

Using Zoom for UF/IFAS Extension Columbia County Programs

Heather Janney, County Extension Director/4-H Agent II, UF/IFAS Extension Columbia County

Setting up the Zoom App

Create an account:

- Go to the Zoom website: <https://zoom.us/>.
- In the upper righthand corner of the webpage, click “Sign up, It’s Free.”
- Enter a valid email to be associated with the Zoom account. A confirmation email will be sent to that address with an “Activate Account” link. Follow the steps to finalize the account.
- The confirmation email may take a while to be sent, so be sure to create an account well in advance of the first meeting.

Download the app to a computer:

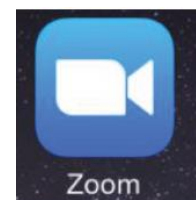
- On the Zoom website (<https://zoom.us/>) scroll to the very bottom of the webpage.
- In the “Downloads” column, click the “Meetings Client” link (outlined in red below).



- Under the “Zoom Client for Meetings” heading, click “Download.”
- In the computer’s “Downloads” folder, open the “zoomusInstaller.pkg” file to launch the Zoom app. Sign in using the previously created account information.
- TIP: When signing in, select the “Keep me logged in” option for future ease of use.

Download the app to a smartphone:

- In the App Store (for iPhones) or Google Play Apps (for Android) search “Zoom.” The results may call it “Zoom” or “Zoom Cloud Meeting.”
- Download the app. (The app icon can be seen to the right.)
- Tap the Zoom icon on your device to launch the app.

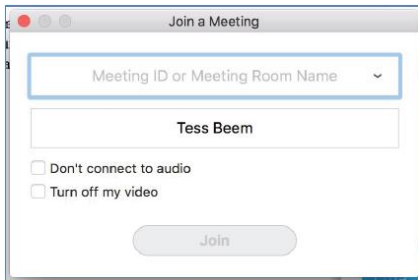


Join a Meeting using an Email Link

- If joining from a cell phone, prior to clicking the link in the email, please download the app using the above instructions.
- If joining from your computer, clicking the link will require downloading the program. You should follow the instructions above to make joining the meeting easier.

Join a meeting using a Meeting ID:

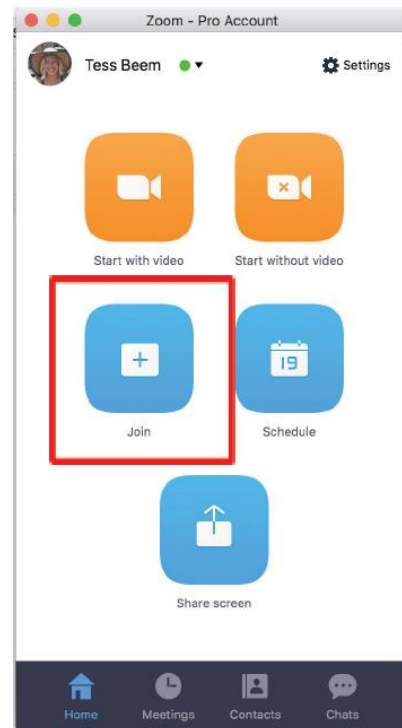
- From the home window of the Zoom app, click on the
- “Join” icon (outlined in red on the right).
- A screen that looks like this will open:



- Enter the Meeting ID number provided by the host.
- Click “Join” to enter the meeting.

Join a meeting without the Zoom app or a Zoom account:

- Go to the Zoom website (<https://zoom.us/>)
- In the upper right hand corner of the webpage, click on the “Join a Meeting” button.
- Enter the Meeting ID number generated by the host of the meeting. (This ID number can be found in the full content of the Zoom invitation.)

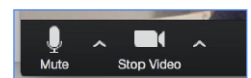


Change view settings while in a meeting:

- There are three view options: Gallery, Speaker, and Minimize.
- To change between Gallery and Speaker views, move the cursor over the upper right corner of the meeting window. (The view option named there is the opposite of the view option showing on the meeting screen - the view you could change to if you click on it.)
- “Gallery view” will make all participant tiles equal sizes (seen below).

Control video and audio settings while in a meeting:

- “Mute” and “Stop Video” controls are located along the bottom left of the meeting window.
- Clicking on the feature once will disable it; clicking it again will turn it back on.
- On your cell phone app, tap the screen to see these controls.
- TIP: If there is a lot of background noise in your environment, turning on the mute button until you want to speak can decrease distracting noises for other participants. As the host of a Zoom meeting, you can control these functions for all participants (just inform them you are muting them beforehand and don't forget to return to them).
- TIP: If the internet is bad, disabling video can help maintain a better overall internet connection using just audio.



Leaving a meeting

- A meeting can be ended by closing the meeting window or selecting “Leave meeting” on the bottom right of the meeting window.