Bits and Bytes June Speaker Meeting
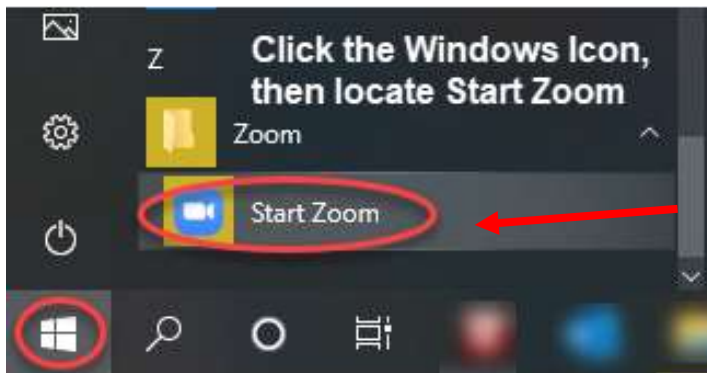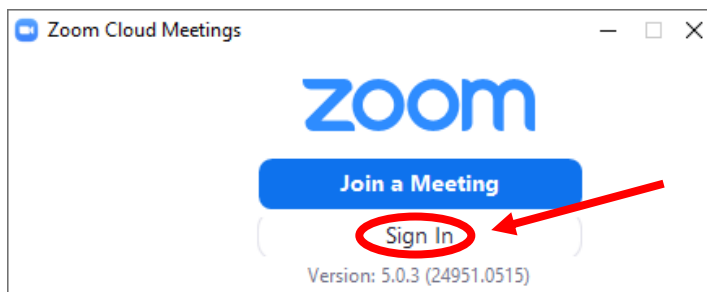## Creating your Zoom Meeting

First, click the Windows Icon at the bottom left corner of your Windows PC or Laptop.

Next, scroll down to find the "Zoom" menu, and click it to find the "Start Zoom" application.
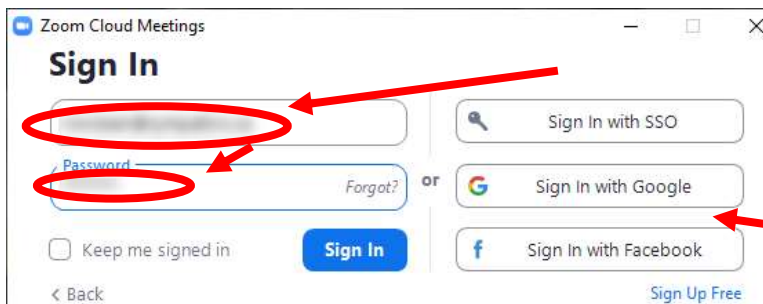
Click "Start Zoom" to launch the program.

*Note: You may find the icon for "Start Zoom" elsewhere, such as on your desktop.*

When the Zoom program launches, click "Sign In"

*Note: you may already be signed in from an earlier session.*

Enter your Zoom Username and Password. If you haven't created a Zoom account yet, click "Sign up Free" and follow the prompts to create your account.

Note: As an alternative, you can log in with your Google or Facebook username and password instead. Just remember to always use the same login method.
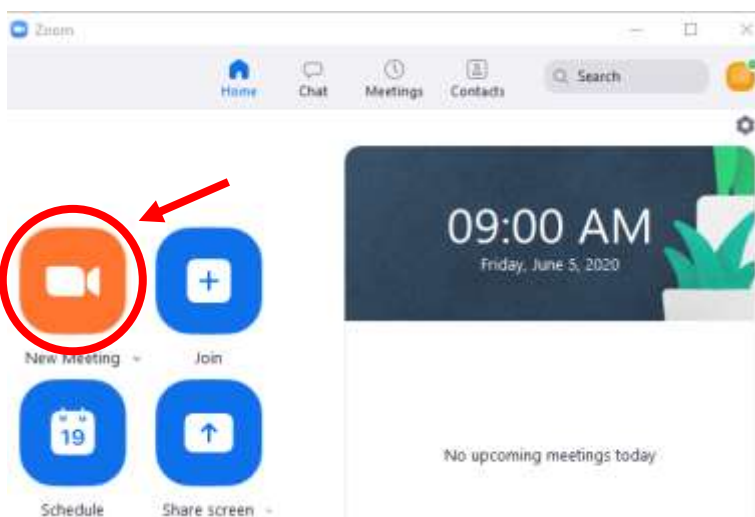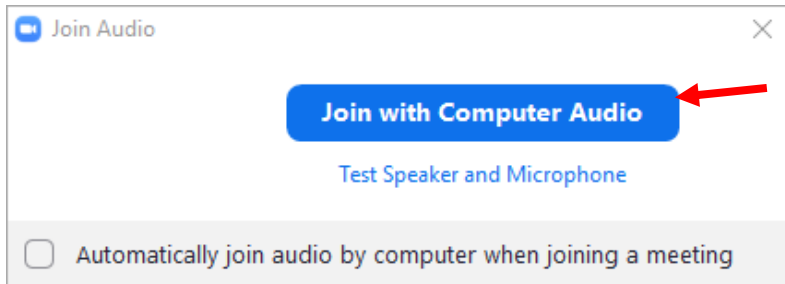

To create your own meeting that others can attend, click "New Meeting"
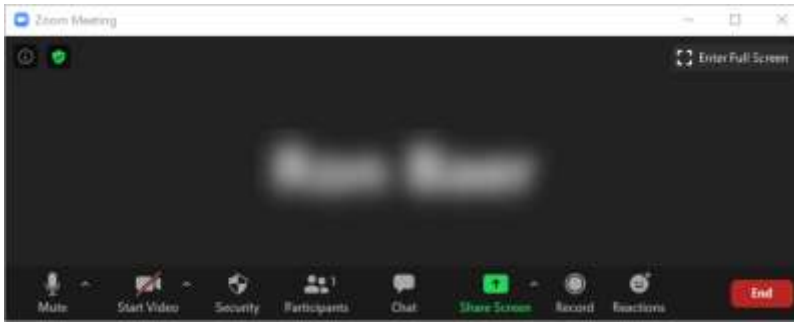
Your Zoom meeting will now start. Your camera will activate, and display you in the screen.

Note: This sample screen shows the video camera disabled.

Click "Join with Computer Audio"

Review of a few basic controls

Moving the cursor with your mouse causes a control menu to appear at the bottom of your Zoom Window. This menu disappears after 5 seconds, and is made visible each time you move your mouse.
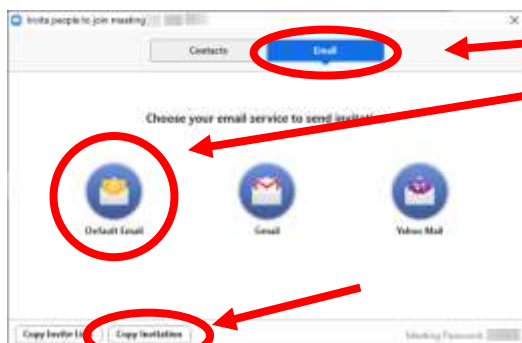
Inviting other Participants

Click the Participants icon in the control menu to invite others to your Zoom meeting and see who is connected.
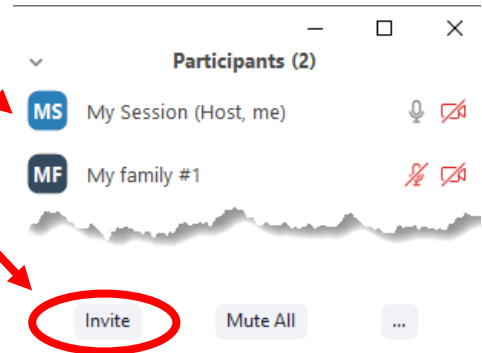
The "Invite" button will allow you to send a meeting invitation to others

From the Email tab, click the "Default Email" icon to send an invitation to other people from your default e-mail program.

Click "Copy Invitation" to copy details of your meeting invitation that you can paste into other programs later, such as e-mail.

This screen also shows you your 10 digit Meeting ID number (in the format ### ### ####) at the top of the screen, and your meeting password at the bottom right of the screen.

Switching View Modes

Move your mouse again to activate the control menu. A short menu appears at the top of the screen. It will either say "Speaker View" or "Gallery View"
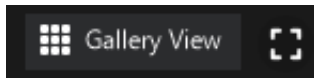
Click "Gallery View" to see all your meeting participants displayed on the screen in equal sized windows.
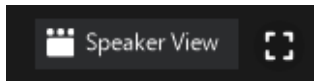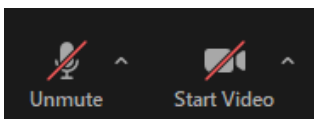
Click "Speaker View" to see a larger image of the person currently speaking, with a row of smaller images above of your other meeting participants.
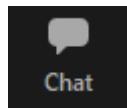
This is what Gallery view with one other participant.

Review of more basic controls

On the left side of the control menu, you will see buttons to turn your microphone on and off, and to turn your camera on and off.

The Chat Icon allows you to create a text-based Chat session at the same time as your meeting. This can be useful to dialog with selected participants, without impacting the video meeting in progress. Chats can be directed to "Everyone" or individual participants
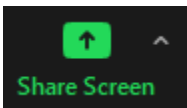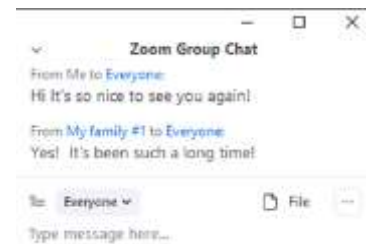
If there is something on your PC's screen that you want to show other participants, you can click the "Share Screen" icon. For example, if you have an Excel spreadsheet or a PDF document open, you can share this to other participants.
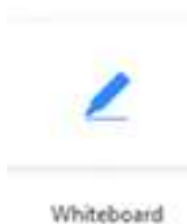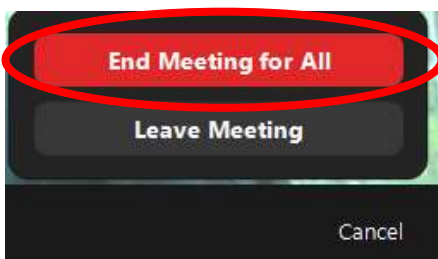
You can also share a Whiteboard that other participants can access. With this, you will have access to functions such as "Draw" (free-hand images), and "Text" (add written text)
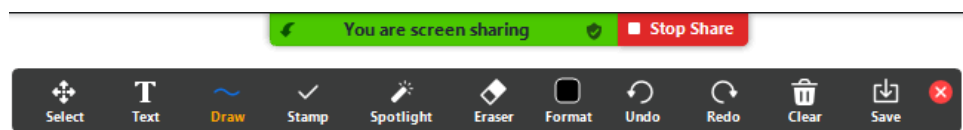
Ending your meeting

To end your session, tap your screen to display the menu bar, then click "End" on the right side of this menu.

You will also need to click "End Meeting for All" to close your session out.