+1 301 715 8592 US**
 - vi. **+1 346 248 7799 US (Houston)**
 - b. Type in the Meeting ID number (The digits at the end of the URL) and then press #
 - i. <https://zoom.us/j/xxxxxxxxxx>