



# Virtual Business Meeting ZOOM Connection Guide



# How to...

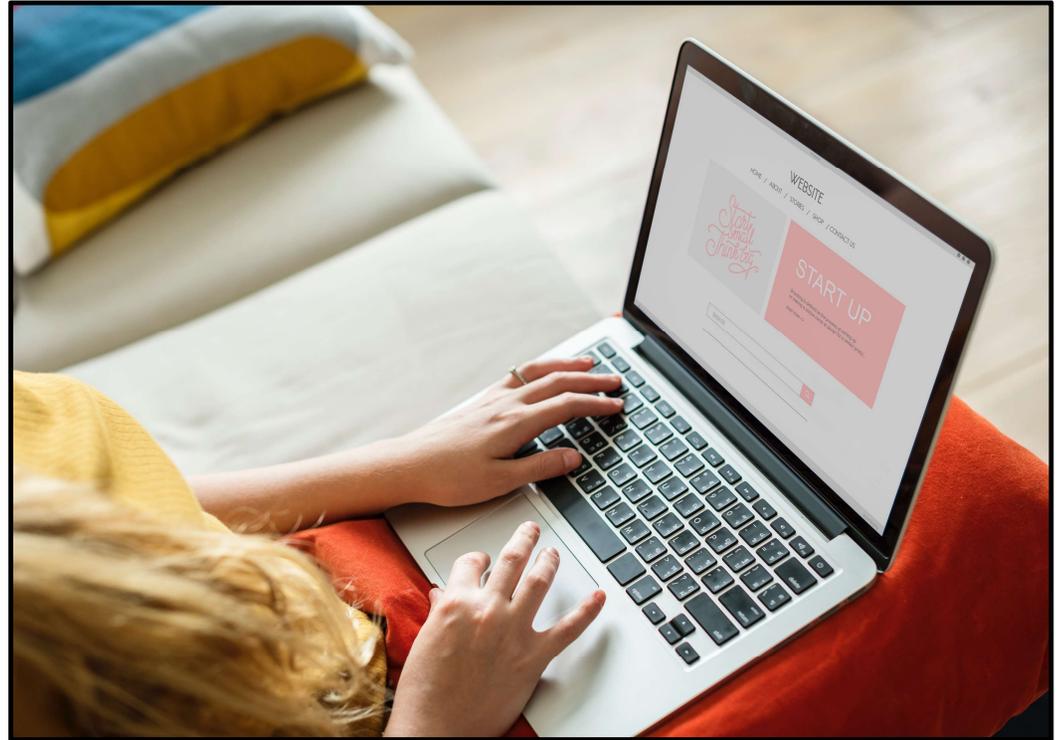
- Join via Computer
- Join via Smartphone
- Raise/Lower hand
- Mute/Unmute audio

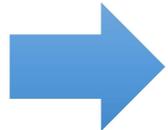


## 2 ways to connect to ZOOM

- Computer
- Smartphone

# How To Connect Via Computer



Go to  <https://zoom.us/>

Video Conferencing, Web x | Kmiylk

Secure | https://zoom.us

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JOIN A MEETING HOST A MEETING MY ACCOUNT

# Zoom: A Leader in the 2018 Gartner Magic Quadrant for Meeting Solutions

[Read the Report](#)

Check out our [Privacy Policy](#)

**TIP** You do not have to create an account to join a meeting.

Figure 1. Magic Quadrant for Meeting Solutions

The chart plots various meeting solutions based on their 'Completeness of Vision' (x-axis) and 'Ability to Execute' (y-axis). Zoom is positioned in the top-right quadrant, labeled 'Leaders', indicating high performance in both metrics. Other companies are distributed across the four quadrants: Challengers (top-left), Niche Players (bottom-left), and Visionaries (bottom-right).

Company	Completeness of Vision	Ability to Execute	Quadrant
Zoom	High	High	Leaders
Cisco	High	High	Leaders
Microsoft	High	High	Leaders
LogMeIn	High	Medium	Leaders
Google	Medium	High	Challengers
Adobe	Medium	Medium	Challengers
Huawei	Medium	Medium	Challengers
BlueJeans	High	Low	Visionaries
Vidyo	High	Low	Visionaries
Arkadin	Low	Low	Niche Players
PGI	Low	Low	Niche Players
Lifesize	Low	Low	Niche Players
StarLeaf	Low	Low	Niche Players

ABILITY TO EXECUTE ↑

COMPLETENESS OF VISION →

As of August 2018 © Gartner

Help

Join a Meeting - Zoom x

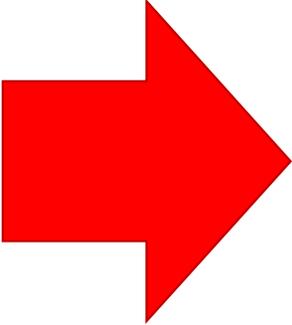
Secure | <https://zoom.us/join>

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**zoom** SOLUTIONS PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING SIGN OUT

# Join a Meeting



Your meeting ID is a 9, 10, or 11-digit number

**Join**

[Join a meeting from an H.323/SIP room system](#)

About Download Sales Support Language **Help**



The system will download a file if you are connecting for the first time. Install it.

Talking:

**Meeting Topic:** Keith Jackson's Personal Meeting Room

**Host:** Keith Jackson

**Invitation**

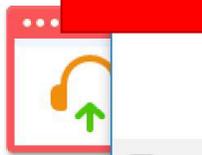
Choose ONE of the audio conference options

Phone Call    Computer Audio

Join with Computer Audio  
Test speaker and microphone

Automatically join audio by computer when joining a meeting

**Part**



Join Audio

Share

Invite Others

**TIP** Logon to one of the ZOOM webinars days before the meeting to test your speakers and microphone.



If you already have the ZOOM software on your computer, open it and enter the meeting ID.

# How To Mute/Unmute

Zoom Meeting ID: 760-544-121

Talking:

**Meeting Topic:** Ken Starks' Zoom Meeting  
**Host:** Ken Starks  
**Invitation URL:** <https://zoom.us/j/760544121>  
[Copy URL](#)

**Participant ID:** 29

 Mute  
 Start Video  
 Invite  
 Manage Participants  
 Share  
 End Meeting

Participants (2)

- Ken Starks (Host, me)
- Ken Starks



Participants (2)

- Ken Starks (Host, me)
- Ken Starks

 Unmute  
 Start Video  
 Invite  
 Manage Participants  
 Share  
 Chat  
 Record  
 End Meeting

Mute All Unmute All More



# How To Raise/Lower Hand

Talking:

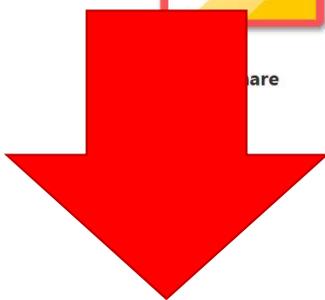
**Meeting Topic:** Keith Jackson's Personal Meeting Room  
**Host:** Keith Jackson  
**Invitation URL:** <https://zoom.us/j/6467121135>  
[Copy URL](#)  
**Participant ID:** 33



Join Audio  
Computer Audio Connected



Share



Invite Others

Talking:

**Meeting Topic:** Keith Jackson's Personal Meeting Room  
**Host:** Keith Jackson  
**Invitation URL:** <https://zoom.us/j/6467121135>  
[Copy URL](#)  
**Participant ID:** 30



**Join Audio**  
Computer Audio Connected



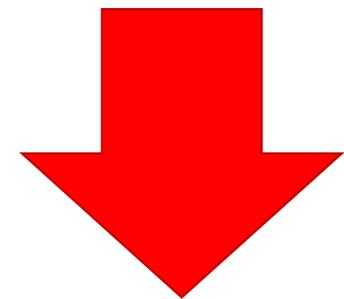
**Share**



**Invite Others**

Participants (1)

Ken Starks (Me)



Mute Me    Raise Hand    Claim Host

Talking:

**Meeting Topic:** Keith Jackson's Personal Meeting Room  
**Host:** Keith Jackson  
**Invitation URL:** <https://zoom.us/j/6467121135>  
[Copy URL](#)  
**Participant ID:** 30



Join Audio  
Computer Audio Connected



Share

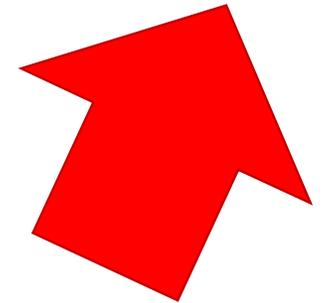


Invite Others

Participants (1)



Ken Starks (Me)



TIP

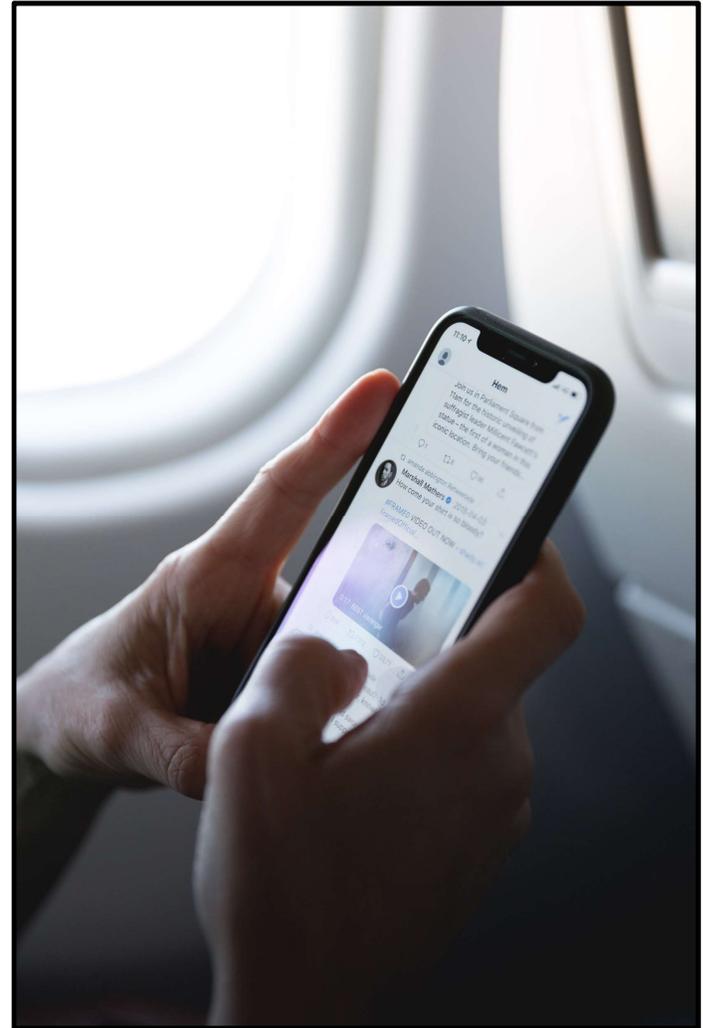
Don't forget to lower your hand after you have been acknowledged.

Unmute Me

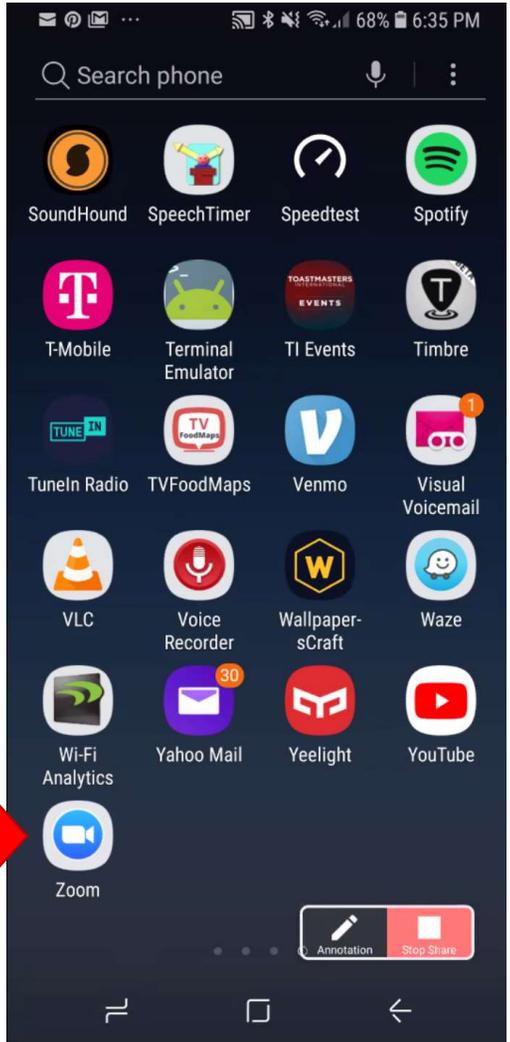
Lower Hand

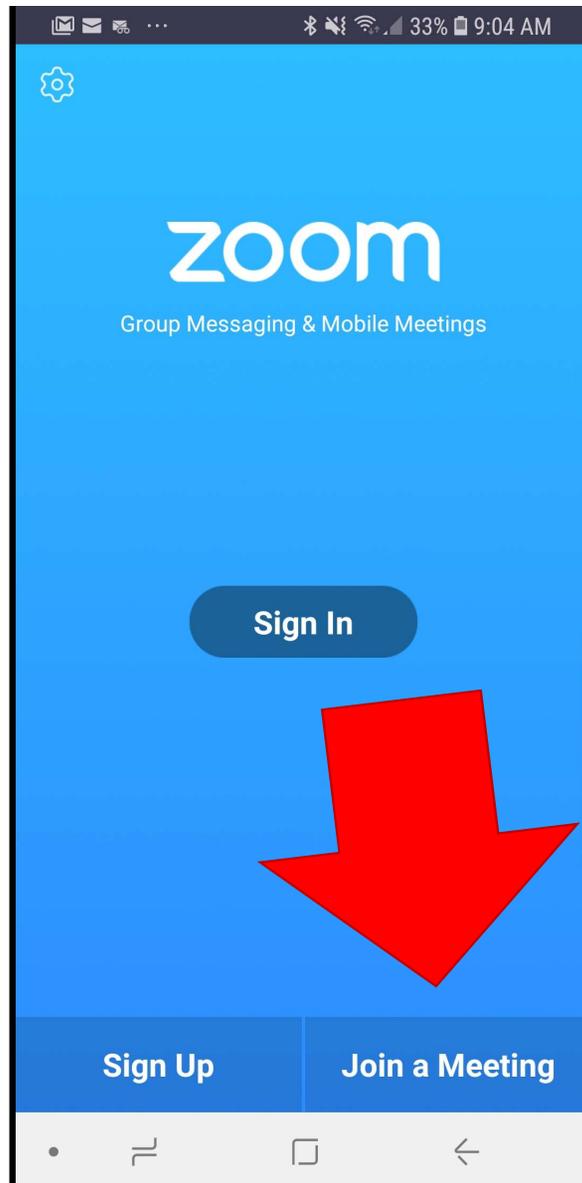
Claim Host

# How To Connect Via Smartphone



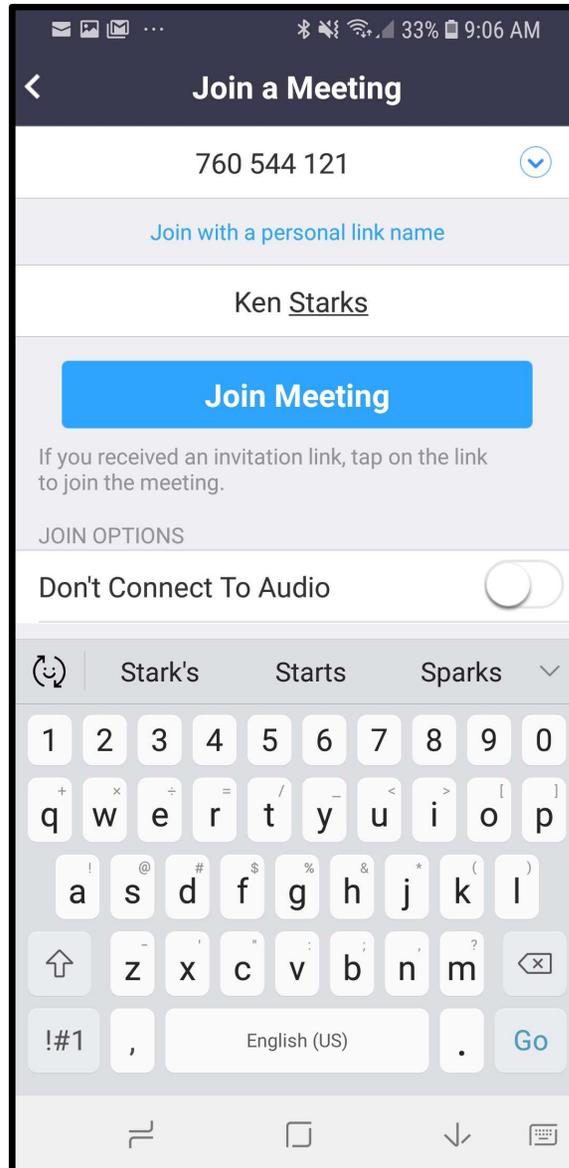
Download and install the  
ZOOM app 

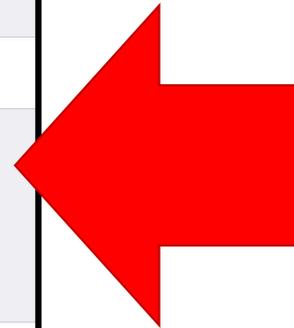
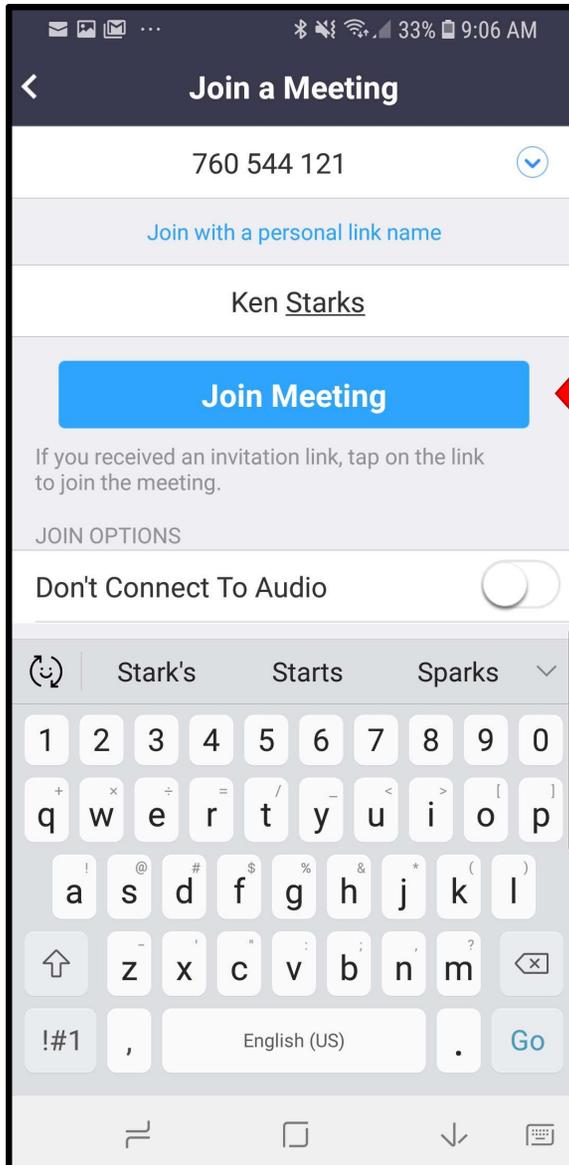




TIP

You do not have to create an account to join a meeting.

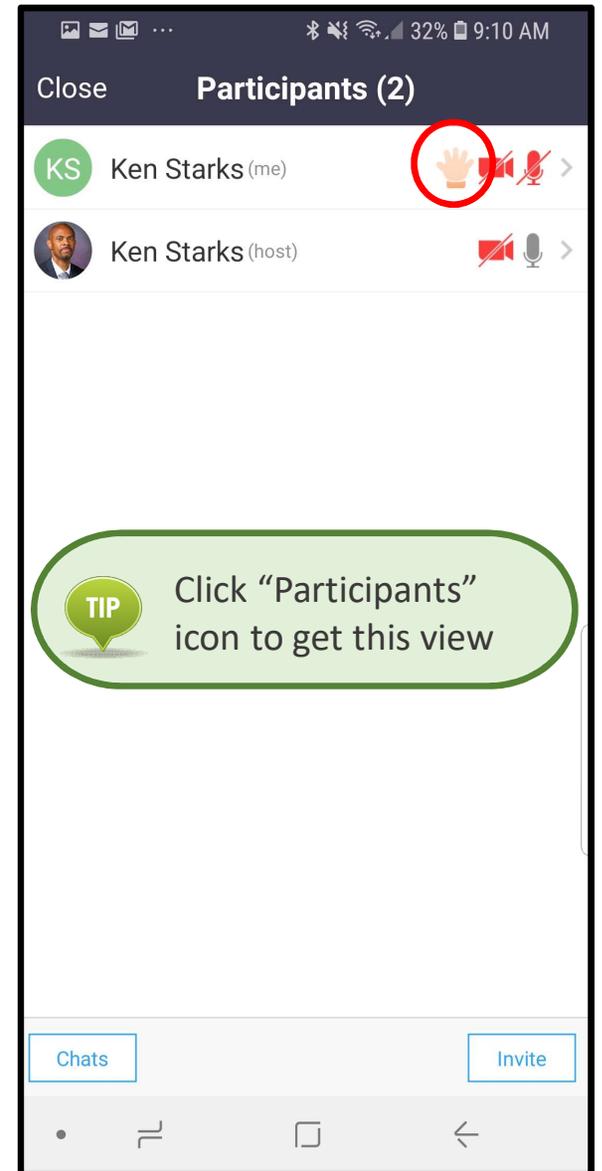
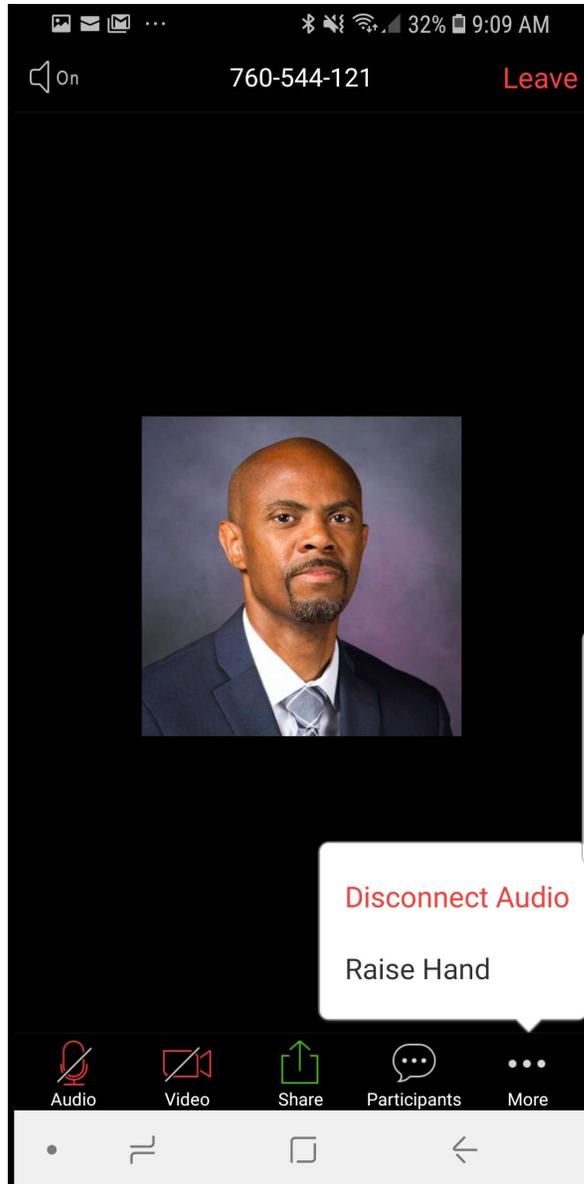


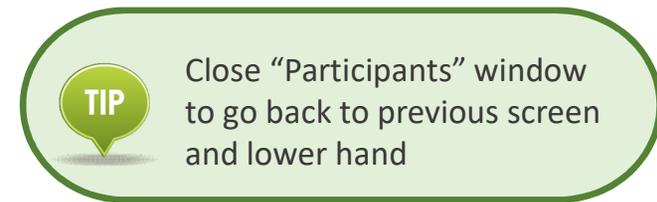
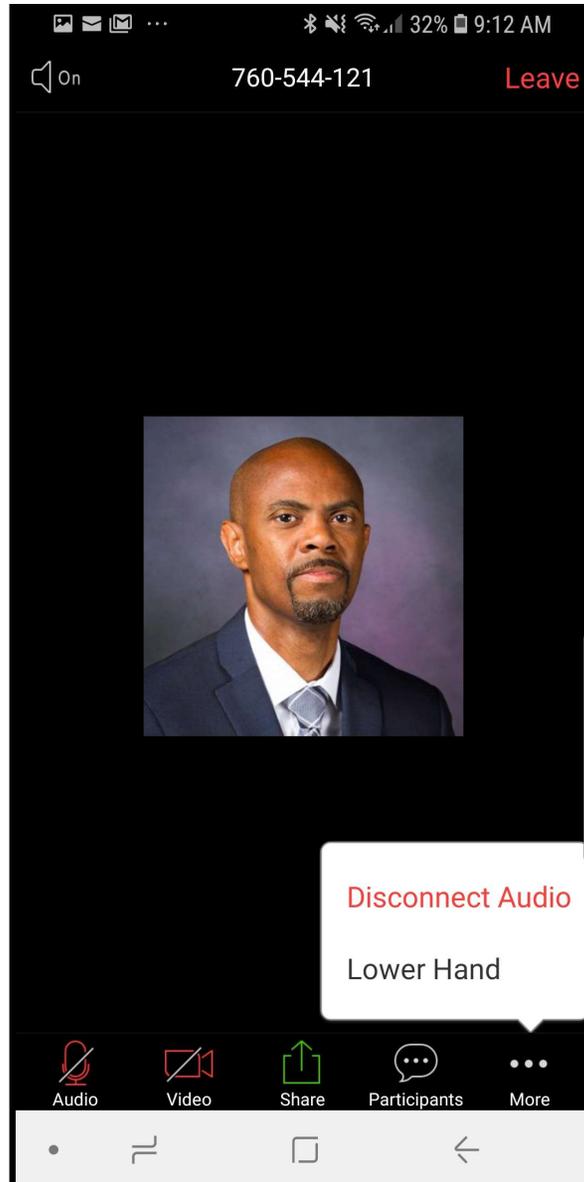
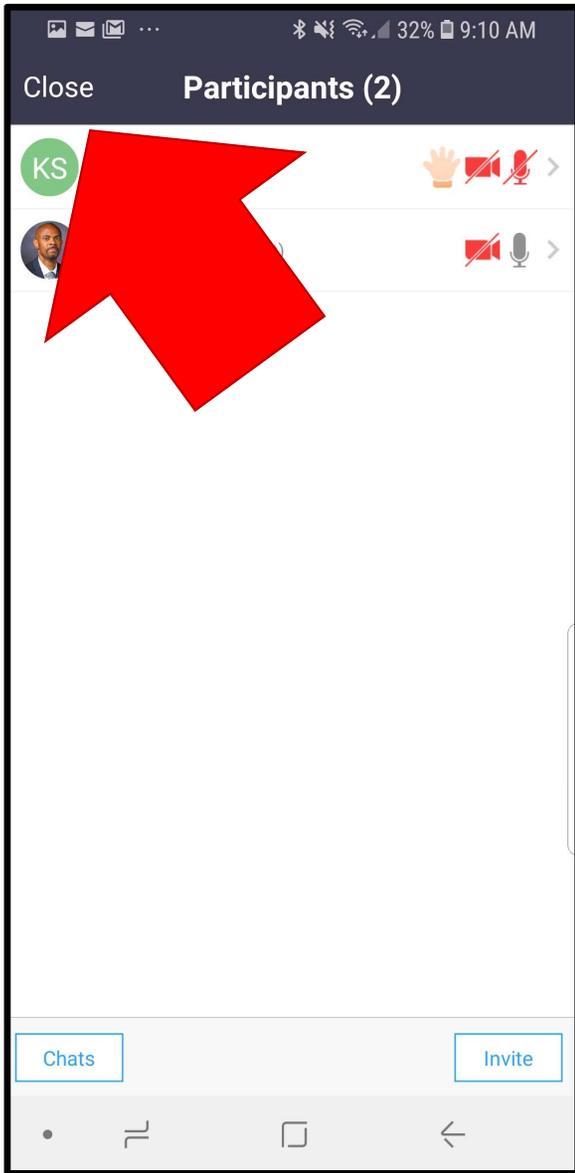


You're in!

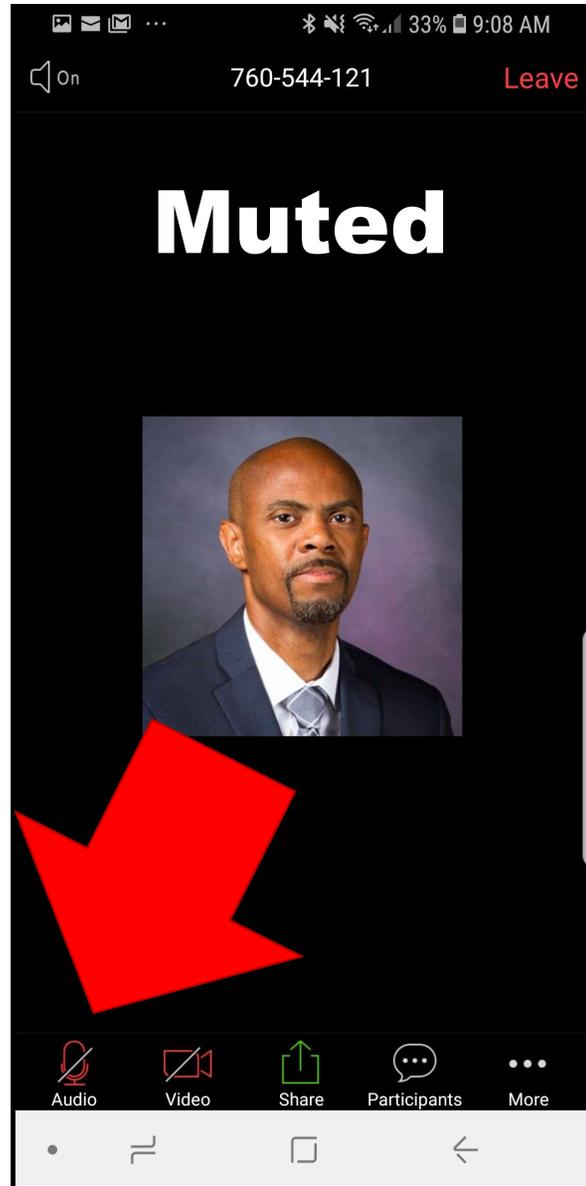


# How To Raise/Lower Hand





# How To Mute/Unmute



# Helpful Hints

- Only use these 2 methods to connect
- The app will open automatically if you click on the meeting link
- Download and practice before the meeting
- Logon to one of the webinars

# More Helpful Hints

- Ask for help days before the meeting