

How To Zoom

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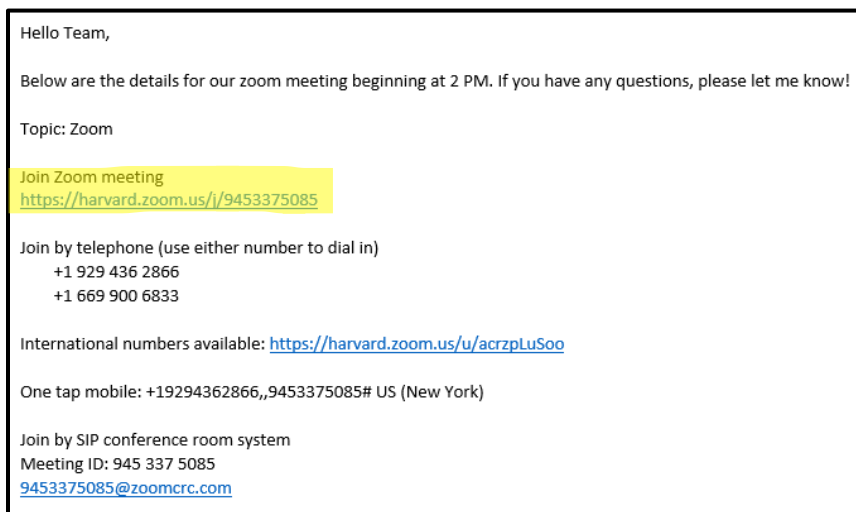
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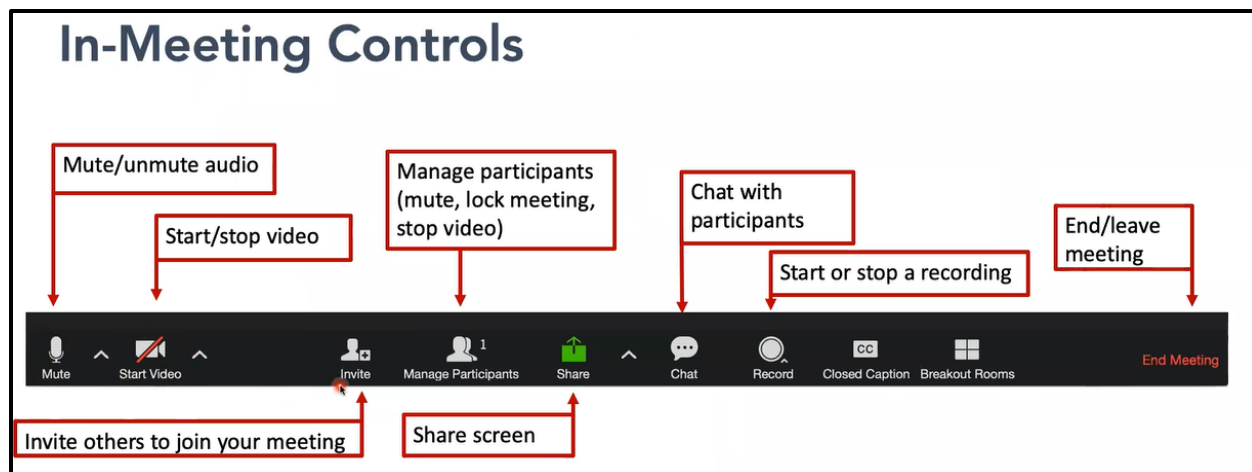
How To Join A Meeting:

Option 1: Join virtual meeting through Zoom-Online

1. Download and set up the app 'Zoom' which can be found on iOS, Android in the app store or here on computers (frequently used): <https://harvard.zoom.us/download>
2. Best Practices and Trouble Shooting:
 - a. Before the Meeting:
 - i. Test your audio and video at <http://zoom.us/test>
 - b. Turn on your Camera:
 - i. Position your webcam at, or slightly above eye level
 - ii. Make eye contact- try to look at your webcam as often as possible
3. To join a meeting follow the steps and watch the video provided here:
<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
 - a. If the meeting information was sent via email, if you go into the email, you can click on the link provided and join the meeting that way. The link for the meeting can be found highlight below in this example:



4. After joining the meeting, make sure that your microphone, sound and video is working.
 - a. Some of the controls can be located in the example below:



- For any additional information or questions, Zoom help Center can provide the necessary information to aid your journey with Zoom: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Option 2: Join a meeting by telephone:

- On your phone, dial the teleconferencing number provided in your invite.

Join Zoom meeting
<https://harvard.zoom.us/j/850780570>

Join by telephone (use either number to dial in)
+1 929 436 2866
 +1 669 900 6833

International numbers available: <https://harvard.zoom.us/u/adoGsgmN3H>

One tap mobile: +19294362866,,850780570# US (New York)

Join by SIP conference room system
Meeting ID: 850 780 570

- Enter the meeting ID number when prompted using your dialpad.
- Simply press # again when prompted to enter in your participant ID (there is no ID-just press #).**

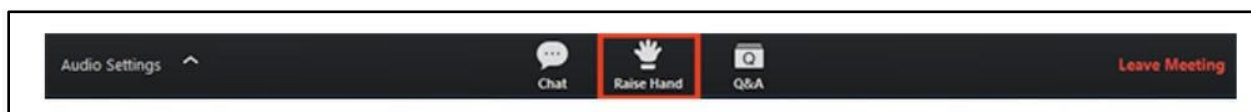
Zoom Features:

Want to learn a little more about the different types of features Zoom has? Read the options you could use below:

How To Raise Your Hand In Zoom

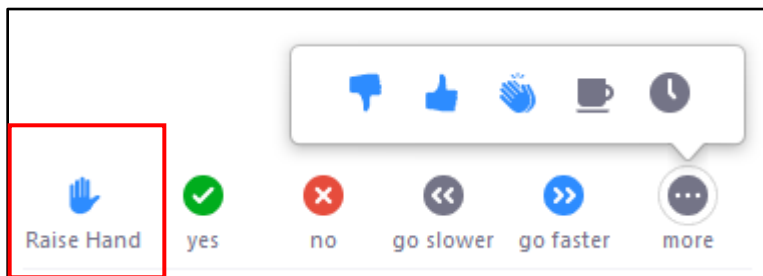
Have a question but don't want to interrupt? The raise your hand feature will give the host an opportunity to see you have a question and to call on you when the time is right.

1. During a meeting, click on the icon labeled "Participants" at the bottom center of your PC or Mac screen.
2. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand."



Click "Raise Hand" if you want to say something in the meeting. Zoom

3. Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand."
4. You can also raise your hand by going to participants, chat, and locating the raise hand on the sequence of options.



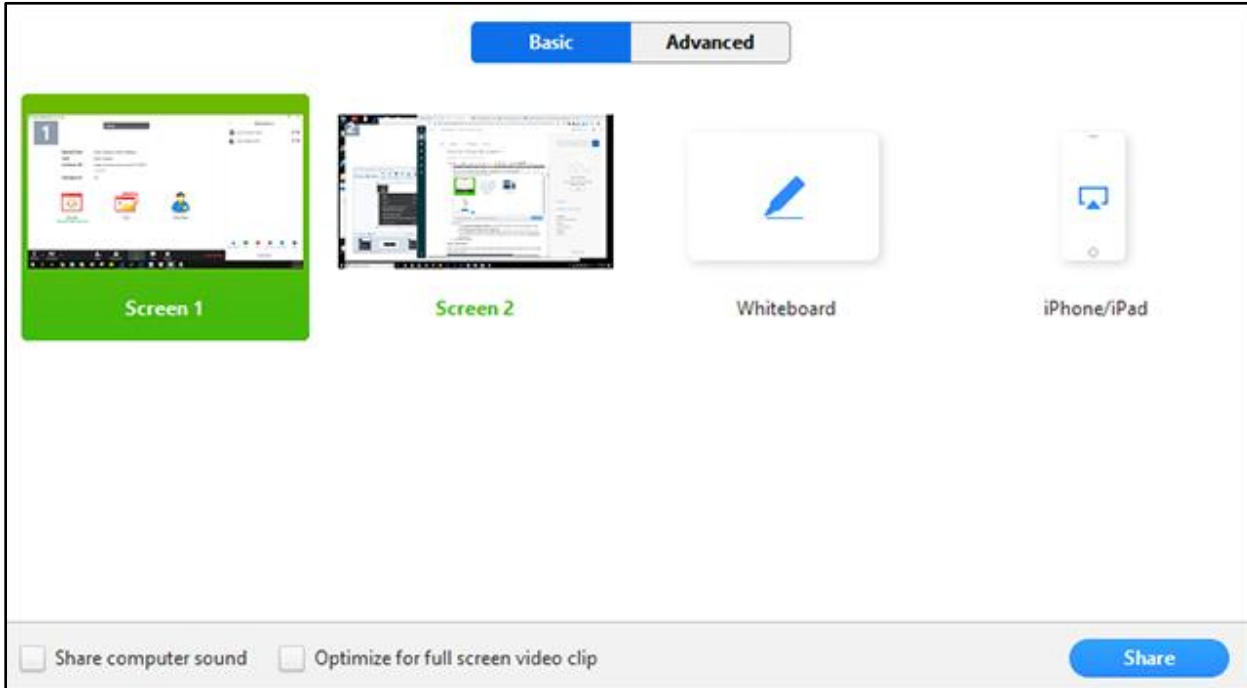
5. **Mobile**-The same method can be used to raise your hand in a Zoom meeting on a mobile device, simply tap "Raise Hand" at the bottom left corner of the screen. The hand icon will turn blue and the text below it will switch to say "Lower Hand" while your hand is raised.

Sharing your screen

1. Click the **Share Screen** button located in your meeting controls.



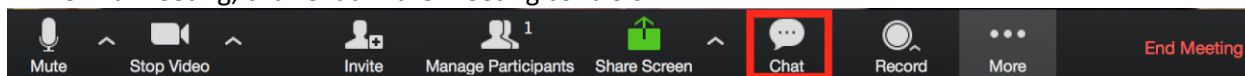
- Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a whiteboard, or an iPhone/iPad.



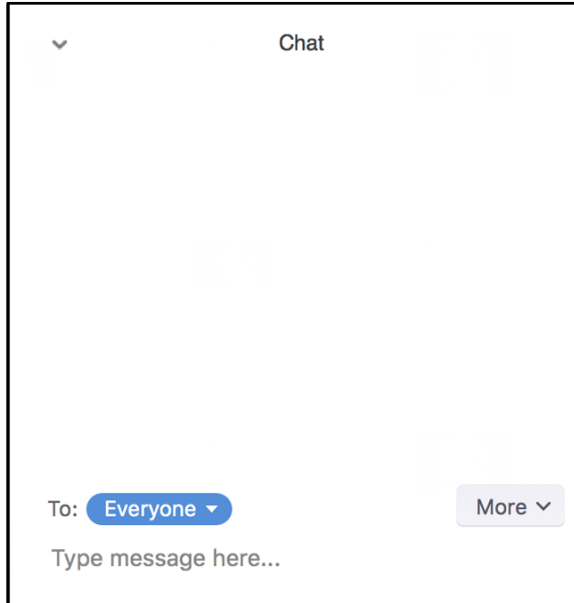
- (Optional) Enable these features:
 - Check **Share Computer Sound**: If you check this option, any sound played by your computer will be shared in the meeting.
 - Check **Optimize for full screen video clip**: Check this if you will be sharing a video clip in full screen mode. Do not check this otherwise, as it may cause the shared screen to be blurry.
- Click **Share**.
 - Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.
 - To disable automatic full screen when viewing a shared screen, disable this option in your desktop client settings: **Enter full screen automatically when a participant shares screen**.

Chat during the Zoom meeting

- While in a meeting, click **Chat** in the meeting controls.



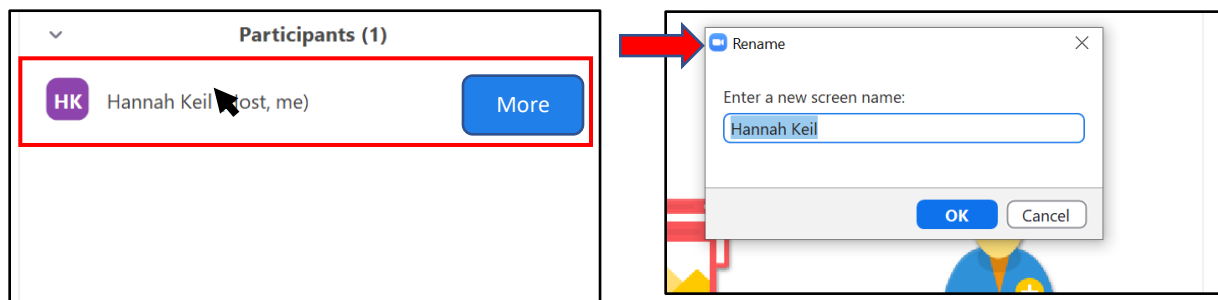
- This will open the chat on the right. You can type a message into the chat box or click on the drop down next to **To:** if you want to send a message to a specific person.



- When new chat messages are sent to you or everyone, a preview of the message will appear, and Chat will flash orange in your host controls.

How to edit your name:

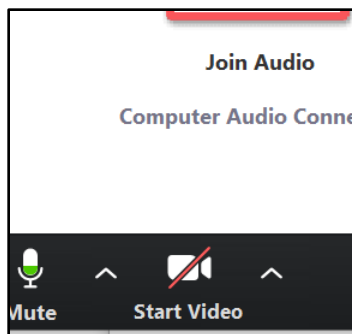
- If you would like to change your name during the meeting, click on participants on the bottom of the screen, and then on the right-hand corner, hover over your name and click the 'more' option



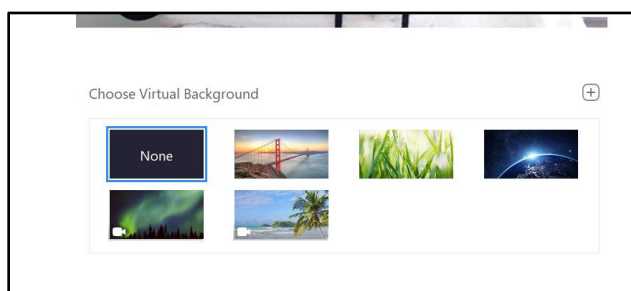
- Once you click the more option, click 'rename' and from there you can edit your name. Click 'ok' to complete the editing process

Change Background to a Virtual Background:

- When in a meeting, if you would like to change your background to a virtual background, click on the arrow next to 'start video'



2. Once you click on the arrow, you will see the options of 'video settings,' and 'choose virtual background'. Click the 'choose virtual background' option and then the following screen will show up



3. Pick from the following options your virtual background and this is the image in which the other members of the call will be seeing behind you.