



CENTRE FOR PUBLIC WITNESS

# A HOW TO GUIDE: ZOOM

The link in your meeting invite or <https://zoom.us/> can be used to access the Zoom website.

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JOIN A MEETING

HOST A MEETING

SIGN IN

SIGN UP, IT'S FREE

We have developed resources to help you through this challenging time. [Click here](#) to learn more.

In this together.  
Keeping you connected  
wherever you are.

Sign up for Free

Helpful Resources



- Sign up or sign in is by clicking on the “SIGN UP, IT’S FREE” or “SIGN IN” tab located on the upper right side of the webpage.
  - If you are signing in, enter your email address and password.
  - If you are signing up, enter the email address and follow the prompts.
- Creating a meeting – click on the “HOST A MEETING” tab on the upper right corner. Also select whether you only want to use audio (select With Video Off) or video and audio (select With Video On).

JOIN A MEETING

HOST A MEETING

MY ACCOUNT

n more.

With Video Off

With Video On

Screen Share Only

x

- Joining a meeting – You can join a meeting in two ways.

1. Manually. Click on the JOIN A MEETING tab, on the upper right corner of the page.

SCHEDULE A MEETING

JOIN A MEETING

HOST A MEETING ▾



## Join a Meeting

Join

[Join a meeting from an H.323/SIP room system](#)

You will now have to type in the Meeting ID (you got it in the invite emailed or messaged to you) and click on join.

After this step, you will be asked to enter a password as well. The password is displayed in the invite sent to you.

Join Zoom Meeting

<https://us04web.zoom.us/j/201787619?pwd=T3J3T0Rjc1BacTBRN2c3T05adHFQQT09>

Meeting ID: 201 787 619

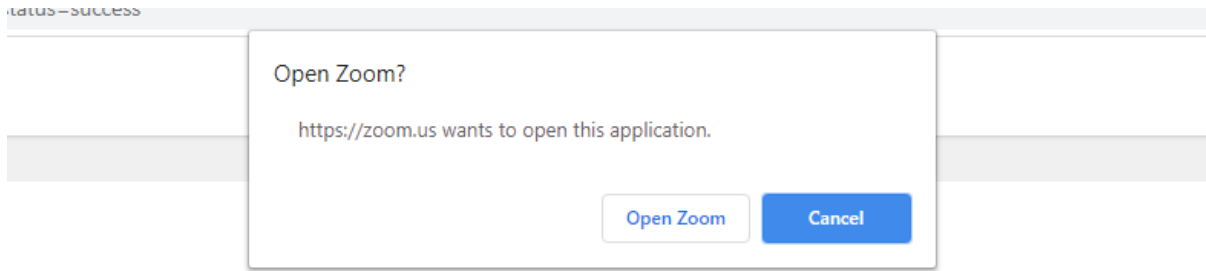
Password: 811622

2. Automatically. Click on the link in the meeting invite sent to you. You will be redirected to the meeting without having to enter the meeting ID and password.

Join Zoom Meeting

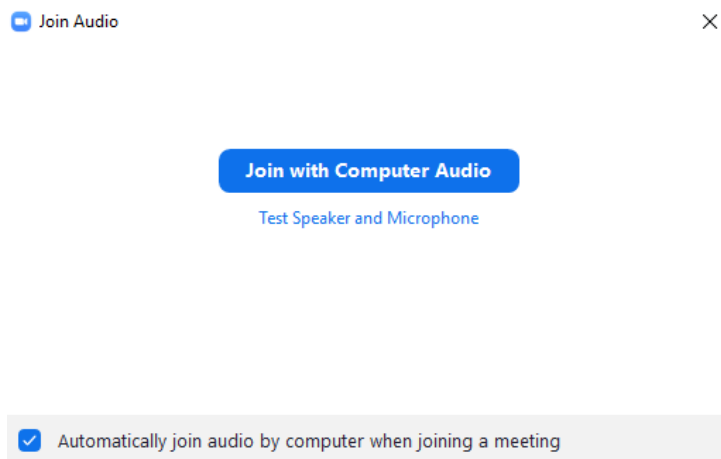
<https://us04web.zoom.us/j/201787619?pwd=T3J3T0Rjc1BacTBRN2c3T05adHFQQT09>

After clicking on the link, a pop-up will appear on your screen. DO NOT CANCEL. Click on "Open Zoom." (If you do not have Zoom installed on your computer, a download will start automatically and just click on the downloaded file on the lower left corner of your screen to open the program).



Launching...

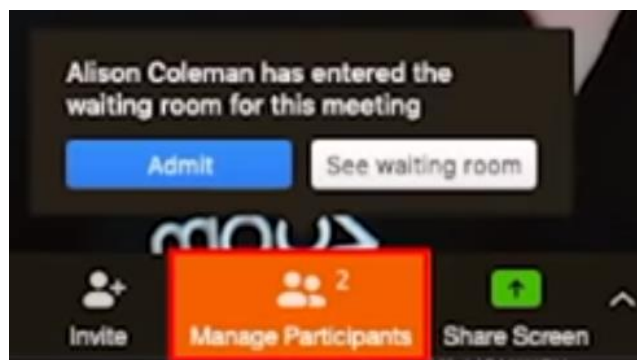
Click on "Join with Computer Audio."



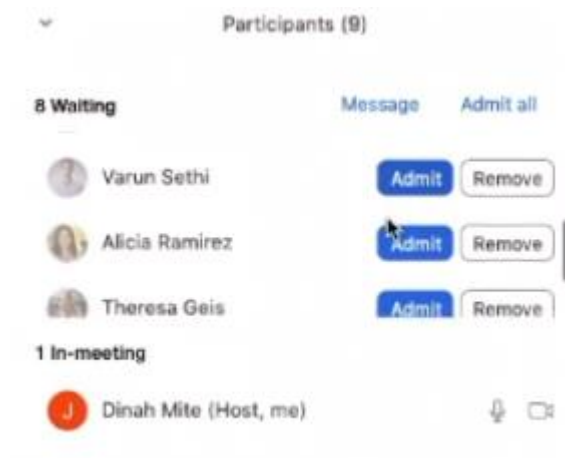
**Waiting Room.** You will now be redirected to a "waiting room." The Waiting Room is just like it sounds: It's a virtual staging area that prevents people from joining a meeting until the host is ready. Just wait for the host to accept your request to join the meeting. It may take a couple of minutes. You will be redirected to the meeting once the host has admitted you.

**FOR HOSTS: How do I admit participants into my meeting?**

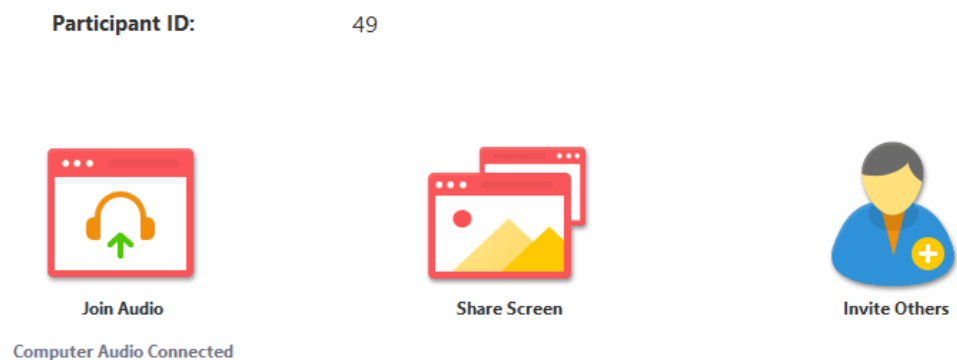
It's simple. As the host, once you've joined, you'll begin to see the number of participants in your waiting room within the **Manage Participants** icon.



Select **Manage Participants** to view the full list of participants, then, you'll have the option to admit individually by selecting the blue **Admit** button or all at once with the **Admit All** option on the top right-hand side of your screen. This way you have control over who joins the meeting.



**Congratulations, you are now in the meeting.** If you want to change anything, all the functions are listed on the tab at the bottom of your screen (if you cannot see it, move your mouse).



These functions are:

- **Mute/Unmute** – If you want to talk during the meeting, you can mute or unmute yourself by clicking on the “mute icon” on the far left. (If a red line is spread across the icon, the function is turned off). However, if you are not the host or presenter, we recommend that you keep yourself on mute, otherwise it would be very distracting for the other attendees.
- **Video** – If you want the other attendees to see you, you can activate your video function by clicking on the “start video” icon. Keep it deactivated if a video presence is not necessary.

- Invite – To invite other participants to the meeting, click on the “invite” icon and then “copy link.” You can then open Whatsapp or your email to paste and send the link to someone else.
- Share Screen – If you want the participants to see your computer screen, click on the “Share Screen” icon. To deactivate this function, click on “stop sharing” at the top of your screen (remember to move your mouse if you cannot see the function).



- Chat – If you want to send the group a message without disrupting the meeting by unmuting yourself, click on the “chat” icon. A message bar will appear, and you can type and send messages to the group (similar to Whatsapp’s interface).
- Record – If you want to record the meeting, press on the “record” icon on the far-right side.