

How to Join Meeting in Zoom

1. Download Zoom

Before joining a Zoom call, you must have downloaded the free software from:
www.zoom.com/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

Version 4.6.7 (18176.0301)

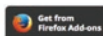


District 52
#DareToBeGreat!

For Mac or PC

Zoom Extension for Browsers

The Zoom Extension for Browsers allows you to start or schedule your Zoom meeting with a single click from your browser or within Google calendar.



Chromebook or Tablets

Zoom Mobile Apps

Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.



For Apple or Android Phones

2. Sign in and Join

After launching Zoom, click **Join a Meeting**. You can create a free account or join as a guest.

zoom

Join a Meeting

Sign In

Join a Meeting

Meeting ID or Personal Link Name

Join

★ Consider *creating a free account*, which allows you to keep track of meetings and bookmark future meetings (i.e. recurring Toastmaster Meetings) in the account.

With your free account you can host your own Zoom meetings for up to 40 min.

3. Zoom Meeting Invitations How to Get into a Zoom Meeting

Our Zoom invites are sent by email and also posted on the District 52 calendar. To join, either click the **Zoom Link** or enter the **Meeting ID**.

Join URL: <https://zoom.us/j/493936163>

4. Arrive Early? Test Your Audio!

If you try to join a meeting before the host joins, you will typically be asked to wait for the host. If you are on a computer, now is a good time to test your audio and make sure it is working properly.

Please wait for the host to start this meeting.

Start: 3:00 PM

Gordon Freeman's Zoom Meeting

If you are the host, please [login](#) to start this meeting.

Test Computer Audio

To Dial in by Phone

Call (669) 900-6883, then enter your Meeting ID at the prompt, followed by the #.



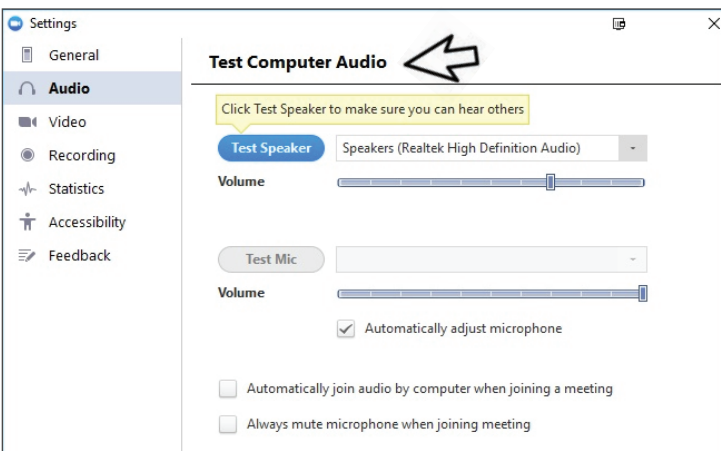
If the meeting has not already started and you join before the host, you will be prompted to enter the **host key** to start the meeting, or to **press #** to wait if you are participant. You will be prompted to enter your unique participant ID. Press # to skip.

Phone controls for participants

The following commands can be entered via DTMF tones using your phone's dial pad while in a Zoom meeting:

*6 - Toggle mute/unmute

*9 - Raise hand

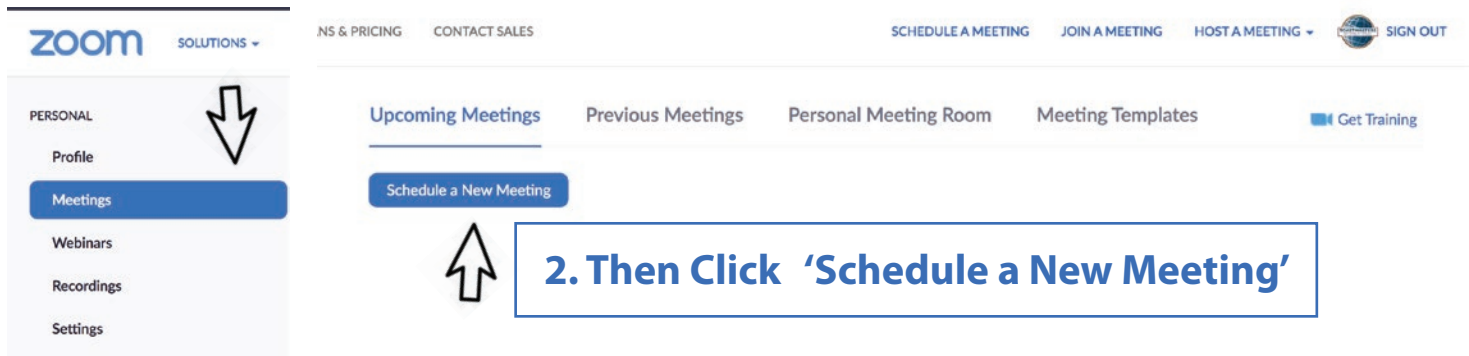


How to **Set Up** a Meeting in Zoom



District 52
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1. Sign in and Click 'Meetings' in the left hand panel



3. Fill in Details for Your Meeting

• Topic: Club Name & Day

Example: Lofty Speakers Thursday 7pm
(Helpful if there are multiple clubs sharing one account)

• Date & Duration (exact meeting times)

• Recurring Meeting (recommended)

• Registration (not required)

• Personal Meeting ID

You can use the PMI option so the link stays the same for each meeting

• Meeting Password (not required)

• Video - ON for Participant & Host

• Audio - BOTH

• Meeting Options

- Enable join before host (recommended)
- Record Meeting Automatically (recommended)

• Alternative Hosts

N/A & only available if you pay for additional subscriptions



Personal Meeting ID (PMI)

Your PMI is assigned to you automatically as a permanent personal meeting room. You can start it at anytime or schedule it for a future use.

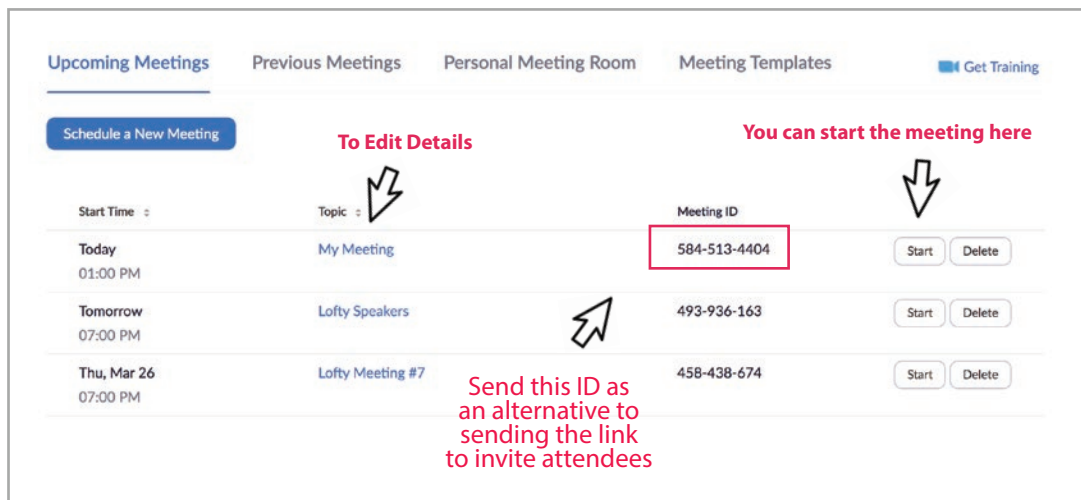
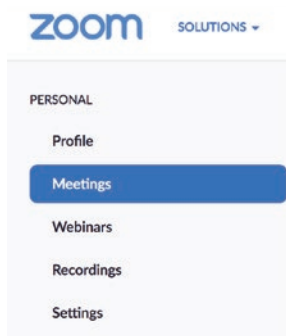
How to Set Up a Meeting in Zoom



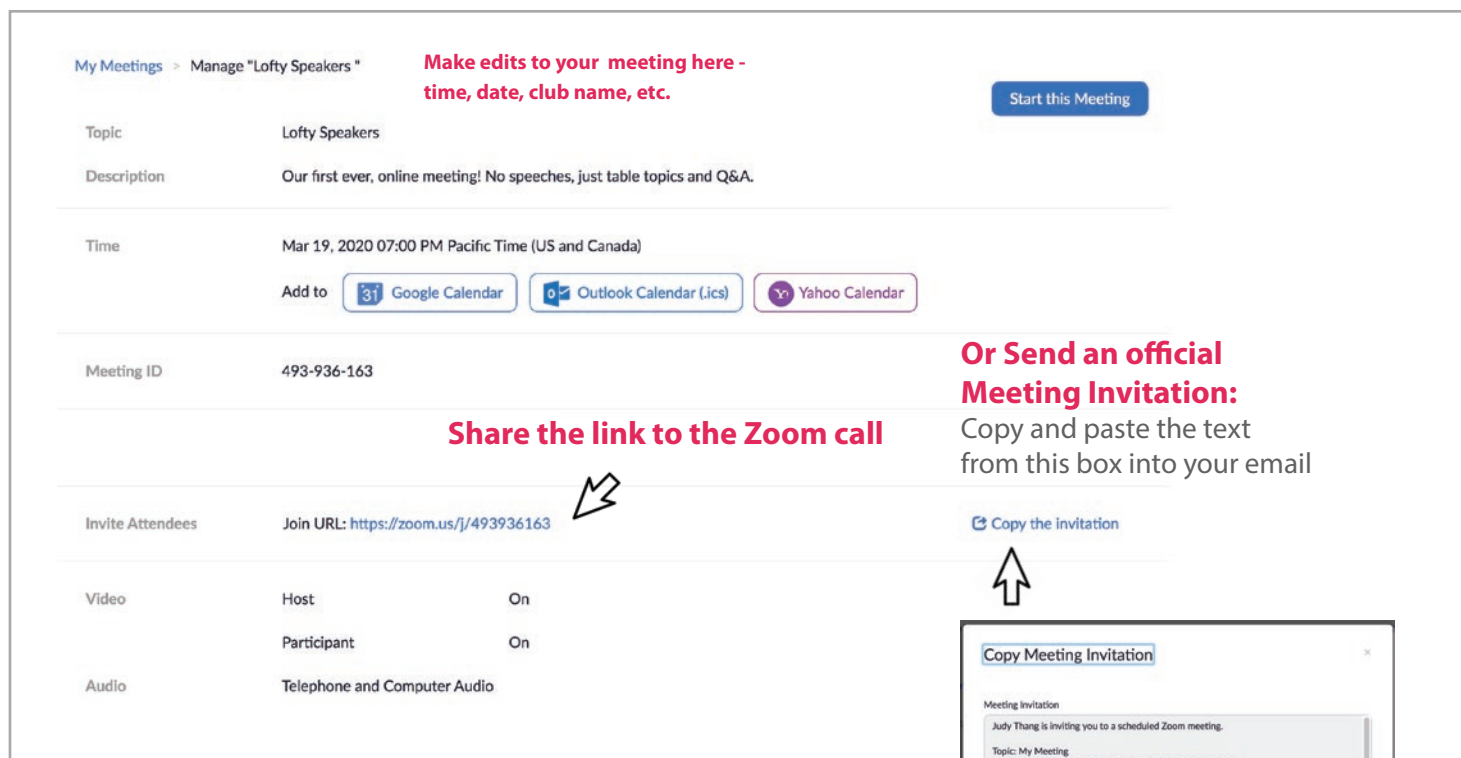
District 52
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4. Start the Meeting

In the left hand panel, there is a vertical menu. When you click on 'Meetings' you can see a list of upcoming/scheduled meetings and make changes, copy the meeting ID to invite, or click 'Start' to start the meeting.



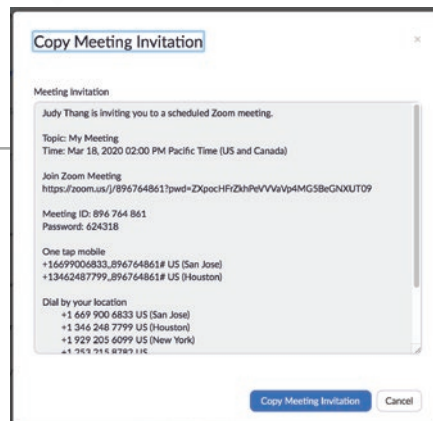
5. Meeting Detail Page



WHY ZOOM?

Because the District has used Zoom for many of its training videos successfully, we encourage everyone to use Zoom so we have one consistent platform. FreeConferenceHD is a free option that you can try, although it does not include video.

Consider sharing an account with a few other clubs so you can split the \$14.99 monthly cost. If you are interested in doing so please post a request on the District 52 facebook page!



Includes phone number that mobile users can dial into if they are on the road. No downloads necessary.

Using Zoom for a Toastmaster Meeting

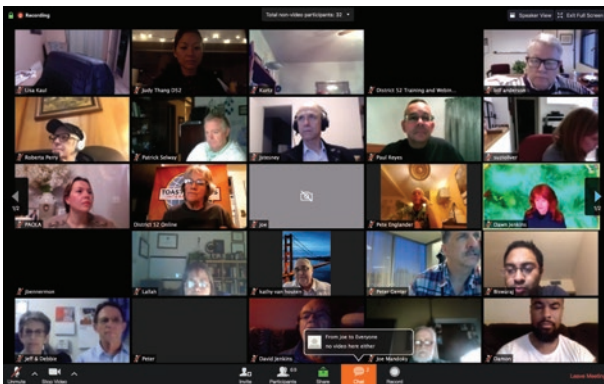
1. 5 minutes before meeting

SAA clicks **START MEETING** on Zoom



3. Toastmaster & SAA

should enable their **Gallery View**
They will be able to see everyone



Gallery View

2. On the hour - SAA opens up meeting by announcing President and toggles mute button (mute all) so only the speaker is heard and to reduce ambient noise

4. Active Speaker View

Should be enabled for everyone else so the current speaker is featured

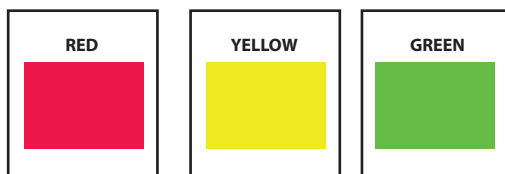


Active Speaker View

Timer:

Has a Green, Yellow & Red Card that they hold up to their screen for speaker just like in an actual meeting

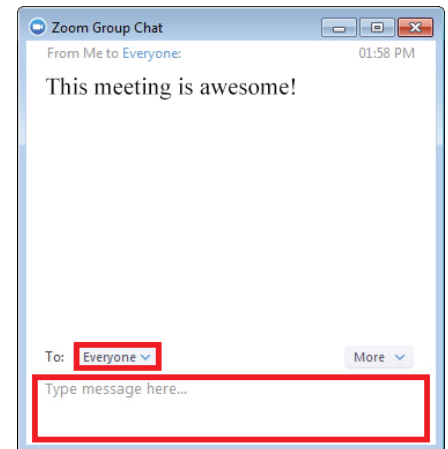
To accomodate color blindness please make each card is clearly labeled.



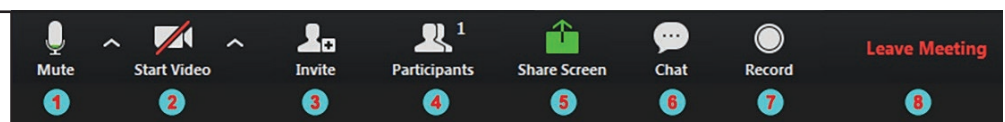
Ballot Counter:

All guests & members will use the chat function and send their votes to the ballot counter when prompted by the Toastmaster

Be mindful of messaging the Ballot Counter and not 'Everyone' when you vote.



ZOOM TOOLBAR



- 1. Mute/Unmute:** Toggles your microphone on & off
- 2. Start/Stop video:** Toggles your video on & off
- 3. Invite:** Copy the invitation to send to others
- 4. Participants:** See who is in the meeting
- 5. Share Screen:** Choose a window on your computer to share

- 6. Chat:** Opens the Chat tool
- 7. Record:** Starts or stops the recording (if enabled by the admin)
- 8. Leave Meeting:** Allows you to leave the meeting