

How to Use Zoom

with a Computer

What is Zoom?

Zoom is a cloud-based video conferencing service you can use to virtually meet with others - either by video or audio-only or both, all while conducting live chats.

How do I create a Zoom account?

You will want to sign up at <https://zoom.us>. You can start with a free Zoom account. The free account tier lets you hold an unlimited number of meetings.

How to Download to Your Computer

- Click on the meeting link in the Library's calendar under the event you want to attend.
- Zoom will then prompt your computer to download its software at <https://zoom.us>. This might take a few minutes so do it well before the meeting!
- If you haven't signed up yet, click **Sign Up** at <https://zoom.us>. If you already have an account, then **Sign In** to your account with your email address and Zoom password.

Zoom Controls

for Attendees

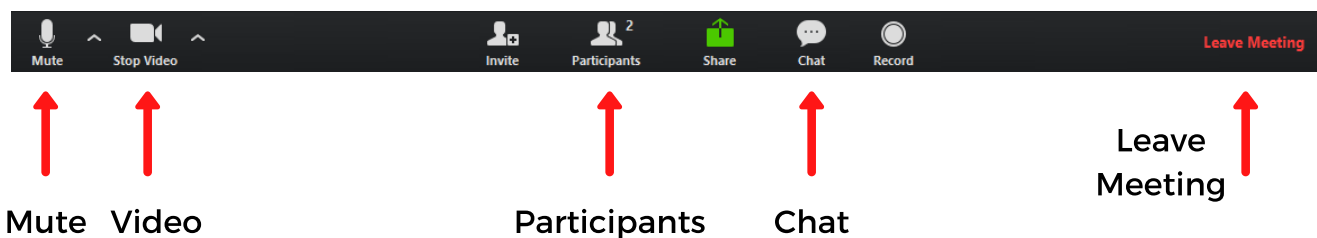
Attendee Controls for All Zoom Meetings

- **Mute / Unmute:** Mute or unmute your microphone.
- **Video:** Start and stop your own video.
- **Chat:** Chat with other participants in the meeting.
- **Participants:** See who's currently in the meeting.
- **Gallery View / Speaker View:** Gallery view allows you to see everyone (might be limited on phones) while Speaker view allows you to see who is currently talking.

Control Buttons

All control buttons appear at the bottom of your screen.

Here is the computer view:



Here is the tablet/phone view:

