

# Zoom with Windows 10

## Joining and Participating in a Meeting



This tutorial outlines how to join and participate in a zoom meeting on a Windows 10 computer. It also describes all of the available controls in a Zoom meeting and what they are used for!

### Assumptions Made in this Tutorial

Some assumptions have been made throughout the creation of this tutorial. They are as follows:

- You are using a Windows 10 desktop or laptop computer.
- The Zoom Cloud Meetings application is installed on your computer.
- You are familiar with the use of email.

### What is Zoom Cloud Meetings?

Zoom Cloud Meetings, known simply as 'Zoom', is a video conferencing platform that is often used to conduct meetings via the web. It works on Smartphones, Tablets, Desktop and Laptop computers. Zoom was originally used by businesses to conduct their meetings and conferences, however, more and more commonly, Zoom is used by individuals to stay in touch with family and friends! Best of all though, zoom is extremely easy to use!

### Invitations to join Zoom meetings

Zoom meetings involve two types of user. A Host, who organises the meeting in the Zoom application, and Participants, who are invited to join the meeting. Invitations to join Zoom Meetings are sent via email. An invitation to a Zoom meeting may require registration in order to join it. If registration is required, the email will inform you that you need to 'Register in advance for this meeting' and a link will be provided to register. If registration is not required, the email will include the text "Join Zoom Meeting" and a link will be provided to join the meeting.

## Joining a Zoom Meeting from an Email Invitation

When you are invited to join a Zoom meeting, the organiser includes the relevant meeting information in the email message. For example, the date and time of the meeting, a Meeting ID and Password. Also included in this message, will be a link, which when activated, starts the joining process by taking you to a web page on the Zoom web site.

To join a Zoom meeting from an email invitation, follow these suggested steps:

1. Start your email program.
2. Locate and open the email message which contains the Zoom meeting invitation.
3. Activate the invitation link. For reference, this will start with "https://us". Upon doing this, you will be taken to a web page on the Zoom web site.
4. On the web page, focus should be on a button labelled "Cancel". To the left of this button, you will find another button labelled "Open Zoom Meetings". Activate this button! Upon doing this, depending on how the host has configured the meeting, you will either join the meeting, or be directed to a virtual Waiting Room.

**Note 1:** If you don't see the Open Zoom Meetings button, activate the button labelled Launch Meeting. Upon doing this, the Open Zoom Meeting button will become available!

5. If you arrive at the virtual Waiting Room, a message will be displayed which says "Please wait for the host to start this meeting". The Host will admit you to the meeting when they are ready to start. Hopefully, you shouldn't have to wait too long!

**Note 2:** Upon joining a meeting, a popup window may be displayed which contains a Zoom Meeting ID. If this is the case, you will be prompted to choose an audio source for the meeting. There are a couple of options available, but the one you want is 'Join with Computer Audio'. Activate this option!

Congratulations, you have successfully joined the Zoom Meeting!

## Description of the Zoom Meeting Screen

The Zoom Meeting screen consists of a video area, which takes up the vast majority of the screen. Running along the bottom of the screen, you will find a toolbar, on which are situated the most commonly used controls.

From left to right, the controls at the bottom of the screen are: Audio, Audio Settings, Video, Video Settings, Participants, More Options for Participants, Share, More, Leave and View. Each button, and what it is used for, is described below:

## **The Audio Button**

The Audio button is situated at the extreme left of the toolbar. It has an associated graphic of an old-fashioned speaker! When the audio is muted, the graphic has a red line running through it, to show that the microphone is inactive. Activate this button to mute and unmute your microphone.

## **The Audio Settings Button**

To the right of the Audio button, you will find the Audio Settings button. This has an associated graphic of an arrow head pointing upwards! This button, when activated, displays a menu consisting of options for specifying a microphone to be used throughout the meeting. Also, there is an option for specifying which speakers to use. In this menu, you will also find an option for testing your microphone and speakers as well as an option for leaving the audio. It is not usually necessary to access the options in this menu, so they will not be discussed further in this tutorial.

## **The Video Button**

The Video button has an associated graphic of an old-fashioned video camera. When the video is stopped, the graphic has a red line running through it, to show that the video is inactive. Activate this button to start and stop your video.

## **The Video Settings Button**

To the right of the Video button, you will find the Video Settings button. It has an associated graphic of an arrow head pointing upwards! This button, when activated, displays a menu consisting of options for choosing a camera to be used throughout the meeting. Also, you will find an option for specifying a virtual background, as well as an option for applying filters. It is not usually necessary to access the options in this menu, so they will not be discussed further in this tutorial.

## **The Participants button**

The Participants button has an associated graphic of the head and shoulders of 2 cartoon people. It also shows the number of participants currently in the meeting. When this button is activated, the Participants panel is displayed. This consists of all of the names of those who are attending the meeting. Alongside each participants name, you will find information relating to the status of their audio and video settings.

## **The More Options for Participants Button**

To the right of the Participants button, you will find the More Options for Participants button. It has an associated graphic of an arrow head pointing upwards! This button, when activated, displays a menu consisting of just one option. This is the Invite button. This allows you to invite someone else to join the meeting. It is not usually necessary to invite someone else to a meeting, so this will not be discussed further in this tutorial.

## **The Share button**

The Share button has an associated graphic of a black upwards pointing arrow inside a green box. When this button is activated, a popup window is displayed which displays options for sharing your screen with others in the meeting. By default, only the Host can share screens, therefore, this option will not be discussed further in this tutorial.

## **The More button**

The More button has an associated graphic of 3 dots, arranged horizontally. When it is activated, a menu is displayed consisting of 3 options. These are Chat, Reactions and Record on this Computer. These are described below:

## **The Chat button**

This button, when activated, displays the Chat panel. This includes an edit box, into which you type your chat message. There is also a list of participants from which you can choose who to send your message to. By default, any message you send goes to everyone in the meeting.

## The Reactions Button

This button, when activated, displays a menu consisting of the following options: Clap, Thumbs Up, Joy, Open Mouth, Heart and Tada. There is also an option for raising your hand. When you activate any of the options in the Reactions menu, all participants, along with the host are notified of the reaction you chose!

## The Record on this Computer Button

It is possible to record a Zoom meeting. However, this can only usually be done by the Host. Therefore, this won't be discussed further in this tutorial.

## The Leave Button

The Leave button is displayed in red! When you activate this button, a popup window is displayed which contains 2 buttons - Leave Meeting and Cancel. Activating the Leave Meeting button results in you leaving the meeting! Activating the Cancel button results in you being returned to the meeting!

## The View Button

This button, when activated, displays a menu consisting of the following options: Full Screen, Speaker View and Gallery View. Full screen fits the currently displayed video feed to the whole screen. Speaker View shows just the person who is currently speaking. Gallery View displays all participants in a grid structure, 9 at a time.

## Asking a Question During a Zoom Meeting

If you wish to ask a question during a Zoom Meeting, first activate the More button, and then from the resulting menu, activate the Raise Hand button. Upon doing this, all participants, along with the host, will be able to see the Raise Hand icon, in your video stream.

**Note 3:** You can also raise and lower your hand by pressing the keyboard shortcut **ALT and Y**.

## Sending and Reading Chat Messages

It is possible to send short chat messages to other participants in a Zoom meeting. Some of the reasons for sending chat messages are to ask a question, provide an answer to a question or to share contact details with other participants.

By default, when you send a message, it is sent to everyone. However, it is also possible to send a message to a specific participant! For completeness, both scenarios are discussed below.

## **Sending a Message to Everyone**

To send a chat message to everyone in the meeting, follow these suggested steps:

1. Activate the More button. Upon doing this, a menu will be displayed consisting of a number of options. One of these is a button labelled Chat.
2. Activate the Chat button. Upon doing this, the Chat panel will be displayed.

**Note 4:** An alternative way of displaying the Chat panel is to press the keyboard shortcut **ALT and H**.

3. In the Chat panel, focus will be in an edit box labelled Input Chat. Type your message and then press the ENTER key. Upon doing this, all participants will receive your message! The message you just sent, along with any messages you have received, will now be displayed in reverse-chronological order towards the bottom of the Chat panel!

## **Sending a Message to a Specific Participant**

To send a message to a specific participant in the meeting, follow these suggested steps:

1. In the Chat window, activate the button labelled "To". For reference, this will have the word "Everyone" alongside it. Upon doing this, a list of all participants will be displayed.
2. From the list of participants, activate the name of the person you want to send your message to. Upon doing this, focus will be in the Input Text edit box.
3. Type your message. When done, press the ENTER key. **Upon doing this, your message will be sent to the participant you specified!**

When you have finished chatting, press the **ESCAPE** key to close the Chat panel and return to the Zoom meeting screen.

## Recommendations for Attending a Zoom Meeting

When attending a Zoom meeting, it is recommended that you mute your audio when other participants are speaking. This will ensure that any background noises from your location are not picked up by your microphone. Finally, it is recommended to have as little activity going on behind you as possible, as this could be distracting to other participants. Of course, you could always turn off your video, but this may not always be practical!

## Exiting a Zoom Meeting

There are 2 methods of exiting a Zoom Meeting. The first, and most common way, is for the Host to end the meeting. Upon doing this, all participants will be disconnected from the meeting. The second method is to activate the red Leave button, situated towards the end of the toolbar. Upon doing this, a popup window will be displayed consisting of 2 options - Leave and Cancel. Activate the Leave button to exit the meeting!

**Note 5:** It is also possible to display the options for leaving a meeting by pressing the keyboard shortcut ALT and Q.

## Zoom Keyboard Shortcuts

There are many useful keyboard shortcuts you can press to quickly activate the buttons on the toolbar. The most common shortcuts are as follows:

**ALT and A** ..... Mute or Unmute the Audio (microphone)  
**ALT and V** ..... Start or Stop the Video  
**ALT and U** ..... Show or Hide the Participants Panel  
**ALT and H** ..... Show or Hide the Chat Panel  
**ALT and Y** ..... Raise or Lower your Hand  
Alt and F1 ..... Switch to Gallery view  
Alt and F2 ..... Switch to Speaker view  
Alt and F ..... Switch to Full Screen view  
**ALT and Q** ..... Activate the Leave button

This concludes the introduction to joining and participating in a Zoom Meeting on a Windows computer. Happy Zooming!