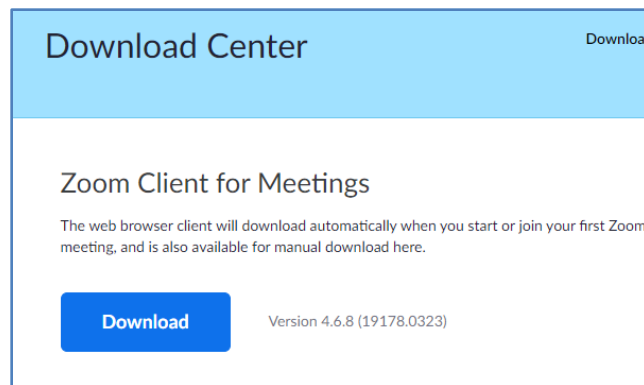# Zoom Meeting Instructions for Computers and Ipads and Laptops

Zoom Meeting Instructions for Computers
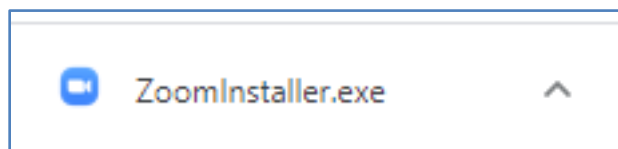
Part 1 – Setting up device

On your Computer
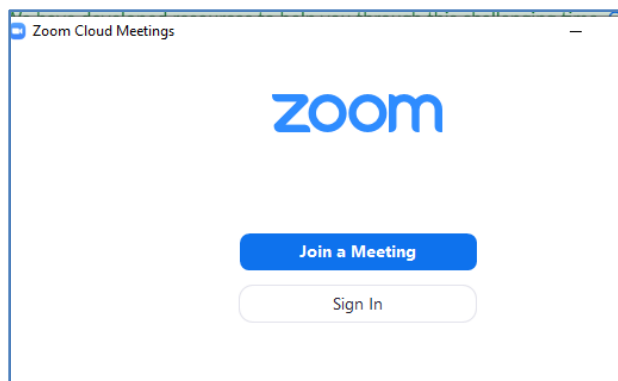
- **Using your Chrome browser, go to <https://zoom.us/download>.**

- **Click on the Download button for Zoom Client for Meetings. Click "Save" if prompted.**

- **When the download finishes, click the "zoominstaller.exe" at the bottom left side of your screen to install. Click "Run" when prompted**

- **When installation is complete, you will see the following:**

Zoom Meeting Instructions for Computers and Ipads and Laptops
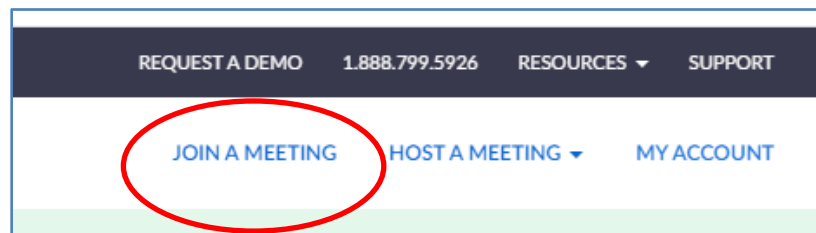
Part 2 – Joining a Meeting

Make sure you are not in a remote desktop; you should be on straight wireless. If opened up a remote desktop to do work, close it first, then follow these instructions.
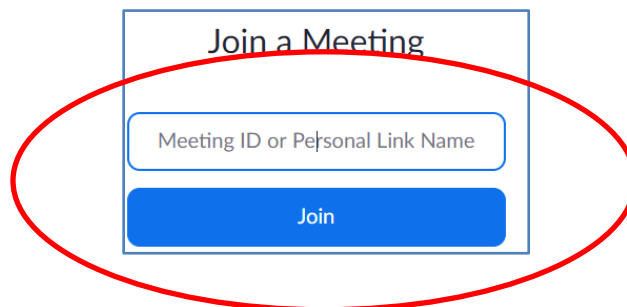
With a web link

- **You will have received a meeting request in your outlook or an email with the instructions. Open the meeting request/email. If there is a weblink, click it. When prompted, click "Open Zoom"**
- **If you can't access your email without remote desktop, use webmail at http://webmail.newwestcity.ca.**

Without a weblink

- **Get the meeting ID number from your invitation. i.e.** *123 456 789*
- **Go to** http://zoom.us
- **Click on "Join a meeting" in the upper right corner:**

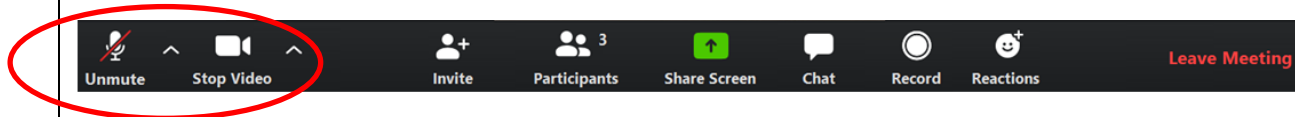- **On the next screen, enter the Meeting ID number from your invitation and click "Join":**

- **Enter the password on the next screen if necessary**

- **Choose "Join with computer audio"**

- **You will be placed in a virtual waiting room until the host lets you in.**

Zoom Meeting Instructions for Computers and Ipads and Laptops

To make sure you can be seen and heard after you have joined the meeting

- **The meeting controls are at the bottom of your screen. Hover the mouse over the bottom of the Zoom window, and make sure your Audio and Video are on (make sure there are no red lines across the microphone and video camera buttons). Click them to change.**

To see who else is in the meeting

- **On your control bar, click "Participants".**
- **On the computer, you will be able to see the list of participants on the right hand side bar.**

Part 3 – During the Meeting

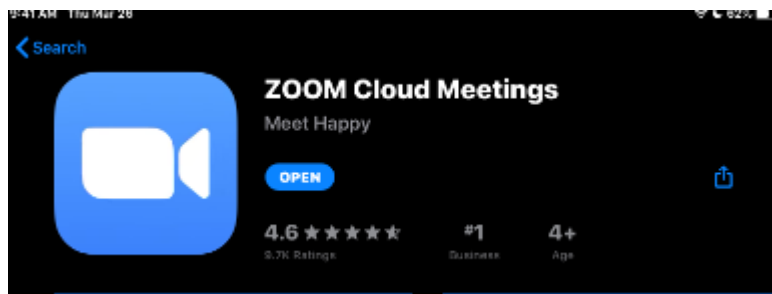| Action	
I want to say something	o Tap the three dots in the upper right corner. o Choose **"Raise Hand"**
I need to show my presentation	o Tap the centre of your device o On the control bar, choose **"Share Content"**
I need to leave	o Tap the centre of your device o On the control bar, choose **"Leave Meeting"**
I'm getting feedback through my speakers	o Make sure you only have one device with a microphone connected or nearby. o Try using a headset.
No one can hear me	o Make sure you are not muted. o Make sure your microphone is turned on. o Try using a headset. o Exit and re-enter the meeting

Zoom Meeting Instructions for Computers and Ipads and Laptops

Zoom Meeting Instructions for your iPhone or iPad

Part 1 – Setting up device

Setting Up on your iPhone or iPad

- **Go to the app store, and search for "Zoom Meetings". Download the app "Zoom Cloud Meetings".**

- **(if you have an Android/Blackberry device, the app has the same name, just get it from the Play store)**

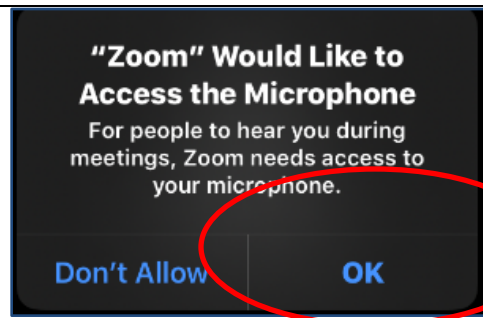### Part 2 – Joining a Meeting

Using a weblink:

- **Click on the link in your email/meeting request.**
- **As it loads, give the zoom app "permission" to use your audio and video.**
- **You will be placed in a virtual waiting room until the host lets you in.**

Without a weblink

- **Get the meeting ID from your email or meeting invitation.**
- **Open your Zoom App**
- **Enter the meeting ID and click "Join".** *i.e. 123 456 789*
- **Enter the Password when requested**
- **Give the app access to audio and video when requested.**
- **You will be placed in a virtual waiting room until the host lets you in.**

Zoom Meeting Instructions for Computers and Ipads and Laptops

- **Tap the centre of your screen to make the controls appear on the top. Make sure your microphone and video camera icons are black (not red).**

To see who else is in the meeting

- **On your control bar, click "Participants".**
- **A window will pop up. On your iPhone it will cover the video, but others can still see you. Just go back to get rid of it.**

Part 3 – During the Meeting

Action	
I want to say something	o Tap the three dots in the upper right corner. o Choose **"Raise Hand"**
I need to show my presentation	o Tap the centre of your device o On the control bar, choose **"Share Content"**
I need to leave	o Tap the centre of your device o On the control bar, choose **"Leave Meeting"**
I'm getting feedback through my speakers	o Make sure you only have one device with a microphone connected or nearby. o Try using a headset.
No one can hear me	o Make sure you are not muted. o Make sure your microphone is turned on. o Try using a headset.