

ZOOM Cheat Sheet for Beginners

For CPMC's Annual Meeting, each person who is registered as a delegate will need their own email address and Zoom-ready device (desktop computer, laptop, tablet or smartphone, preferably with a web camera).

If you've never or rarely used ZOOM, here are a few easy steps to get you started.

We will also host a Zoom tutorial on Wednesday evening, June 16. If you have questions about using Zoom, feel free to hop on any time between 7:00 and 8:30pm and someone will be available to acquaint you with Zoom. The Zoom link to that meeting will be:
<https://us02web.zoom.us/j/88176332031>

What is ZOOM?

Zoom is an on-line, internet-based, videoconferencing software.

What do I need to join a ZOOM meeting?

- a. desktop computer, laptop, tablet or smartphone, preferably with a web camera
- b. internet connection (WiFi or wired)
- c. An email invitation from the meeting organizer (office@centralplainsmc.org)

If you are accessing ZOOM from an ipad/Tablet or cell phone, you'll first need to download the ZOOM app onto your device from the App store.

You DO NOT need to create an account to join a ZOOM meeting.

You will be given a [hyperlink](#) in your email invite:

1. Click on the hyperlink in the email, your web browser will open and take you directly into the Zoom meeting. [Hyperlinks are underlined and begin with the letters 'https']
2. You may need to click on [open.zoom.us], especially the first time you use Zoom.
3. Click "Join with Computer Audio" or "call using Internet Audio" if on a smartphone or tablet.

When you have joined a ZOOM meeting:

A. **For our purposes, it is important that each person's name on Zoom be their first and last name, matching their registration information.** To change your name on ZOOM:

PC Directions: Click on the Participants icon on the meeting screen. A sidebar will open. Hover your mouse over your name and click on "more." Then choose Rename. Enter the first and last name you registered under. OR, right-click on your video and choose "Rename" from the menu.

Tablet/Smartphone Directions: Tap on the screen to make the Zoom icons visible. Tap on the Participants tab at the top or bottom of the Zoom app. Tap on your name and chose Rename from the menu. Enter the first and last name you registered under.

B. If you see: "Waiting for Host to Start this Meeting," just wait for them to join.

C. Locate your microphone and camera on/off icons. **Please keep yourself on MUTE unless speaking.** *On a tablet or smartphone, you'll need to tap on the screen to locate your Zoom icons, from there, you should see your microphone and camera on/off icons.*

D. You can click on Participants tab at the bottom or top of the screen to see who else is in the meeting.

E. The chat button (*with your Zoom icons*) allows you to type a message to participants (*you can select people to send chats to*).