

# How to zoom

A brief guide to help you get started.

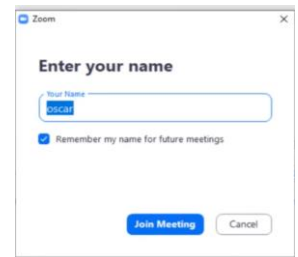
**To join a meeting**, click on the link you'll receive from the Chapter. There will also be a link posted with each speaker's talk description online at the Chapter's website. And you can always email your request for a link to the Membership Chair.

Select **open**, when prompted, to join the meeting. If you have not already downloaded the software, click on "download and run Zoom"

If nothing prompts from browser, [download & run Zoom](#).

You'll be prompted to input your name, which is what will appear on screen:

Then click "Join Meeting" and turn your volume up to listen and watch. If prompted, select "Join with Video" You'll see all other participants who are attending the meeting. If your device doesn't have a camera, only your name will be displayed.



The layout of the meeting on your screen will vary depending on your device. It will look slightly different on an iPad vs. a PC or Smart Phone. The control options (icons), however, are the same.

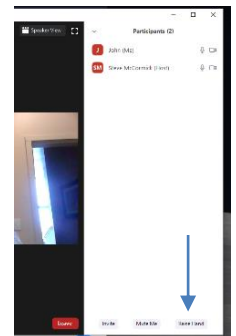


Turn on the **Participants** button to see a list of attendees on your screen.

The **Video** button turns your camera on and off. Video should be turned on so other attendees can see you.

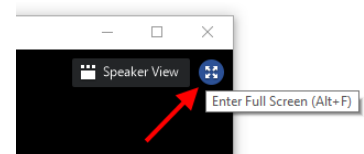
The **Mute** button turns on and off your computer's microphone. You'll be asked to Mute yourself when the speaker is making a presentation. You can unmute yourself when asking a question or making a comment.

Click on **Raise Hand** if you wish to ask a question or make a comment. You can also **Mute** or unmute yourself here.

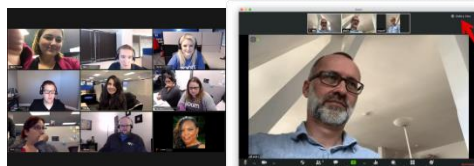


At the top right of your screen, you will see the words – **Gallery View** or **Speaker View**

- **Gallery view** – your screen will be filled with the participants at the meeting
- **Speaker view** – your screen will be filled by the person who is presenting



Gallery View



Speaker View

The **Chat** option allows you to write a note to the Host or to everyone. It will likely be disabled during the meeting.

The **Share Screen** icon will be limited to the Speaker whose presentation will be displayed full-screen.