



Friends & Foundation *of the* Rochester Public Library

115 South Avenue ~ Rochester, NY 14604 ~ 585.428.8325 ~ ffrpl.org

How to use Zoom

Prepared for FFRPL by: Brian DiNitto, Librarian and Computer Instructor at Central Library

Audience: New-to-tech users

I hope you are doing well in this “Social Distancing” environment. It really should be called “Physical Distancing and Social Connecting.” Well, using Zoom is a way to do both! Zoom is a way for computers to connect together like a “Video Phone” seen in futuristic movies. It is actually very easy to use – all you need an internet connection.

If an event is set up that uses Zoom, you can request an invitation that will be sent to you through email. If it is an open event, you can click on the link invitation (blue highlighted words that give the Zoom address of the event.) Whether it is a sent invitation link through your email, or an open event link, you should click on the invitation link a few minutes before the event is scheduled to begin.

When you click on the invitation link, your computer screen will take you to the event page. You will be asked if you wish to join with your camera on or just with audio. If you join with your camera on, people will see you through your camera and a little light will be on next to your camera lens to let you know you are on camera. If you join with just audio, you can see other people, but they cannot see you. In only-audio mode, you will be represented on the session screen with a dark box with your name.

Some sessions have lots of people attending, and the host of the event may just choose to show their screen, not everyone else's images. Smaller Zoom meetings will show all participants. If their cameras are on, you will see them and hear them. It is sort of like the intro to the Brady Bunch TV show, or Hollywood Squares game show.

What if everyone talks at once? Well, if there is a chatty group, the host can mute (turn off sound) on all users and allow people to comment one at a time. It takes a bit of practice, but people get used to this new form of conversation, taking turns.

On the top right of your computer screen in the Zoom window, there are different options for viewing the group. “Speaker Mode” allows the person talking to be the center image on your screen. It will switch to another person when you have different speakers. There is also “Gallery Mode” where you see many people on your screen, a la Brady Bunch. If your settings are only set to show 6 participants, there may be more participants on another screen to the right of your present screen if there are more than 6 people on the Zoom call.

When you are done with the Zoom meeting, you usually wave goodbye and then click the red text that says “Leave Meeting.”

That is all there is to it. Give it a try.