How to *Zoom* with the ACS Senior Chemists Committee
June 9, 2020 version

You have been invited to your first video conference as a result of the Coronavirus and you are probably wondering how it will work. Follow this easy guide and you will be zooming along in no time! This guide focuses on one particular technology – Zoom. Other tools such as GoToMeeting/GoToWebinar and WebEx are very similar.

Note: Zoom has worked very hard to make their technology safe. You should have no concerns about using this tool. In order to stay safe, Zoom is updated often and may look slightly different than these instructions, but the standard functions are the same. Meetings may be set up in a variety of ways by the host; therefore, some steps noted below may not be needed. Zoom offers a number of training videos which can be found here: https://zoom.us/docs/en-us/covid19.html.

STEP 1 – THE INVITATION

An email will normally invite you to participate in the meeting and will include the meeting ID number:

> Join Zoom Meeting
>
> https://zoom.us/xxxx/#########
>
> Meeting ID: ### ### ####

The person sending the invitation is the host and you (and probably others) are the participants. The meeting ID may have additional characters after the meeting ID number if a password has been added.

STEP 2 – GET STARTED

The Easy Way! Just click on the link 10-15 minutes before the meeting. Your computer, iPad or phone will ask some questions – just answer yes. If it asks for the password, look at your email invitation and it should be listed there. Typical questions are to load the software (yes), to join with video (yes) or use computer audio (yes).

OR

Slower way for folks with more computer expertise. Decide what tool you want to use and get ready. You can connect to a Zoom meeting from a computer, a tablet, or a smart phone.

Using a computer:

Most laptop computers have a video camera and microphone. If you have a desktop computer, you may want to purchase a video camera in order to be seen live by participants. If you use the computer, you will be able to see everybody in the meeting on a bigger screen. Once Zoom starts, you will be given an opportunity to test your audio/microphone settings.

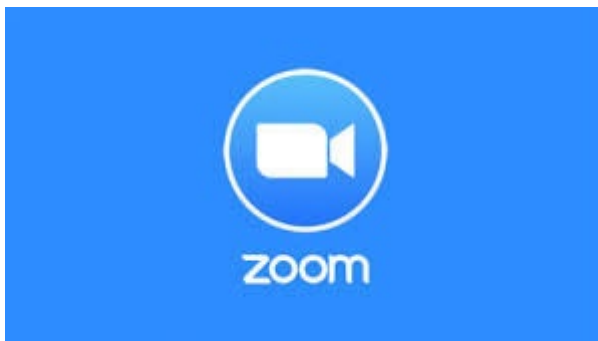A few minutes before the meeting, test your system in advance as follows:

Search for Zoom or go to https://zoom.us/
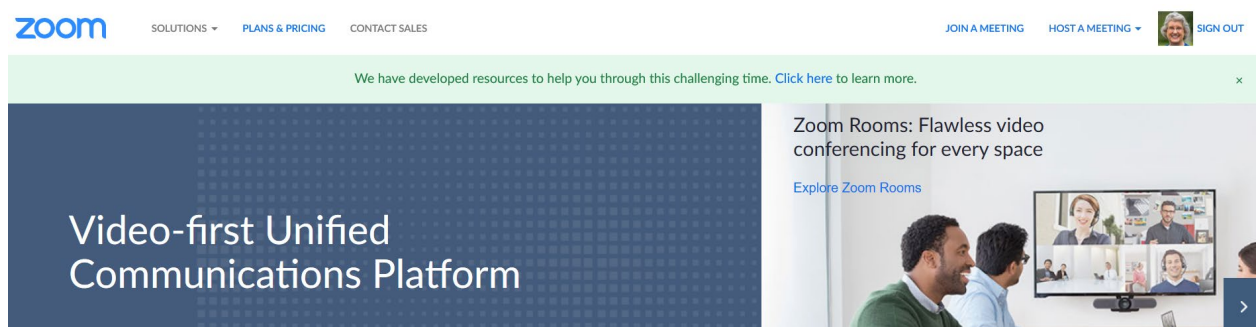
From here you can install or sign up for Zoom and test the settings on your computer. You can do this prior to the scheduled meeting time.

Using a tablet or smart phone:

Go to your App Store and install the Zoom app. The icon may be in a box or circle and look like:
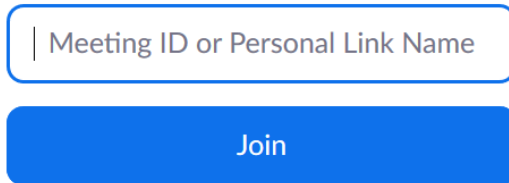

STEP 3 – JOIN THE MEETING

If this is your first Zoom meeting, it is a good idea to connect 10-15 minutes before the scheduled start time. That gives you time to be sure your system works like you expect, and to test the function buttons you will use during the meeting.

The easiest way is to go to the email and click the link which will take you to the meeting on your phone, computer, or tablet. As an alternative, you can also go to the app or web site and type in the ID number at this screen and click the blue "join" button.

Join a Meeting

| Meeting ID or Personal Link Name |

Join

.

Another screen you might see:

Enter meeting password

| |

Join Meeting   **Cancel**

Once you enter the password (which would be included in your invitation email), the "Join Meeting" box will turn on and can be clicked.

If the meeting host is using the waiting room, you will see a message asking you to wait to be admitted. No further action is needed – just wait patiently and the host will admit you.

STEP 4 – CONTROLS WHILE YOU ARE IN THE MEETING

Zoom gives you a few options, and they can vary sometimes depending on settings that the meeting host set up before the meeting.

The most important buttons are the microphone and the video functions that are usually in the lower left. These are both toggles – just click on them to turn them off or on. To see the controls during a meeting you may need to touch or click on the black part of the screen. Zoom will make the pictures as big as possible and controls are hidden.

With large meetings, it's important to "mute" yourself if you are not speaking.

The host may also select to control the mute and video functions depending upon the nature of the meeting.

Once the meeting is underway, you may have a background screen that the host is sharing. You will also have the video images of the participants, or just black boxes with the name participants used at sign in (or profile name) if they have turned off their video.

There are two possible views options below – speaker view and gallery view.

The icons vary some depending on whether you are on a computer or a phone. In this drawing the small boxes are gallery view and the simple box is speaker view. For speaker view, the person talking becomes a big picture and others shrink. Gallery view can be in a strip or a grid, and it will size itself so you can see the most people. On a phone or table, you can scroll through the images.


Here is a screen shot of a meeting. If a participant chooses to turn off the camera, a name in a black box appears. If your internet connection is slow, turning off video can help. The person speaking is in a yellow box. Placing your device higher and making sure light is coming toward your face can provide a nicer image.

At the end of the meeting, look for the "Leave Meeting" text in red. Depending on your screen it may be in any corner. Click on "Leave Meeting" and everything will close.
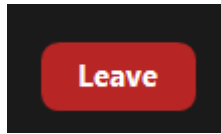
Now you are ready to Zoom!

There are many other options you can engage in on Zoom. I would particularly suggest that you check out the "virtual background" function when you get comfortable with Zoom. While this is completely optional, it is a very popular feature.   On computers that support the virtual background function, there will be an up-arrow just to the right of the video camera icon. Click on the up-arrow and select "Choose Virtual Background". A few standard images are provided or you can upload any pictures. On an iPad or iPhone, the virtual background choice is under "more", which is sometimes shown as three dots.

This site has terrific training videos: https://zoom.us/docs/en-us/covid19.html. This site is also the place where you can create an account and set up your own Zoom meetings with about 40 minutes for FREE!
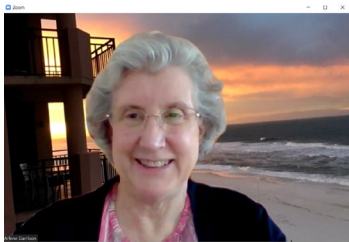
Now that you're ready…let's connect and talk on Zoom!