



# AMERICAN OSLER SOCIETY

## Using the Zoom Video Conferencing System

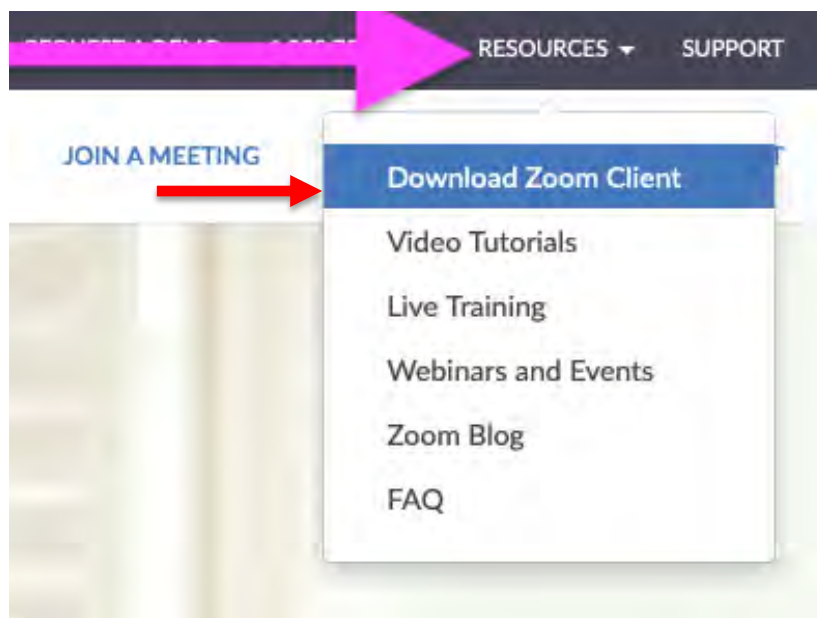
The Zoom video conferencing system allows owners to attend meetings with full visual and audio using their computers and tablets. Those who do not wish to use a computer may use a telephone, but they will not be able to speak or to see any visual materials (documents, photographs and so on) that may be used during meetings. Please be sure you have a well-established internet connection before beginning a Zoom conference.

**Setup.** The system is easy to set up and use. The easiest way to connect is to use the Zoom application. Please follow these steps:

1. Go to [www.zoom.com](http://www.zoom.com) and click the **Resources** tab in the upper right (arrow).



2. From the drop-down menu select **Download Zoom Client**.



3. A new window will open. Click **Download** under Zoom Client for Meetings.

The screenshot shows the Zoom website's download page. At the top, there is a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a prominent blue button labeled SIGN UP, IT'S FREE. The main content area is divided into three sections:

- Zoom Client for Meetings:** This section includes a red arrow pointing to a blue 'Download' button. Below the button, it states 'Version 4.4.55313.0714'. A paragraph above explains that the web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.
- Zoom Plugin for Microsoft Outlook:** This section features a blue 'Download' button with 'Version 4.7.54033.0619' listed below it. A paragraph describes how the plugin installs a button on the Microsoft Outlook tool bar to enable one-click meeting scheduling.
- Zoom Extension for Browsers:** This section has a light blue button labeled 'Download'. Below it, a note states 'Currently available for Chrome and Firefox.'

4. Once the application (program) downloads, double click the file to install it.

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**Joining a Meeting.** When you wish to join a meeting, open the application (program) and click **Join a Meeting**.

The screenshot shows the Zoom application window. At the top center is the Zoom logo. Below it, there are two buttons: a blue 'Join a Meeting' button and a white 'Sign In' button with a grey border. A red arrow points to the 'Join a Meeting' button. At the bottom of the window, the version number 'Version: 4.3.5 (59242.0310)' is displayed.

**Join a Meeting**

Meeting ID or Personal Link Name

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Remember my name for future meetings

Don't connect to audio

Turn off my video

Cancel Join

2. Enter the meeting ID. **The Meeting ID is found on the meeting notices sent to you via email or posted at the resort. Call-in phone numbers are found on these notices as well.**

**IMPORTANT - BEFORE YOU GO ANY FURTHER**

Do NOT check the box labelled "Don't connect to audio" (otherwise no one will be able to hear you). **If you do not want your camera image to be seen by other participants**, check the box "Turn off my video." It is your choice whether to check the box "Remember my name."

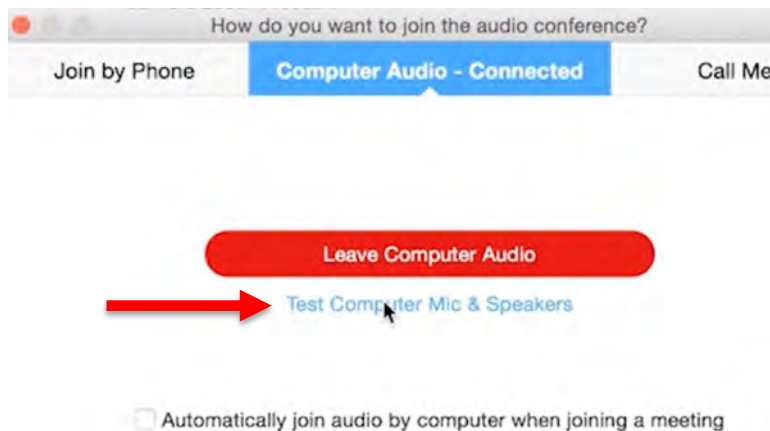
**AFTER YOU HAVE ENTERED THE MEETING ID AND YOUR NAME IN THE SPACE PROVIDED, CLICK JOIN.**

3. If you are asked, agree to connect with computer audio (and video if you wish).
4. If you are calling in by phone only, simply dial the phone number on the meeting notice and be prepared to enter the meeting ID when prompted to do so.

**AFTER YOU HAVE CONNECTED**, many users have trouble with sound. The specific controls provided by Zoom have a different look on Windows (PCs) machines and Macs. Look for a menu like this and select “Audio Options:”



After selecting the audio options, you will see a pop-up looking something like this:



Select “Test Computer Mic and Speakers”. You will then see a pop-up looking something like this:



This gives you the option of selecting (a) the speakers (built-in which most computers have; headphones (if you have them) or something else and (b) your microphone (again, built in to many computers; also found on headphones) and allows you to test them.

**Please test speakers and microphone before you do anything else.** The checkbox (Automatically adjust microphone settings) may be left checked or unchecked; if unchecked, you will need to manually adjust your microphone volume.

**Since you may join Zoom meetings before they are actually scheduled to begin,** we recommend you join early and spend some time with this testing process to become familiar with Zoom and its controls. This will make your experience very much better during the sessions.

### **GENERAL INFORMATION**

The host will control participants' microphones if necessary. Participants should mute their microphones when they are not speaking to minimize unwanted sounds.

Participants calling in using cell phones will find it difficult to hear if their cell signal is very weak (1-2 bars). Those connecting by phone will not be able to see any slides or other visual material that may be presented.