

# All About Zoom

Pauline Haass Public Library

## What is Zoom?

Zoom is a video conference platform that allows people to meet virtually with video and/or audio.

You can join a Zoom call on a computer, smartphone, tablet, or by telephone.

### *Do I need a Zoom account to participate in library programs?*

No, a Zoom account is not required if you are joining the call as a participant.

A Zoom account is only required if you need to create your own meetings as a host. If you'd like to sign up for a free Zoom account, visit [zoom.us/signup](https://zoom.us/signup).

### *Do I need to have a webcam or a computer to use Zoom?*

You do not need a webcam to use Zoom. While you won't be able to transmit a video of yourself if you don't have a webcam on your device, you will still be able to participate in the Zoom call.

While many do use computers to access Zoom, you can also participate in Zoom calls using a smartphone, tablet, or telephone.

## Joining a Zoom Meeting

When you register for a library program, you will receive an **email** with a unique meeting link, a meeting ID, and a password to join the Zoom call.

### *If you're using a computer:*

Join a Zoom call by clicking the meeting link in the email or by visiting [join.zoom.us](https://join.zoom.us) and entering the meeting ID and password.

If you're using Zoom for the first time, you'll be prompted to download the Zoom desktop app when you click on the meeting link.

If prompted, be sure to "Allow" or "Enable" your computer speakers, microphone, and camera.

### *If you're using a smartphone/tablet:*

To join a Zoom call on your mobile device, download the Zoom app from your app store. Once downloaded, tap "Join a Meeting" to join without a Zoom account, or sign in to Zoom and then tap "Join." Enter the meeting ID and password. When prompted, don't forget to allow access to your device's audio/video apps.

### *If you're using a telephone:*

To join a Zoom call by telephone, dial the teleconferencing number provided in the email. When prompted, enter the meeting ID and password.

## Navigating Zoom

### **MUTE/UNMUTE**

Click on the microphone icon to mute or unmute your microphone. When muted, no one will be able to hear you on the call.

### **START/STOP VIDEO**

Select the video camera icon to start or stop your video. Starting your video will turn on your webcam. No one will be able to see you if you stop your video.

### **CHAT**

Click on the speech bubble to open the chat box. You can send messages to the group, see what others are saying, and send questions to the presenter.

### **DISPLAY OPTIONS**

You can adjust how the presentation is displayed by clicking on *Speaker View* or *Gallery View* in the top right corner. Speaker View will enlarge the video of whoever is currently talking. Gallery View will display all participant videos at once.

### **LEAVING THE MEETING**

To leave a meeting, click on the red *Leave Meeting* text in the bottom right corner of the screen.

### **Questions?**

If you have any questions or need further assistance, contact us! We're happy to help.



N64W23820 Main Street  
Sussex, WI 53089  
262.246.5180 · [phplonline.org](https://phplonline.org)

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