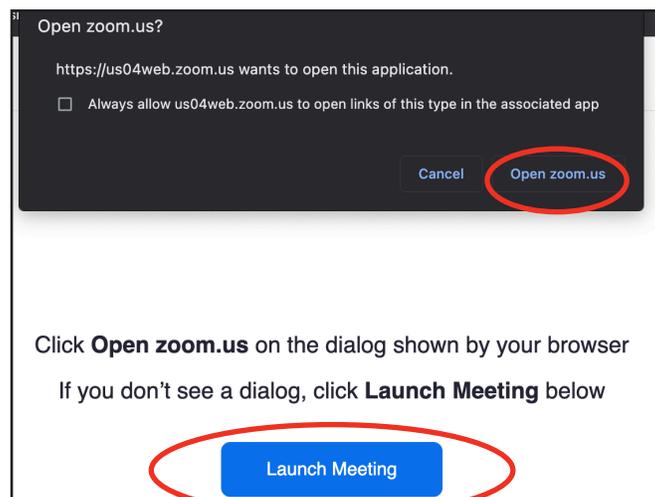# Video Chat with Zoom

zoom

Zoom, the popular video chat platform, works with iOS, Android, and Windows operating systems. While you can use Zoom in your browser, for the best experience, you should download the app on your devices. You don't need an account to use Zoom, just click on the Zoom link to join a video call!

Joining from a Computer

The first time you join a Zoom meeting on your computer, the Zoom app will automatically download. You may have to give Zoom permission to access your computer's camera and microphone so that you can fully participate in the meeting.

Thereafter, when you click on a Zoom link, you'll see a message like the one below. Select either **Open Zoom.us** or **Launch Meeting**.

Open zoom.us?

https://us04web.zoom.us wants to open this application.

☐ Always allow us04web.zoom.us to open links of this type in the associated app

Cancel   Open zoom.us

Click **Open zoom.us** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below
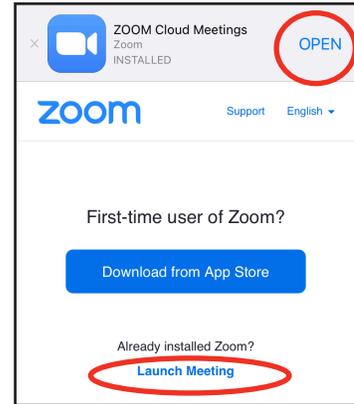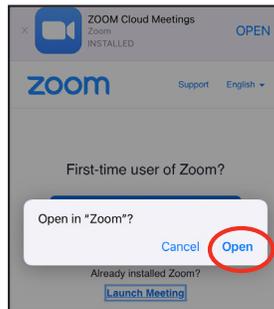
Launch Meeting

Joining from a Mobile Device

Before you begin, make sure you've downloaded the Zoom app on your smartphone or tablet. You can download it just like you would download any other app: from the App Store (iPhone) or Google Play Store (Android).
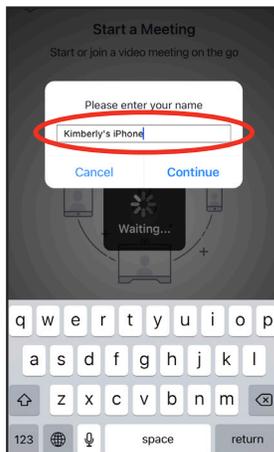
1 Once you click on the Zoom link you'll see an image like the one on the right. If you have already downloaded the Zoom app, tap **OPEN** or **Launch Meeting**.

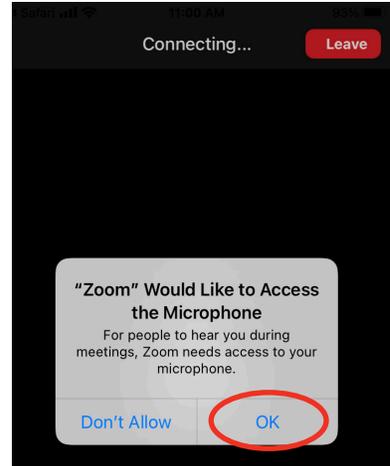**2** Confirm that you want to open the meeting using the Zoom app by tapping **Open**.

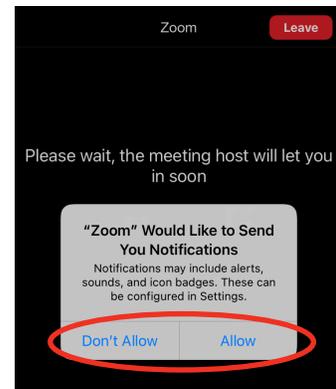**3** Enter your name when prompted. Then tap **Continue**.

4 Zoom asks for permission to access your microphone and camera the first time you use it on a device.
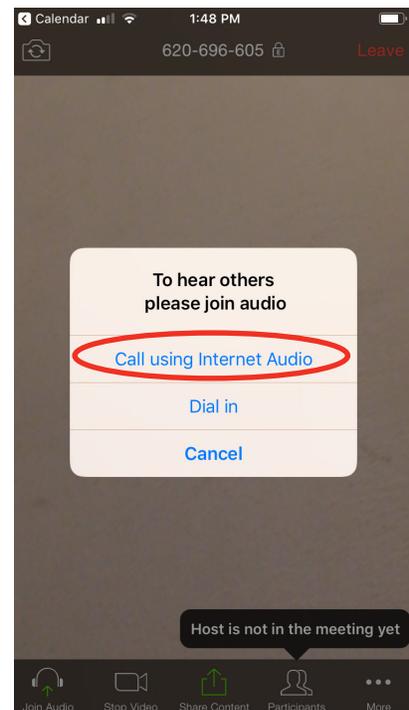
Tap **OK** to give permission for the Zoom app to access your device's microphone and camera so others can hear and see you!

5 If you like receiving notifications, tap **Allow**. If you prefer to not receive the, tap **Don't Allow**. It won't affect how you experience Zoom meetings.
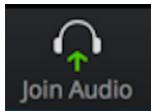

6 You may see a message about joining audio. Select **Call using Internet Audio**. After you join audio, you'll be able to participate in the Zoom meeting!
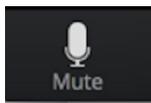
Explore Meeting Controls

Depending on your device, Zoom's meeting controls may be located in different areas of your screen. To use the different controls, look for the icons below, including the **More** icon (on the next page).

You may need to select this icon to select the source audio so that you can hear and be heard on the call.

Click on the microphone icon to **Mute** yourself.

When you see this icon, your microphone is muted. You must select it to **Unmute** yourself.
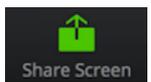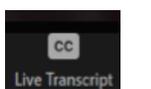
Select this icon to start your video.

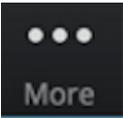Click or tap **Stop Video** to turn your camera off.

This icon tells you how many people are currently in the meeting.

If the host allows it, you can share your screen by selecting the **Share Screen** icon. Doing so will allow other participants to see a link or application you want to share.
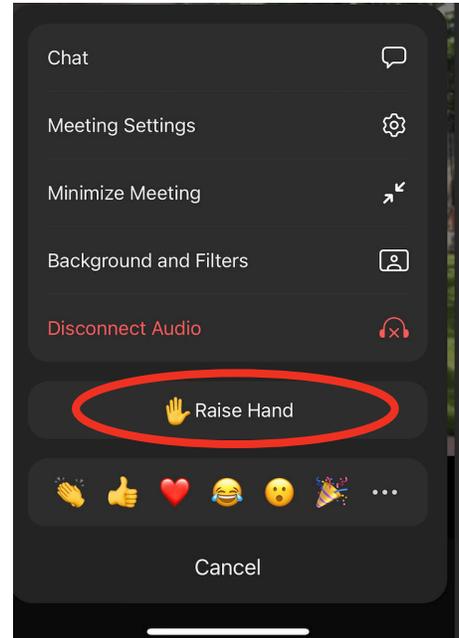
If Closed Captioning (CC) is available, select the **Live Transcript** icon to view or hide the captions. Use your mouse or finger (mobile device) to move the captions around on your screen.

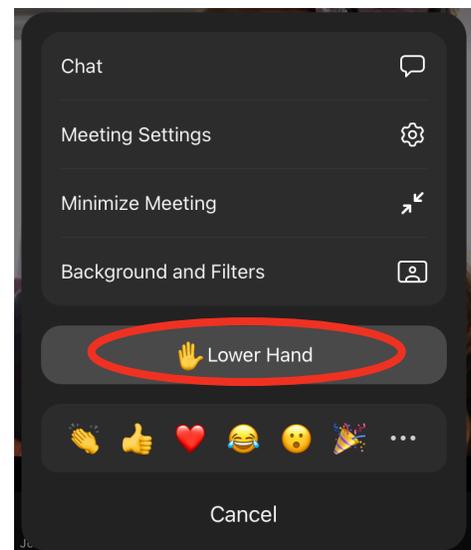Tapping the **More** icon will bring up several options, including:

- Raise hand

- Chat

- Meeting Settings

- Minimize Meeting

- Virtual Background

- Reactions (emoji)

- Tap **Cancel** to close the More menu and return to the meeting

Leave Select this button when you're ready to leave the meeting.
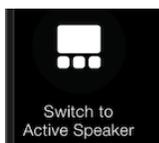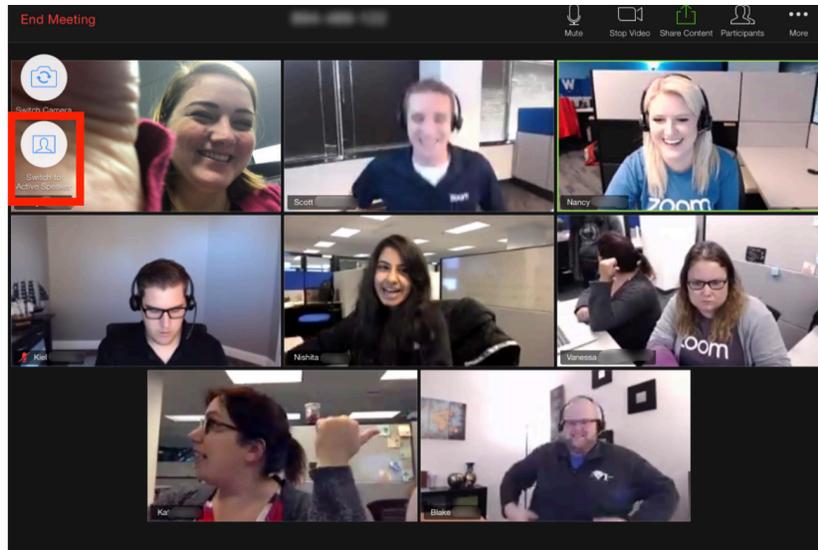

Remember to lower your "hand" once it's been recognized by the host!

Zoom Video Calls

When the meeting is in progress, choose between **Gallery View** or **Active Speaker**. The image below is Gallery View. This allows you to see thumbnails of all participants in the meeting. If there are lots of participants, you may have to scroll to the right to see everyone!

Choose this icon to switch to active speaker view. You will only see the person who is currently speaking.*

Choose this icon to return to gallery view.*

You won't see the above icons on a smartphone. Instead, scroll to the right or left to switch between speaker and gallery view.

On a mobile device, ensure that others can see you by making sure your video is turned on and that you're using your selfie camera. Tap this icon to switch the camera.
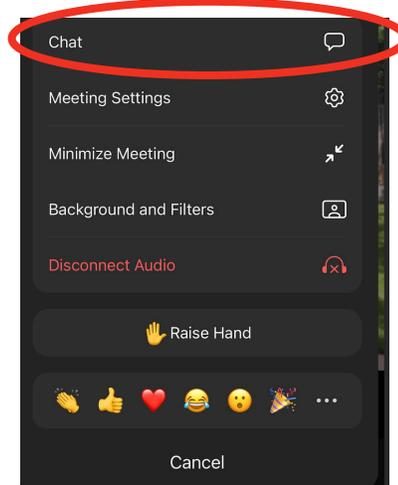
Using the Chat Feature

1   If you don't see the Chat icon on your screen, select the **More** icon from the Menu bar.

More

Chat	💬
Meeting Settings	⚙
Minimize Meeting	↙↗
Background and Filters	🖼
Disconnect Audio	🎧

✋ Raise Hand

👏 👍 ❤️ 😂 😮 🎉 ⋯

Cancel

2   Select **Chat** from the menu.

3   Type your message and then tap the **Send icon**. Tap **Close** in the top, left-hand corner of your screen to close the chat window. Note that Chat defaults to sending your message to **Everyone**.

Close   Chat   🔔

Send to: Everyone ⌄

Hi from New York!

Successful Video Chat Tips

- **Background** – Make sure what the camera can see in the background is clean and uncluttered. Try to find a neutral space as a backdrop, like a wall or a door. You want the focus to be on you.

- **Camera position** – Your camera should be at eye level. When using a laptop for video calls, lots of people make the mistake of pushing the camera back – don't do this! Try using a stack of books or magazines to get your computer at the right height.

- **Lighting** – The room you choose should have good lighting. You might consider putting a lamp next to your computer facing your face to make sure that you look your best too!

- **Eye contact** – Remember to make eye contact with the other participants. This means looking directly into the camera – not at the image of yourself!

- **Rehearse** – Do a dress rehearsal to make sure that you know how to set everything up. You'll want to know how to position your camera, how to use the technology, and what the background looks like on camera.

- **Noise** – Find a quiet space! Normal, everyday sounds can be very distracting on video. For example, if you live on a noisy street, sit as far away from the window as possible.

- **Hand gestures** – If you use your hands a lot when you talk, try to keep these gestures to a minimum. If there is a delay or a lag in the connection, it can look worse if your hand is blocking your face!