What You'll Need

- A stable Internet connection
- A device with audio and/or video capabilities, such as laptops, tablets, or smart phones (iPhone, android, etc.)
- The Zoom app downloaded on your device
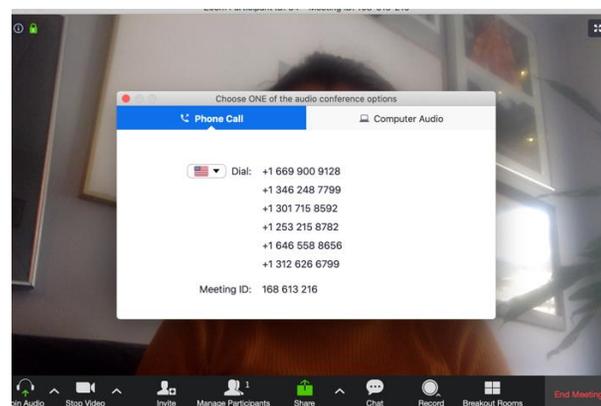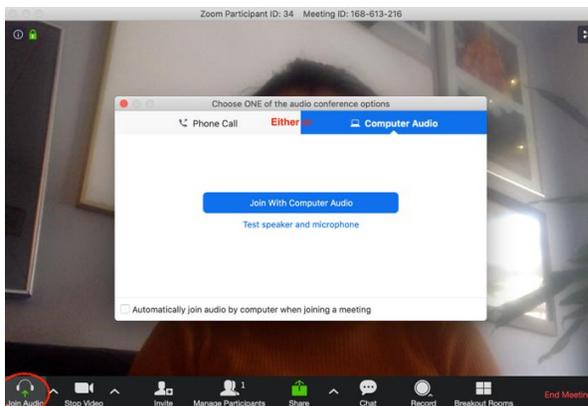   - Link to download Zoom app across all platforms: https://zoom.us/download

How to Join a Zoom

On video: Click the link provided;
On audio: Dial-in to the phone call with the provided phone number and the provided Meeting ID

Select Audio via Computer or Phone

When using video for Zoom on your device, you have the option to use your phone as the audio in/output. When in Zoom, click the arrow next to the microphone on the lower-left portion of your screen, select join audio, and dial-in to the phone call with the provided phone number and the provided Meeting ID
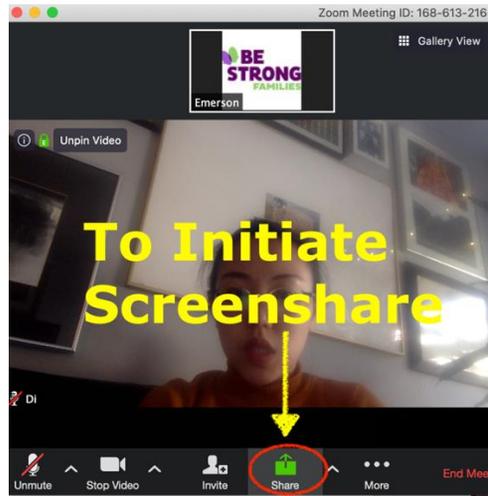

Mute / Unmute

During a Zoom meeting, Participants can mute / unmute oneself by toggle the microphone button. A host can also mute/unmute any participants. It is recommended that everybody in a meeting to mute him/herself until need to speak to minimize background noise.
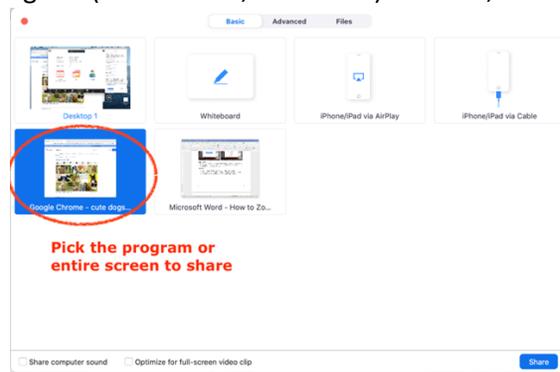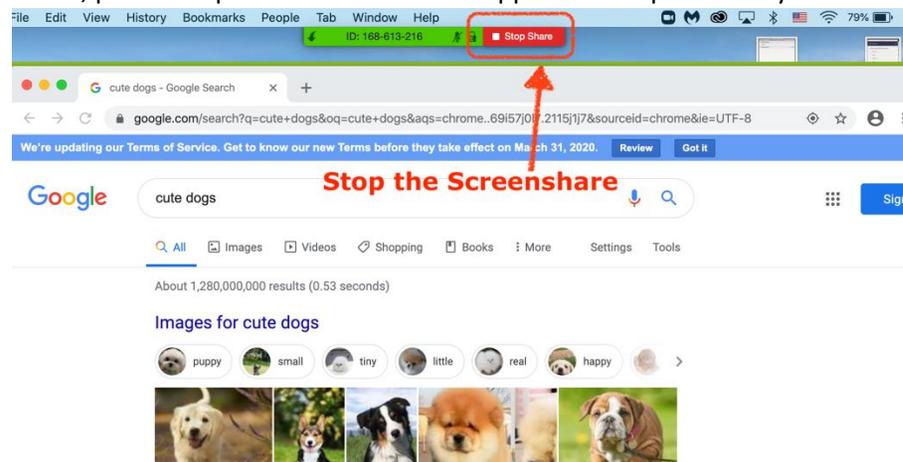
Share Screen

Click on the green share button on the lower-middle portion of your screen

Select only certain program (a document, a browser) to share, or share your whole screen

To end, press "Stop Share" in red on the upper-middle portion of your screen

Break Out Room

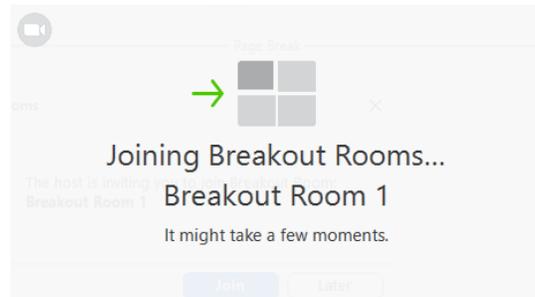You will be prompted to join a break out room by the host. Select "Join" and you'll be in your assigned room.
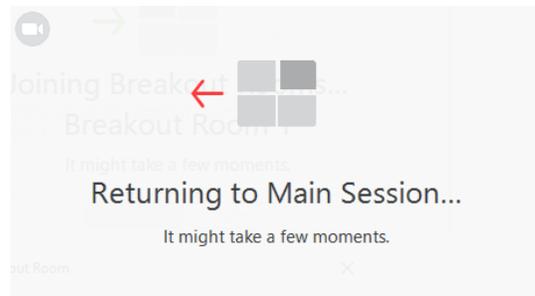

To return, simply select your name in the break out room and select "Leave Break Out Room." You will be prompted to select "Return to Main Session," then you will be in the original room.

Resources

https://support.zoom.us/hc/en-us/articles/206476313-Managing-Video-Breakout-Rooms