

**PLEASE PRINT THESE INSTRUCTIONS TO HAVE THEM HANDY WHEN LEARNING TO USE ZOOM**

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### 1. IF ALL ELSE FAILS

If you find you are unable to log in to the Zoom Meeting at the time of the meeting, send an e-mail to [manager@bcnature.ca](mailto:manager@bcnature.ca)

### 2. PHONE IN OPTION

If all else fails you may phone the following Zoom number to join the meeting by phone if you can not join the meeting by computer **778-907-2071** you'll need to key in the meeting number which will become available on the notice of meeting generated by zoom.

Unfortunately, this is the only number Zoom provides and it is in the Vancouver area so it you will incur long distance charges.

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### 3. EQUIPMENT REQUIREMENTS

You will need the following equipment to use Zoom

- 1) Speakers
- 2) A microphone
- 3) A camera is optional, although now, you can buy speakers, video, and a microphone together

### 4. STEP 1 - INSTALL ZOOM

**please do this a few days before the meeting is to be held.**

If you have not used zoom before you will need to install it on your computer. Follow this link [Zoom.us/download](https://zoom.us/download) . You do not need to register a Zoom account.

When you install zoom you will probably see the following screen. Choose the first download option

## 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.

A blue rectangular button with rounded corners containing the word "Download" in white text.

Version 5.0.2 (24046.0510)

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## Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

A blue rectangular button with rounded corners containing the word "Download" in white text.

Version 5.0.24936.0515

[Add Zoom](#) as an Add-in for Outlook on the web

When you have completed this you will be ready for the meeting day.

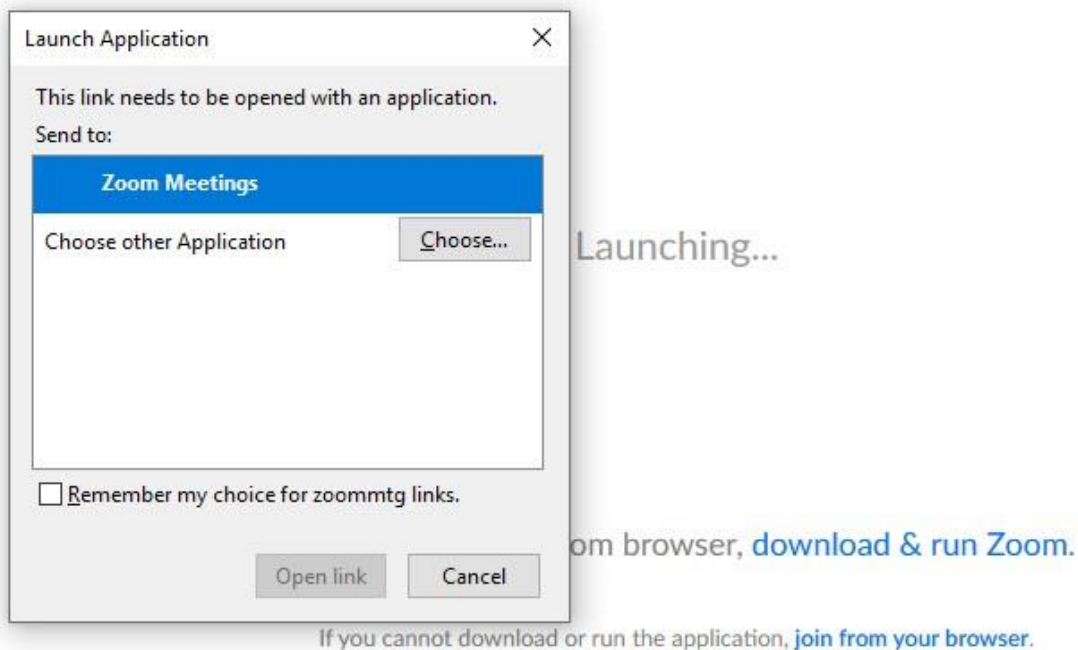
A link to the meeting will be sent to you before the meeting. To join the meeting click on the following link. Please do this ½ hour before the meeting is to start to give yourself time to familiarize yourself with the Zoom screen and controls

## 5. STEP 2 – JOIN THE MEETING - On Meeting Day

If you join the meeting without first installing Zoom, you will be prompted to install on the spot, which may leave you feeling rushed. You may have to exit the program and click on the link again to run Zoom.

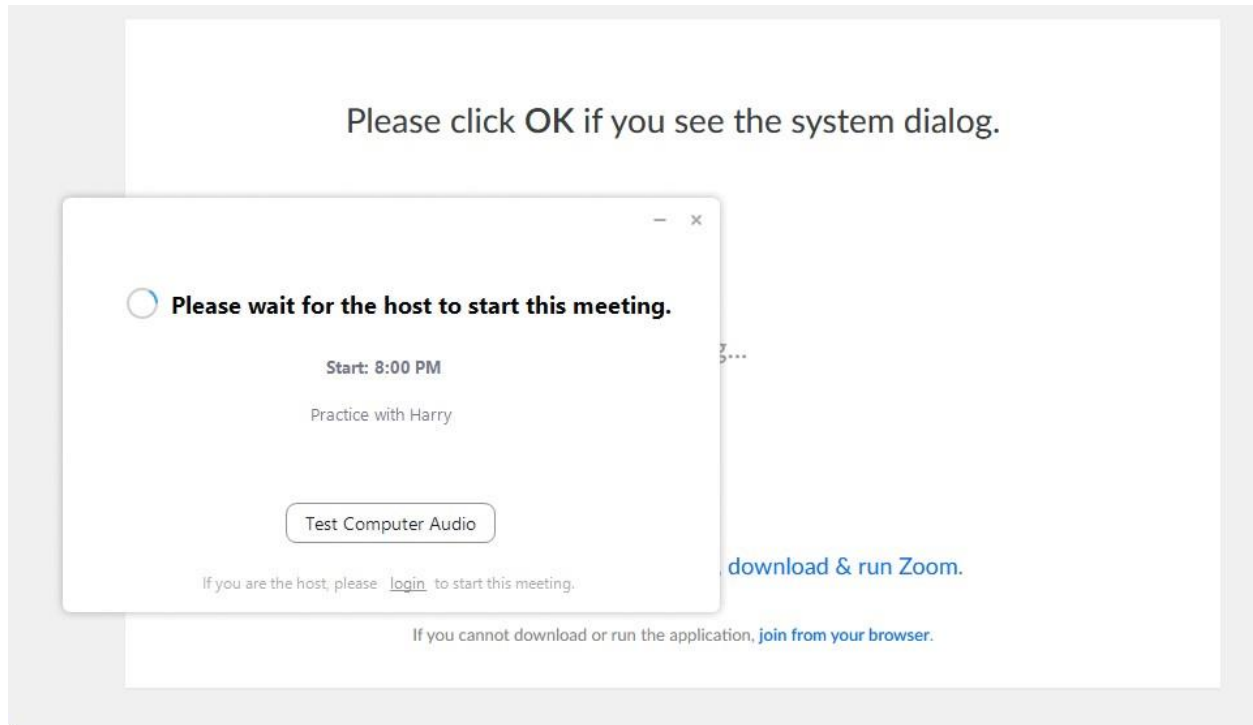
- 1) <Right click> on the link in the e-mail you receive and click <open hyperlink> in the bounce bar
- 2) Next click <Open Link> (to the left of “Cancel) (See the screen shot below to orient to the location of the <Open Link> button.) Don’t click on the -Zoom Meetings- or -Choose another Application- or -Choose buttons-.
- 3) Note: You may have to click on <download and run Zoom> to get to the Launch Application window to appear if you have not already loaded zoom.
- 4) If have to load Zoom and can’t get the Launch Application window to appear, start again by clicking on the link in your e-mail after you have loaded the application.

Please click OK if you see the system dialog.



**6. STEP 3 – TEST THE SYSTEM -when you are waiting for the host to open the meeting**

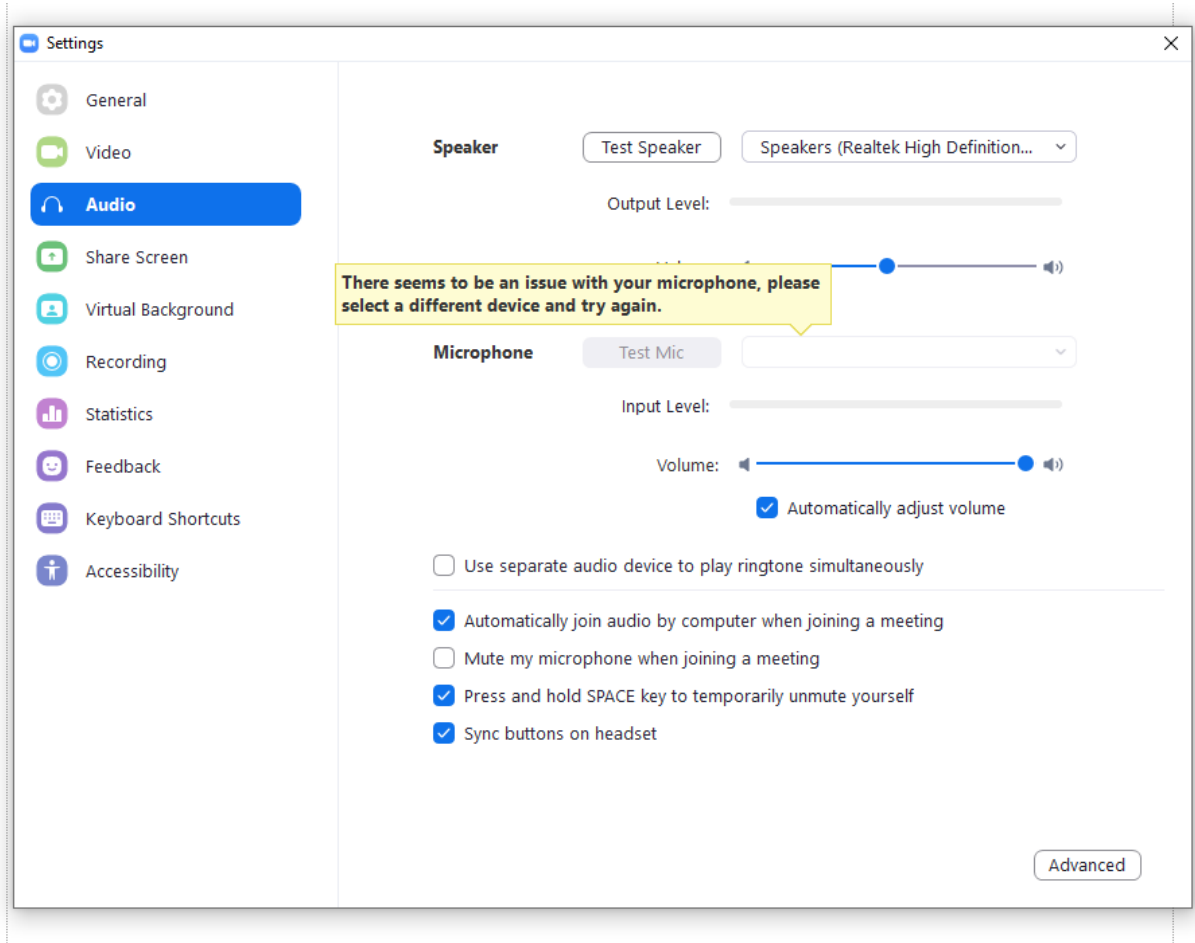
Click on the <Test Computer Audio> button (illustrated below) while you wait for the host to start the meeting.



The self test consists of the following screen

- 1) Click on the **Test Speaker** button and speak into your speaker, you will hear a tone and see the output level indicator respond
- 2) Click on the **Test Mic** button and speak into your speaker, you will see the input level indicator respond to your voice.

Unfortunately, even if this test works, your microphone, speaker and video may not be active when you join the meeting and you may need to make further adjustments after you enter the meeting.



- 1) to ensure that you have Sound,
- 2) to ensure that you can be heard
- 3) try to ensure that your camera allows you to be seen by others

## 7. LEARN YOUR OPERATING FUNCTIONS

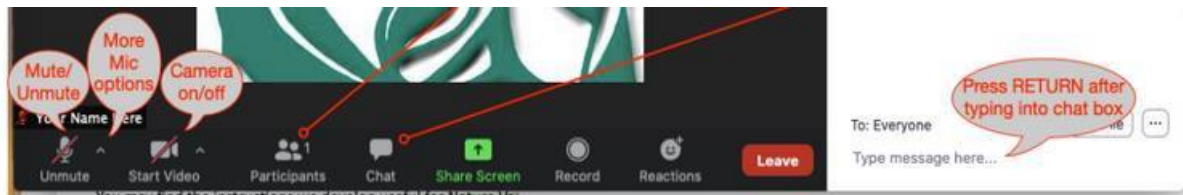
### Screen Adjustment at the top of your screen

When you join the meeting, you will see a screen with the following at the top.



- 1) **Full Screen** Icon - You can have Zoom fill your screen by choosing the full screen Icon (upper right)
- 2) **Switch View** Icon - You can switch your view between a number of views (upper right)
  - a) A view for the current speaker. Your computer will automatically show the person speaking. (Recent speakers will probably appear in a separate window).
  - b) A gallery view allows you to see 25 people at a time. A left or right arrow on the left or right side of the screen will allow you
  - c) Another view allows you to see the current and most recent speakers

When you join the meeting, you will see a screen with the following at the bottom.



- 3) **Chat** – brings up a box to allow you to send messages
- 4) **Reactions** – allows you to give approval and clap

## 8. TROUBLESHOOTING

Screen adjustments at the bottom of your screen - ensure that your microphone, camera and speakers are working properly

- Click on the **Arrow Up** Icon to the right of the microphone Icon (bottom left) to select your microphone options if people can not hear you, you may need to select a different option.
- Click on the **Start Video** Icon (Bottom Left) if your image does not appear where your name appears on the main screen
- The second **Arrow Up** Icon to the right of to the Start Video Icon (Bottom Left) has other controls (possibly a sound control) you may need to choose different option to get things working
- Try clicking on your image (the video of you, or where that video should be) (probably upper right corner of your image) which will reveal controls (Click on the 3 dots in the box [...]) This may also turn your speakers on and off and do other things.

## 9. DURING MEETING

Please understand that your microphone can probably hear everything in the next room, including the radio, someone talking on the phone or the toilet flushing. When in doubt mute your microphone and turn off the camera.

- **Please mute audio** from your computer, in the lower left corner of the Zoom meeting window. Great when your phone rings.
- **The Participants** Icon brings up a list of participants. In the Participants sidebar there is a “raise hand” Icon, which will make a tiny blue hand appear next to your name.