

Learning with Zoom: A User Guide

What is Zoom?

Zoom is ASU's centrally supported video conferencing platform that provides high definition, interactive collaboration tools, and telephone conferencing to use for communication and collaboration.

[Click here](#) to read Frequently Asked Questions about Zoom.

How do I join a class in Zoom?

You will be sent an invitation by email. The invitation will be unique for each meeting. The invitation will contain a link, a meeting ID, a password, and a phone number. The link is to join using an iPhone, or an iPad, or a Mac. The phone number, meeting ID, and password are for those who think they just want to listen (and miss out on the visual content).

A Zoom account isn't required to attend a meeting session. But it is highly recommended that you do create a free Zoom account for one good reason. People holding public Zoom meetings are now getting interrupted from uninvited guests who then displays illicit images thus forcing a shut down of the meeting. Hence, attendees need to authentic themselves, and this can only be done by signing in with your Zoom ID and password. The use of a password will always be used for every PMUG meeting.

- If you haven't used Zoom before, there will be two additional short meetings scheduled for Thursday April 9 and Friday April 10 from 3 PM to 4 PM. Pick a day to attend, or attend both. These meetings will give you a chance to figure out how to configure your device for both video and sound and to allow you to show your video (optional) and speak with a mic (optional) to ask questions. There is a chat room where you can post your questions and comments. If you need one-on-one assistance, John Carter can do a Screen Share with you. If you are planning on using a **laptop or desktop**, the first time you click on a link it will download a free and secure program to your computer.
- If you haven't already installed the Zoom app on your device (get it from the App Store), the first time you click on a link it will download a free and secure program to your computer.

[Click here](#) for a short video about joining Zoom.

[Click here](#) for another perspective.

What equipment do I need to get started?

At the most basic level, all you need to use Zoom is a telephone, such as a cell phone or landline. However, you will miss out on the visual part of the presentation. If you have access to a computer or smartphone, then you can use the full capabilities of Zoom.

The following equipment will enhance your experience but is **not** necessary:

1. Web camera: A camera will increase your connection with others by allowing you to see each other face-to-face. If you do not have access to a web camera, you will still be able to see the presentation.
2. Headset with a microphone: This will let you hear and be heard more clearly. This does not need to be fancy equipment, it can be the same as the headphones you might use with your phone.
3. Charger: Charging your device during a meeting will ensure that you do not have an unexpected power outage interrupting your experience.

Check your audio and video before the meeting starts.

[Click here](#) to join a test meeting with zoom.us.

If you're experiencing trouble, contact John Carter at jrcpvaz@icloud.com