ZOOM Crib Sheet

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

What is ZOOM?

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

What do I need to join a ZOOM meeting?

a) Laptop, tablet or smartphone, preferably with a web camera and microphone
b) Internet connection (WiFi or wired)
c) An email invitation from the meeting organiser or just the Meeting ID and meeting password.

If you're 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.

Hyperlink to join the meeting

In the email and the Notice and Agenda document we provided a hyperlink to join the meeting:

1. Click on the hyperlink, your web browser will open, and take you directly into the ZOOM meeting. [Hyperlinks are underlined]
2. You may need to click on [open.zoom.us], especially the first time you use ZOOM
3. You will need to enter the password: GBTAGM
4. Click "Join with Computer Audio"

If you don't have the hyperlink (or there is a problem with your hyperlink)

A. Open up your web browser (Explorer, Edge, Chrome, Firefox) and type in "Zoom.com." [You can then make this a 'Favourite,' or add it to your Desktop, if you like.]
1. Click on [Join a Meeting] in the menu
2. Type in the Meeting ID number (294 736 6019), then click JOIN
3. Follow steps 3 & 4 in the above section

Tips once in a ZOOM meeting:

- If you see: "Waiting for Host to Start this Meeting," just wait for them to join.
- Adjust your camera to centre your face on the screen so people can see you properly.
- Your microphone and camera ON/OFF icons are in the bottom left corner of the screen.
- Click on Participants at the bottom centre of the screen to see others in the meeting.
- Please keep yourself on Mute unless speaking. Be respectful when others are talking.
- The CHAT button at the bottom of the screen allows you type a message to participants

To leave the meeting at any time, simply close the Window!