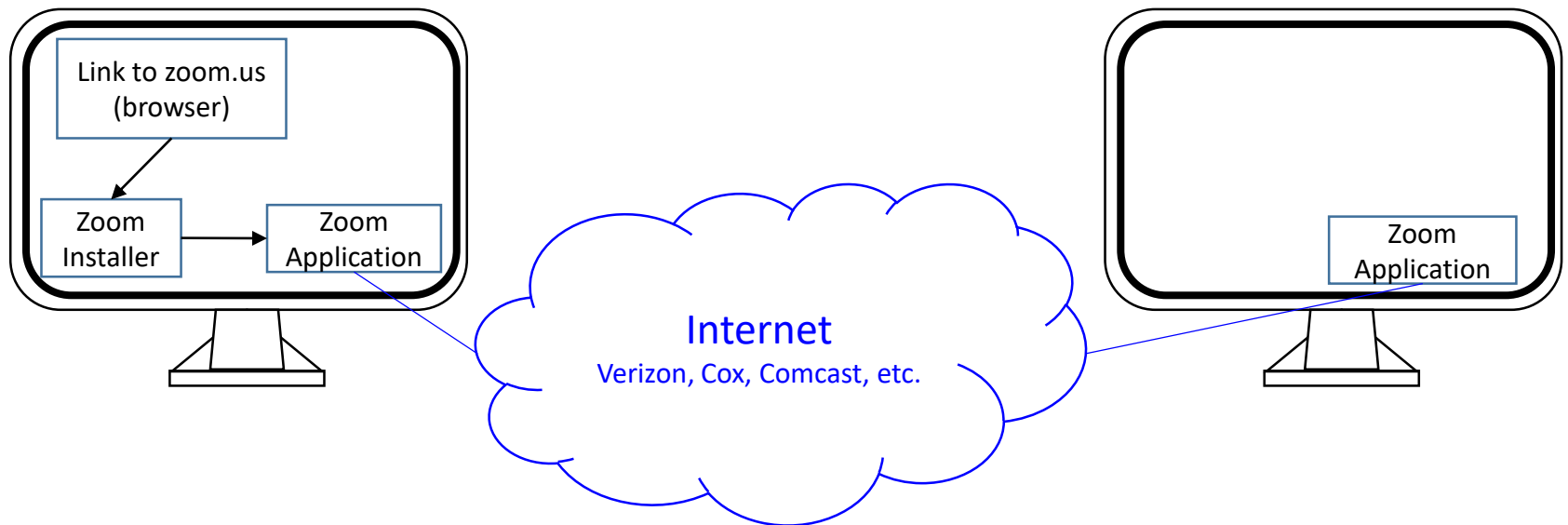# How to "Zoom"

Step 1 – Install the Zoom application onto your PC(s).

The Zoom application allows you to see the image of other people in a Zoom meeting or webinar. It also allows you to share your screen with other people, and to see other people's shared screen.

a) **Link to zoom.us**. This will take you to the Zoom web site.
b) **Hover your mouse over "Resources"** near top right of Zoom web page. Then **click "Download Zoom Client"** from the drop-down menu. This takes you to the Zoom page for downloading the Zoom application.
c) **Click the Download button for "Zoom Client for Meetings."** NOTE: At this point Zoom will download to your device a piece of software called an "Installer." The Installer is not the Zoom application, rather it is a piece of software which will a install the Zoom application.
d) **Click the Installer** and follow the instructions on the screen, which vary for different types of computers. Following these instructions cause the Zoom application to be placed (installed) on your PC.

(**Note**: These diagrams and instructions are at a high level, and with some modifications, apply to tablets and phones as well as PCs.)
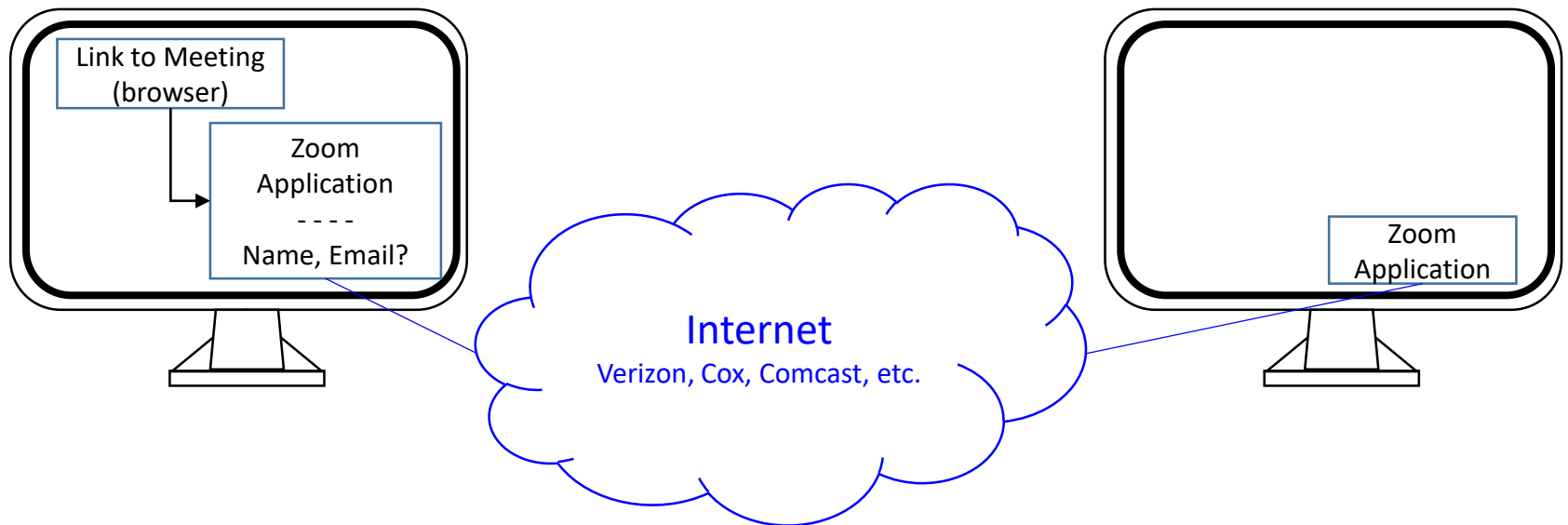
How to "Zoom"

Step 2 – Join a Zoom meeting or webinar.

a) **Click a link in an invitation** to a Zoom meeting, or click the link on OLLI's course calendar.

b) You will now see a browser tab asking you to run the Zoom application that you already loaded in Step 1. **Click the button to run Zoom**. The Zoom application will now appear in a window on your PC, this window is separate from the browser.

c) Depending upon how OLLI has set up the Zoom meeting or webinar, the Zoom application will ask you several questions. The questions may include asking for your email address and name. After answering the questions, **proceed to Step 3.**

(**Note**: These diagrams and instructions are at a high level, and with some modifications, apply to tablets and phones as well as PCs.)
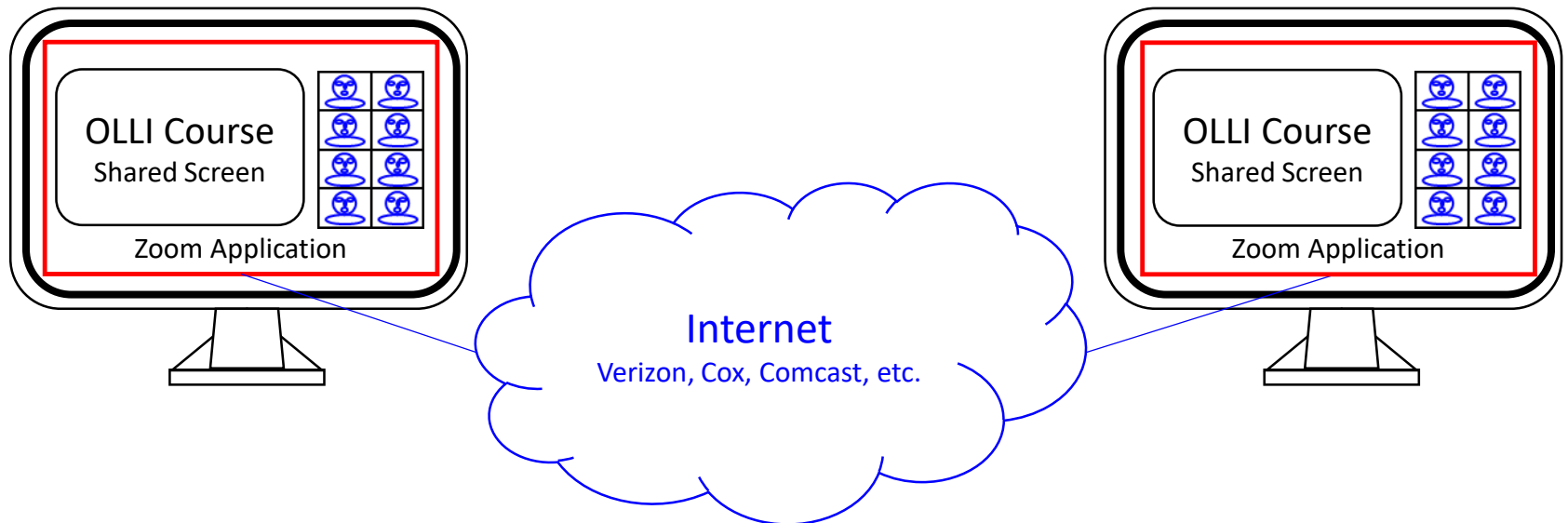
How to "Zoom"

Step 3 – Use the features of a Zoom meeting or webinar.

After completing Step 2, your PC display may appear similar to this.

a) **See next page for functions** available in an actual screen image of a Zoom "meeting." These functions will not be the same as those in a Zoom "webinar."

(**Note**: These diagrams and instructions are at a high level, and with some modifications, apply to tablets and phones as well as PCs.)
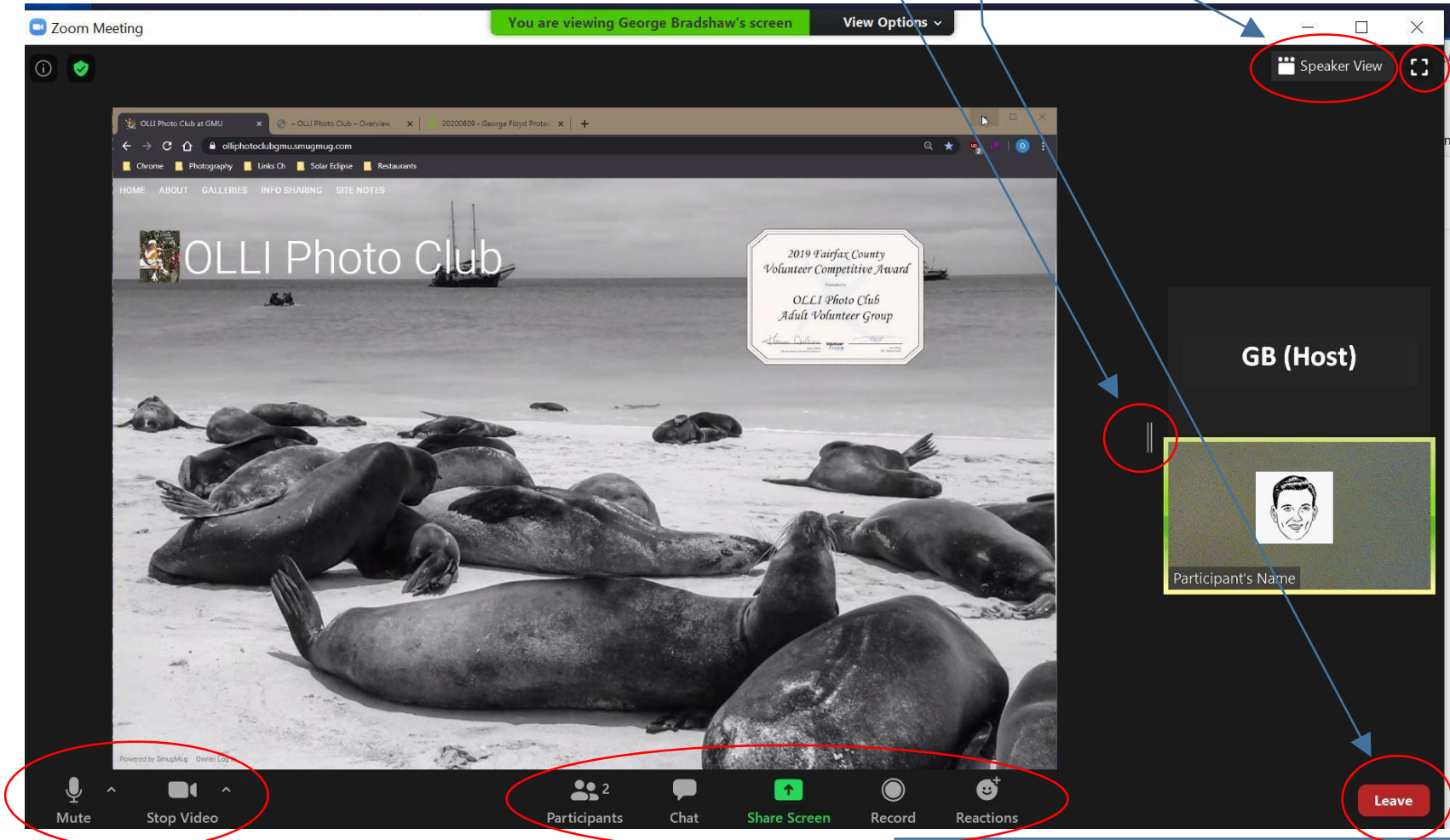
View Options > Side-by-Side Mode

The screen below is in Side-by-Side Mode.

Move the "**handle**" left and right to change the size of the shared window and the number or participants visible.

The side-by-side mode **Handle**.

Switch between Speaker View and Gallery View.
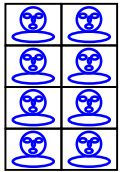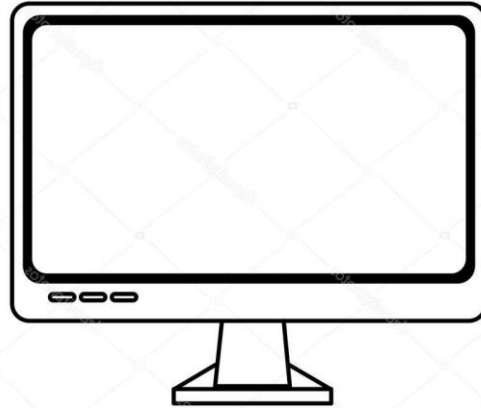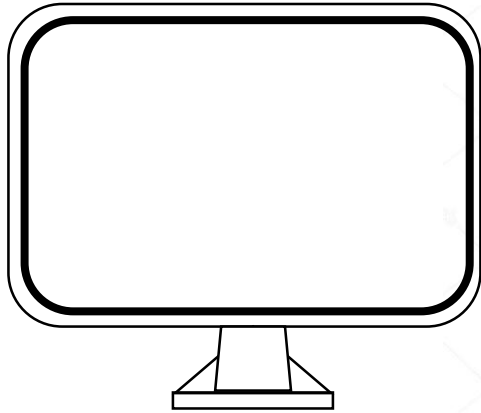
Leave the meeting.

Enter and exit full screen mode.

Click icons to turn **microphone** and **video** on and off.
Click the "caret" to the right of each icon to examine **additional features**.

Click icons to
- See list of participants
- Chat with a specific person or with everyone
- Request permission of the host to share your screen
- Record the full session or a portion of it
- Show reactions (thumb up/applause) for a few seconds

Text

Internet
Verizon, Cox, Comcast, etc.

Picture