

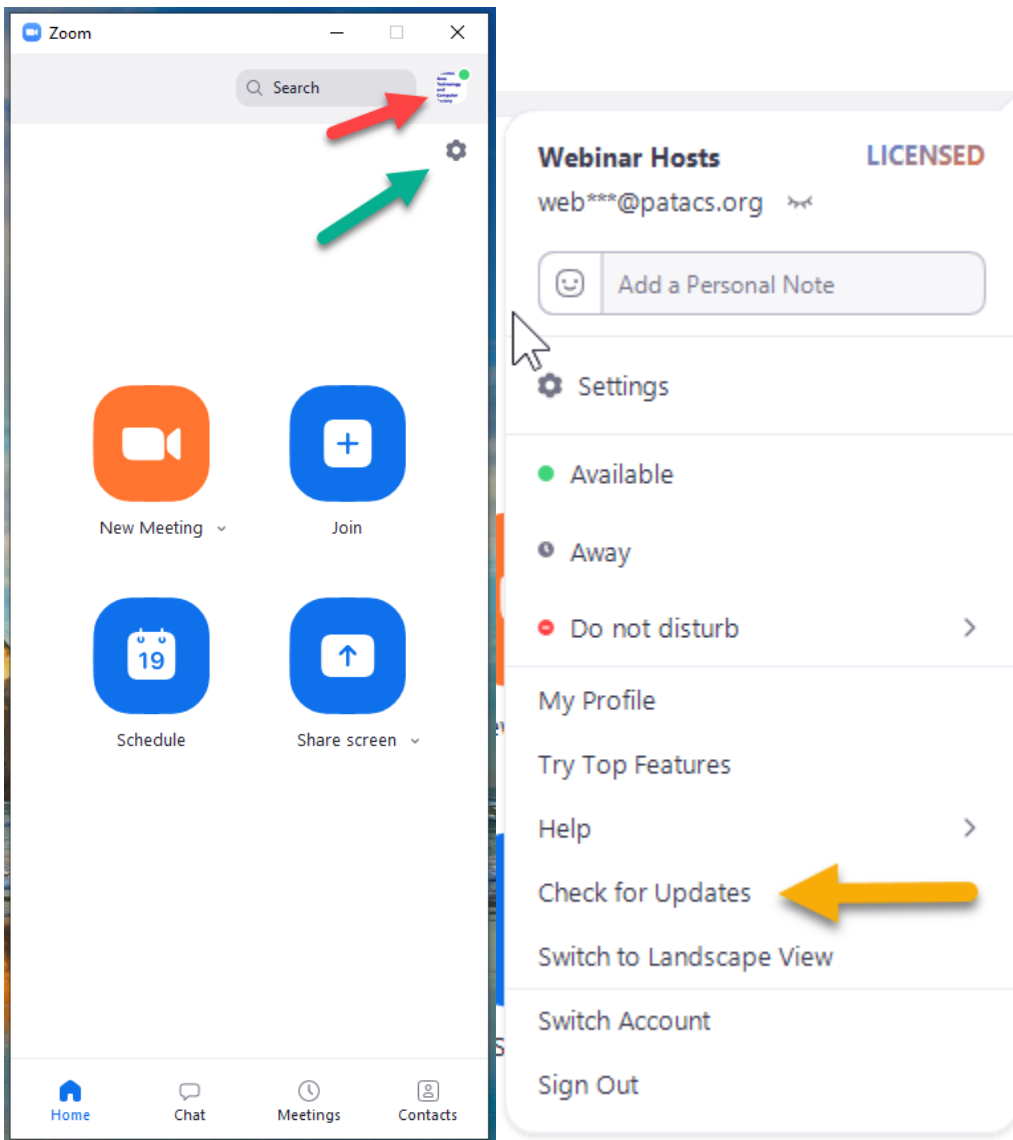
OLLI – GMU  
Suggestions for Using Zoom Effectively – Windows Computers  
Updating Software & Joining Meetings and Webinars

Does your desktop or task bar have the Zoom icon (shown below) on it? If not, use this reference to get it there -

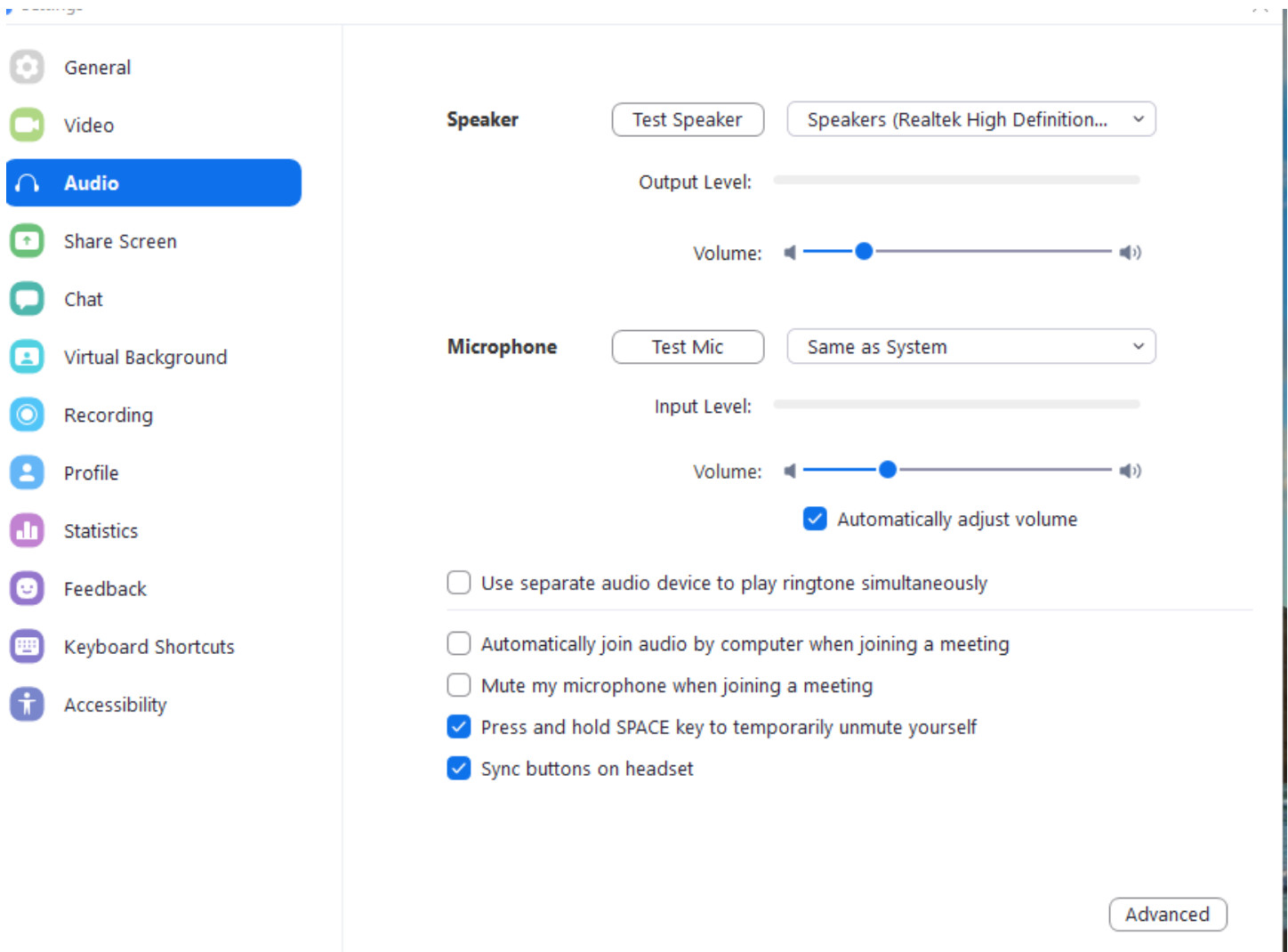
<https://www.patacs.org/zoom/easy%20access%20to%20zoom%20for%20windows%20v1.pdf>



Clicking the Zoom 'start' Icon will bring up this window, and clicking the circle (red arrow) gets the 2<sup>nd</sup> window to pop up where the orange arrow will indicate where to click for the update checker to start – do this every session to acquire the latest software:



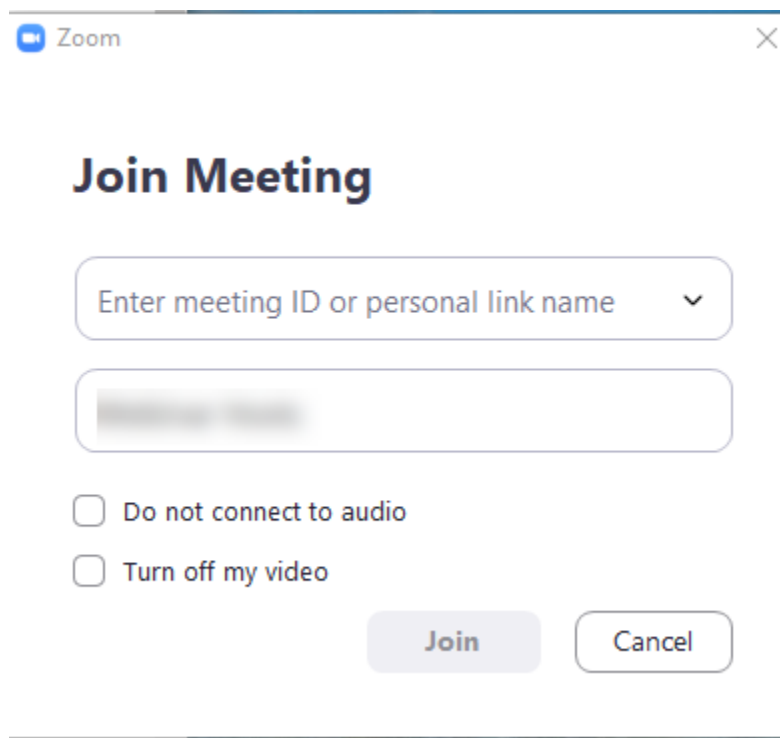
Clicking the 'gear' icon – green arrow (or in the pop-out window) will bring up the window below, where you should test your speaker and microphone before joining a session by clicking the 'audio' option. Clicking 'video' will also let you see and adjust your camera for meeting sessions where you'll be on camera:



After checking for updates, testing sound and video, click the Blue 'Join' button on the first window, and enter meeting / webinar number and your name. Another window will open if a password must also be entered. Entering via the 'Join' button is more reliable than clicking on the link code via browser – some browsers remember the links from prior sessions and send you to expired or otherwise inactive meetings / webinars.

Enter meeting number and name. Then click 'Join'

When another window pops up, be sure to select 'Join with computer audio.'



The image shows a screenshot of the Zoom 'Join Meeting' dialog box. At the top, there is a title bar with the Zoom logo and a close button (X). Below the title bar, the text 'Join Meeting' is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text 'Enter meeting ID or personal link name' and a dropdown arrow on the right. Below this field is another input field, which is currently empty. Below the second input field, there are two checkboxes: 'Do not connect to audio' and 'Turn off my video', both of which are unchecked. At the bottom of the dialog box, there are two buttons: 'Join' and 'Cancel'.

For more information on effectively using Zoom, see the reference materials on this webpage: <https://www.patacs.org/zoom.html>

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