

# Zoom Beginner's Guide

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## What is Zoom?

ZOOM is a video conferencing program for the computer that will allow you to connect with 1 to 500 people at a time. CLN will be using it primarily to expand participation in Board Meetings due to space limitations required by the COVID-19 response and to provide a channel of inclusion for owners who cannot be in CLN during the meeting. Zoom works on computers, tablets, and smartphones almost automatically!

## What is required?

Three Options:

- 1) A Laptop computer with built in camera
- 2) A Personal Computer with an add-on camera device
- 3) A Smartphone

## How do I download Zoom to my device?

You must download this program from the Zoom website. This is a free version for attending meetings. There are two options:

### Option 1 – Ahead of Time

Go to <https://zoom.us/download>

### **Zoom Client for Meetings**

The web browser client will download automatically when you start or join your first Zoom meeting and is also available for manual download here.

**Download**

### Option 2 – Before Start of First Meeting

Alternately, if you have received the email invitation for our Zoom meeting, click the link that says, "Join Zoom Meeting". If this is the first time you have ever used Zoom, this link will take you to the website where you will then download the Zoom program.

## Do I need to create an account?

No. You only need an account if you start creating your own meetings. For sake of CLN, you will be accepting invitations and thus will not need an account.

## How do I join a meeting?

We will be using the “CLN Distribution Email” notification. The “CLN Distribution Email” will have the Zoom Invite for the upcoming meeting. Click on “Join Zoom Meeting” when it is time.

SOMEONE is inviting you to a scheduled Zoom meeting.

Topic: SOMEONE'S Personal Meeting Room

Join Zoom Meeting

<https://zoom.us/j/518227999>



If you have not done so already, please provide your email to the CLN Communications Committee by emailing [clnorthtech@gmail.com](mailto:clnorthtech@gmail.com)

## Meeting Participation

A computer microphone can be sensitive, and if you are unmuted, it can pick up a lot of background noise. For this reason, participants will be **placed on mute** before the meeting begins.



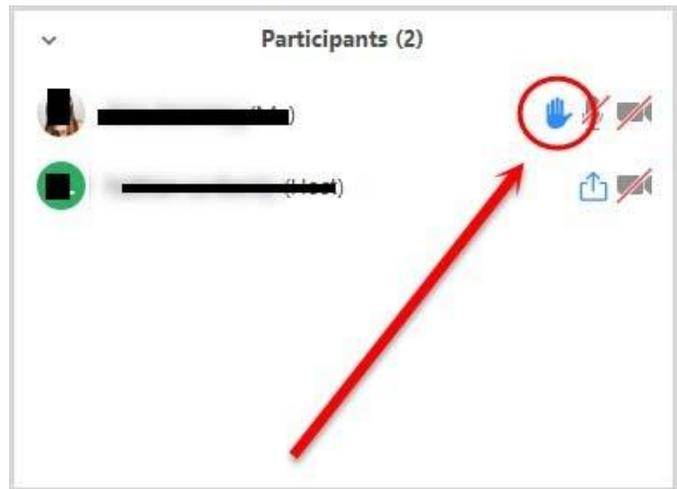
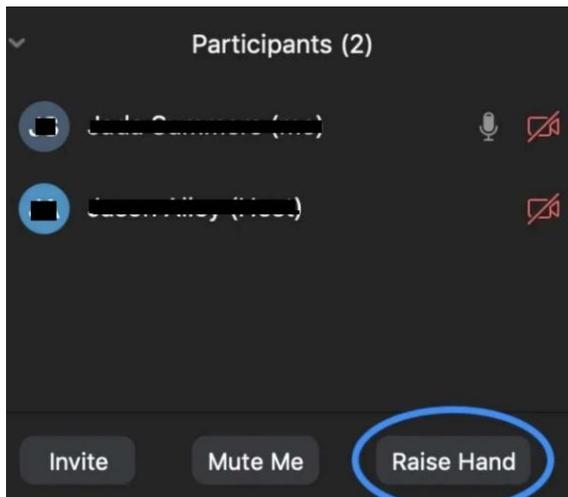
If the microphone has a red line through it, you are muted.



If the microphone has no red line through it, you can be heard in the meeting.

Before Board Votes, the CLN Zoom Moderator will look for ‘Raised Hands’ to indicate you have a question or want to make a statement about the meeting contents and will ‘Unmute’ You so you can participate.

**To Raise Your Hand** click on the ‘Participants’ button on the bottom of the screen. You will see your name on the right side of the screen. You will have the option to mute yourself or raise your hand. Raising your hand adds a blue hand to your screen that everyone can see. An example of the Button and the Raised Hand is below.



## How do I Leave a Zoom Meeting?

Click "Leave Meeting" on the bottom right-hand corner to leave the meeting.

## How-To Video's on YouTube

There are several 'How-To' videos on YouTube. Just type "Zoom for Beginners" and you will have your choice of many videos.