Video conferencing, which is sometimes referred to as web conferencing, is a live meeting between two or more people online. You can use video conferencing tools to connect with family, friends, co-workers, your children's teachers, and more. There are many tools you can use to meet with an individual or a group online. In this workshop, we'll be using Zoom.

Download zoom.

On an internet browser, type in **zoom.us/download**. Click the first download button in blue. Then when the download is complete, a small rectangle will pop up on the top right hand side of your web browser screen. Click it and it will install Zoom. Click **done** and close zoom.

Joining a meeting
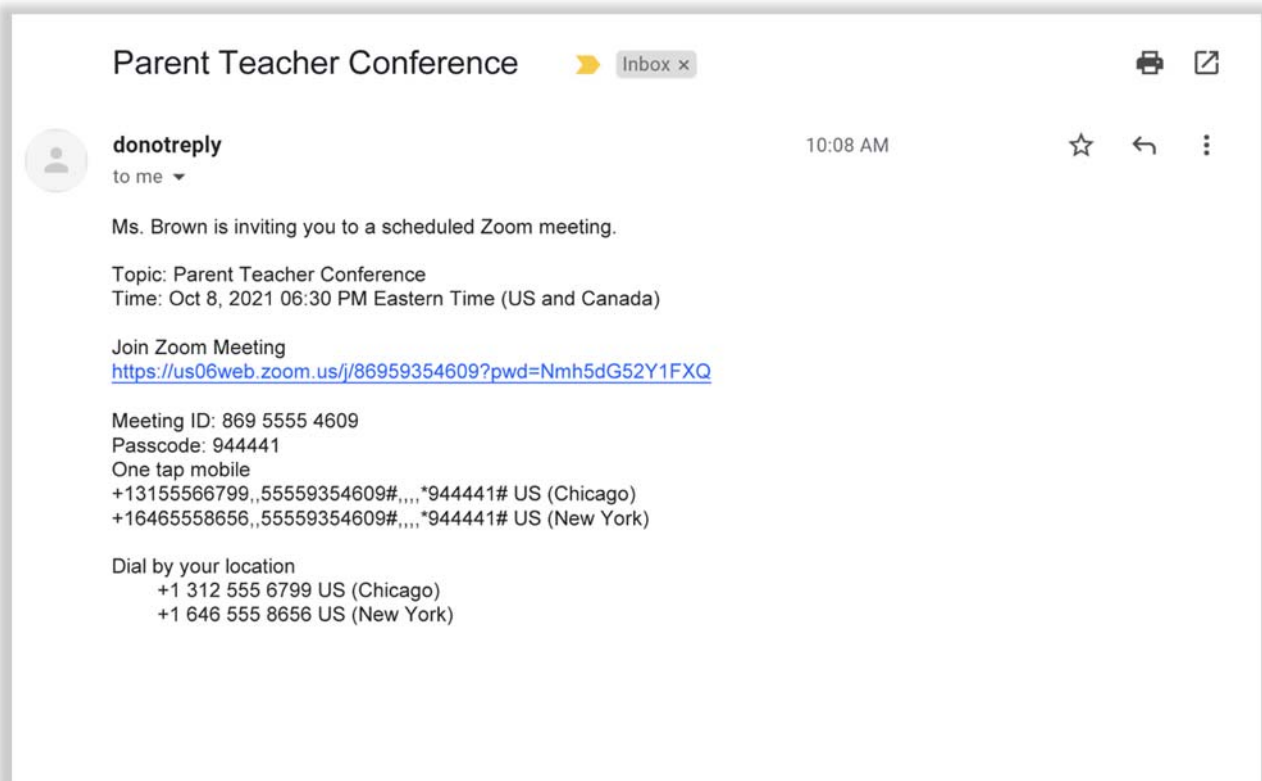
For many of us, the first time we use a video conferencing tool is when someone else invites us to a meeting. We typically receive an invitation through **email**. Let's take a look at an example invitation.

The invitation includes:

- Who is inviting you to the meeting

- The purpose of the meeting (the topic)

- The date and time

- A link to join the meeting

- Telephone numbers to use to call into the meeting (Phone numbers may or may not be part of the invite.)

You can still attend a meeting using your phone, even if you don't have access to a computer, the internet, or a mobile device that has a camera. When calling in from your phone, you may need to use your telephone keypad to enter the meeting ID and passcode.

On the day and time of the meeting, you would click on the Join Zoom Meeting link in the email you received. You can also access the meeting by pasting this link into an internet browser.

The first time you use Zoom, you'll be asked to download and open a Zoom app. You can follow the prompts on screen to install the application.
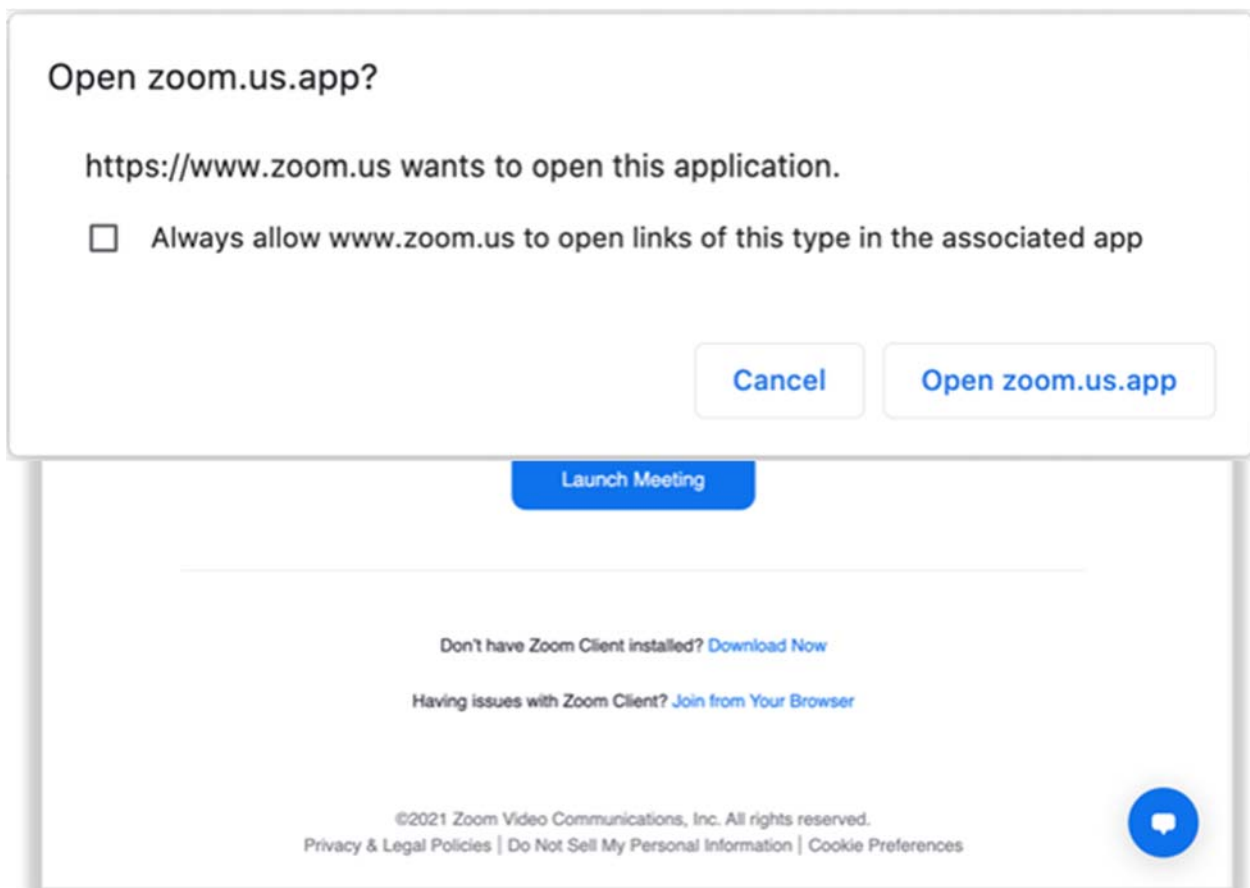
[Click Enter to display pop-up] After it is installed, a pop-up window displays. Click the button that says Open Zoom.us.app.

Once you're logged into the meeting, a box appears with a message asking if you would like to join with computer audio. When you click this link, you will enter the meeting.

Demo: Common Participant Features. (Join "Zoom invite" in Outlook email account provided by the library)

Activity #0.5

1. Locate the Mute/Unmute icon. Click the caret next to the button. Click on "**Test Speaker and Microphone**" and go through the steps.
2. Locate the Video icon. Click on the caret next to the button. Click on "**video Settings**." Write down two features you can adjust in the Video Settings
   Feature 1 _____
   Feature 2_____
3. Click on the Chat icon. **Type a message in chat** and send it. Bonus: add an emoji to your chat message.

During the meeting, Zoom will use your computer's internal microphone and speakers or the headset you have connected to your computer. You need a microphone to make sure everyone in the meeting can hear you.

Creating a zoom account

You can join Zoom meetings without an account of your own. But I want you to see the Zoom features for yourself. So, we're going to create personal Zoom accounts as our first activity.

ACTIVITY #1: Creating an Account

1. Log on to the internet and go to **https://zoom.us**.

2. Click on the orange button that says **"Sign Up"** on the upper right.

3. Follow the prompts to verify your age.

4. Enter your **email address** and click on the "Sign Up" button.

5. Go to your email account, open the email sent from Zoom, and click on the confirmation link.

6. Enter your name and **create a password** for your account.

   a. My email address is: _____

   b. My password is: _____

7. Click on "Continue" to finish the registration process.

> **Note**: Take this sheet home and store it in a safe place in case you forget your information.

Now that you've created an account, we're going to look at some of the important features you'll use as a meeting participant. From your new account, click on the link to host a meeting. Then choose With Video. This will start a meeting, and you'll be able to see many of the features.

Demo: Scheduling a meeting. Follow Along.

Activity #1.5

1. Click on the **Reactions** icon. Practice a) raising and lowering your hand b) find and click your favorite animal emoji.
2. Click on the **Participants** icon. Roll over your name and click on "more." Select "Rename" and make a change to the way your name displays.

The meeting host features are in the menu at the bottom of the screen. Since you've been in a meeting as a host, you've seen these features on the toolbar. But we haven't discussed them before now. If you're not a meeting host, you won't see these features.

Tip 1: You can lock a meeting after it starts. This keeps anyone unwanted from entering the meeting.
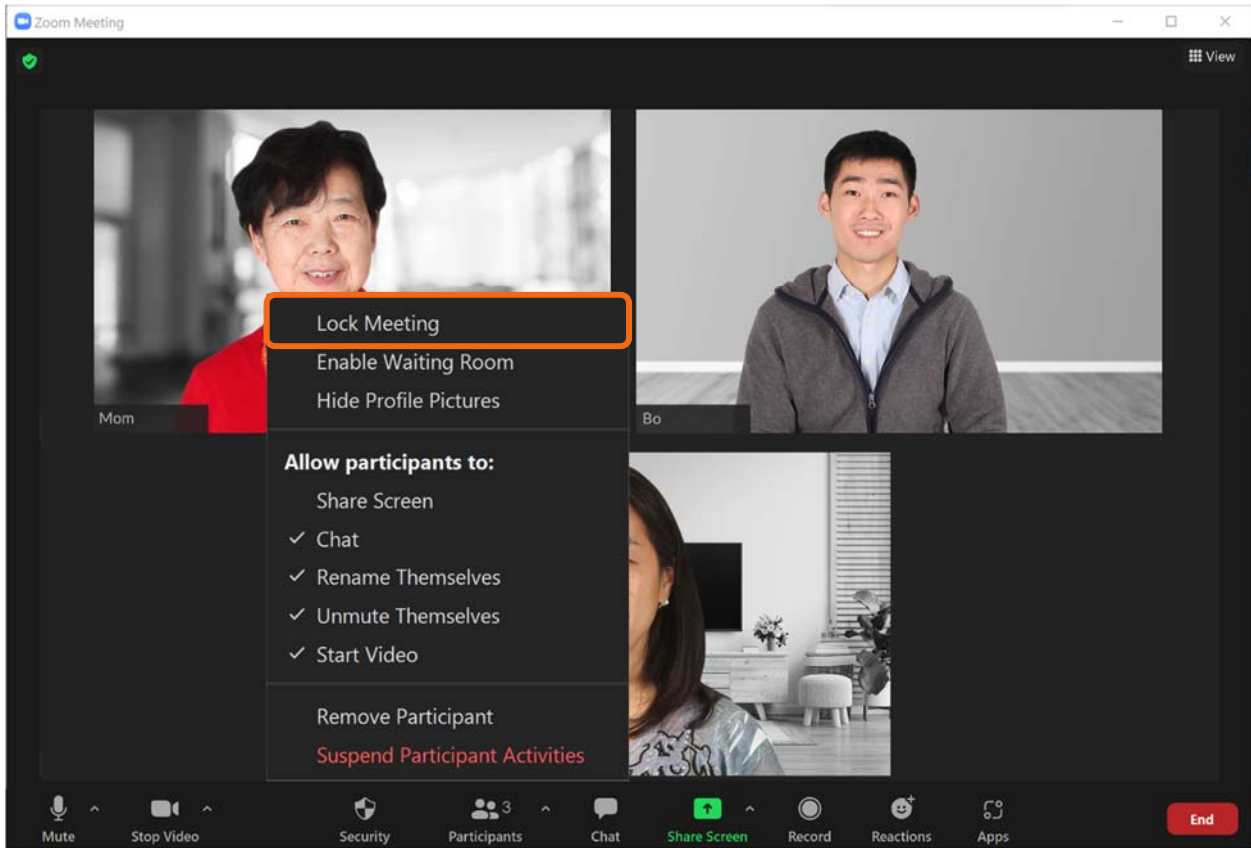

Tip 2: You can enable the waiting room so you only let people in that you want to attend the meeting.
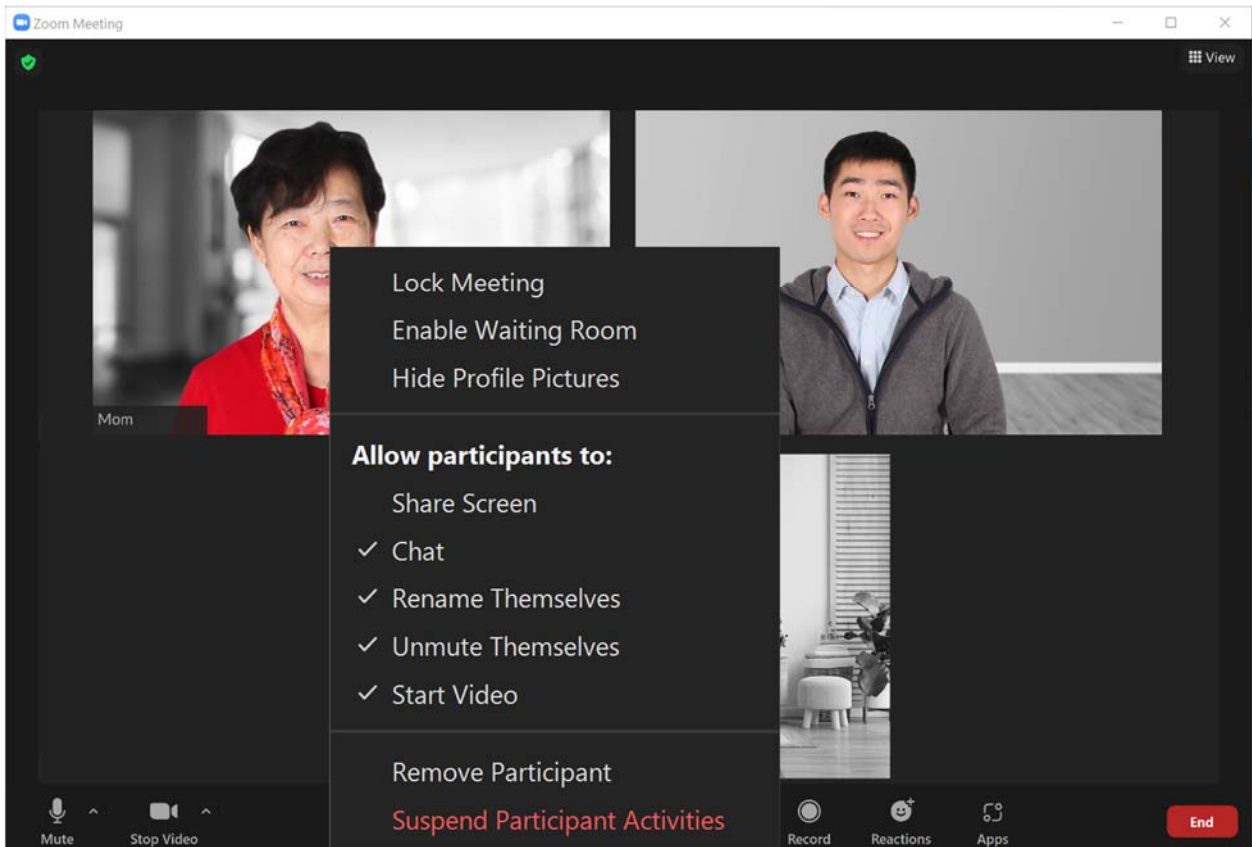
Tip 3: Consider what features you want participants to be able to do, such as unmute themselves, share their screen, or chat. You can adjust these features before the meeting begins, or you can take care of that during the meeting.
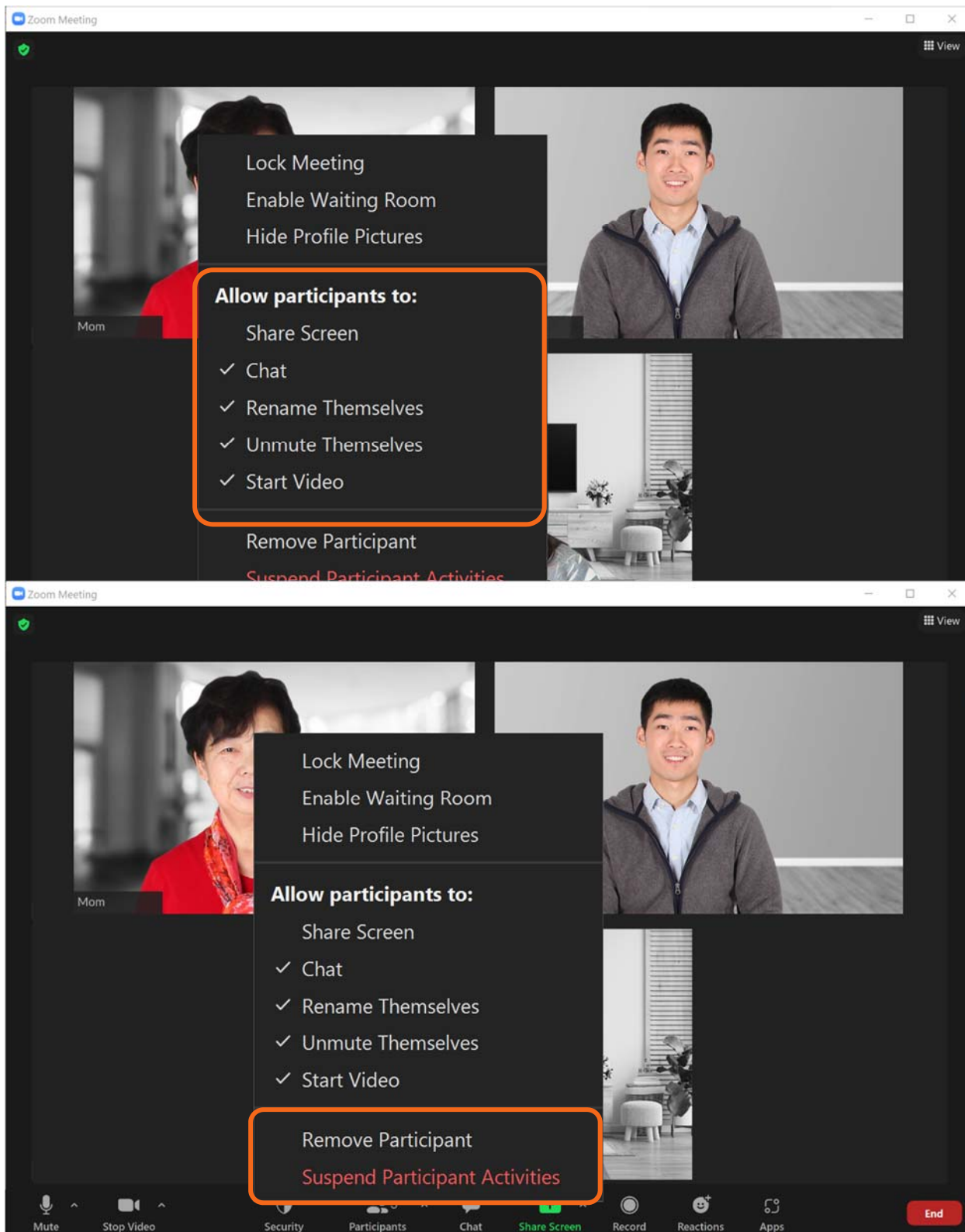
Tip 5: If someone will be making a presentation or speaking for a long time, you can mute everyone in a meeting using the Mute All button. This is helpful to keep background noise to a minimum.
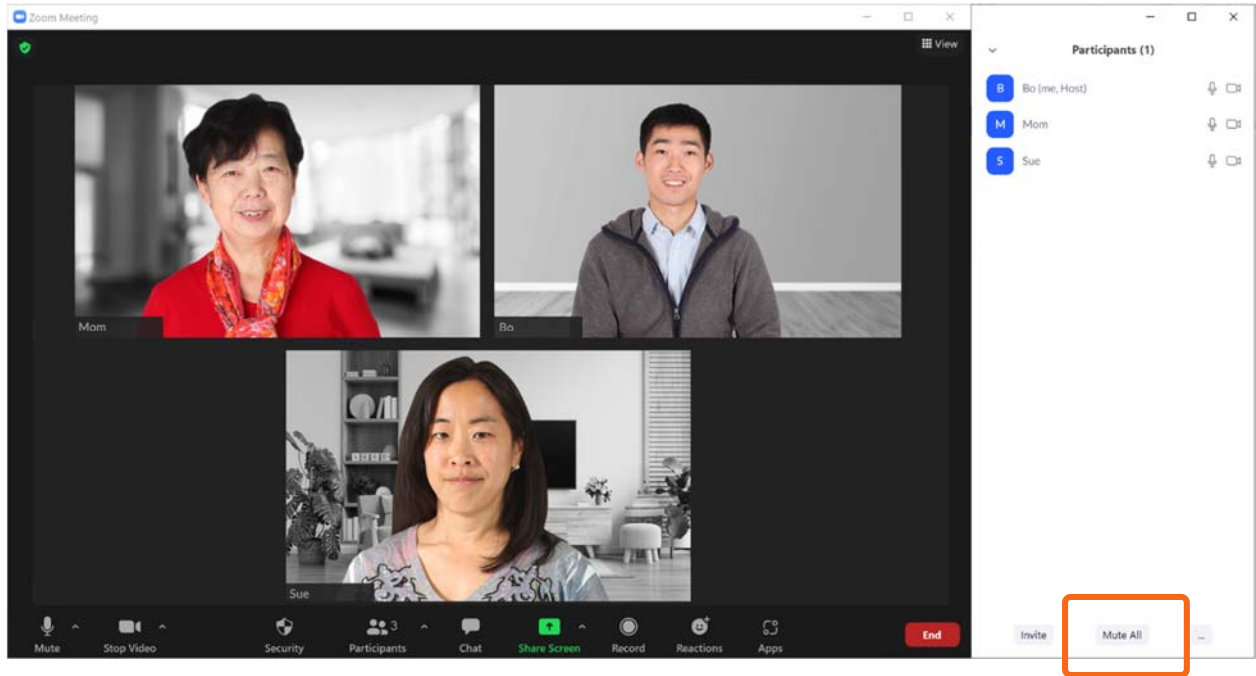

Tip 6: If background sound is coming from a participant and they aren't able to mute themselves, you can mute that person by clicking the Mute button next to their name.
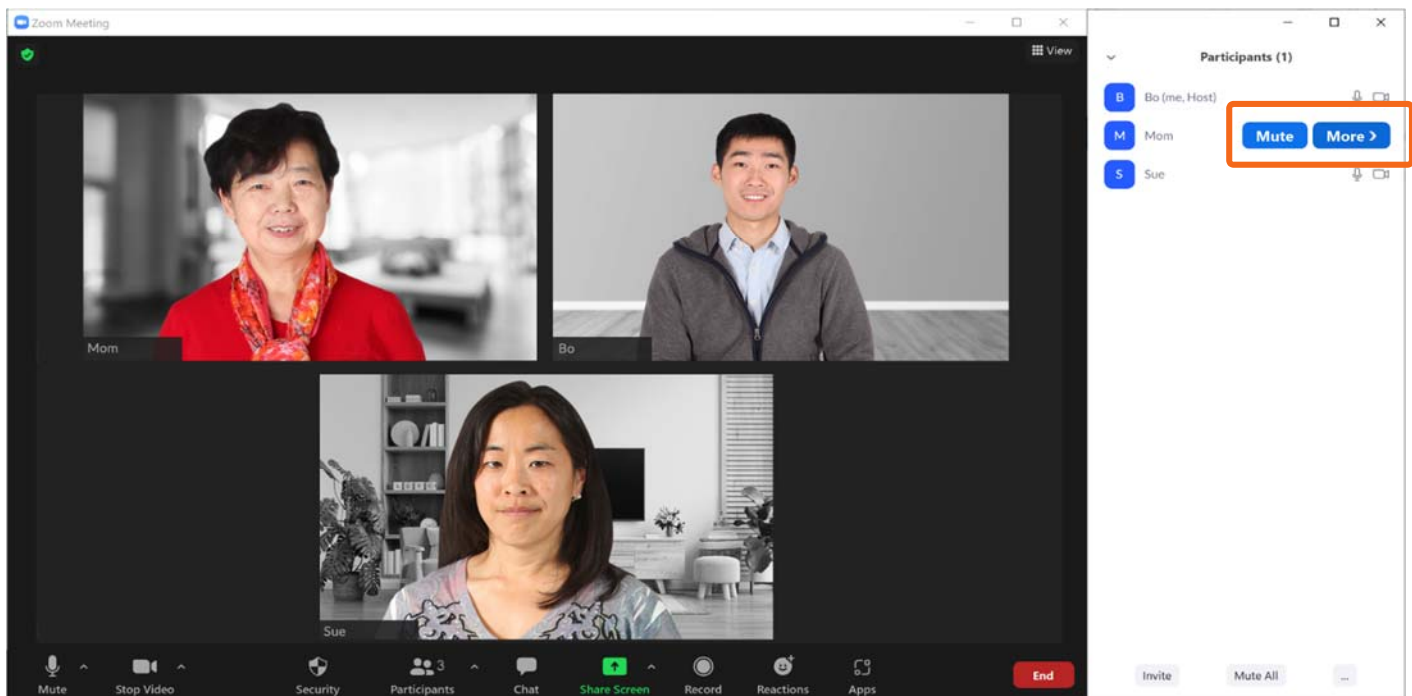
Tip 7: Always let people know when you plan to record a meeting.

This will save a recording of the meeting to your computer or online Zoom account.
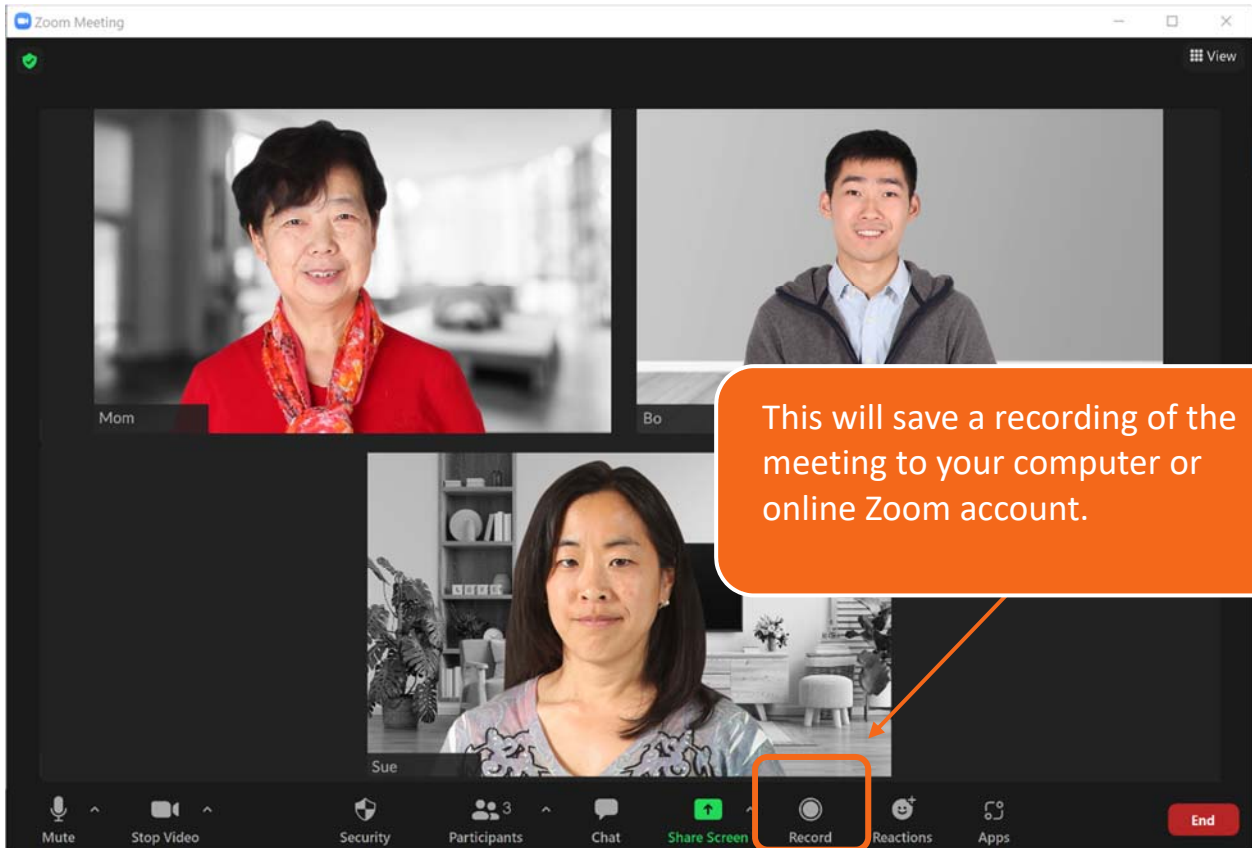
Tip 8: As the host, it's important for you to end the meeting when it's over. To end the meeting, click on End. Then click End Meeting for All. As you might expect, this ends the meeting for all participants.
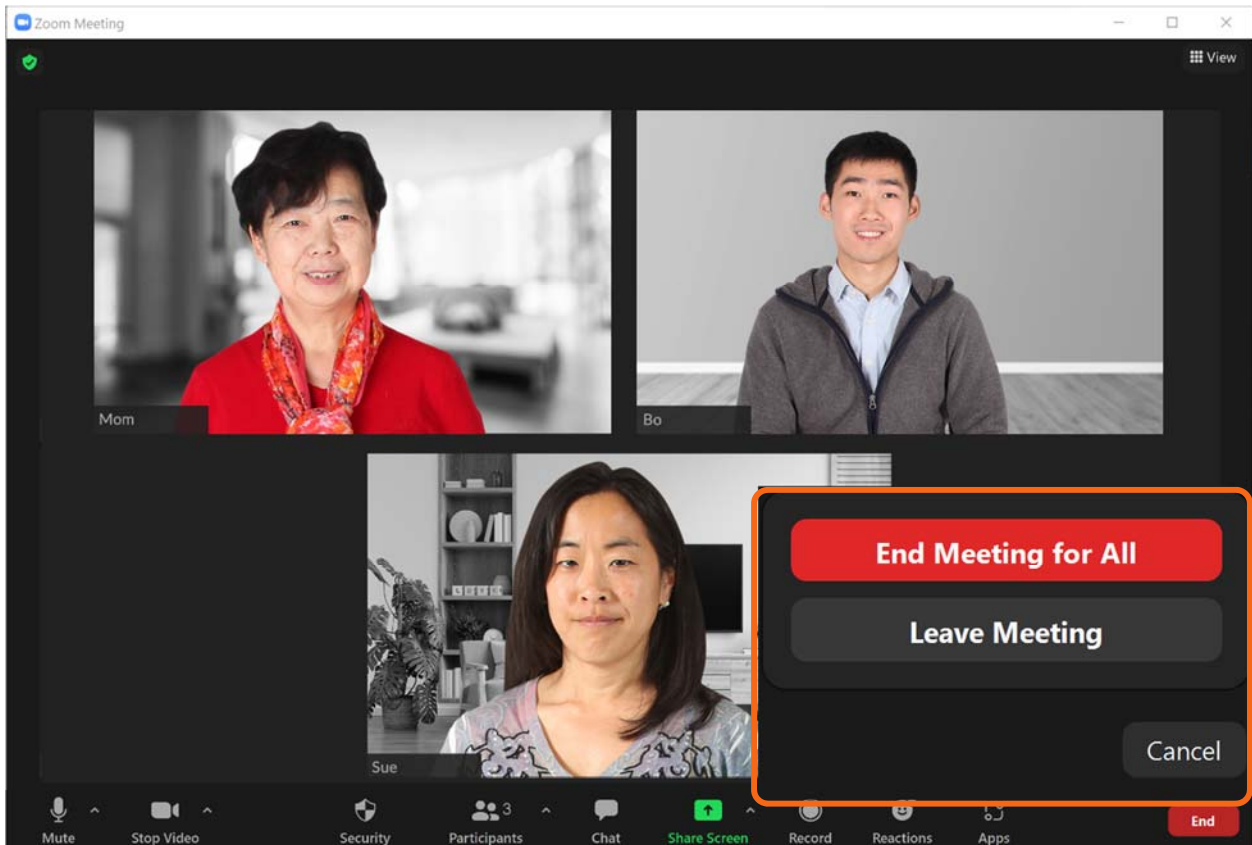
How to share screen

1. On the controls toolbar, click the upward arrow icon ⋀ next to **Share Screen** ⬆️.

2. Click **Advanced Sharing Options.**
   A pop-up window will appear.

3. Under **Who can share**, select **All Participants**.
   All participants in the meeting will be able to share their screen in this session.

How to change background

1. Sign in to the [Zoom desktop client](#).

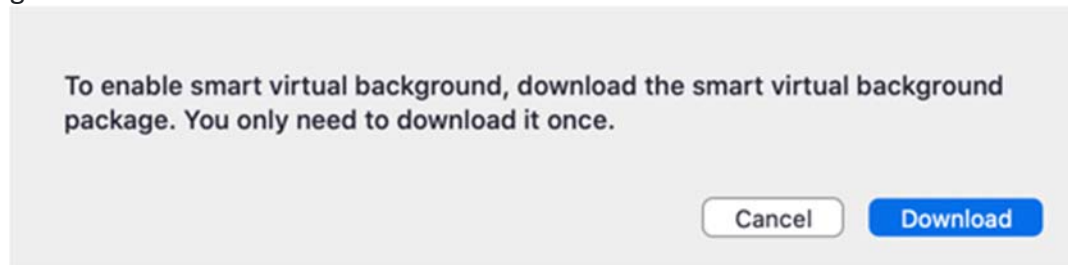2. Click your profile picture, then click ⚙️ **Settings**.
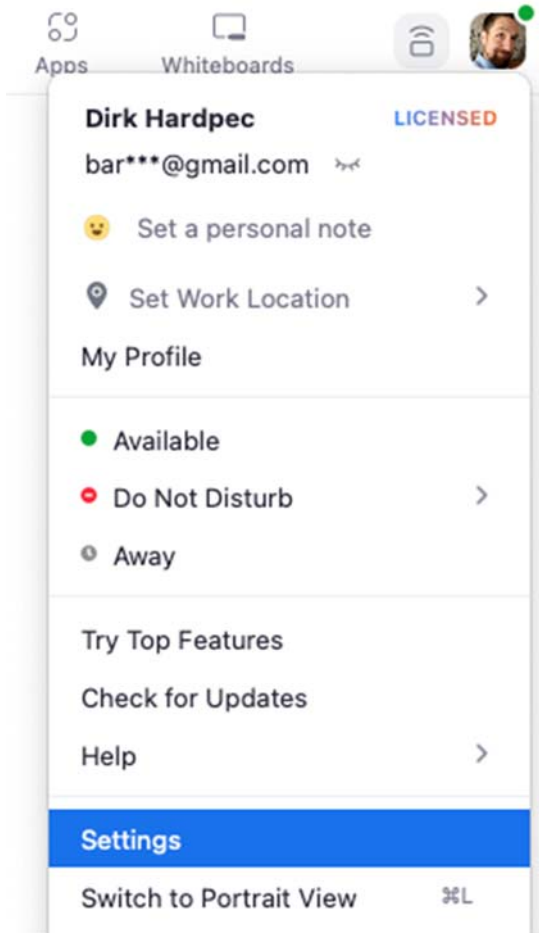
3. Select **Backgrounds & Filters** .
   Note: If you do not have the **Virtual Background** tab and you have enabled it on the web portal, sign out of the Zoom desktop client and sign in again.

4. Check **I have a green screen** if you have a physical green screen set up. You can then click on your video to select the correct color for the green screen.

5. Click on an image or video to select the desired virtual background.

6. (Optional) Add your own image by clicking and choosing if you want to upload an image or a video.
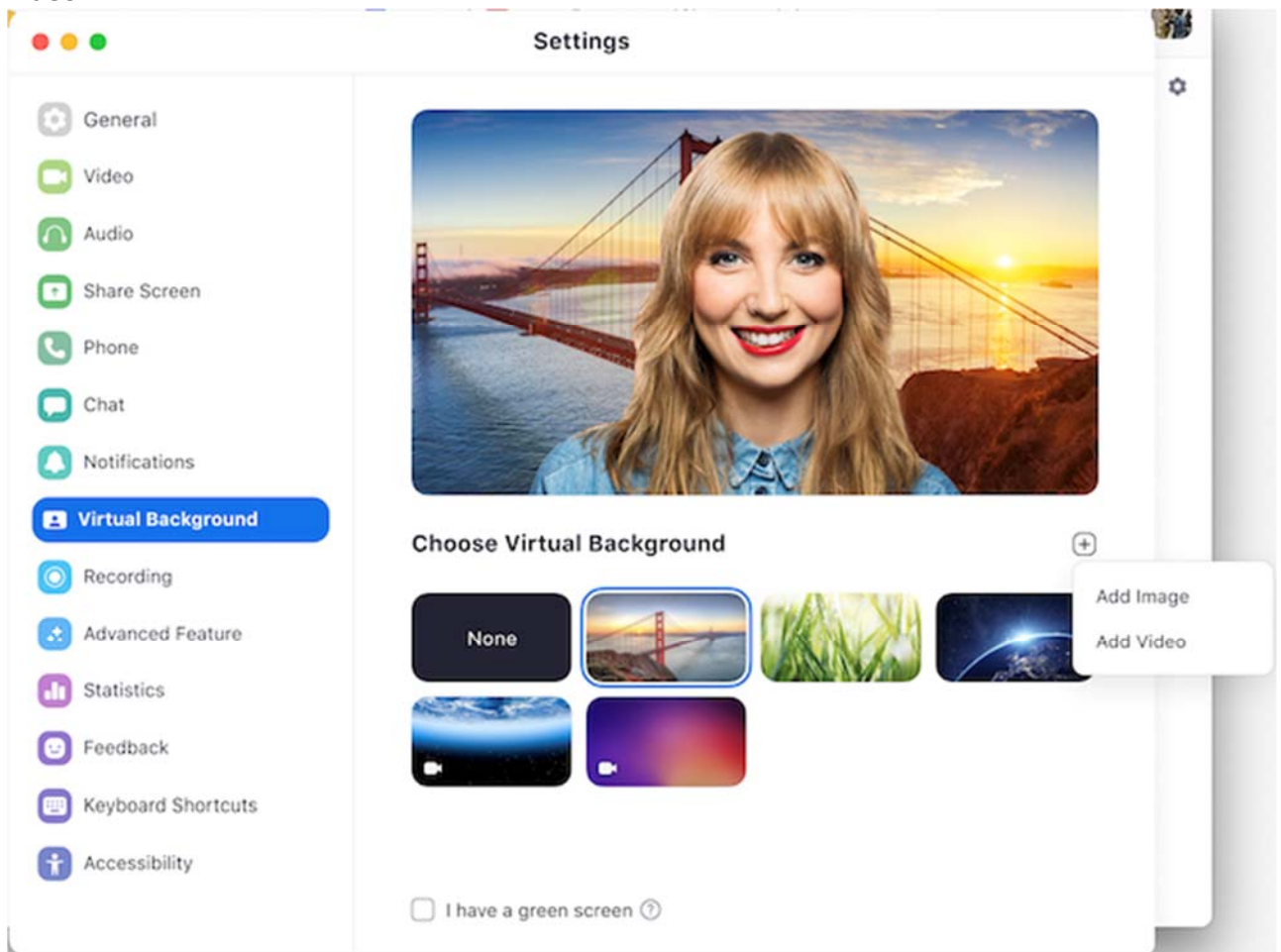
If prompted, click **Download** to download the package for virtual background without a

green screen.

To enable smart virtual background, download the smart virtual background package. You only need to download it once.

Cancel   Download

Chat feature

Chat with everyone

1. While in a meeting, click Chat 💬 in the meeting controls.

2. In the To: drop-down menu, select Everyone.

3. Enter your message in the chat window.

4. Press Enter to send your message.

Send a private message

If the host has [enabled private chat](#), participants can communicate with each other privately in the meeting. Hosts can't see private chats between participants.

1. While in a meeting, click Chat 💬 in the meeting controls.

2. In the To: drop-down menu, select the participant you want to chat with directly.

3. Enter your message in the chat window.

4. Press Enter to send your private message.
    Your message will appear in the chat window indicated by a (Direct Message) notification above the message.

Chat while screen sharing

While screen sharing in a meeting, click Chat in the meeting controls toolbar. A floating chat window will appear, which is not visible to other meeting participants.

If you receive new chat messages while screen sharing, a red icon will appear next to Chat 💬 indicating the amount of unread messages. Click Chat 💬 to open the chat window.

Use emojis in meeting chat

1. When entering your message in the chat window, click 😊 Emoji to open the emoji panel.

2. Search for a specific emoji or scroll through the list.
    Note: You can also easily add emojis to the message by typing : and at least two characters to find matching emojis to be included. For example, :jo will provide the :joy:, :joy_cat:, and :joystick: emojis. This requires version 5.8.0 for macOS and Windows.

Send a file in a message

If file transfer is enabled by the host, you can send files in chat, as well as send a file from a third-party file sharing service.

When entering your message in the chat window, click 📄 File to choose the file source and send the file.

Manage chat settings

If you're the meeting host, you can change the in-meeting chat settings.

1. While in a meeting, click Chat 💬 in the meeting controls.

2. Click the ellipses icon ••• to display in-meeting chat settings.

3. You can access the following options:

    *   Save chat: Save all chat messages in a TXT file. Saved to the same location as local recording files.

    *   Participant can chat with: Control who participants can chat with.

        *   No one: Disables in-meeting chat.

        *   Host and co-hosts: Only the host and co-host can send messages to everyone. Participants can still send private messages to the host.

        *   Everyone: Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.

        *   Everyone and anyone directly: Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant, and are not visible to the host.