

# How to use the ZOOM Application

- From the calendar or your invitation to join a meeting, click on the “zoom” link which contains a meeting ID. You may be instructed to download the zoom application.
- As you get connected you will be able to test your audio by clicking “Test Computer Audio”. If you’re happy with the result, click “join by computer”. See below for other audio solutions.
- The best way to hear the meeting is with headphones and a microphone (in-line mic ear buds for example). However, if this is not an option or you are having difficulty hearing the meeting you can dial in on your phone while participating with video on your computer.
  - ◆ Dial the teleconferencing number and enter the Meeting ID when prompted, you will then have the option of entering your ID associated with your computer.
  - ◆ Dial-in numbers:
  - ◆ Dial by your location
    - +1 312 626 6799 US (Chicago)
    - +1 929 436 2866 US (New York)
    - +1 253 215 8782 US
    - +1 301 715 8592 US
    - +1 346 248 7799 US (Houston)
    - +1 669 900 6833 US (San Jose)
- If you know the zoom meeting ID but can’t find the link, go to [www.join.zoom.us](http://www.join.zoom.us) and enter the link into the pop-up box.
- CONTROLS:
- Mute and unmute by computer are in the bottom left corner.
- Camera ON/OFF (Start/Stop Video) is in the bottom left corner.
- Gallery view and Speaker View top right corner.
- To change your screen name go to the Participant list and hover over your name, a pop-up will appear giving you the option to “rename”.