Quick Reference Guide: Zoom

Zoom is an online tool designed to allow people to meet from all over the world. Anyone can attend a scheduled meeting or even schedule their own meeting. The staff at the Ridgway Public Library are able to assist you if you need to use Zoom at the library! Here are a few tips on how to get started. First, make sure that the computer you intend to use has a camera and speaker. Zoom can also be downloaded on your mobile device or tablet, and you can even join without video on your phone. Note that all library desktops and laptops have video calling capabilities thanks to the ARP IMLS allocations awarded to Ridgway Public Library through the Department of Education's Office of Commonwealth Libraries.

How to join a meeting
https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Zoom-meeting
- Click the invite link provided by the host, for example in a calendar or email invitation, and follow the on-screen instructions.
- Alternatively, open the Zoom desktop client.
- Click the Home tab.
- Click Join.
- Enter the meeting ID provided by the meeting host.
- If prompted, enter the meeting passcode.
- Click Join.
  You will then join the meeting or waiting room, if enabled by the host.

How to connect to audio
- Upon joining the meeting, you will be prompted to connect to audio.
- Click Join with Computer Audio.
  Other options may appear, such as calling in to the meeting or being called into the meeting, but this depends on which audio options the host has provided.
- Click Mute / Unmute in the bottom-left corner of the meeting controls toolbar as needed to control your microphone.

How to turn on your video and add a virtual background
- If the host has requested video be on by default, you will be prompted with a video preview. This allows you to see your current video and decide to join the meeting with or without video. Click Join with Video.
- While you're in a meeting, click Start Video / Stop Video in the bottom-left corner of the meeting controls toolbar as needed to control your video.
- (Optional) Next to Start Video / Stop Video, click the ⌃ button and select Choose Virtual Background… to select a virtual background. Once you select a background, it will automatically change in the meeting.

For additional support or training videos visit: https://support.zoom.us/hc/en-us
To schedule a zoom meeting: https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings