

LIT/
CLB 1

VISUALS &
HANDOUTS



Digital Literacy Curriculum Resource

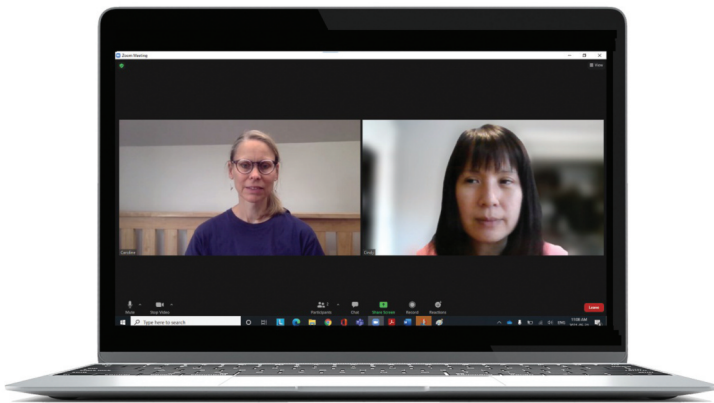
Module 8

Zoom on a Computer



COMMUNITY LIVING
BRITISH COLUMBIA

1. Zoom Meeting on Computer



2. Zoom Icon



Sign in to Email (Gmail)

Google

Choose an account

Cindy L.
cindylu543211@gmail.com Signed out

Use another account

Remove an account

1. Sign in to your account

Google

Hi Cindy

cindylu543211@gmail.com

Enter your password

.....

Show password

Forgot password?

2. Enter your password

3. Click 'Next'

Next

Search mail

1-50 of 312

Primary Promotions

Caroline Pendleton Monday Meetups Zoom Link - Hi Cindy Here is the link to the Monday Meetups: See you then. Caroline Caroline Pendleton ... 31 May

Natalie C Zoom chat - Join Zoom Meeting https://us04web.zoom.us/j/74893818165?pwd=ZTFIM2ZZT2ZuN1FSdlNrZXZpOFdDUT09... 28 May

me Please join Zoom meeting in progress - Join Zoom Meeting https://us04web.zoom.us/j/74893818165?pwd=ZTFIM2ZZT2Z... 28 May

Google Security alert - Your password was changed cindylu543211@gmail.com The password for your Google Account cindylu54... 28 May

Google Your Google Account was recovered successfully - Account recovered successfully cindyl... Review Activity 28 May

Google 2 Security alert - New device signed in to cindylu543211@gmail.com Your Google Account was just signed in to from a new ... 27 May

Google Your Google Account was recovered successfully - Account recovered successfully cindylu543211@gmail.com Welcome ... 27 May

Microsoft Updates to our terms of use - Hello, You're receiving this email because we are updating the Microsoft Services Agreemen... 30 Apr

John from Indeed [Indeed.com] Reminder to confirm your email - Confirm your email address on Indeed Thanks for creating an account on I... 19 Apr

John from Indeed [Indeed.com] Reminder to confirm your email - Confirm your email address on Indeed Thanks for creating an account on I... 16 Apr

John from Indeed Please confirm your email address - Confirm your email address on Indeed Thanks for signing up at Indeed! Please click o... 14 Apr

Bestar Team Enjoy your exclusive discount now! - Thanks for signing up! Open this email to find your exclusive discount code and save ... 5 Apr

4. This is your Primary inbox

Read email

Search mail

1-50 of 312

Primary Social

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Caroline Pendleton	Monday Meetups Zoom Link	Meetups: See you then. Caroline Caroline Pendleton ...	31 May
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Natalie C	Zoom chat - Join Zoom Meeting https://us04web.zoom.us/j/74893818165?pwd=ZTFIM2ZZT2ZuN1FSdINrZXZpOFdDUT09...		28 May
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	me	Please join Zoom meeting in progress - Join Zoom Meeting https://us04web.zoom.us/j/74893818165?pwd=ZTFIM2ZZT2Z...		28 May
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google	Security alert - Your password was changed cindylu543211@gmail.com The password for your Google Account cindylu54...		28 May
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google	Your Google Account was recovered successfully - Account recovered successfully cindylu...	Review Activity	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google 2	Security alert - New device signed in to cindylu543211@gmail.com Your Google Account was just signed in to from a new ...		27 May
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google	Your Google Account was recovered successfully - Account recovered successfully cindylu543211@gmail.com Welcome ...		27 May
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Microsoft	Updates to our terms of use - Hello, You're receiving this email because we are updating the Microsoft Services Agreemen...		30 Apr
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John from Indeed	[Indeed.com] Reminder to confirm your email - Confirm your email address on Indeed Thanks for creating an account on I...		19 Apr
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John from Indeed	[Indeed.com] Reminder to confirm your email - Confirm your email address on Indeed Thanks for creating an account on I...		16 Apr
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	John from Indeed	Please confirm your email address - Confirm your email address on Indeed Thanks for signing up at Indeed! Please click o...		14 Apr
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bestar Team	Enjoy your exclusive discount now! - Thanks for signing up! Open this email to find your exclusive discount code and save ...		5 Apr

5. You see this:
an email from
Caroline



Caroline Pendleton <caroline.pendleton@issbc.org>
to me

Hi Cindy

Here is the link to the Monday Meetups:
See you then.

Caroline

Caroline Pendleton is inviting you to a scheduled Zoom meeting.

6. You see this:
Invitation to a
Zoom meeting

Topic: Monday Meetups
Time: May 31, 2021 11:00 AM Vancouver

Join Zoom Meeting

<https://us02web.zoom.us/j/87519476643?pwd=VUQ5Rkt6QXc1WHdES0hJSGxCOFpBQT09>

Join Zoom with Pre-installed Zoom App



Caroline Pendleton <caroline.pendleton@issbc.org>

to me ▾

Hi Cindy

Here is the link to the Monday Meetups:

See you then.

Caroline

Caroline Pendleton is inviting you to a scheduled Zoom meeting.

Topic: Monday Meetups

Time: May 31, 2021 11:00 AM Vancouver

1. Click on Zoom link

Join Zoom Meeting

<https://us02web.zoom.us/j/87519476643?pwd=VUQ5Rkt6QXc1WHdES0hJSGxCOFpBQT09>

Monday Meetups Zoom Link - c x Launch Meeting - Zoom x +

https://us02web.zoom.us/j/87519476643?pwd=VUQ5Rkt6QXc1WHdES0hJSGxCOFpBQT09#success

zoom

This site is trying to open Zoom Meetings.
https://us02web.zoom.us wants to open this application.

Always allow us02web.zoom.us to open links of this type in the associated app

Open Cancel

**2. You see this:
Click 'Open
Zoom Meetings'**

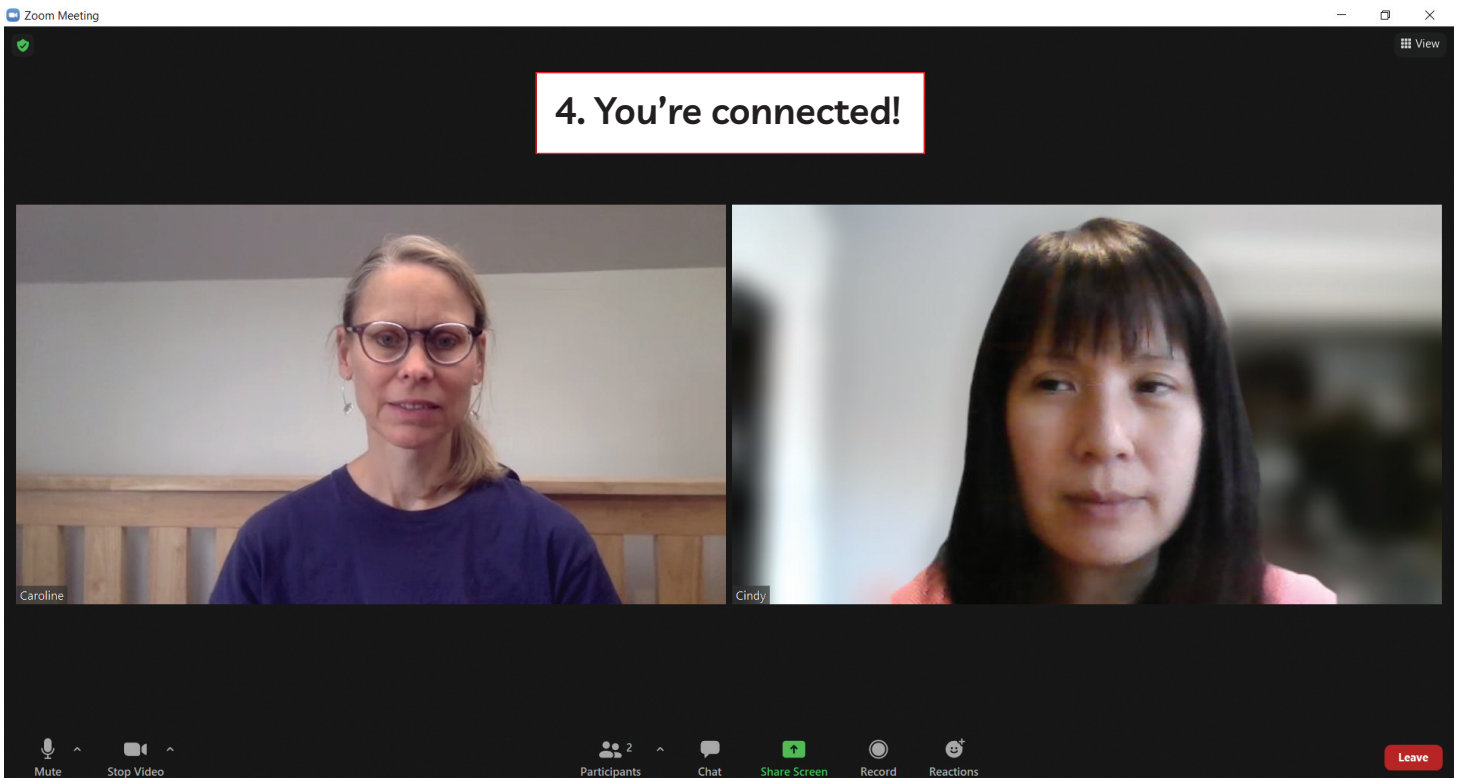
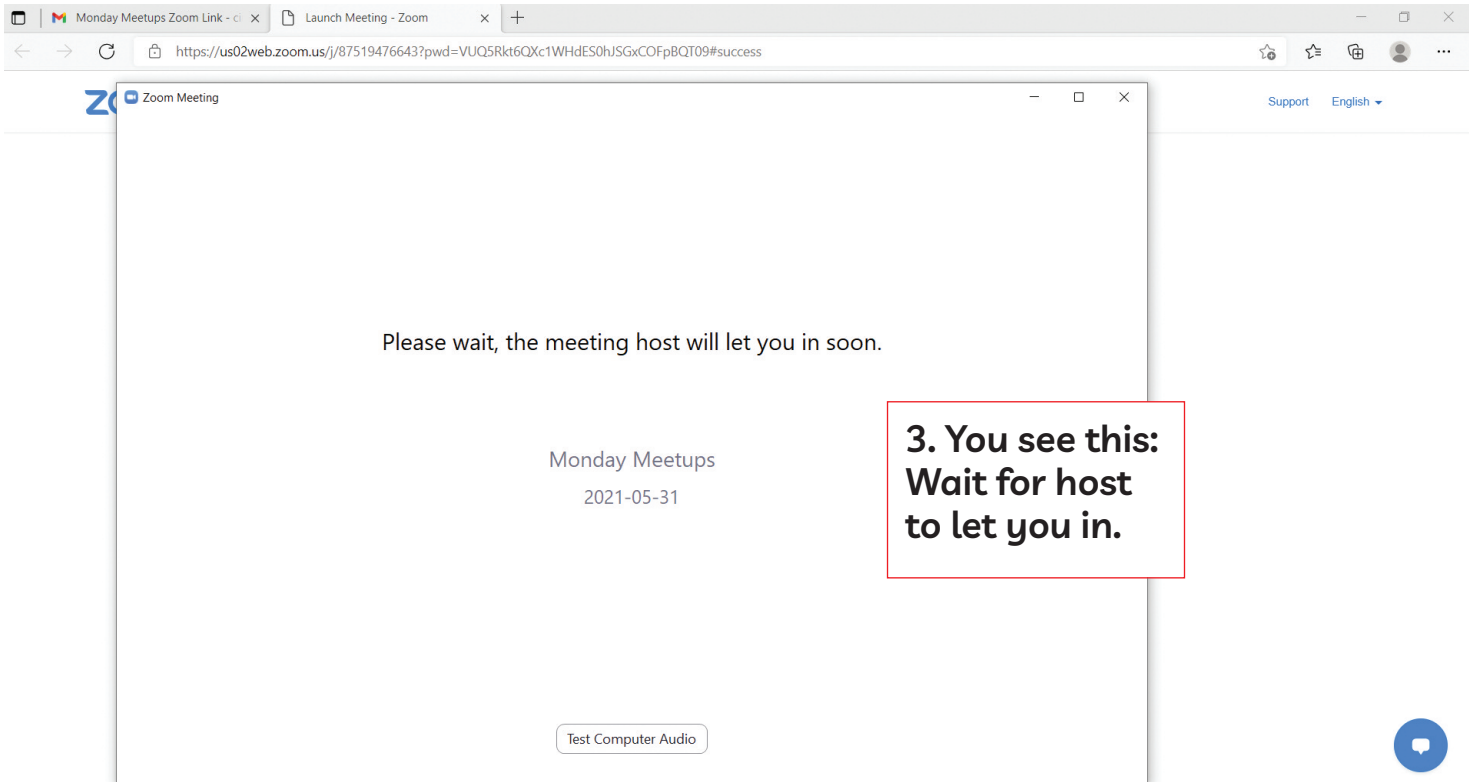
Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

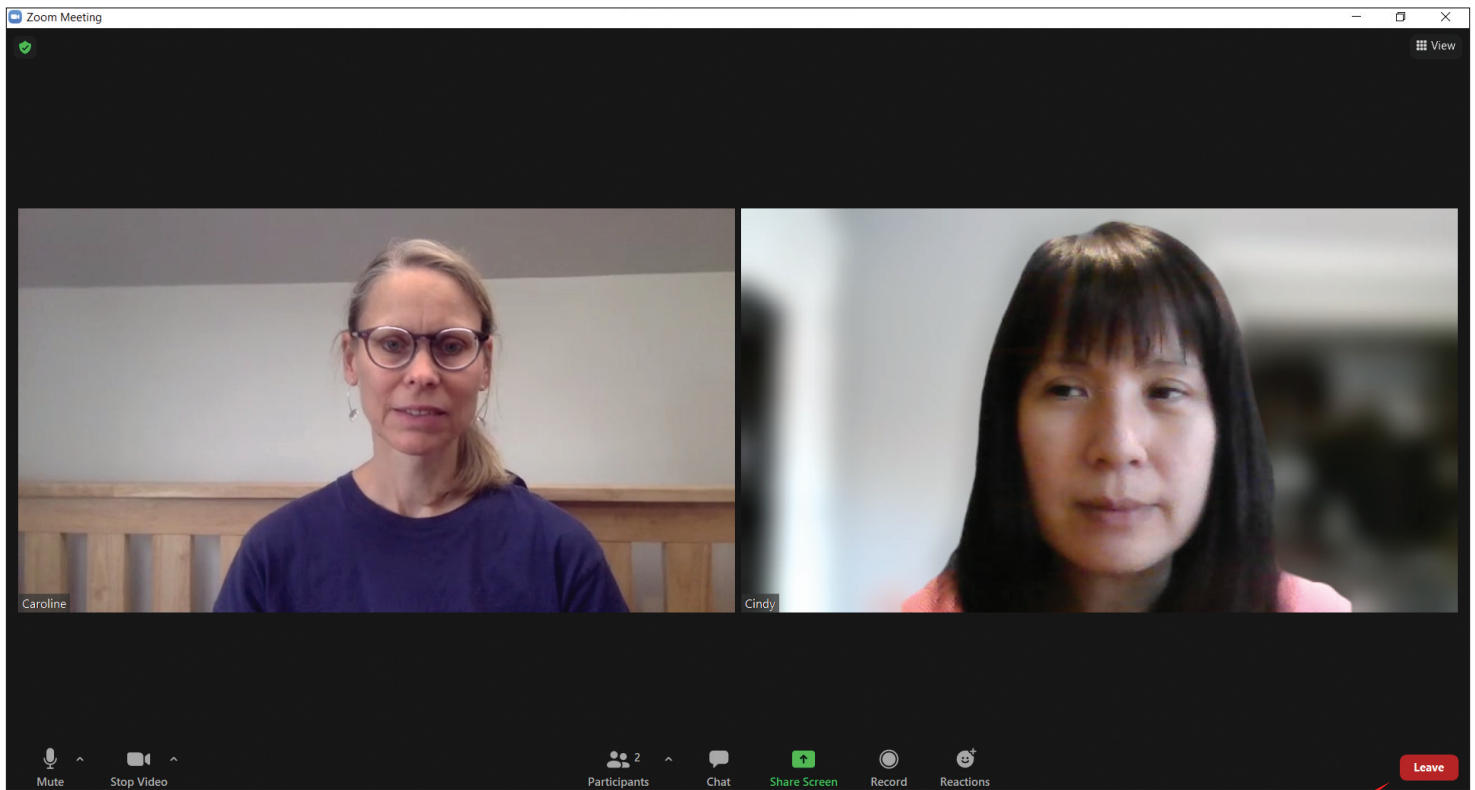
Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

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Privacy & Legal Policies







5. The meeting finishes. Click 'Leave'. You will leave the meeting.

Join Zoom from a Browser



Caroline Pendleton <caroline.pendleton@issbc.org>

to me ▾

Hi Cindy

Here is the link to the Monday Meetups:

See you then.

Caroline

Caroline Pendleton is inviting you to a scheduled Zoom meeting.

Topic: Monday Meetups

Time: May 31, 2021 11:00 AM Vancouver

1. Click on Zoom link

Join Zoom Meeting

<https://us02web.zoom.us/j/87519476643?pwd=VUQ5Rkt6QXc1WHdES0hJSGxCOFpBQT09>



Support English ▾

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

2. Click
'Launch Meeting'

Don't have Zoom Client installed? [Download Now](#)

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[Privacy & Legal Policies](#)

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

3. Click 'Join from Your Browser'

Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

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The screenshot shows the Zoom join page with several annotations:

- 4. Click 'Allow'**: A red box highlights a browser permission dialog that says "zoom.us wants to" with options for "Use your microphone" and "Use your camera". Below the dialog are "Allow" and "Block" buttons.
- 5. Type your name in the box**: A red box highlights the "Your Name" input field on the "Join Meeting" form.
- Join Meeting**: A red box highlights the "Join Meeting" button on the form.

Other visible elements include a "SIGN UP, IT'S FREE" button, a "reCAPTCHA" widget, and a "Mute Stop Video" control bar at the bottom.

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6. Click 'I'm not a robot'

7. Choose if you want to join with your mic and video on or off

8. Click 'Join'

The audio and video preferences you select here will be used for future meetings. Got it

Mute Stop Video

Join Meeting

zoom.us wants to Use your microphone Use your camera Allow Block

Remember my name for future meetings

I'm not a robot reCAPTCHA Privacy - Terms

By clicking "Join", you agree to our Terms of Services and Privacy Statement

Join

zoom.us

Learning English ... Reading list

SIGN UP, IT'S FREE

MEETING SIGN IN

Support English

9. You see this: Wait for host to let you in.

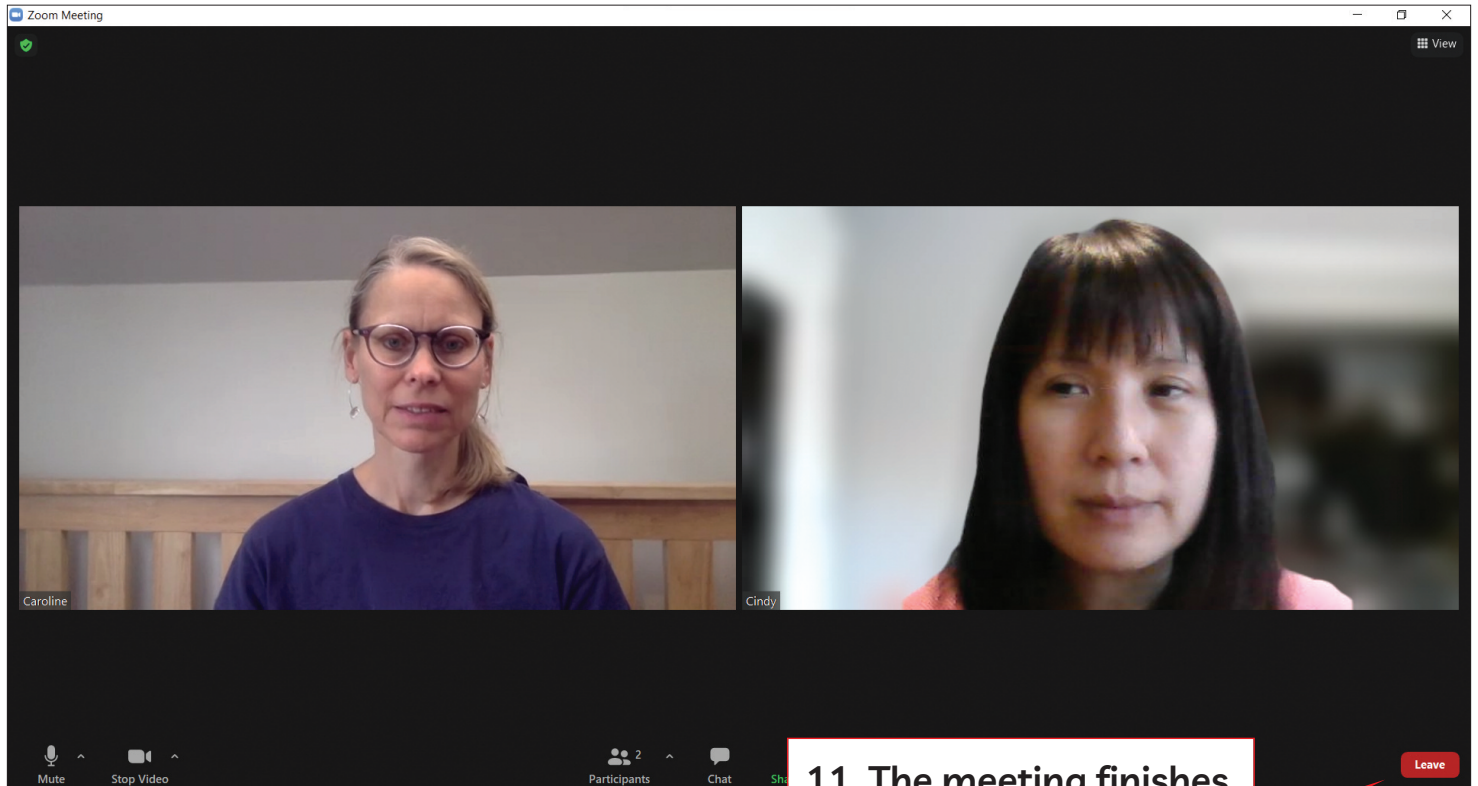
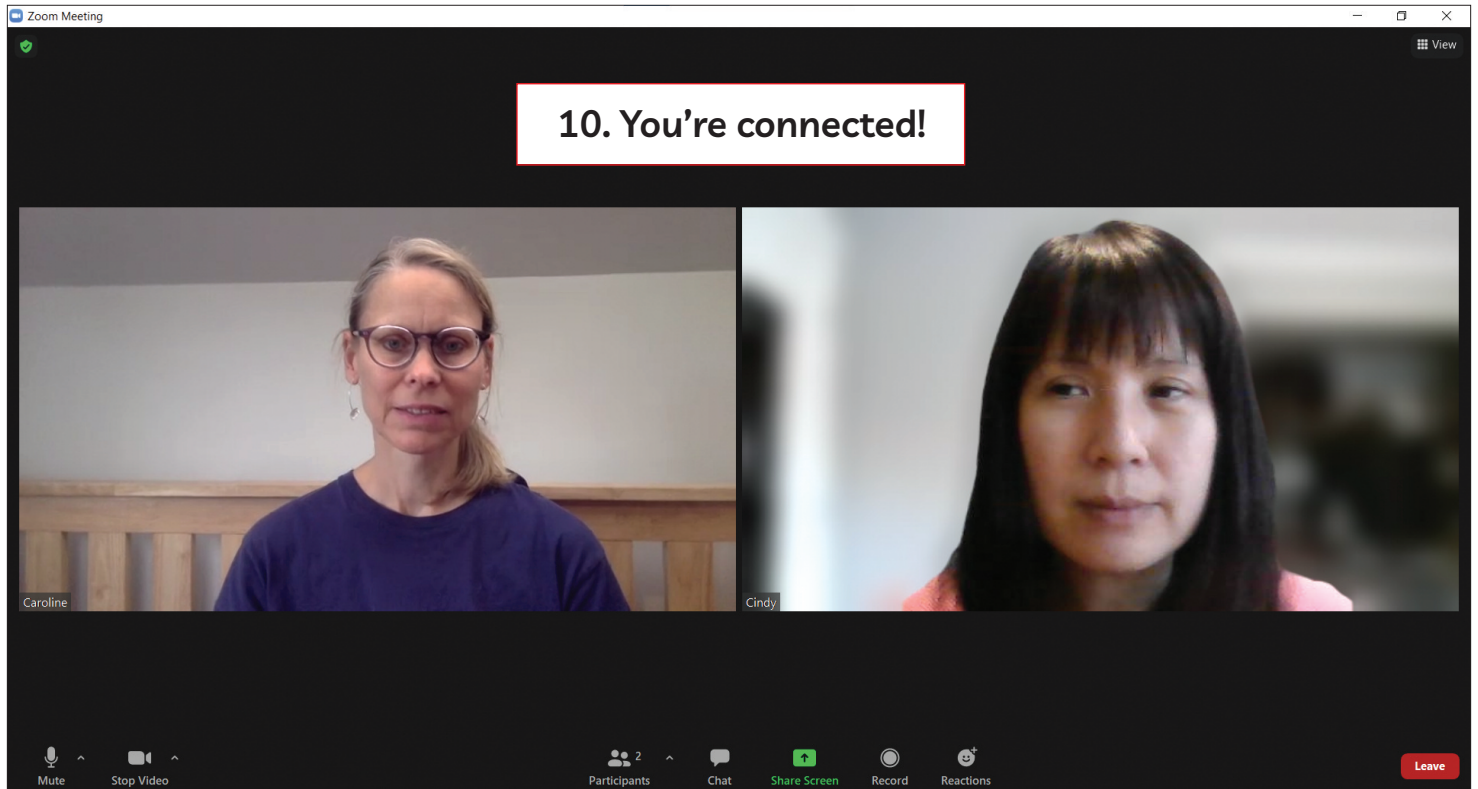
Please wait, the meeting host will let you in soon.

Monday Meetups
2021-05-31

Test Computer Audio

Zoom Meeting

Support English



Join Zoom by Downloading Zoom App for the First Time



Caroline Pendleton <caroline.pendleton@issbc.org>
to me ▾

Hi Cindy

Here is the link to the Monday Meetups:
See you then.

Caroline

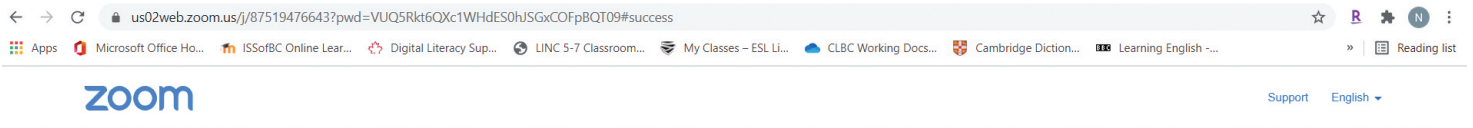
Caroline Pendleton is inviting you to a scheduled Zoom meeting.

Topic: Monday Meetups
Time: May 31, 2021 11:00 AM Vancouver

1. Click on Zoom link

Join Zoom Meeting

<https://us02web.zoom.us/j/87519476643?pwd=VUQ5Rkt6QXc1WHdES0hJSGxCOFpBQT09>



Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

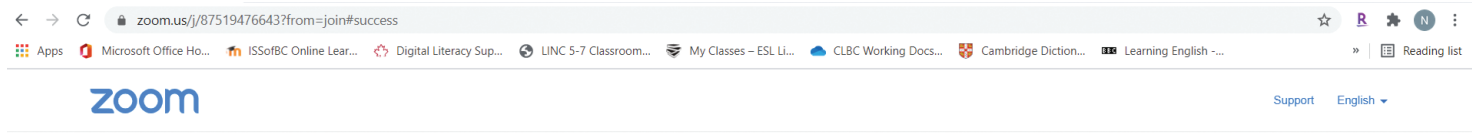


Don't have Zoom Client installed? [Download Now](#)
Having issues with Zoom Client? [Join from Your Browser](#)

2. Click 'Download Now'

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[Privacy & Legal Policies](#)





Once you install Zoom Client, click **Launch Meeting** below



Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

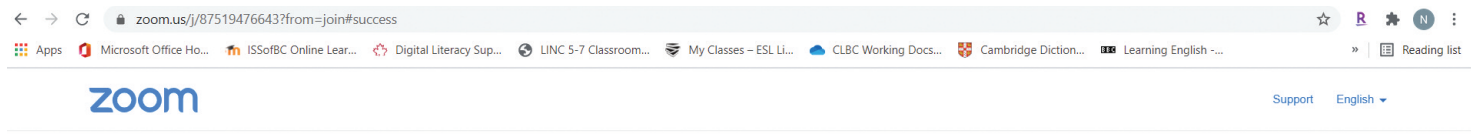
Copyright ©2021 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

Click **Keep** when receiving notification
Then click **Zoom... .exe**

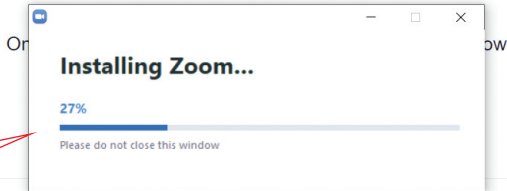
Zoom_cm_ds_m6l...exe

Show all X

You see this



**3. You see this:
Zoom is being
installed.**



Don't have Zoom Client installed? [Download Now](#)

Having issues with Zoom Client? [Join from Your Browser](#)

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zoom

Support English

4. Enter your name.

5. Click 'Join Meeting'

Click **Open**

If you

By clicking "Laun

for browser

low

Privacy Statement

Don't have Zoom Client installed? [Download Now](#)

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Privacy & Legal Policies

zoom

Support English

**You see this:
Video Preview**

**6. Click 'Join with Video'. Others
will see you.**

Don't have Zoom Client installed? [Download Now](#)

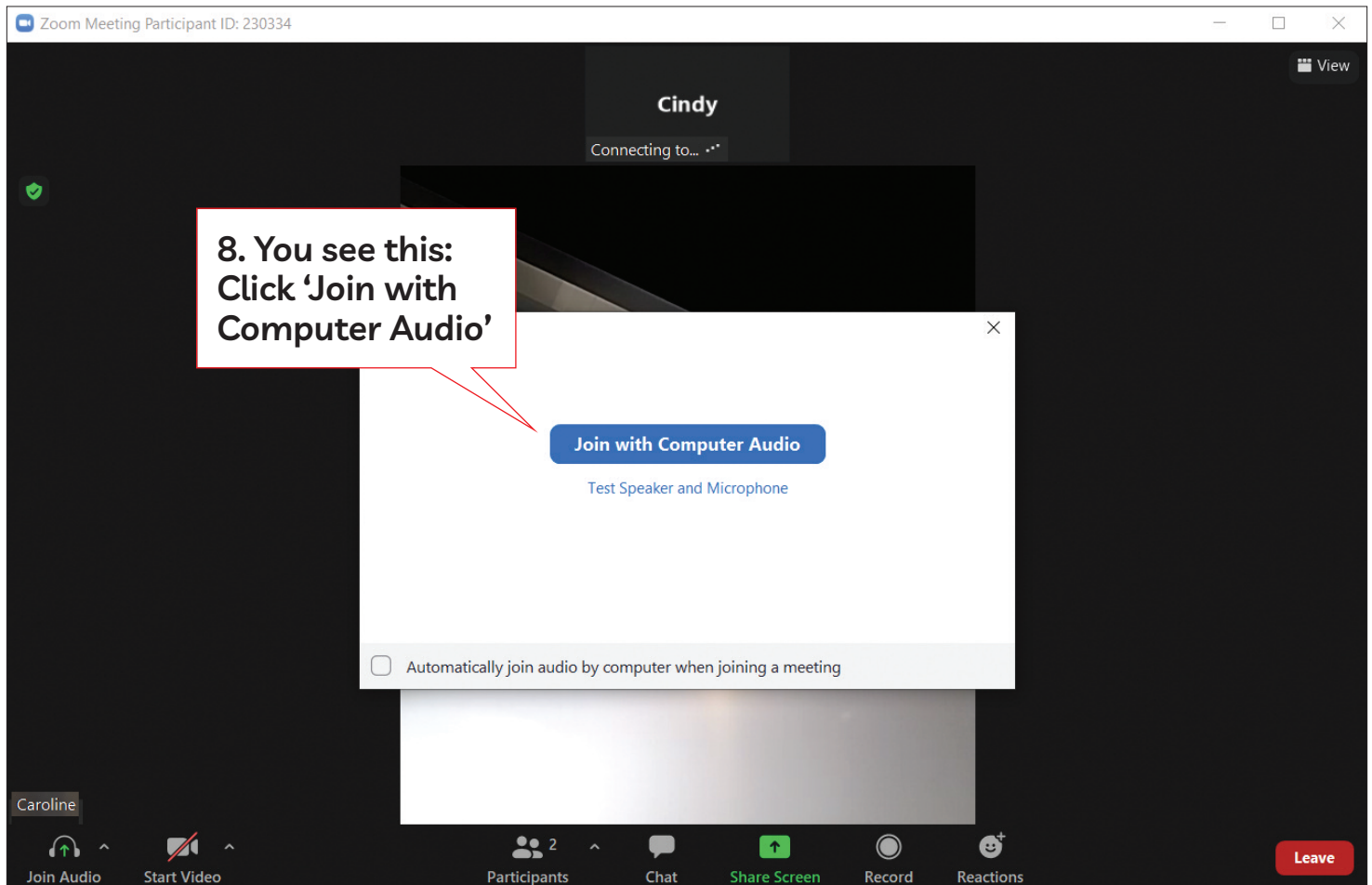
Copyright ©2021 Zoom Video Communications, Inc. All rights reserved.
Privacy & Legal Policies

**Or, don't want
others to see
you? Click 'Join
without Video'.**

**7. You see this:
Wait for host
to let you in.**

Please wait, the meeting host will let you in soon.

Caroline P's Zoom Meeting



Join Zoom from a Meeting ID and Passcode

Topic: Monday Meetups
Time: May 31, 2021 11:00 AM Vancouver

Join Zoom Meeting

Meeting ID: 875 1947 6643

Passcode: 228941

One tap mobile

+13462487799,,87519476643#,,,,*228941 US (Houston)

+16699006833,,87519476643#,,,,*228941 US (San Jose)

Join Zoom Meeting

Meeting ID: 875 1947 6643

Passcode: 228941

One tap mobile

Topic: Monday Meetups
Time: May 31, 2021 11:00 AM Vancouver

Join Zoom Meeting

Meeting ID: 875 1947 6643

Passcode: 228941

One tap mobile

+13462487799,,87519476643#,,,,*228941 US (Houston)

+16699006833,,87519476643#,,,,*228941 US (San Jose)

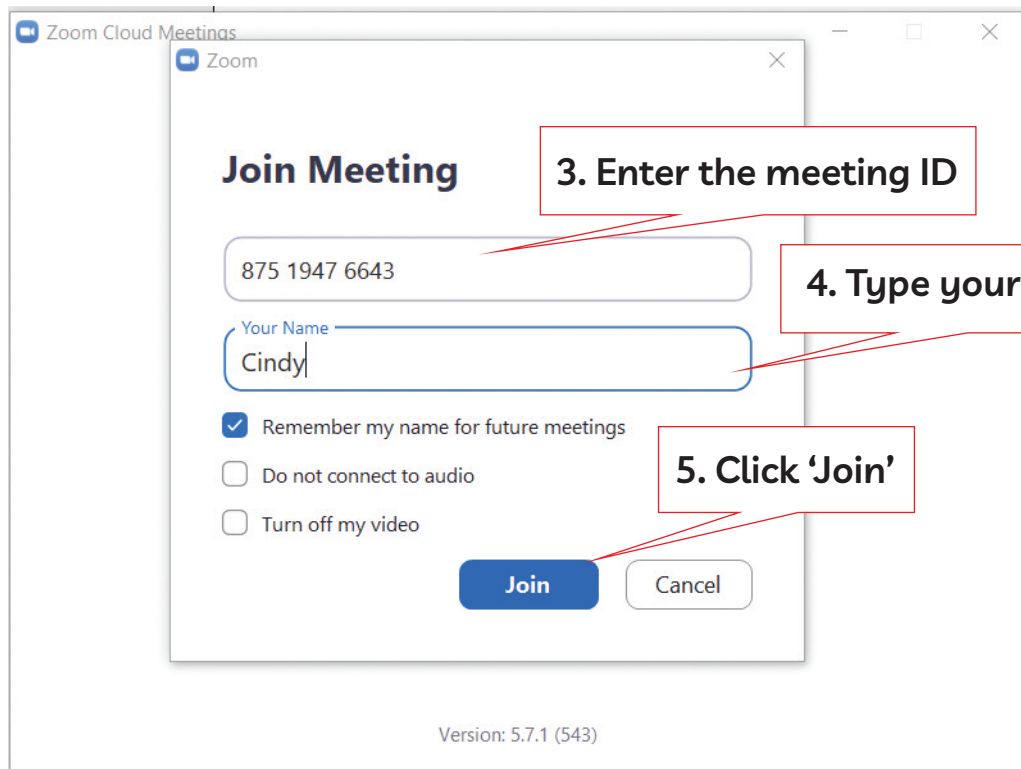
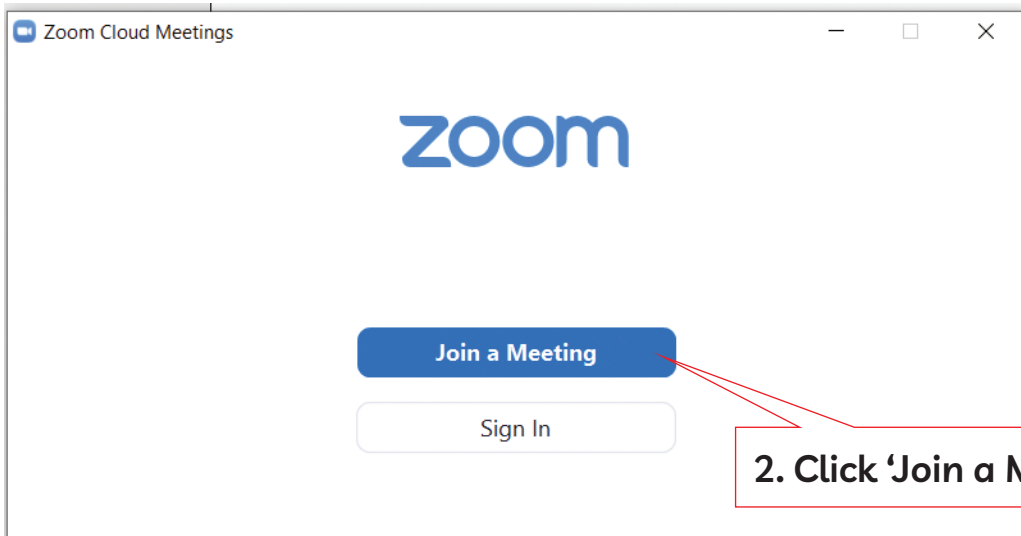
Copy meeting ID and passcode.

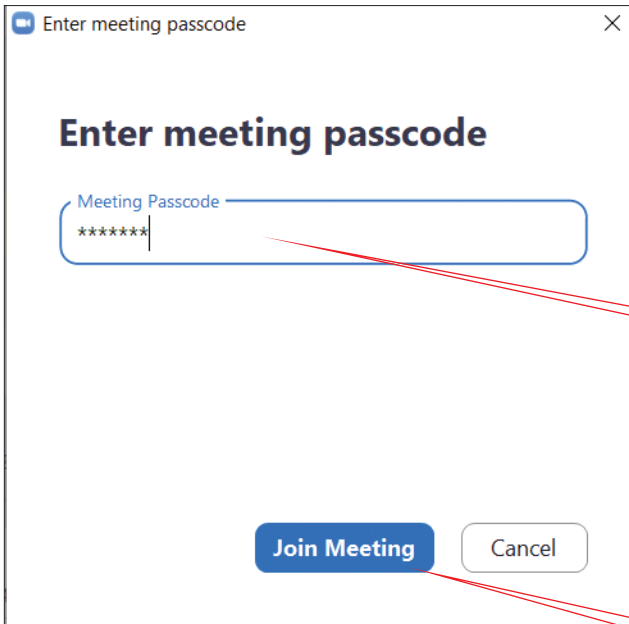
Meeting ID: 875 1947 6643

Passcode: 228941

One tap mobile

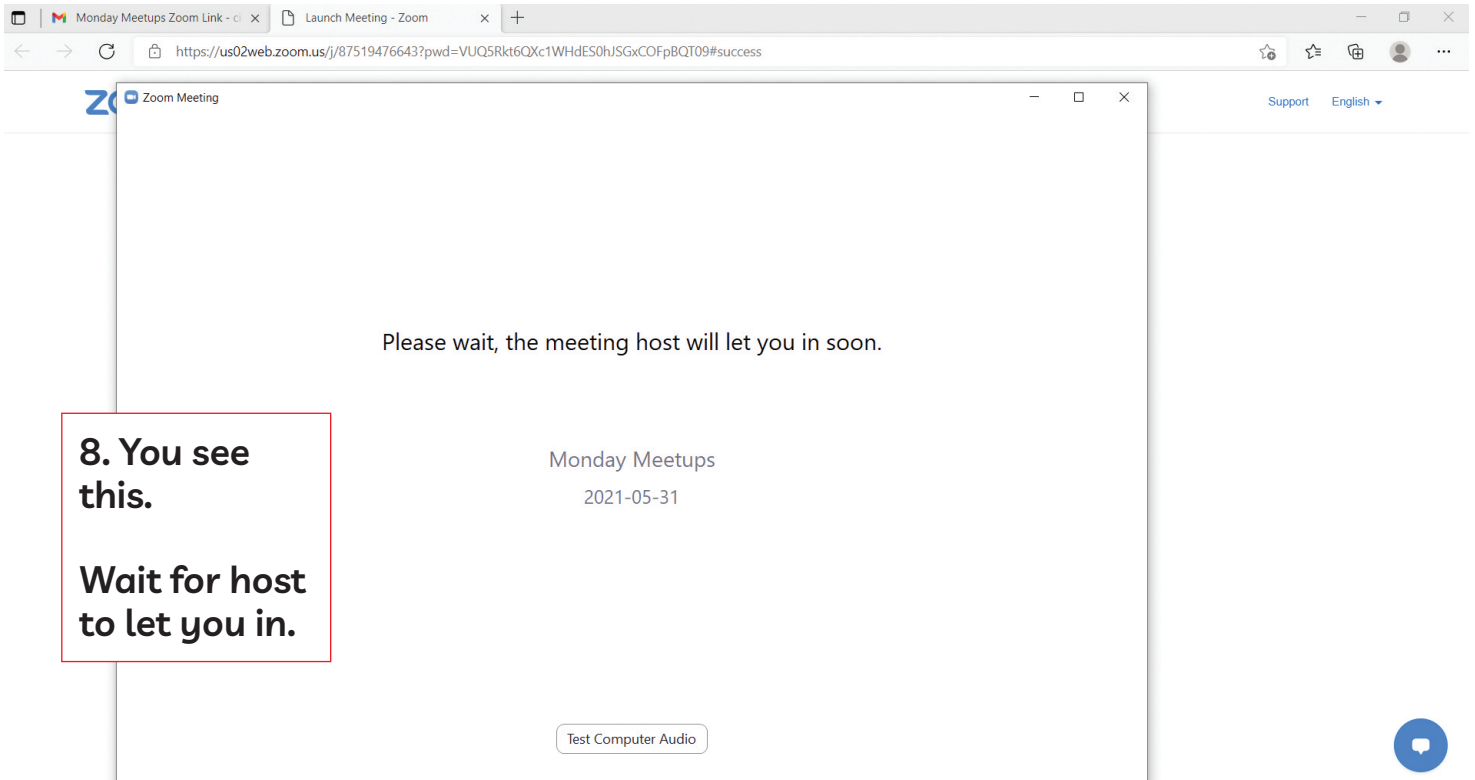
1. Open Zoom app



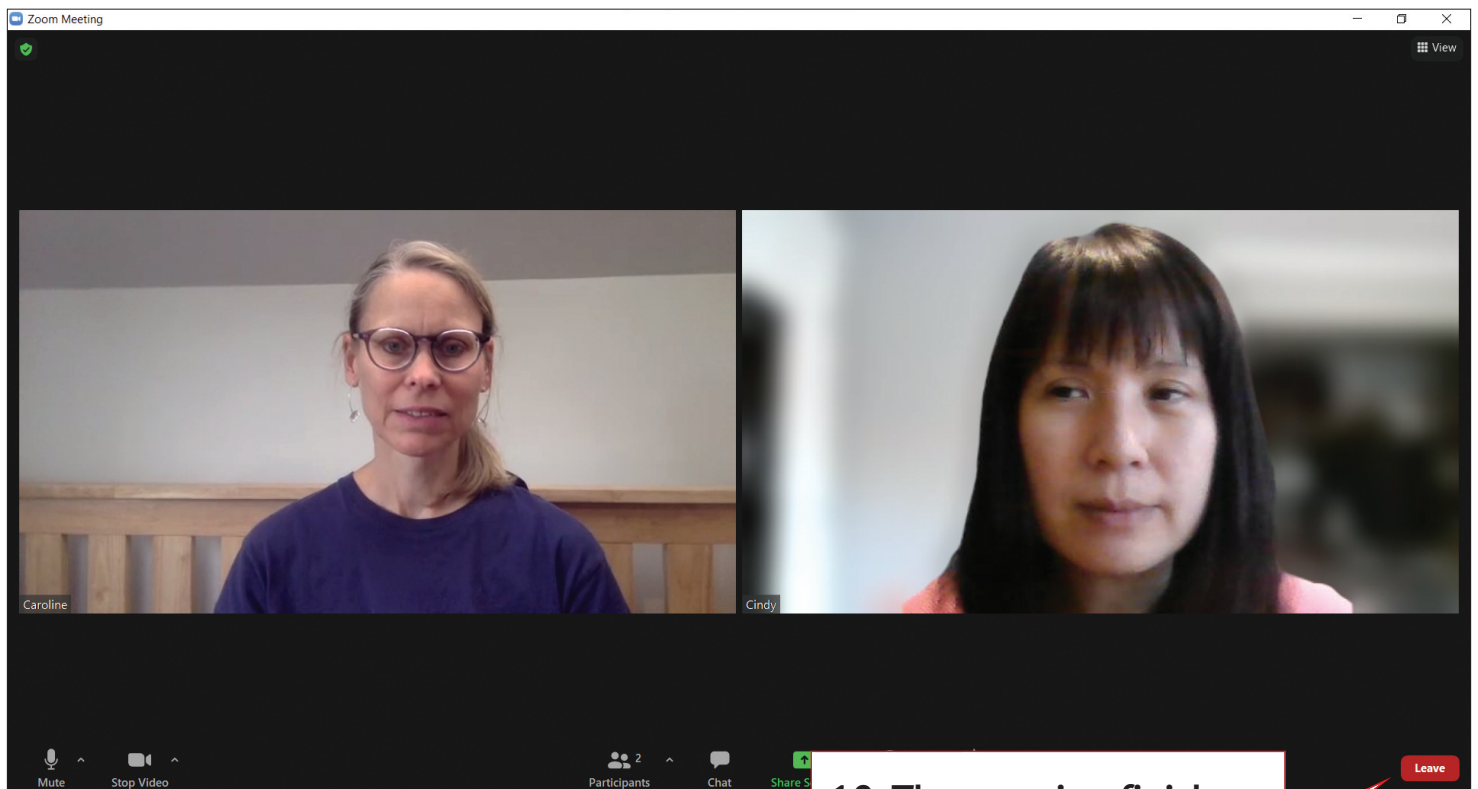
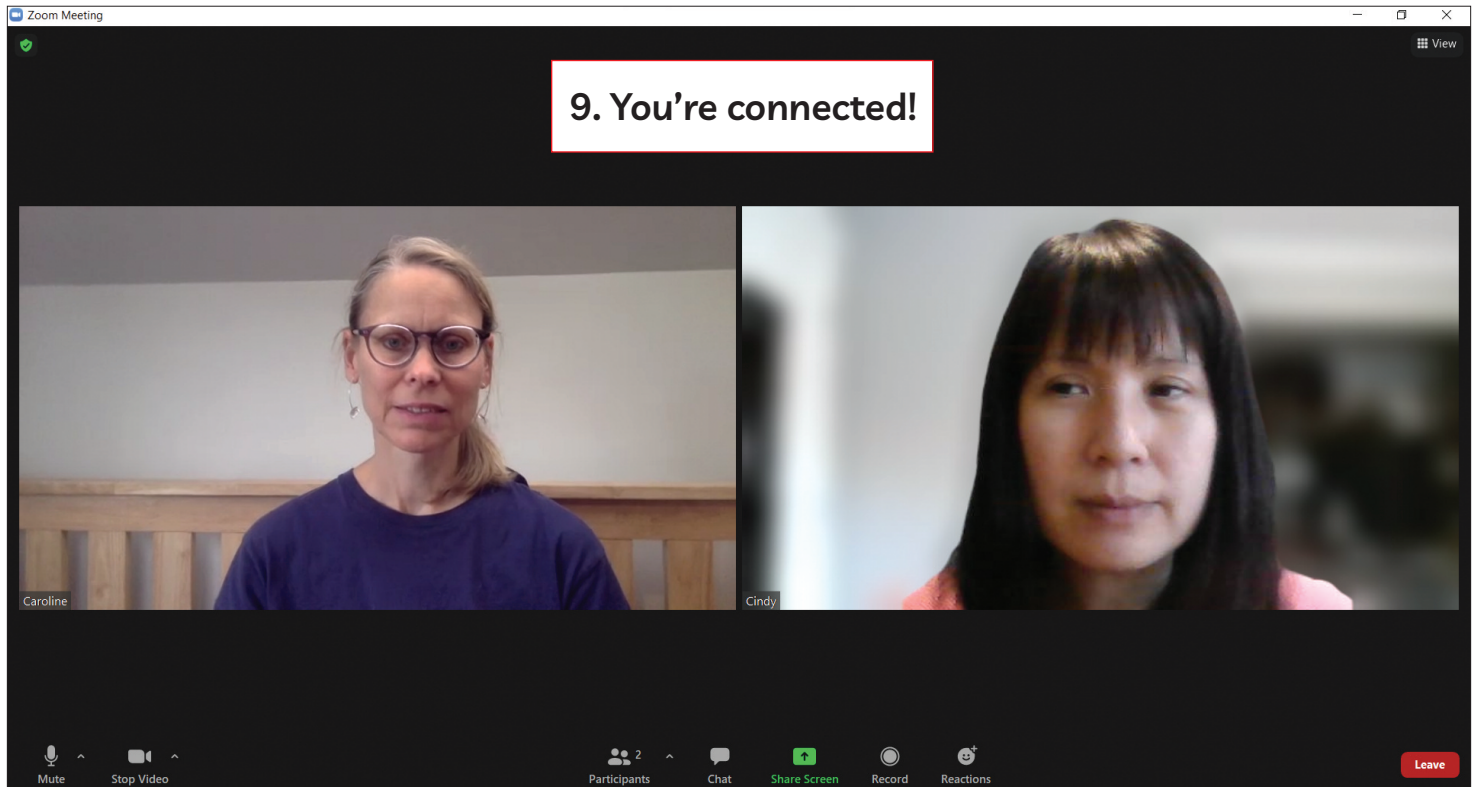


6. Enter the meeting passcode.

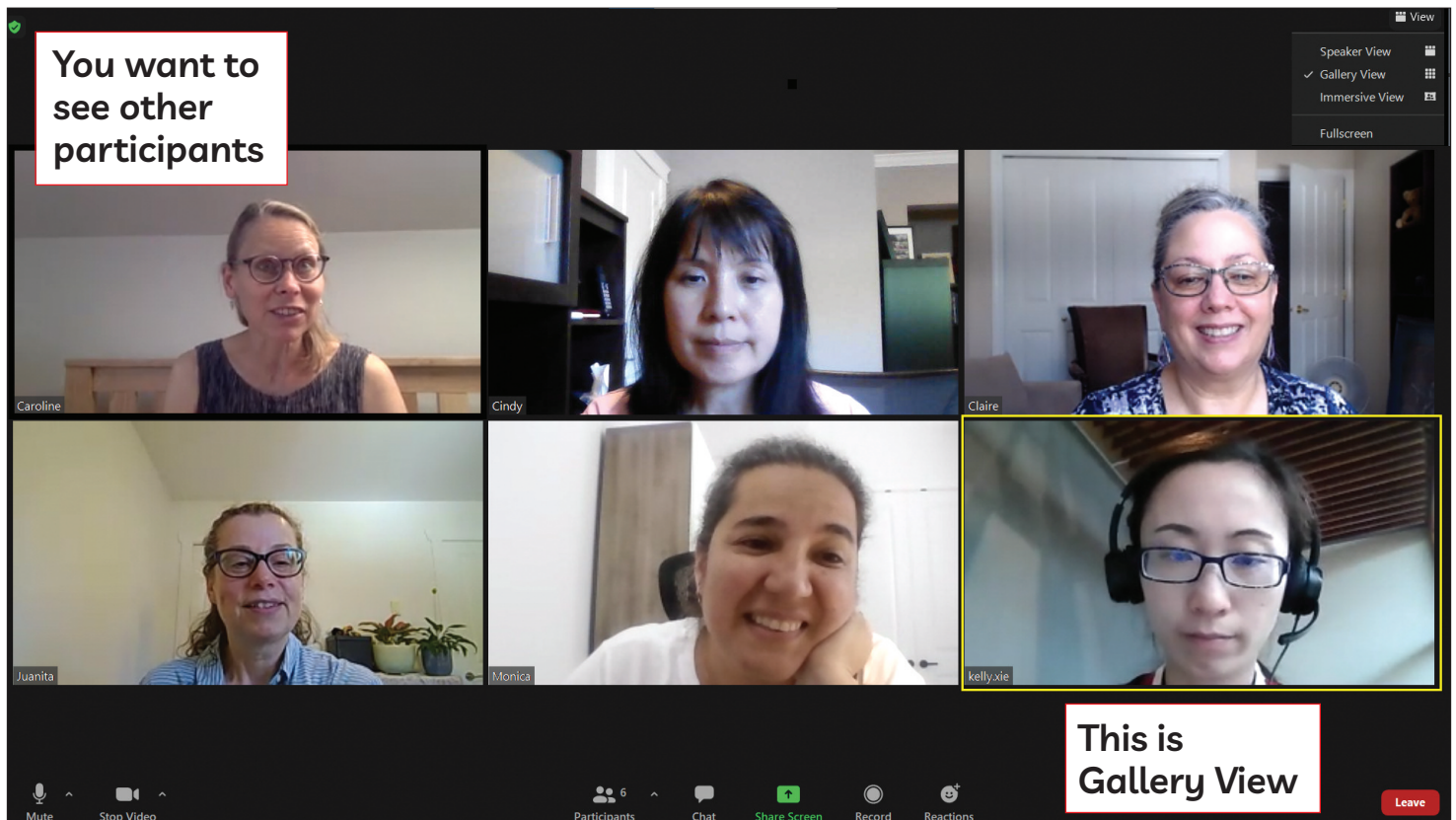
7. Click 'Join Meeting'



8. You see this.
Wait for host to let you in.

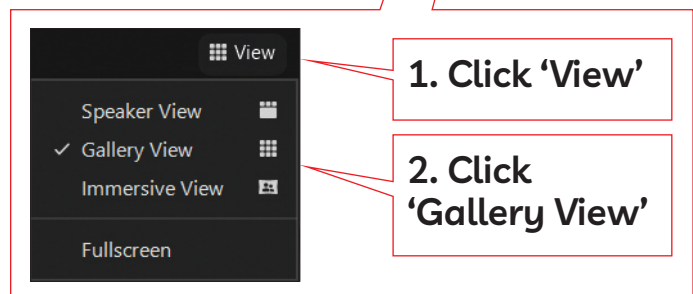


Understand Speaker View and Gallery View



Change to Gallery View





A close-up of the "View" menu from the Zoom interface. The menu is dark with white text and icons. The options are: Speaker View, Gallery View (with a checkmark), Immersive View, and Fullscreen. Two red callout boxes with white text point to the menu items:

- 1. Click 'View'
- 2. Click 'Gallery View'

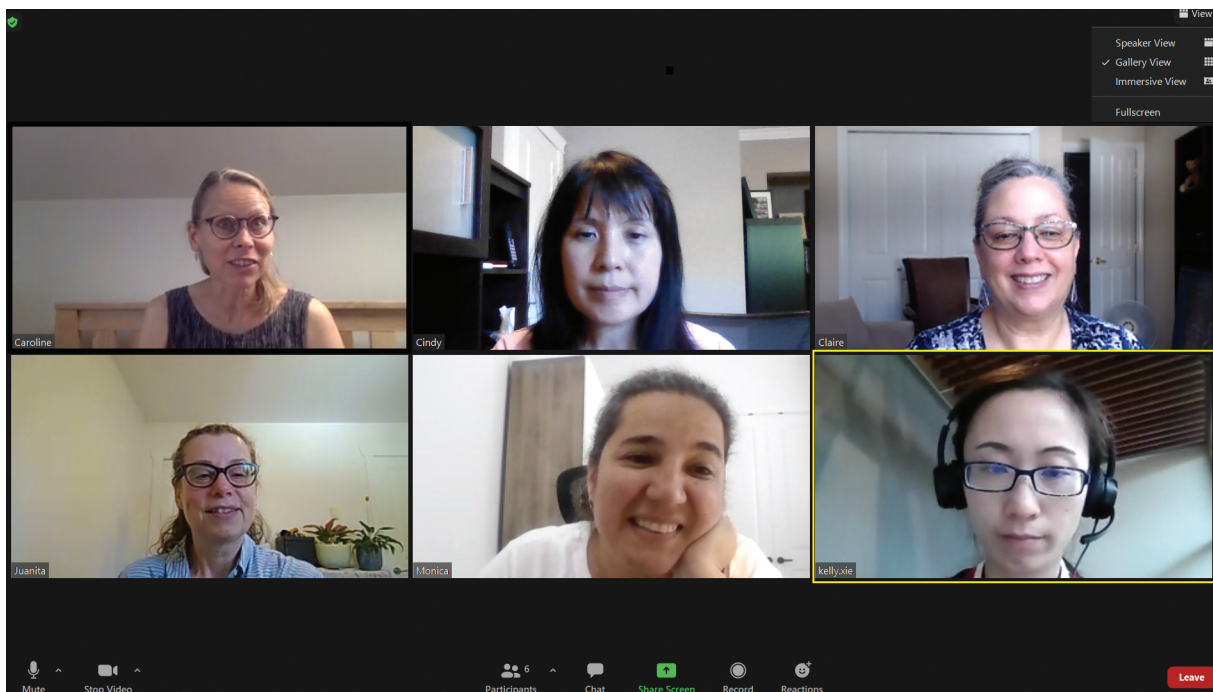
Now you see all participants

You

This is Gallery View

Change to Speaker View

You want Speaker View again



1. Click 'View'

2. Click 'Speaker View'

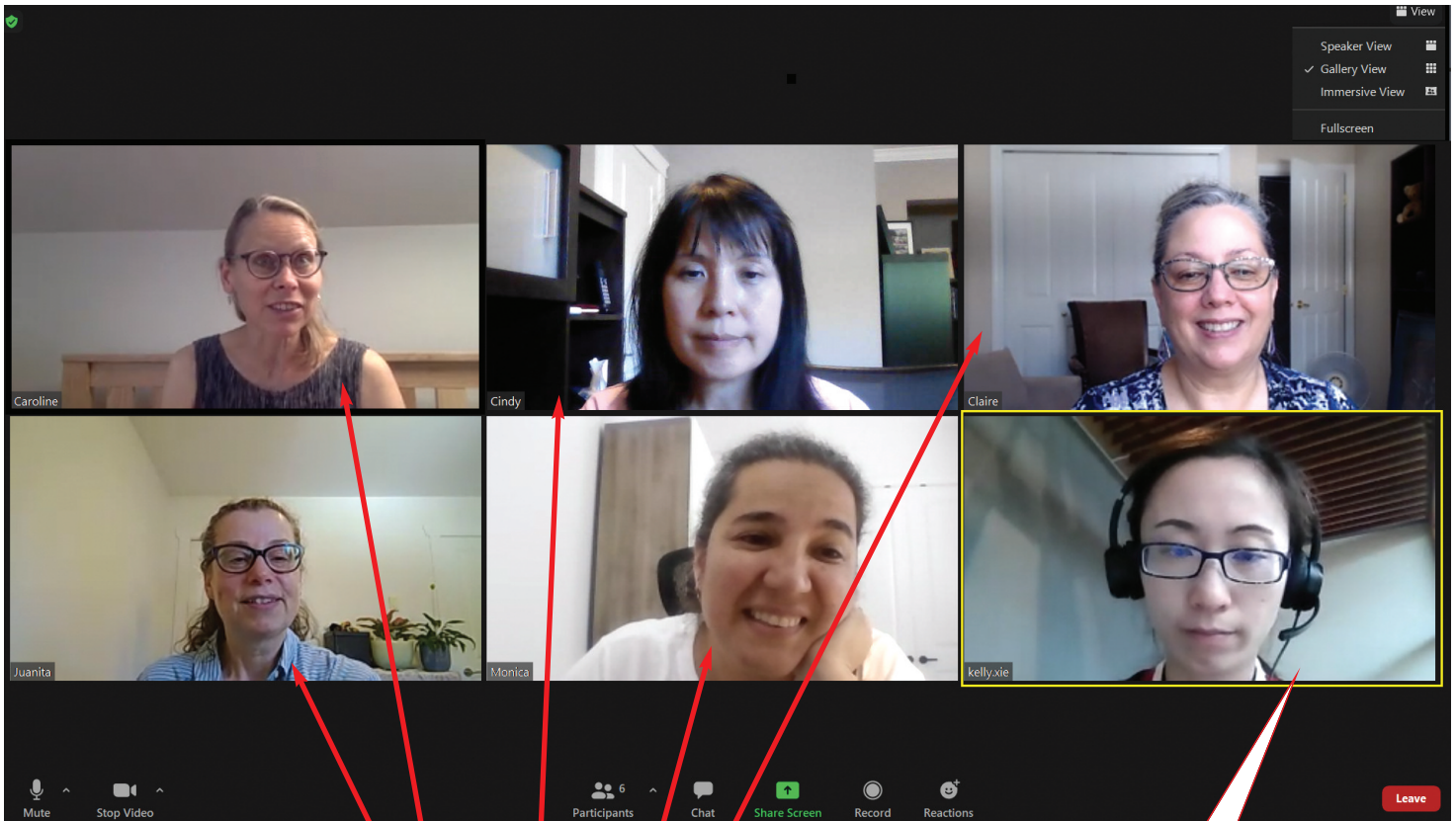
The screenshot shows the Zoom interface with a grid of six participants: Caroline, Cindy, Claire, Juanita, Monica, and kelly.xie. The 'View' menu is open, showing options for Speaker View, Gallery View, Immersive View, and Fullscreen. Red callout boxes highlight the 'View' button and the 'Speaker View' option.

3. You see this. Speaker View again

The screenshot shows the Zoom interface with a grid of six participants at the top. The main video window displays kelly.xie in Speaker View. A red callout box contains the text '3. You see this. Speaker View again'.

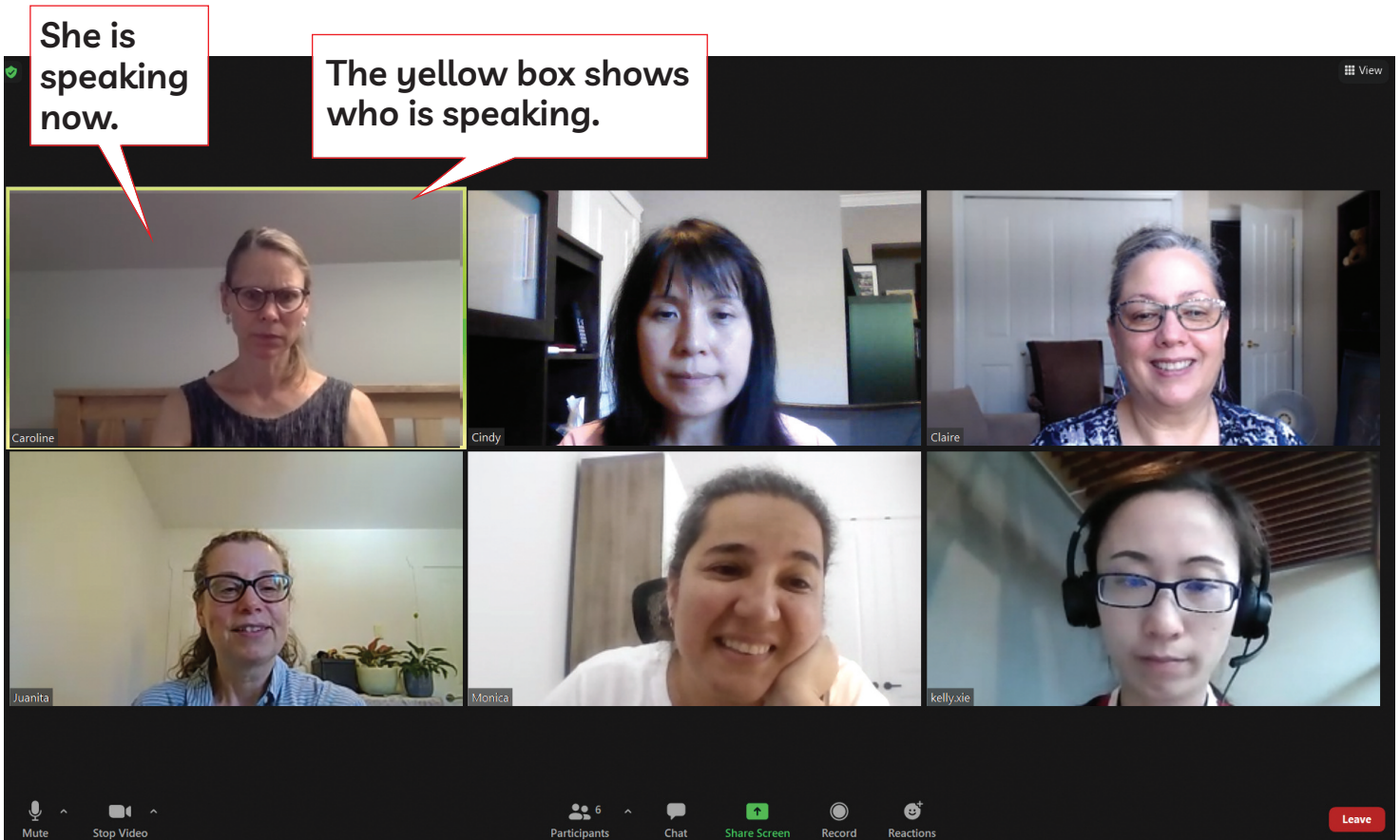
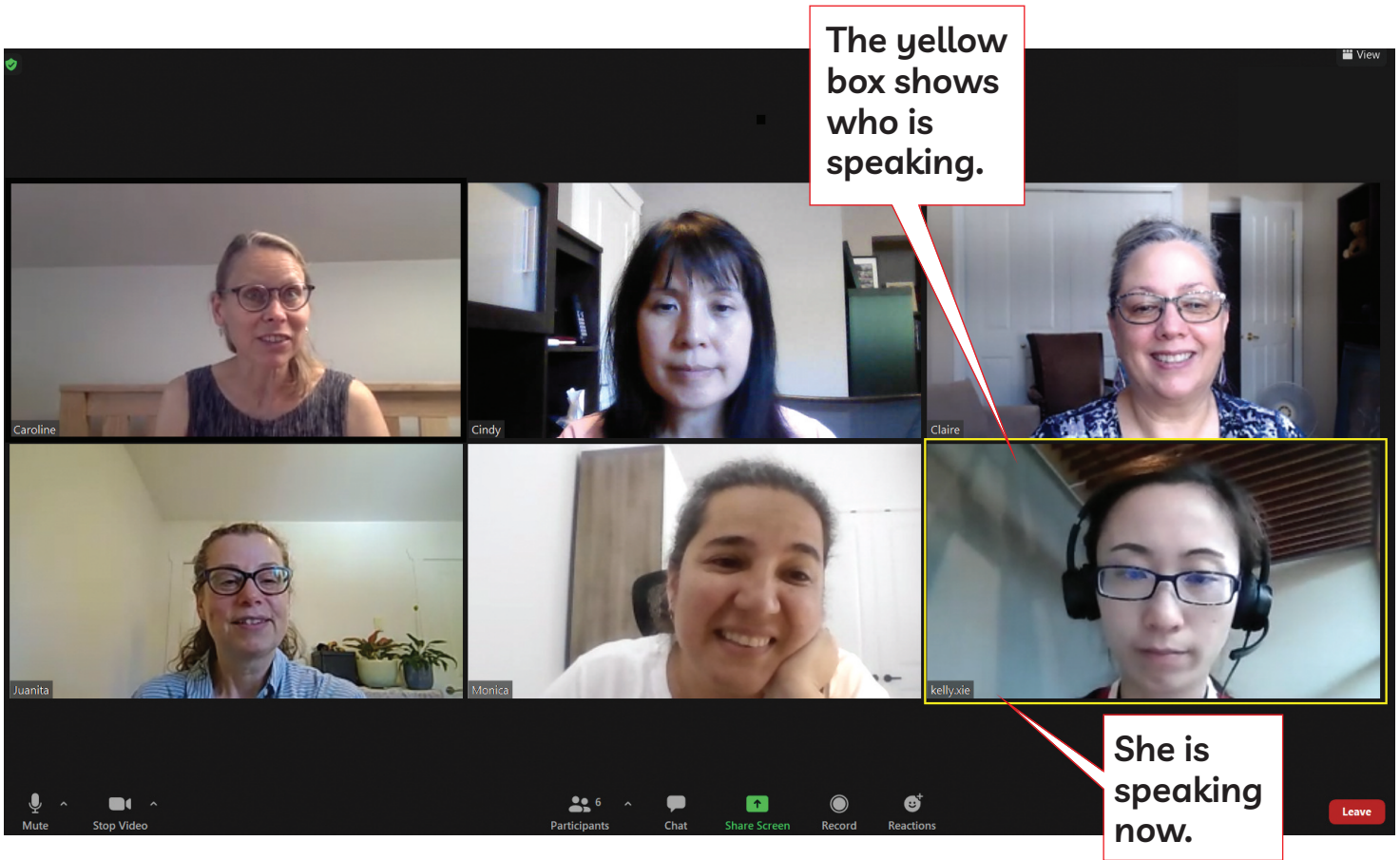
Understand Who is Speaking in Gallery View

You see this



These videos do not have a yellow box

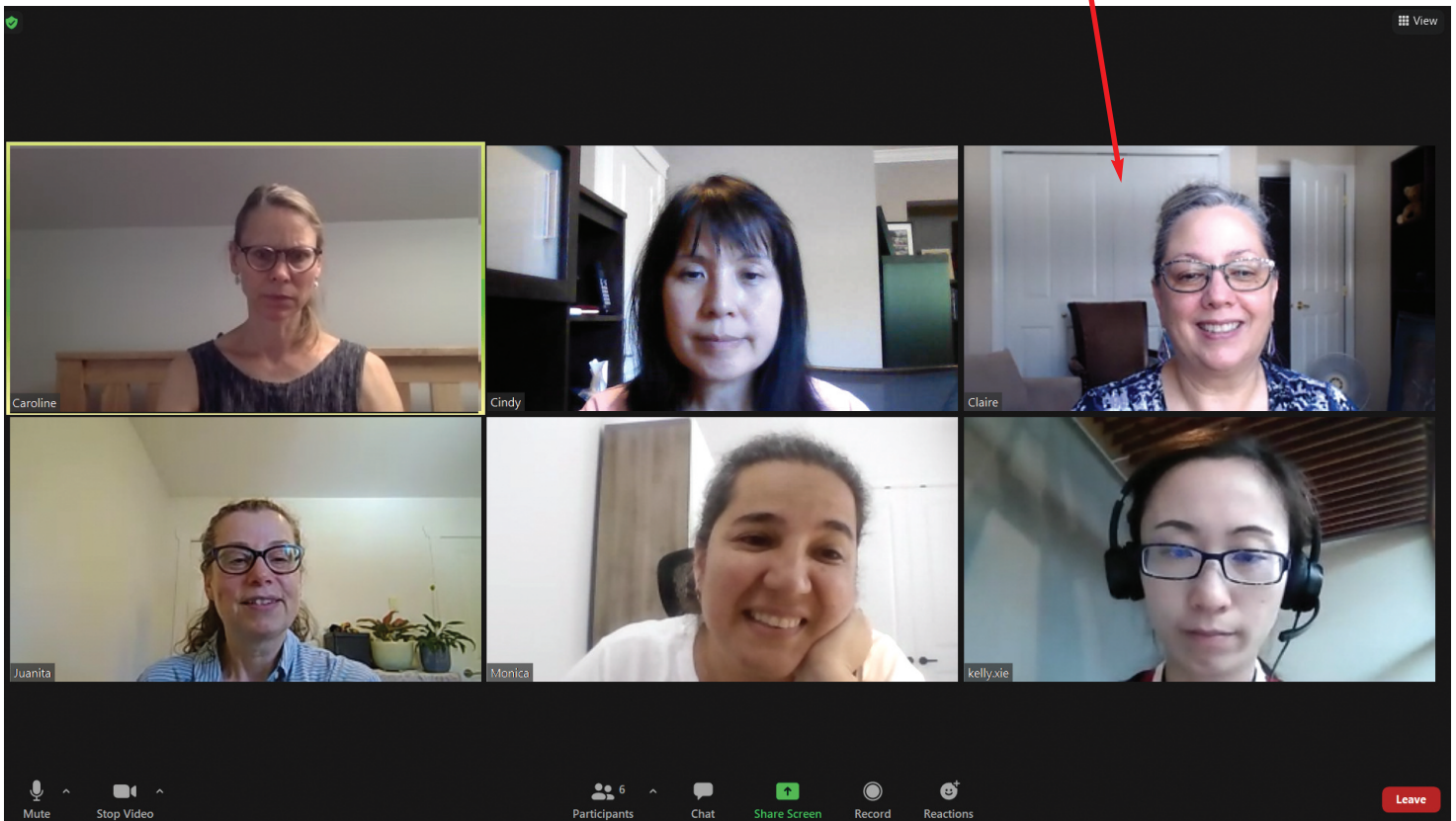
This video has a yellow box

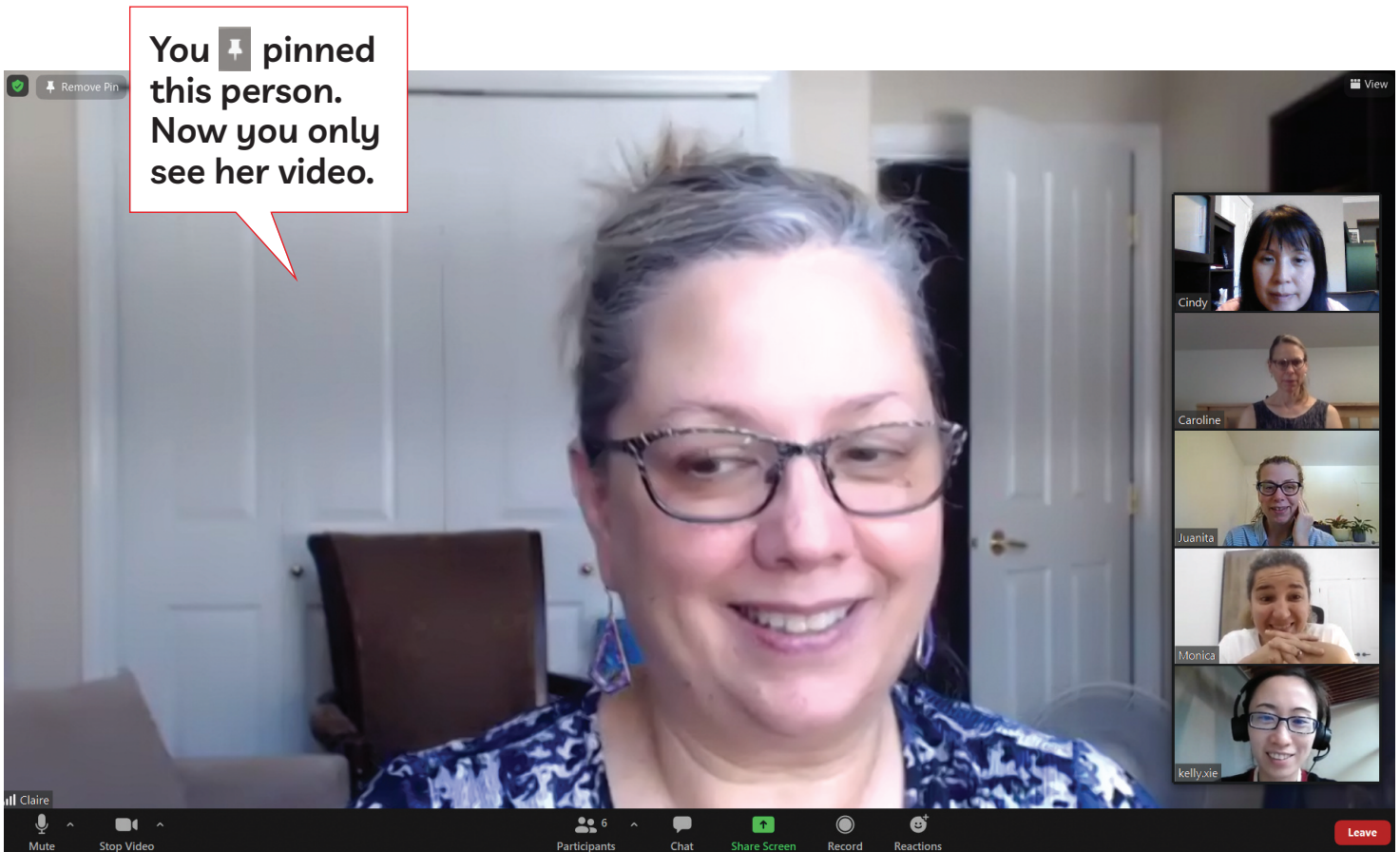
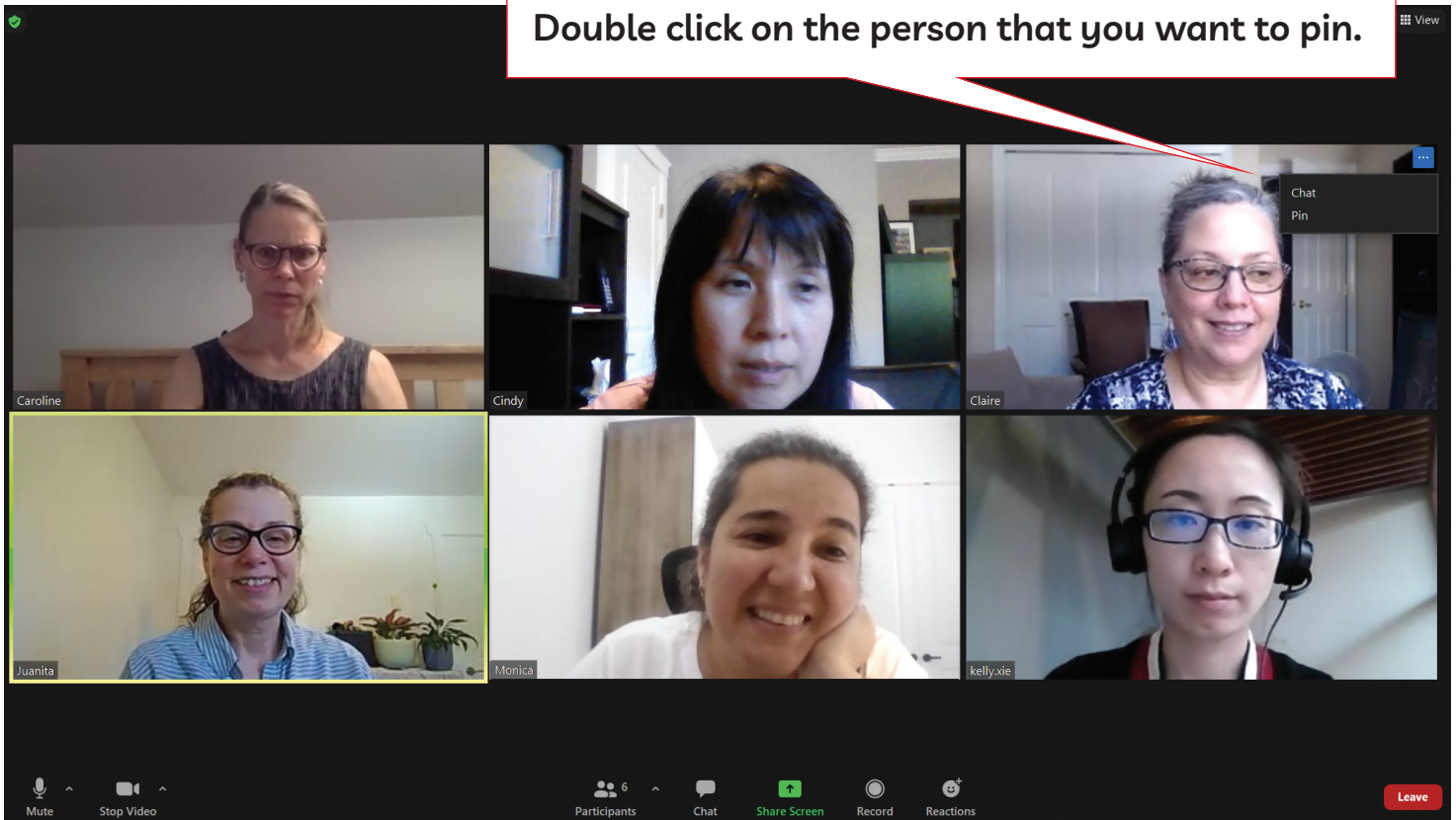



Pin and Unpin Participant from Gallery View

This is Gallery View

You want to see one person.
You want to see only this person.

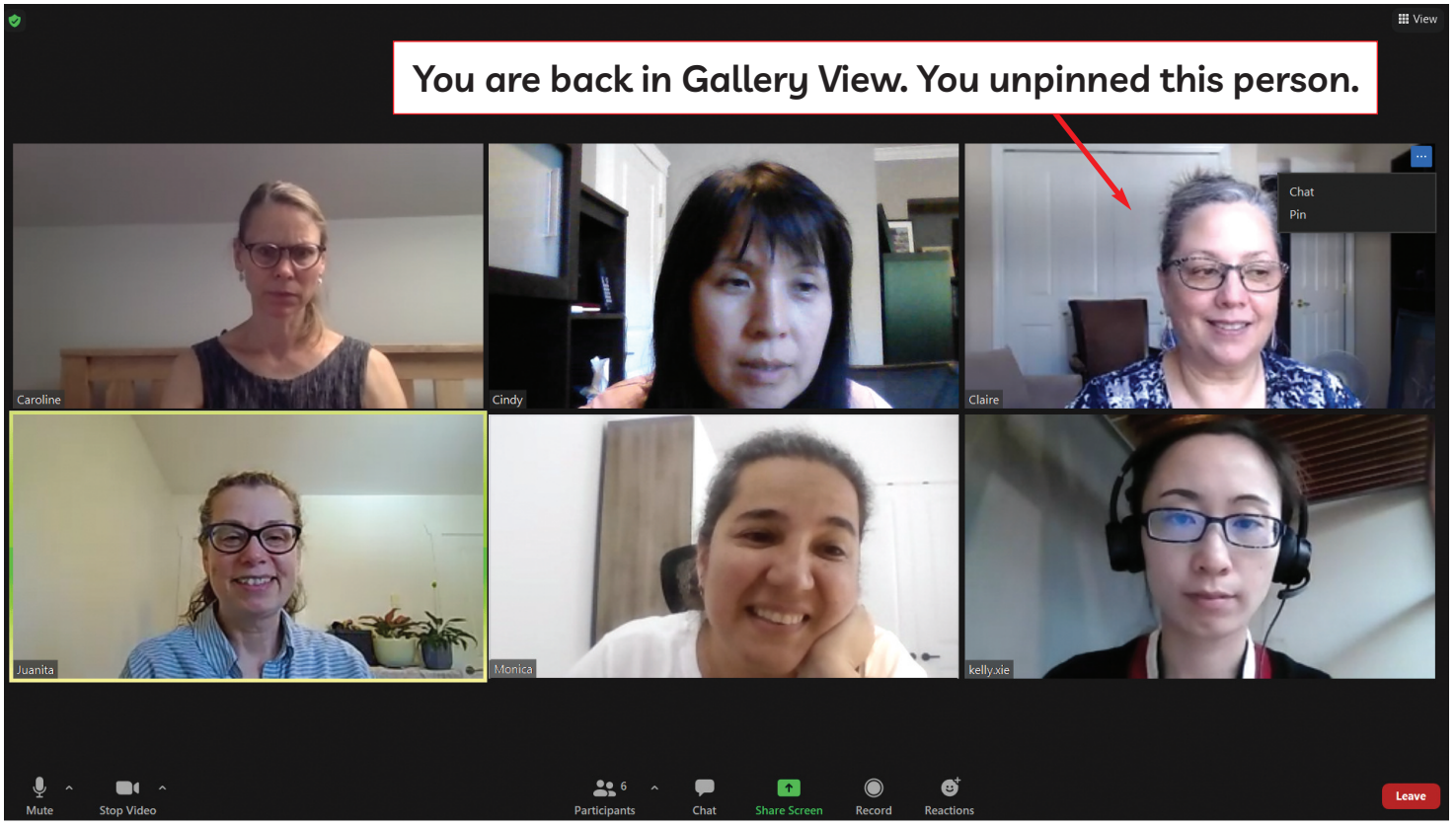




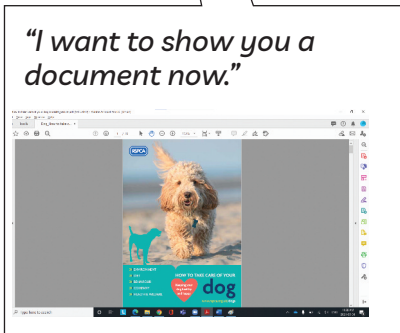
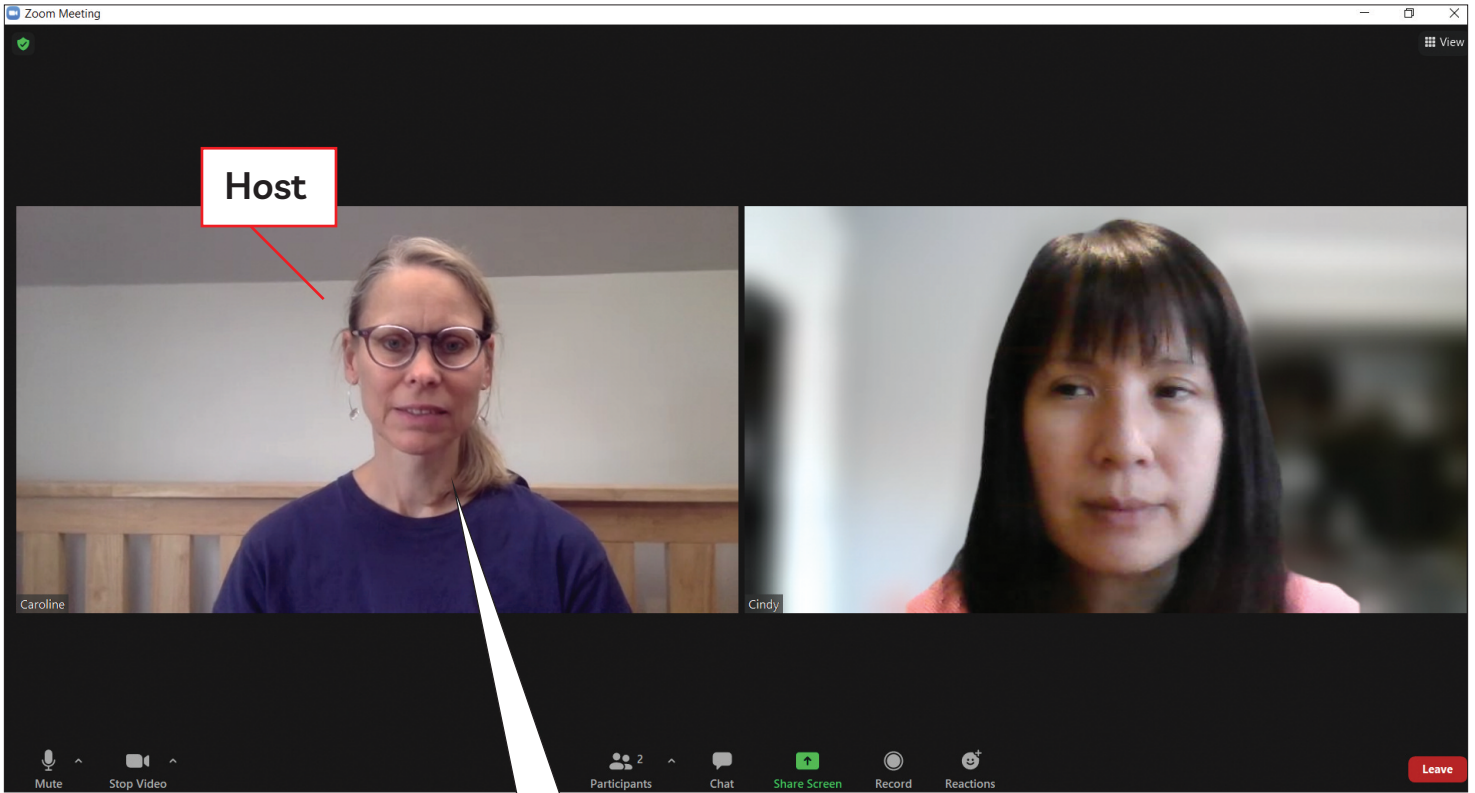
You want to go back to Gallery View.
Click on 

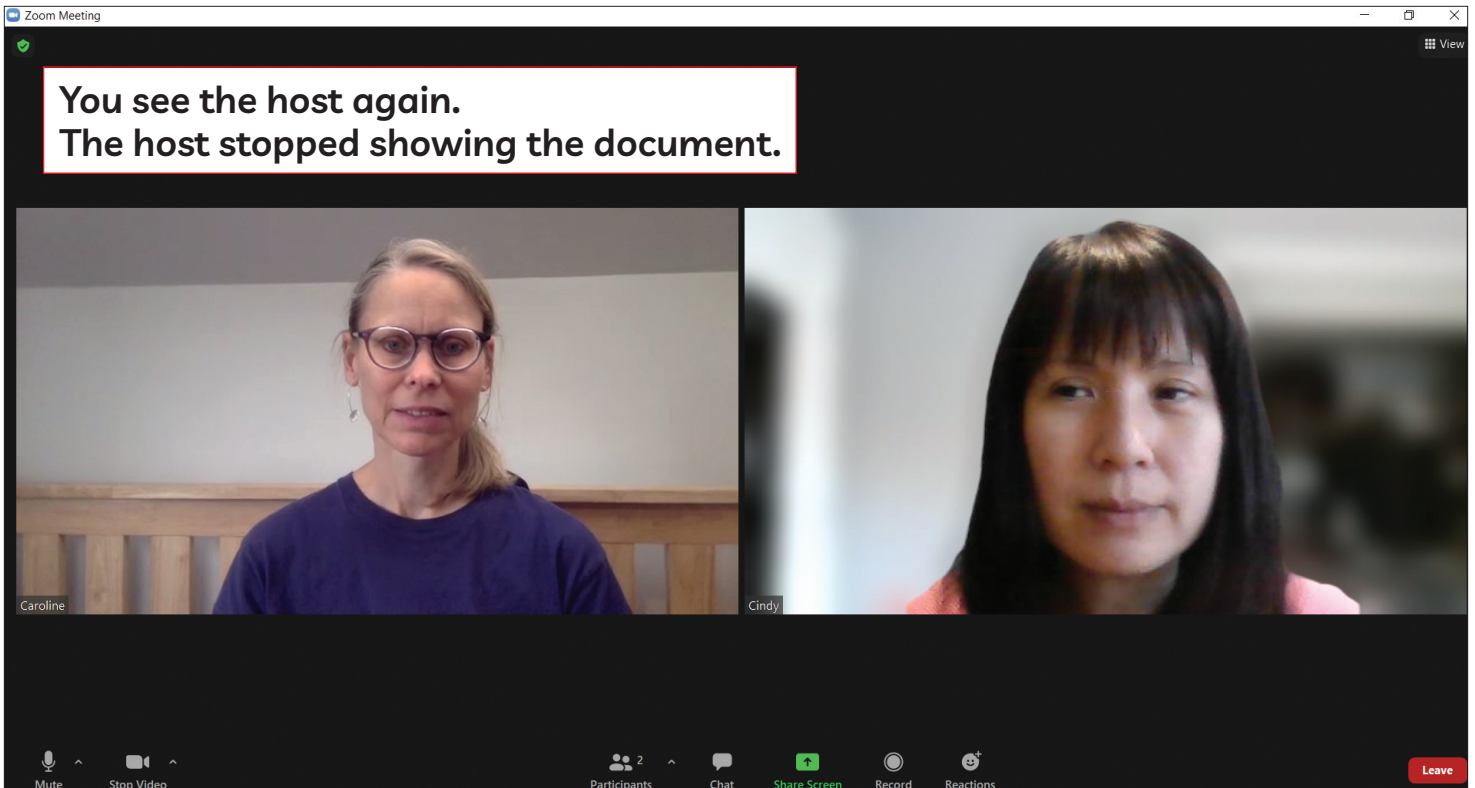
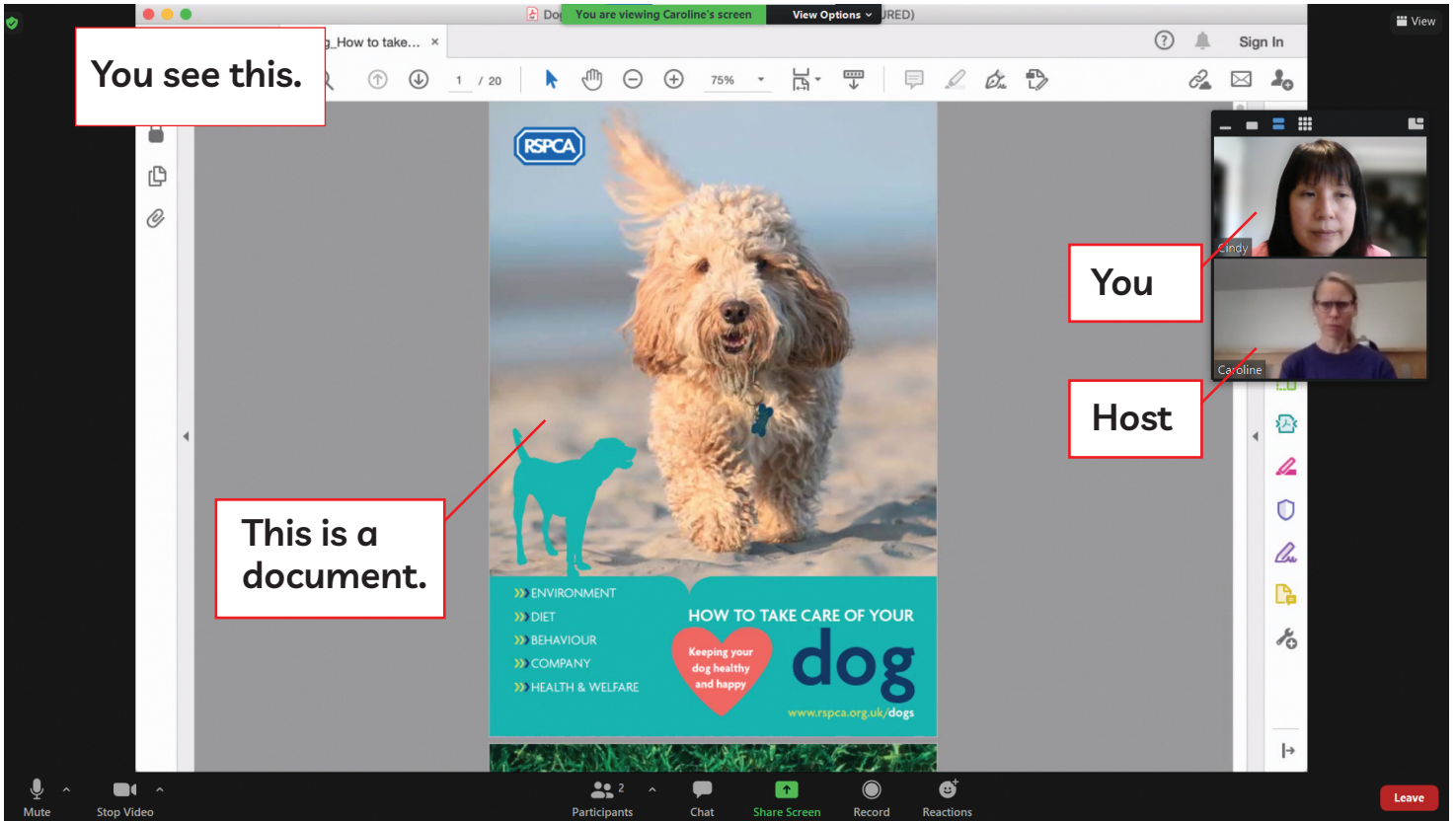


You are back in Gallery View. You unpinned this person.

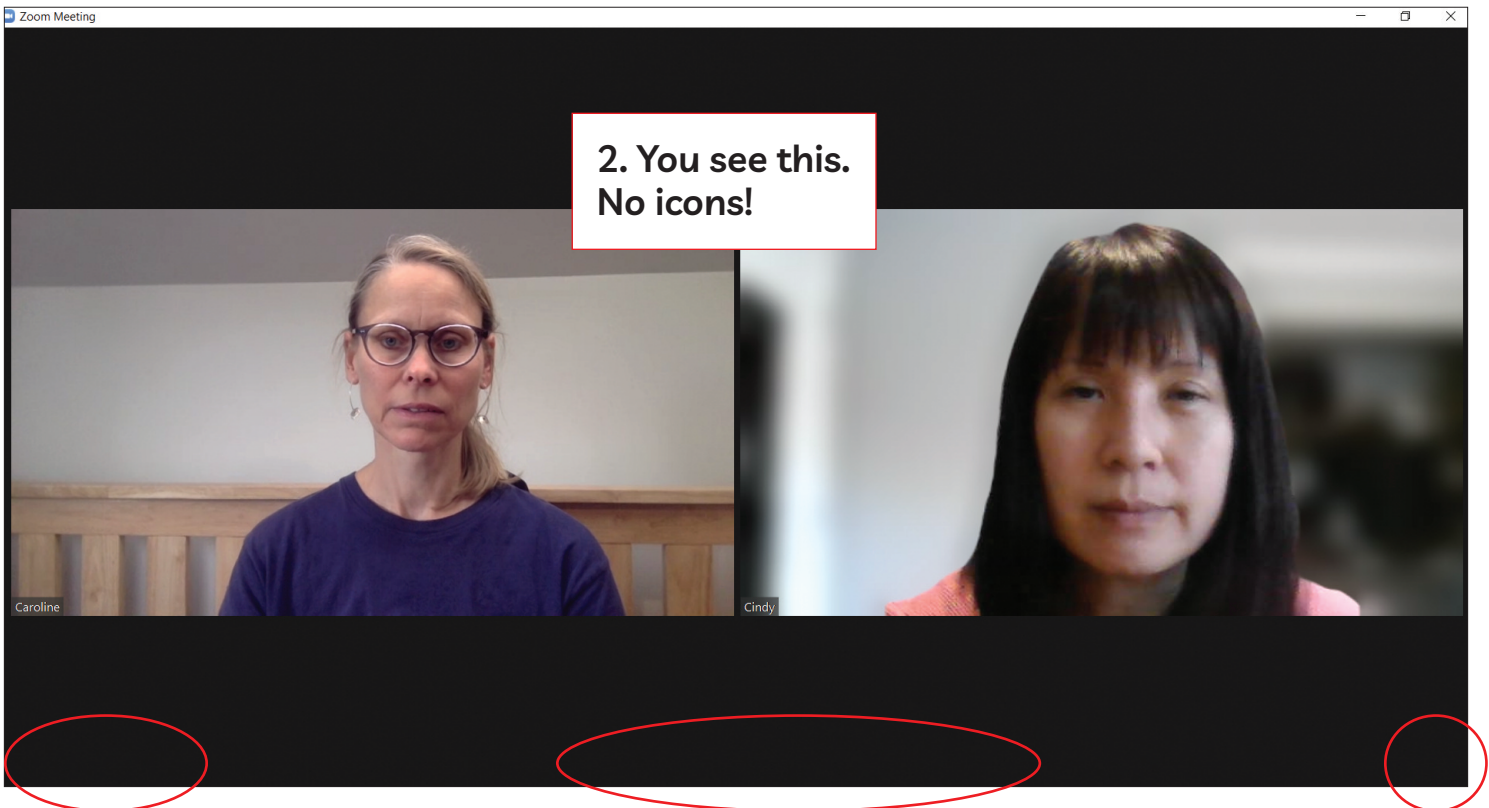
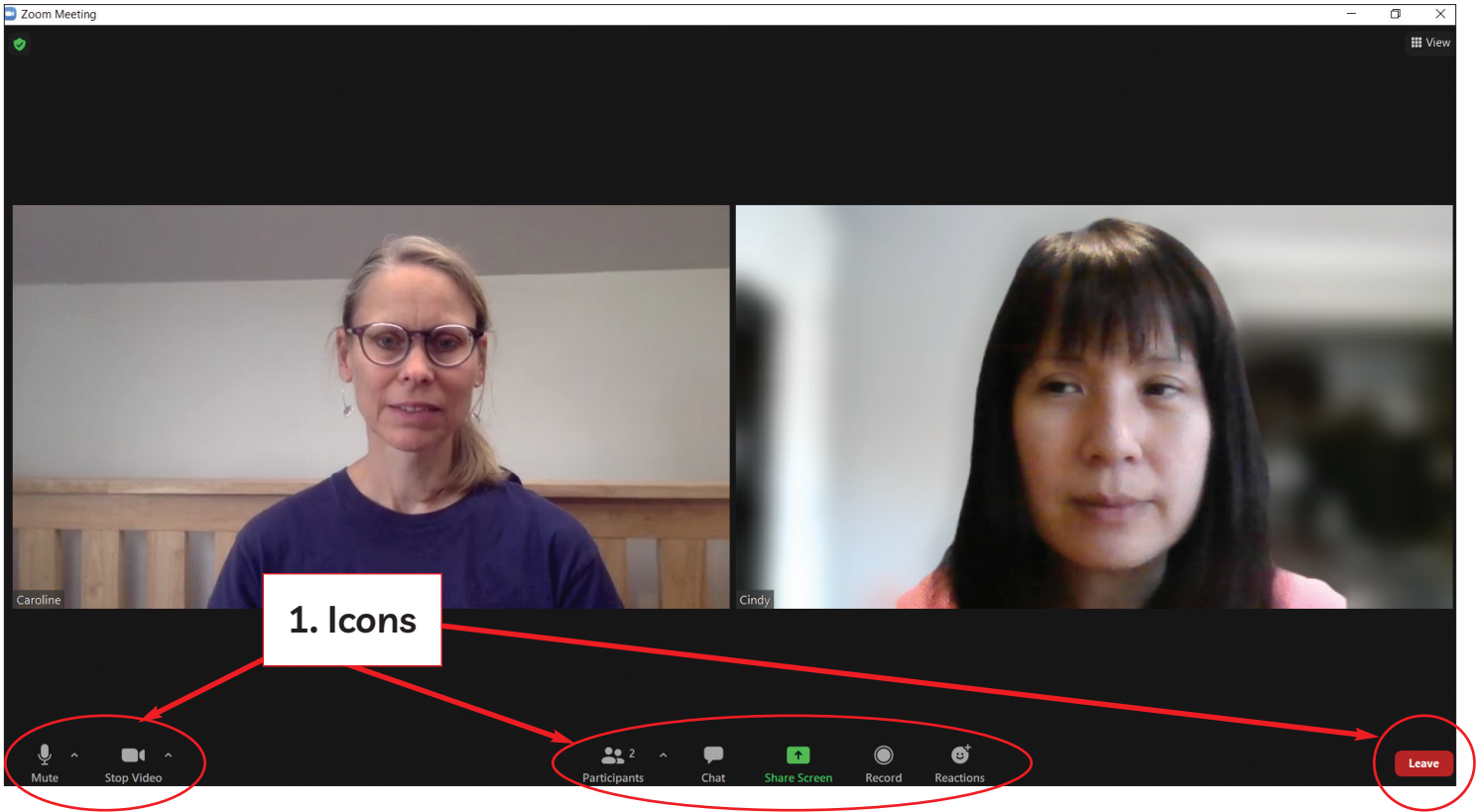


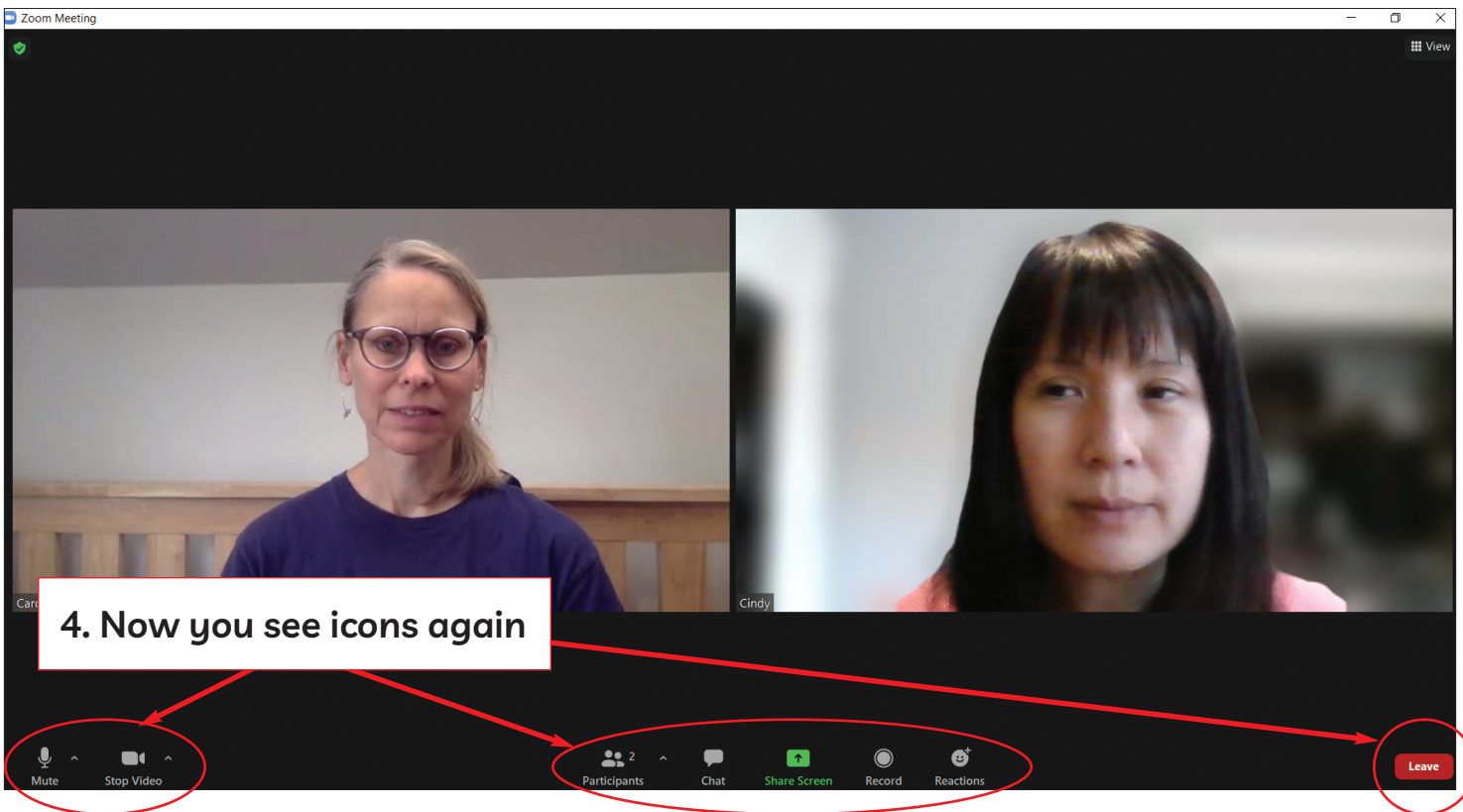
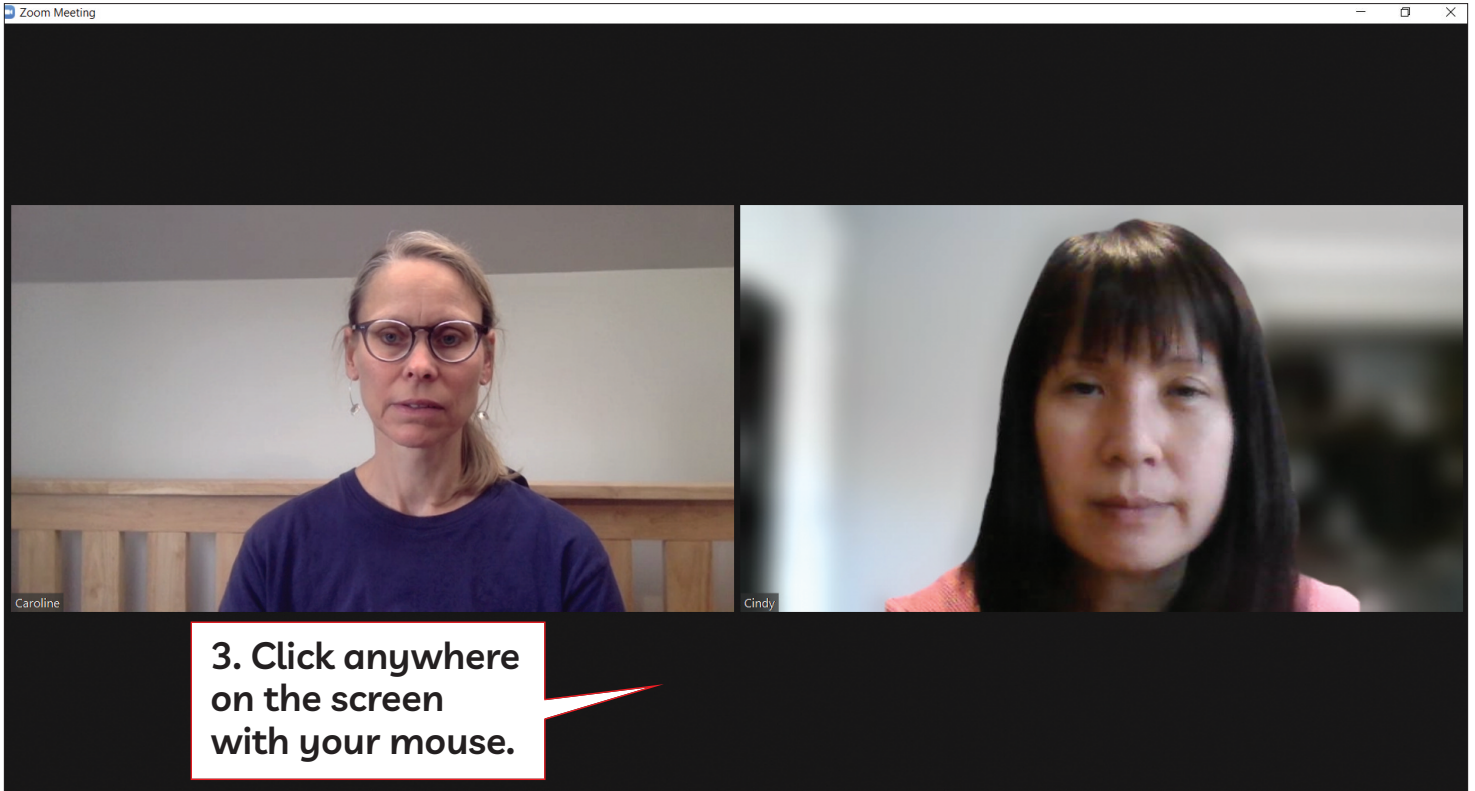
Look at Documents and Media (When Host Shares Screen)



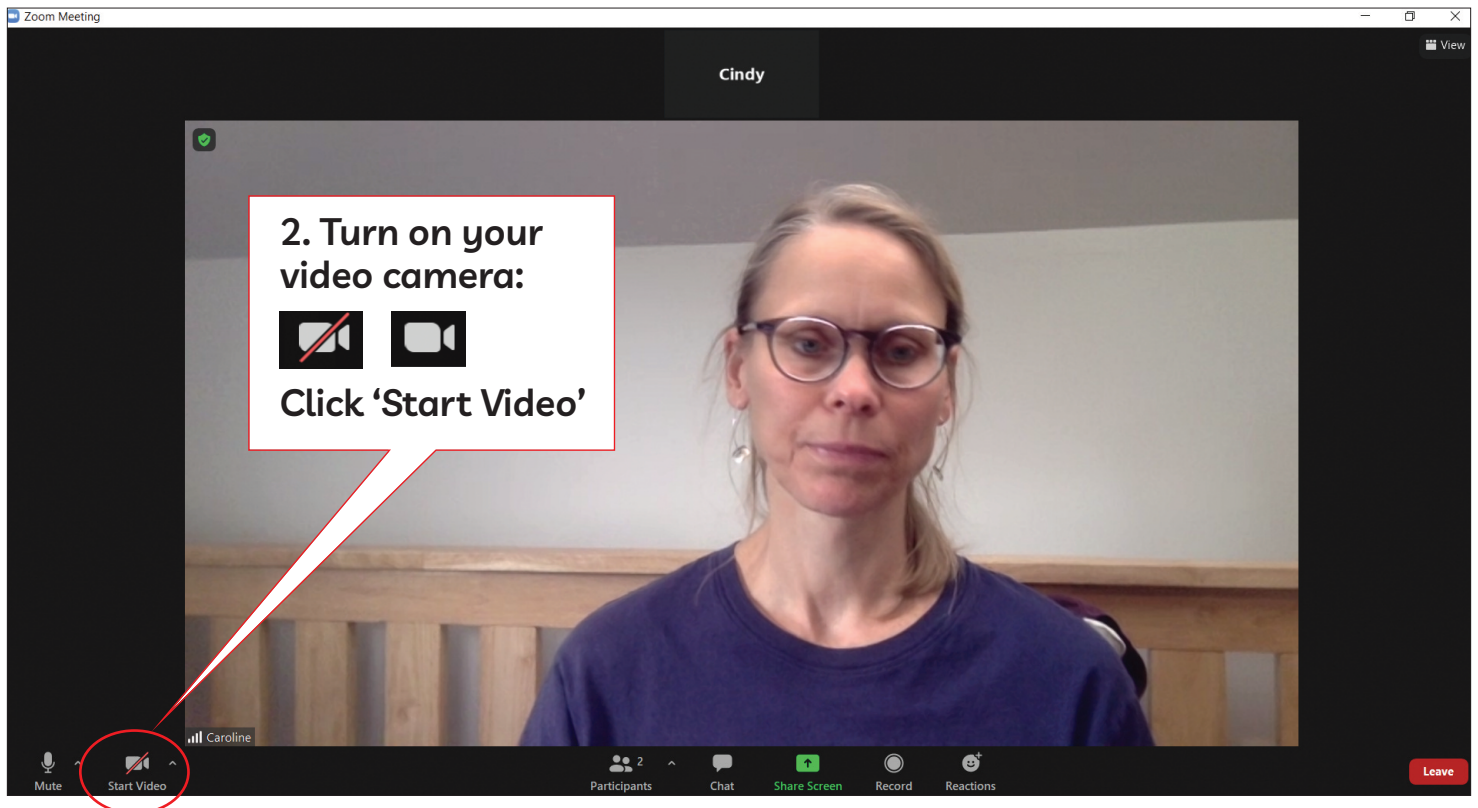
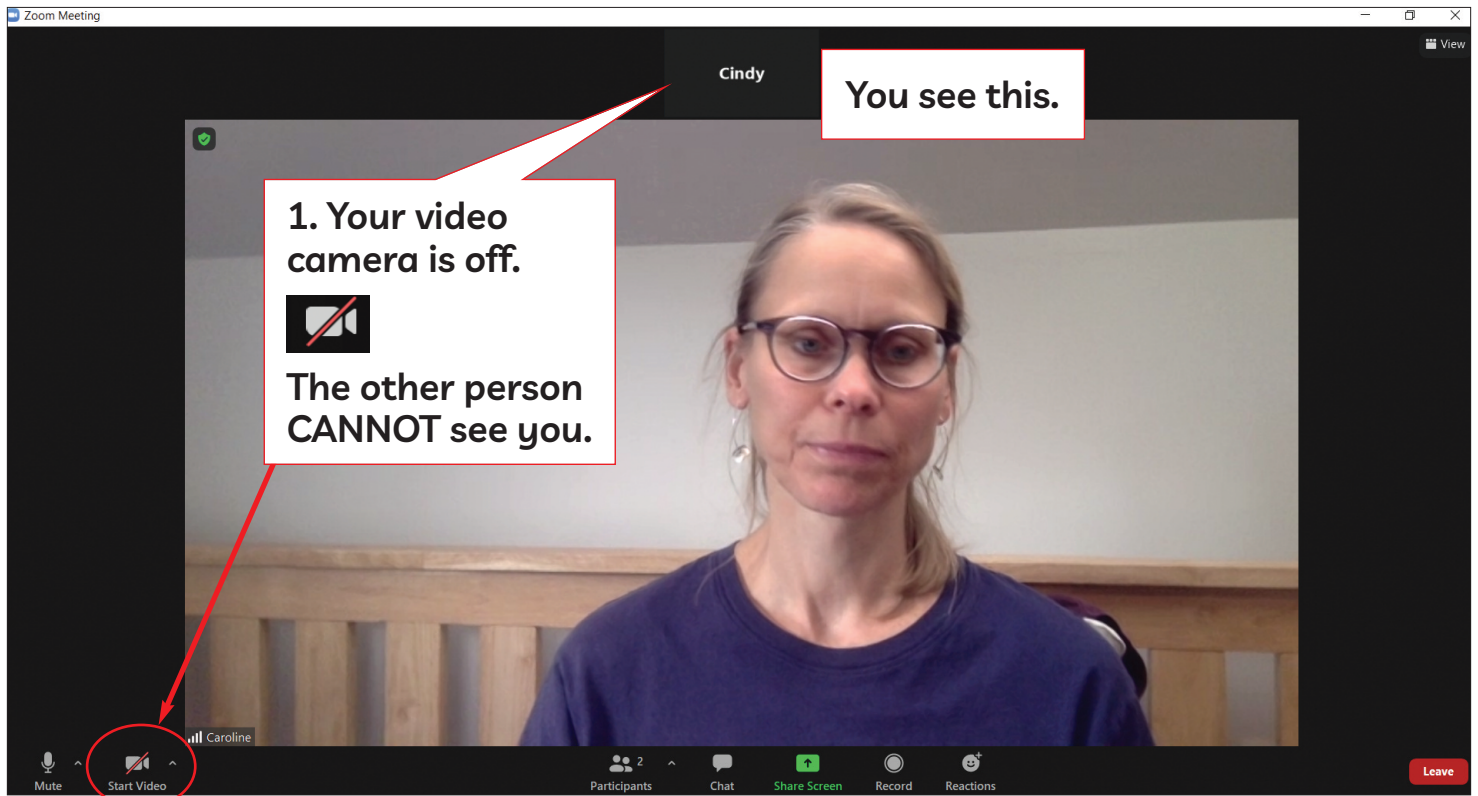


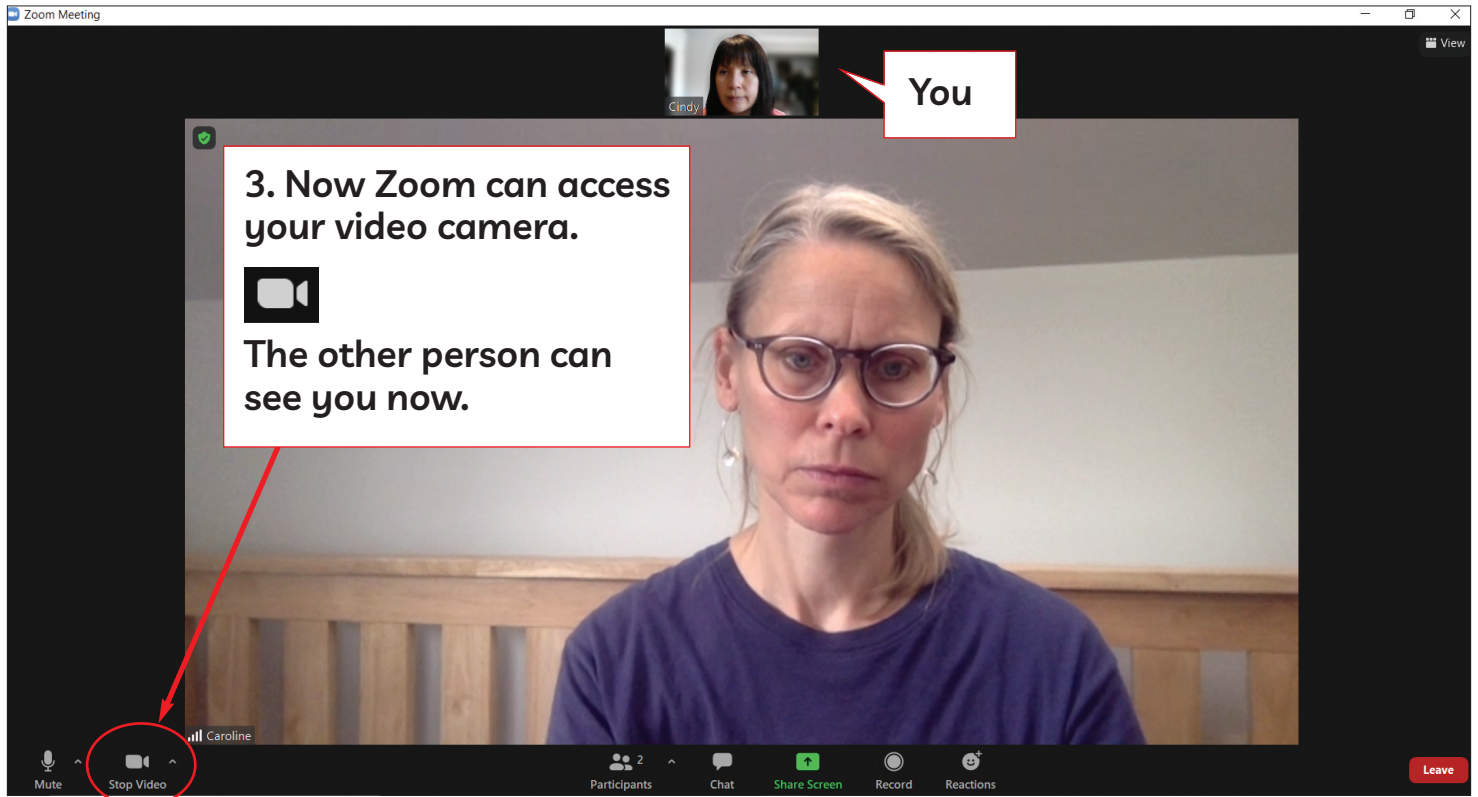
No Icons on Screen – Get Screen Icons Again



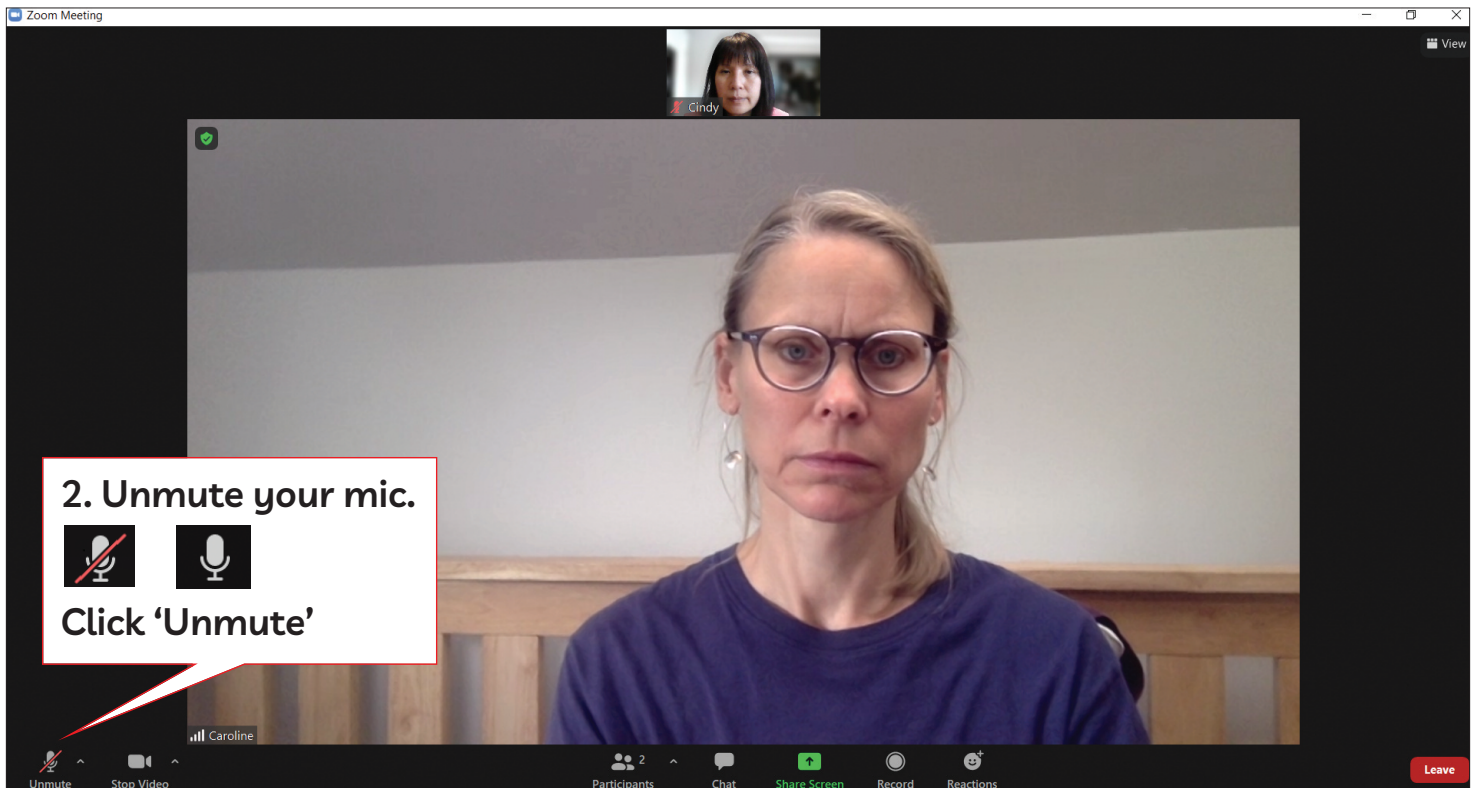
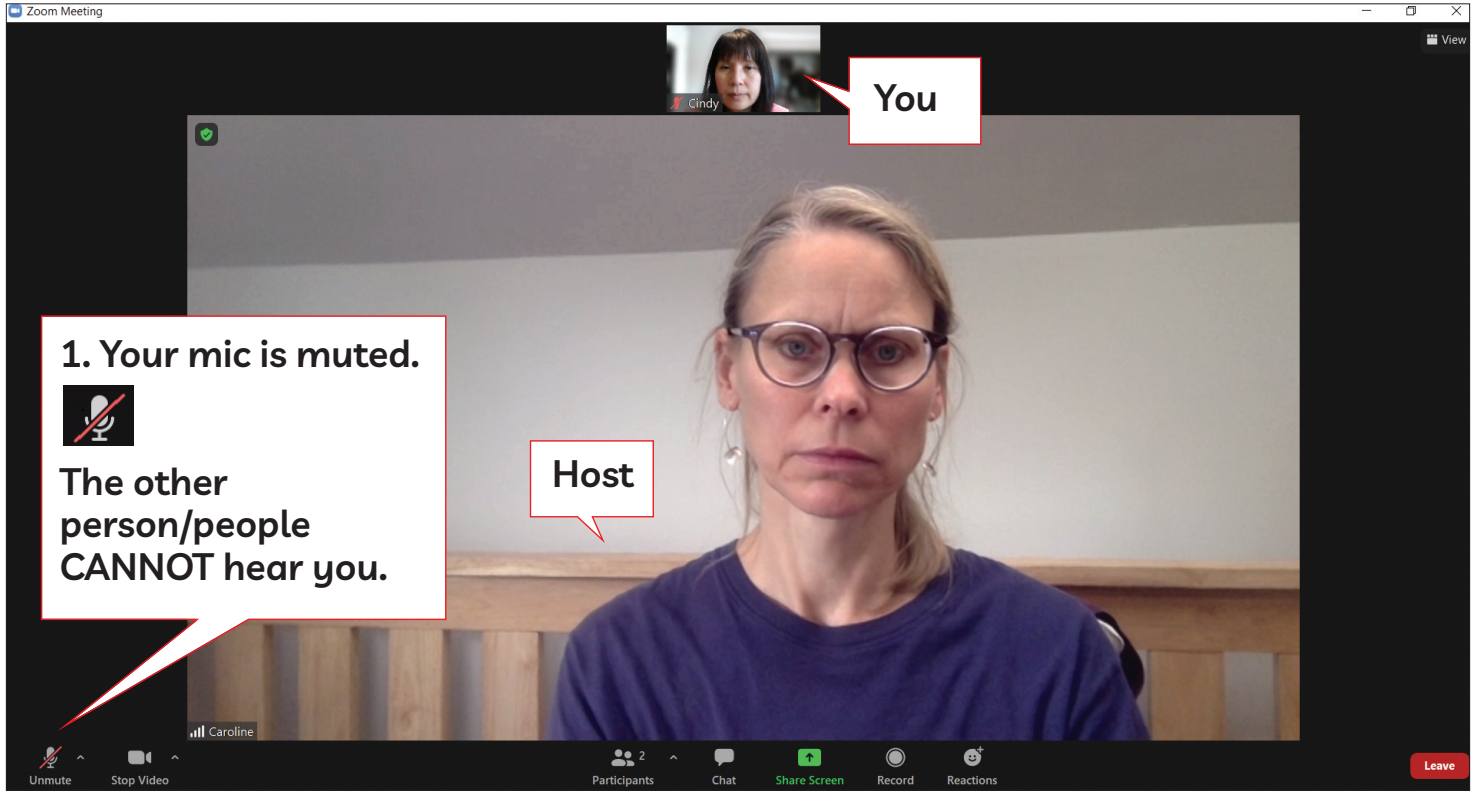


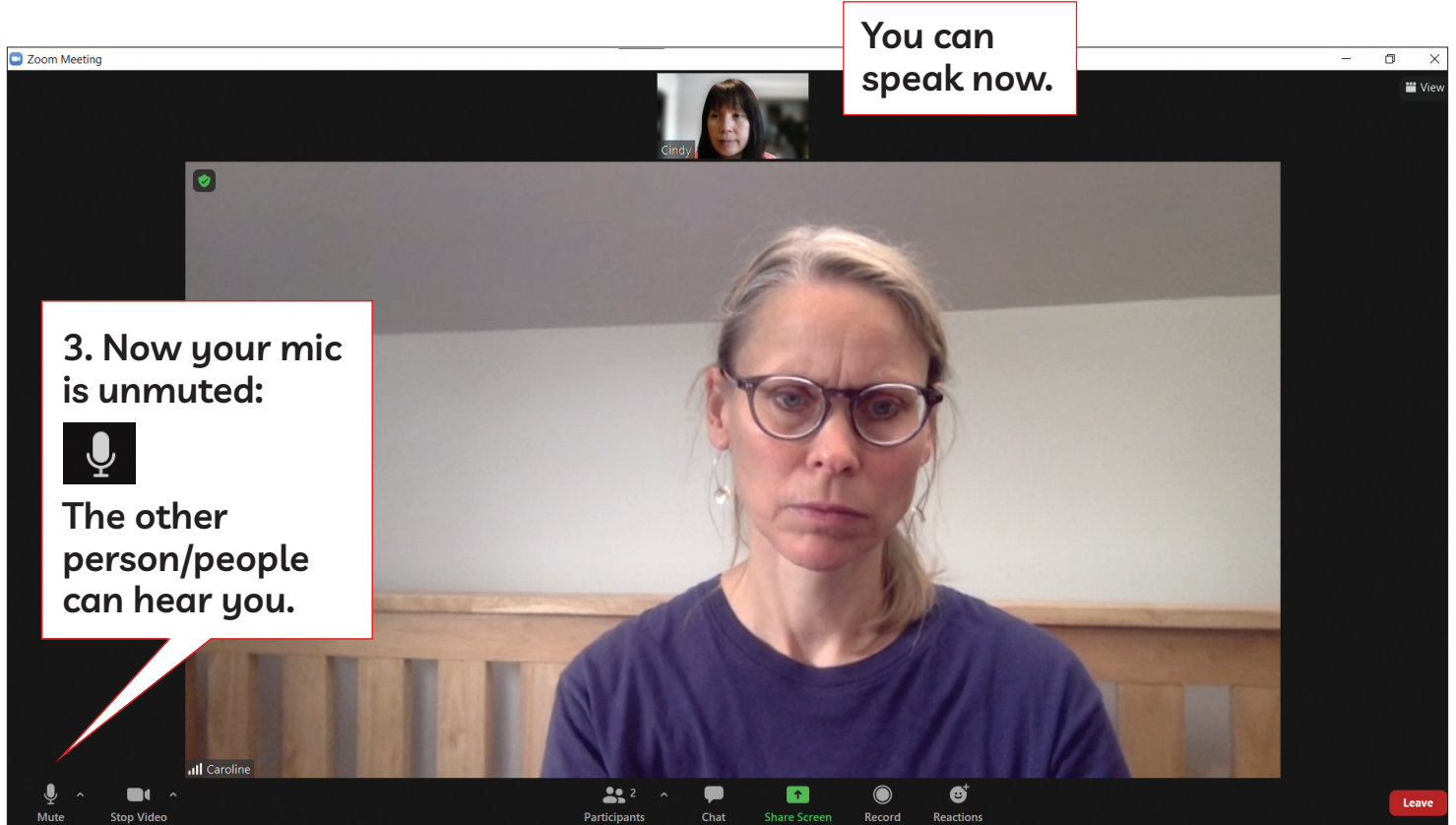
Turn On Video Camera





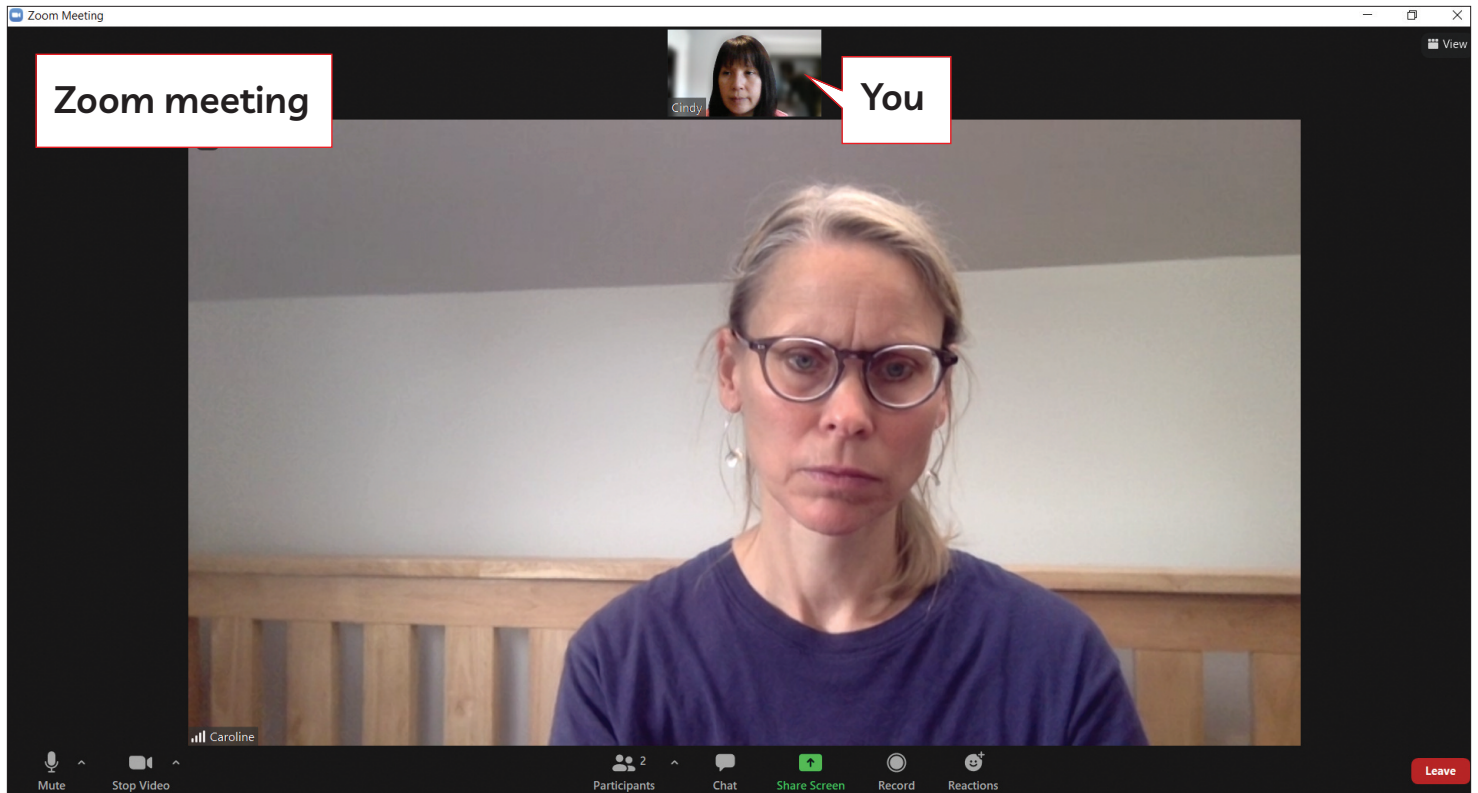
Turn On Mic (Microphone)





The image shows a Zoom meeting window. At the top right, a red-bordered box contains the text "You can speak now." In the center, a video feed shows a woman with glasses and a purple shirt. To the left of the video, a white callout box with a red border contains the text "3. Now your mic is unmuted:" followed by a microphone icon and "The other person/people can hear you." The Zoom control bar at the bottom includes buttons for Mute, Stop Video, Participants, Chat, Share Screen, Record, Reactions, and a red Leave button.

Take a Break During the Meeting: Turn Off Video and Mic



**You need to take a break:
Go to the bathroom**



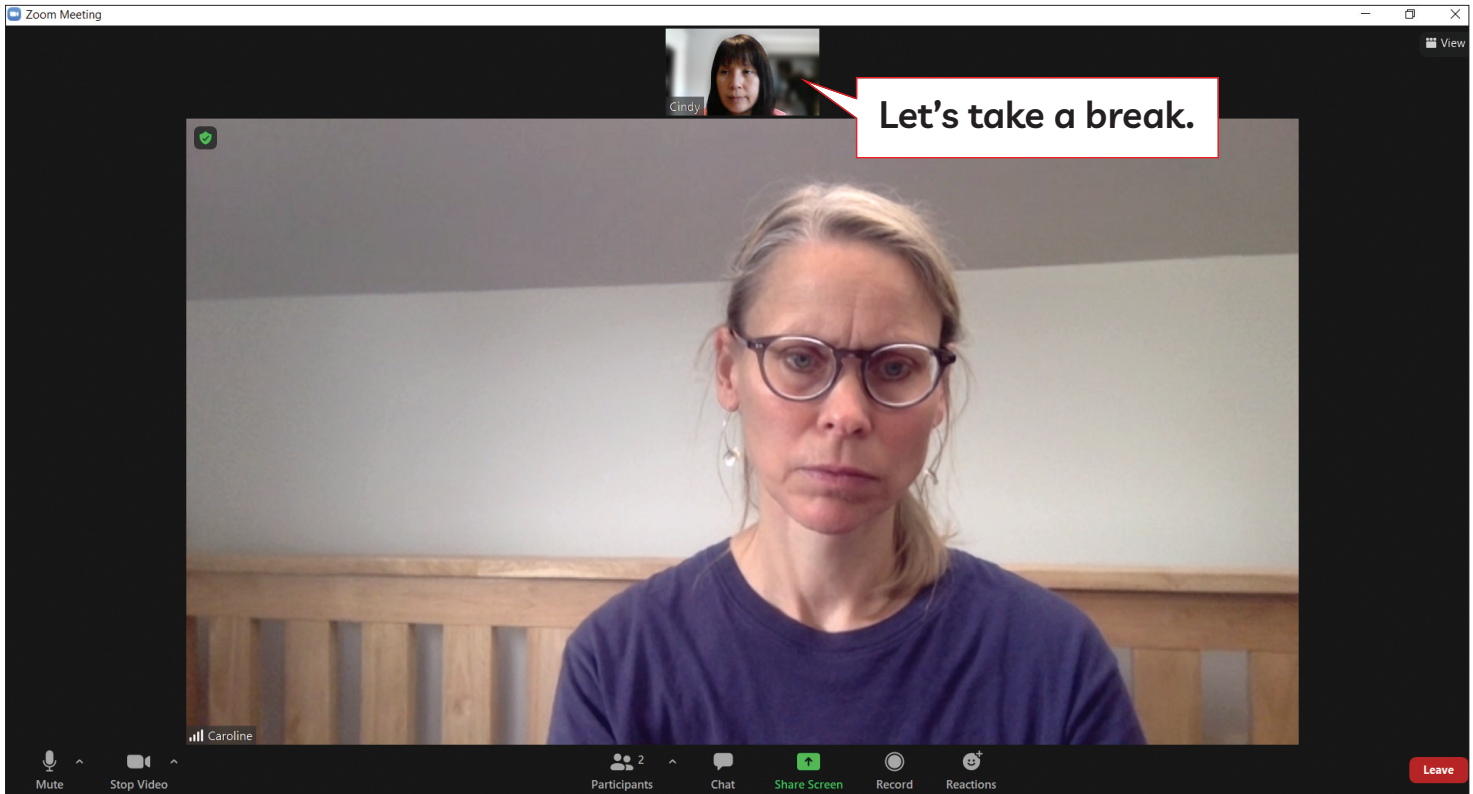
Get something to drink



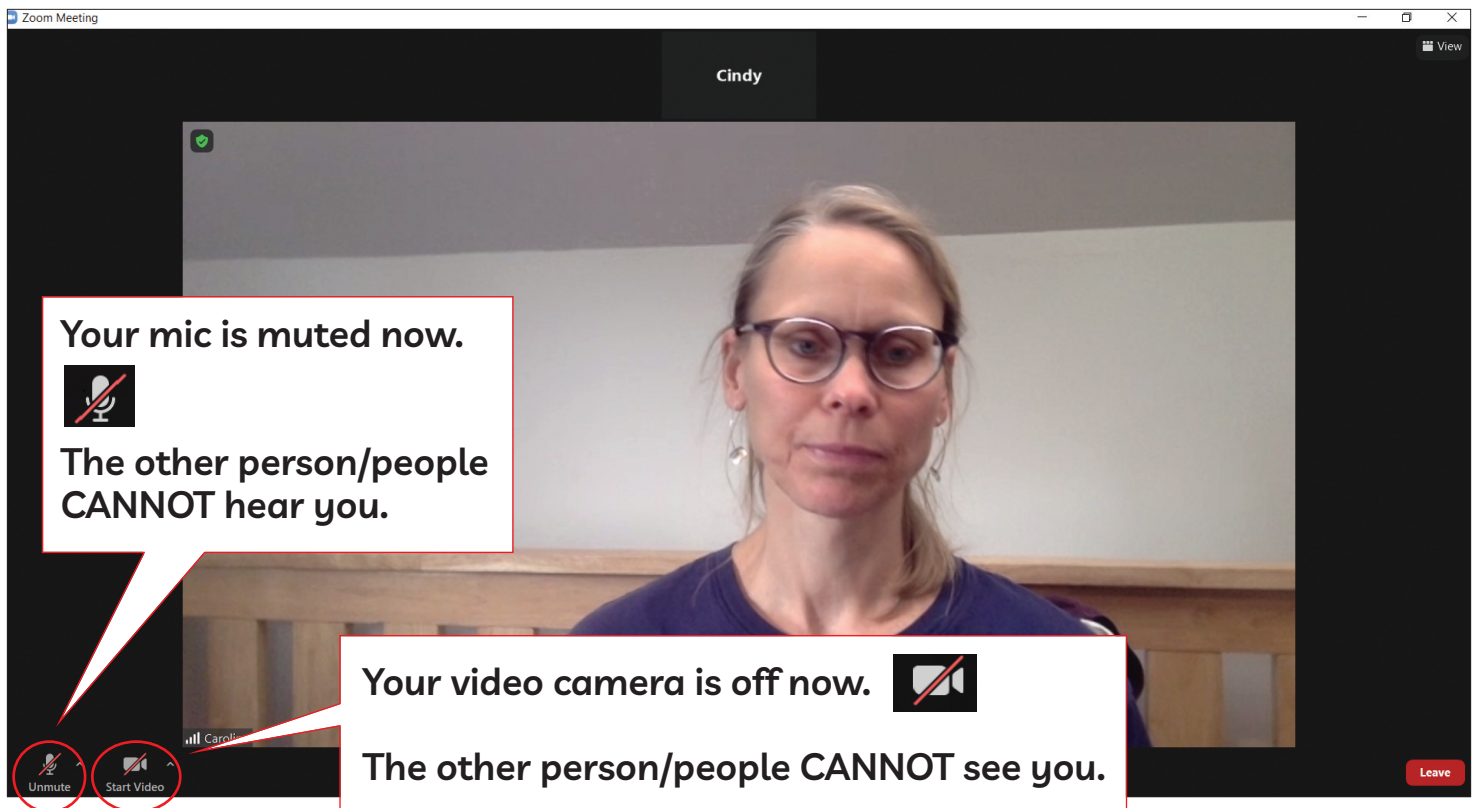
Feed your child, etc...



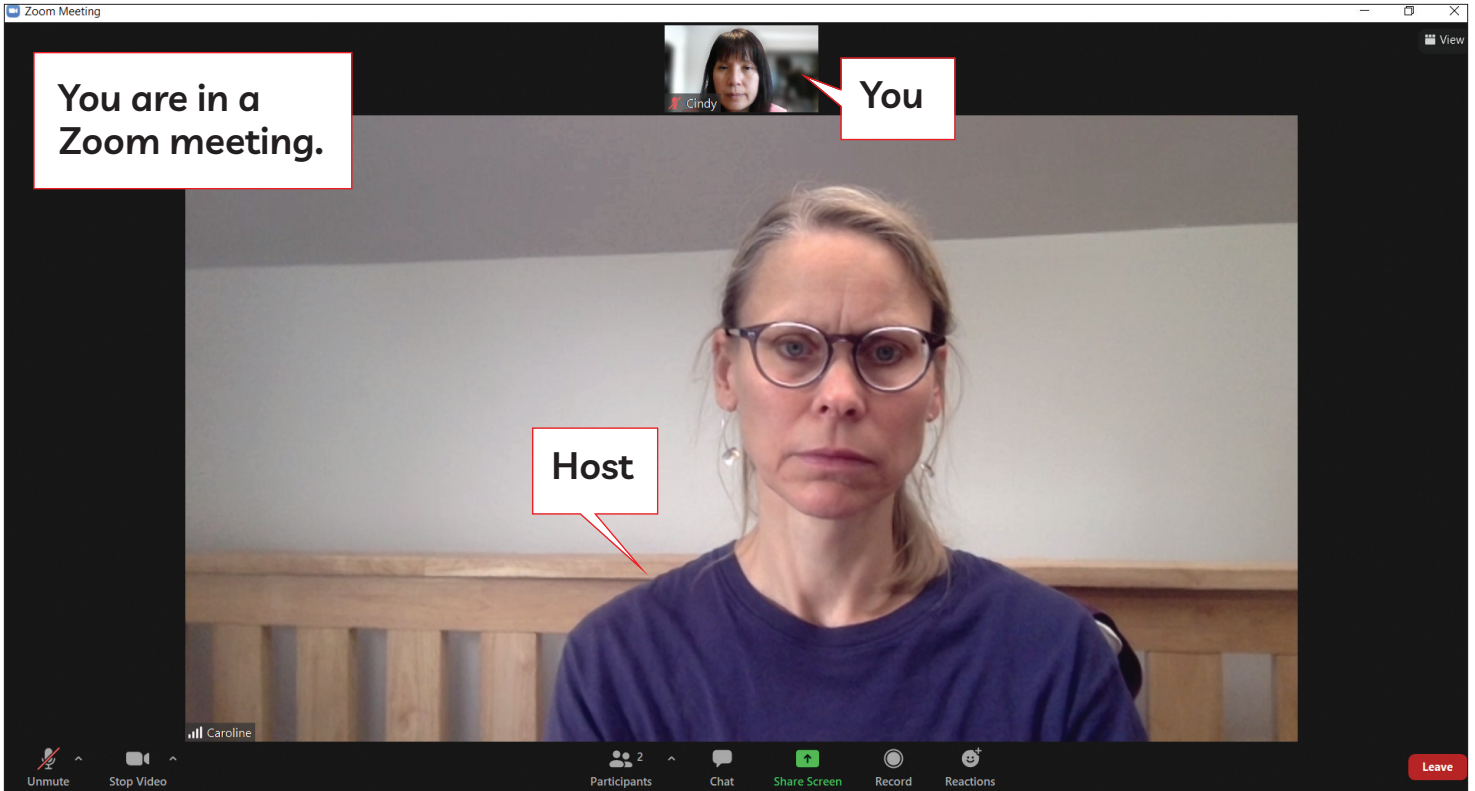
**You need to take a break.
You don't want people in Zoom to see and hear you.
What do you do?**



Before you take a break: turn off your video camera and mute your mic



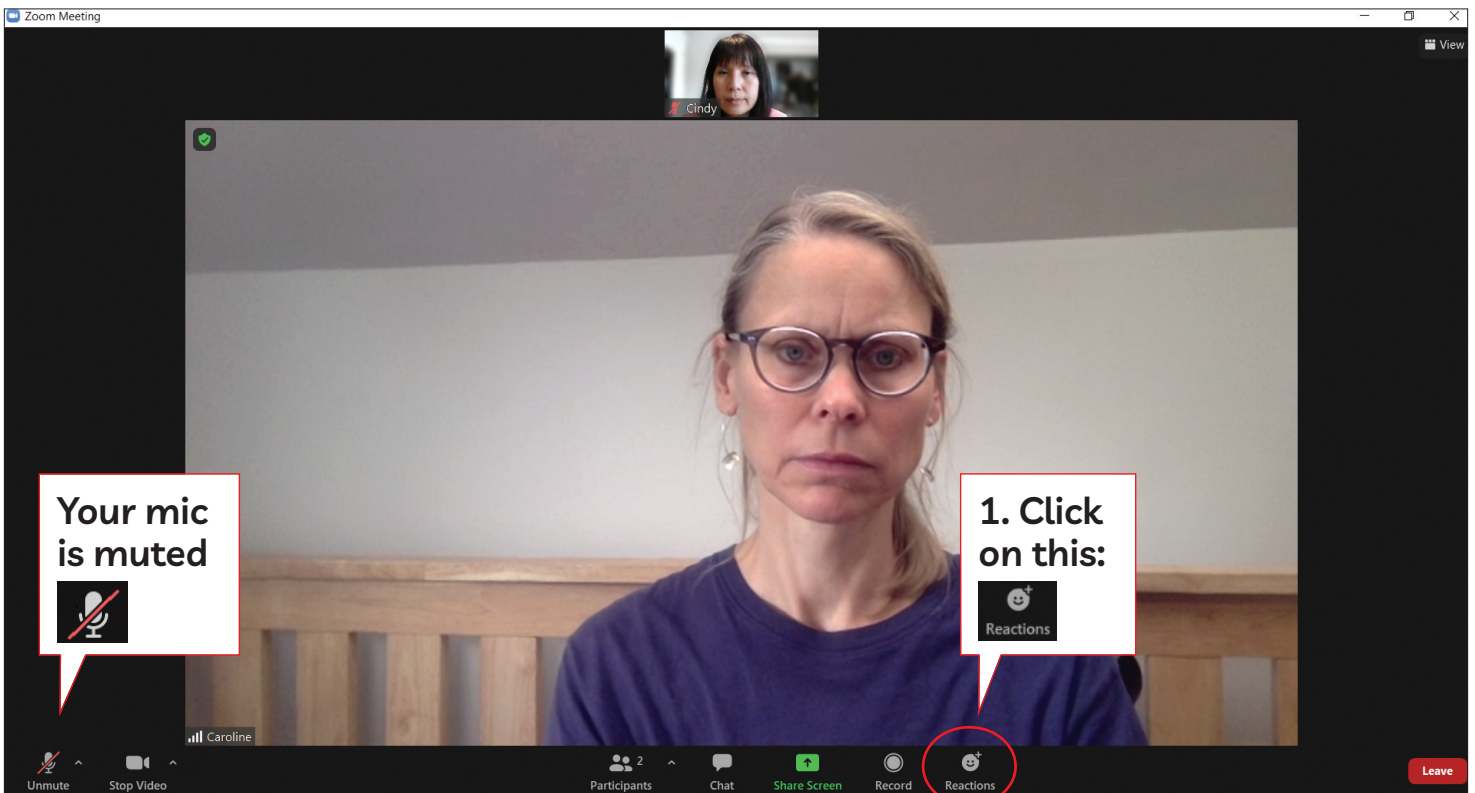
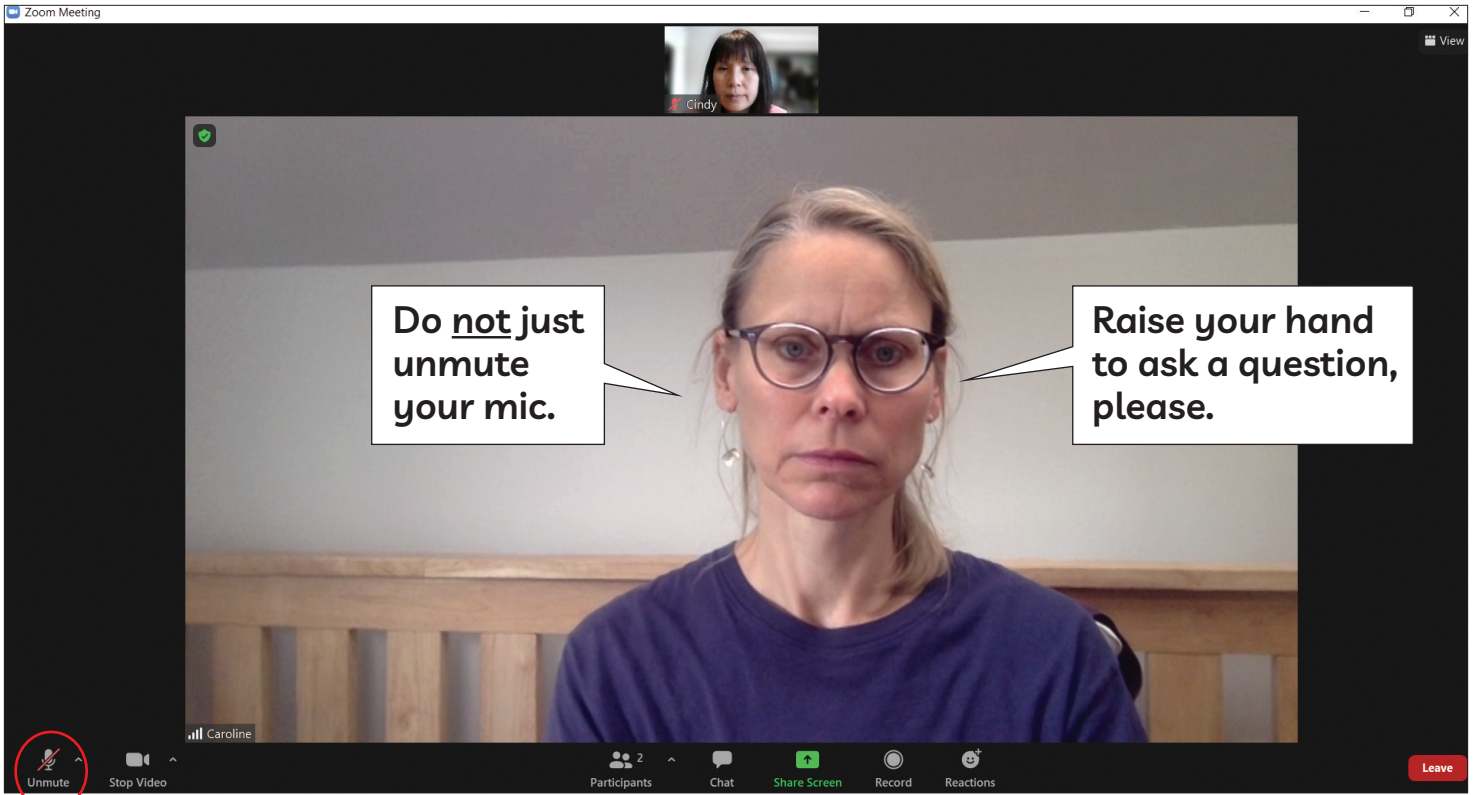
Ask a Question: Raise Your Hand

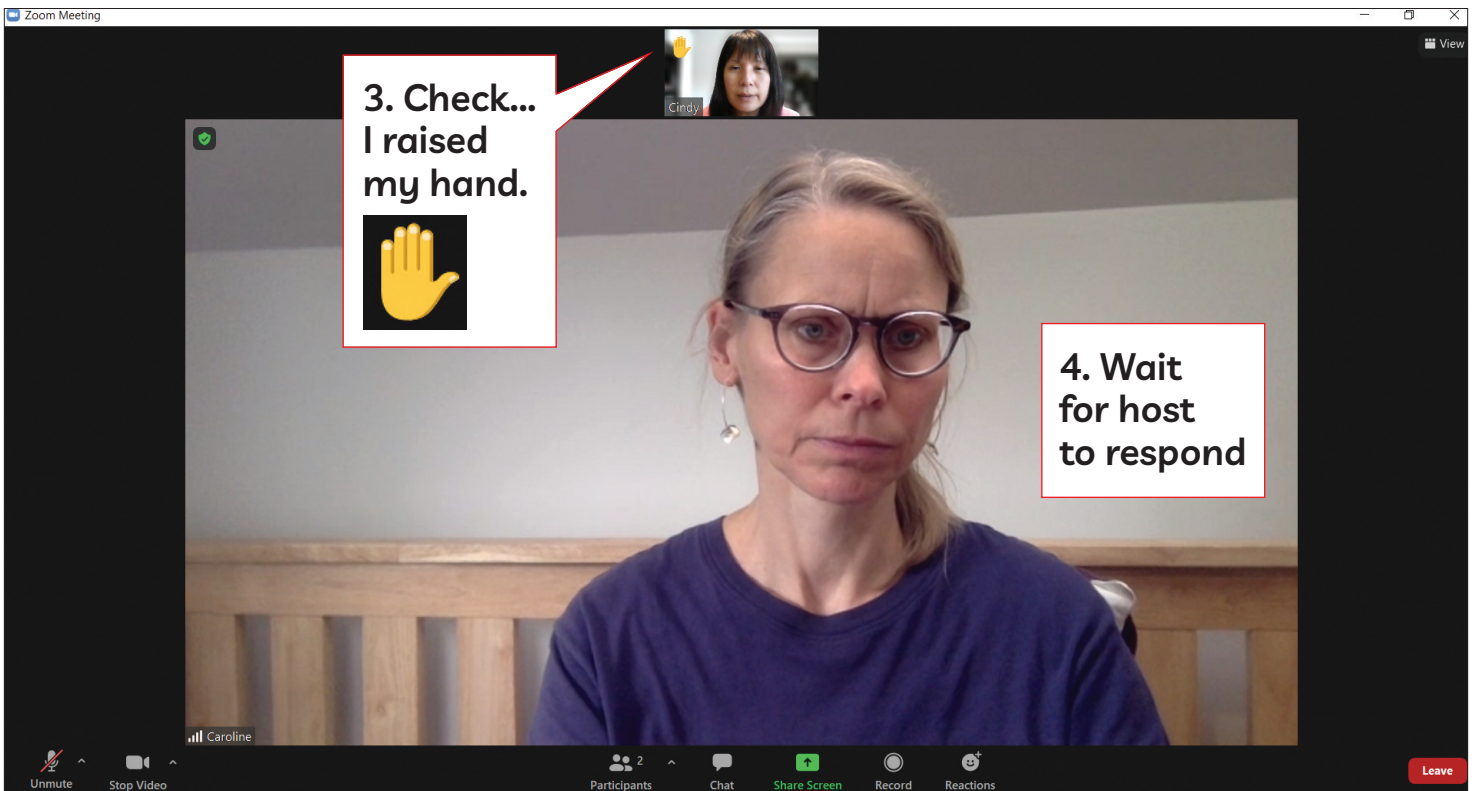
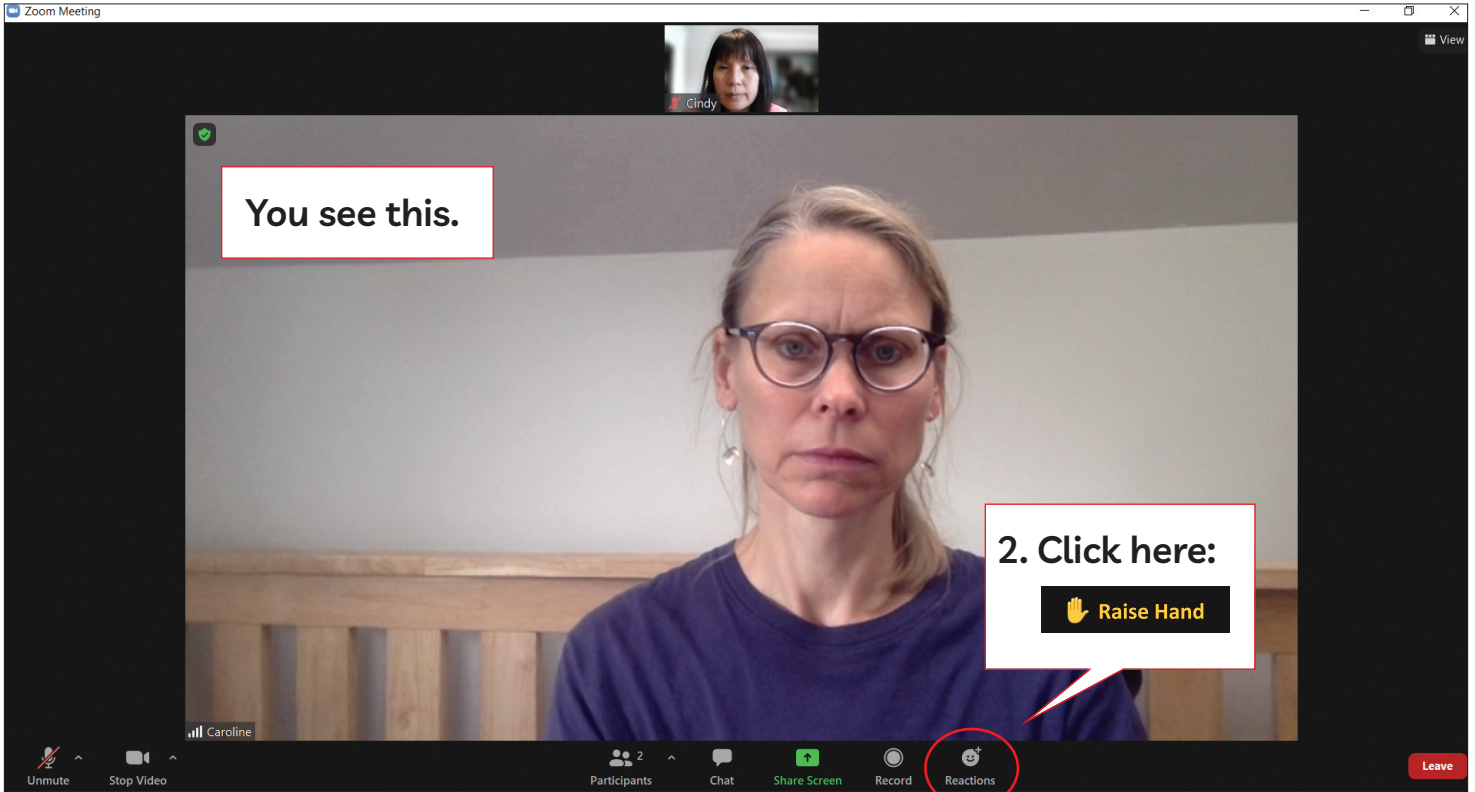


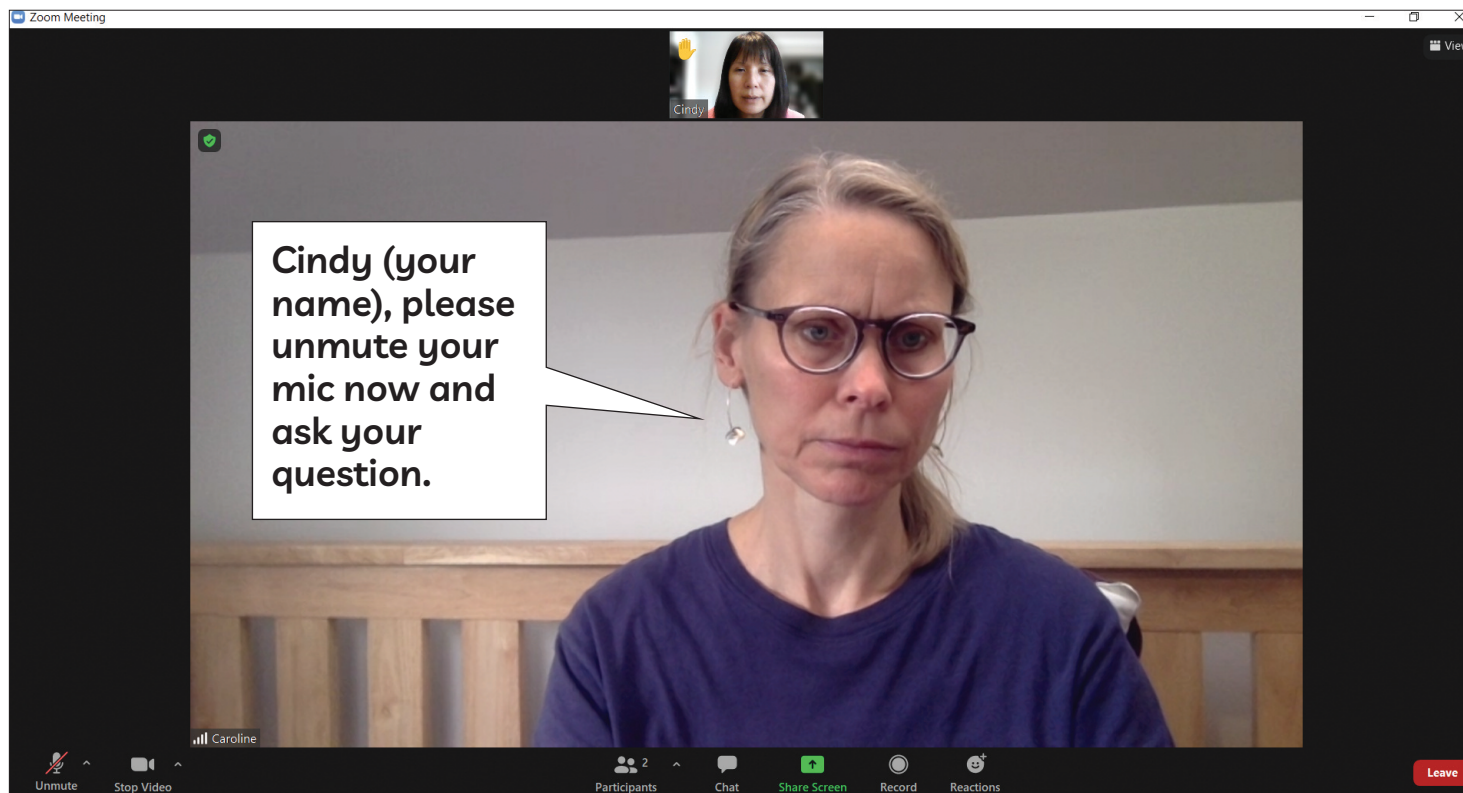
You want to ask a question

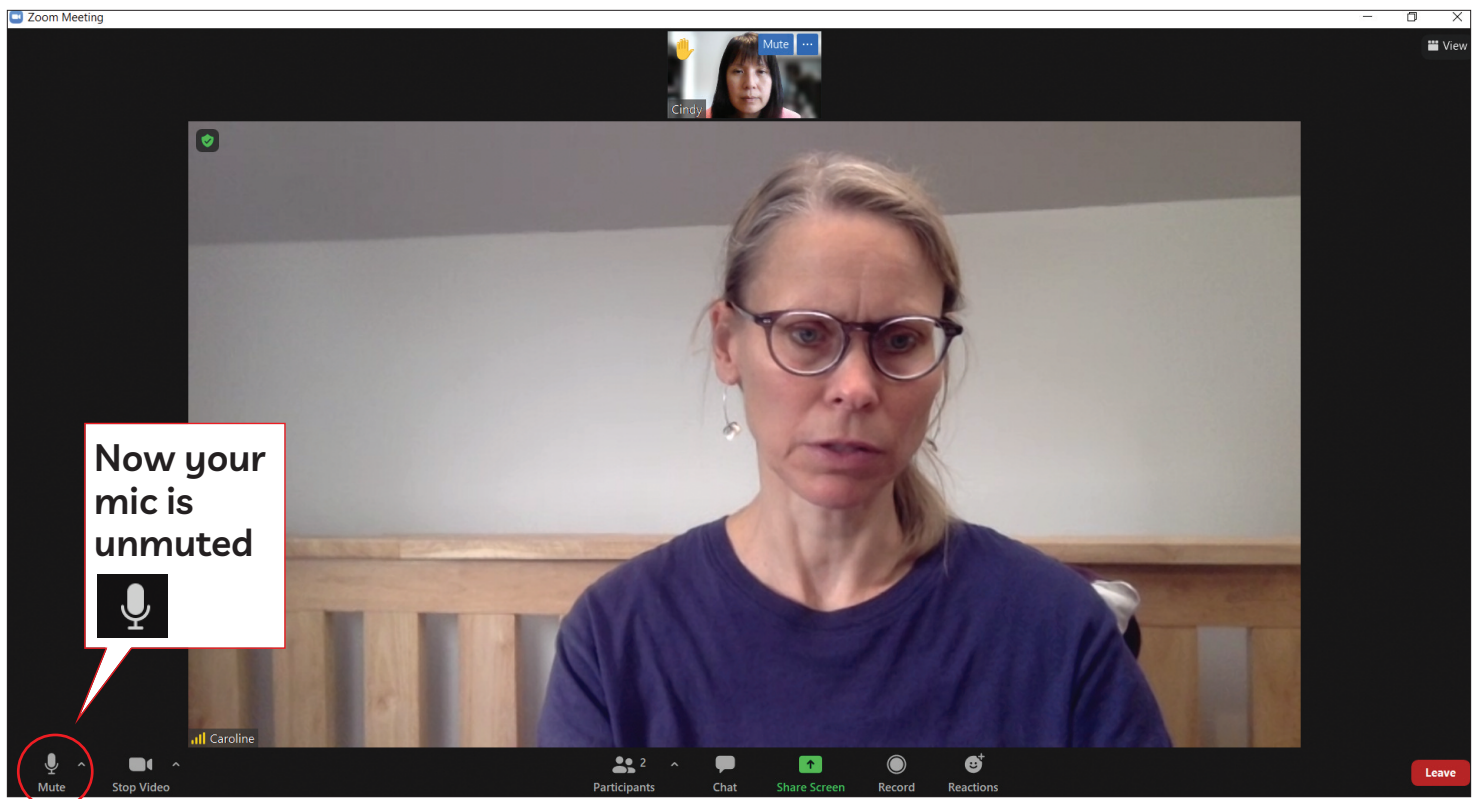
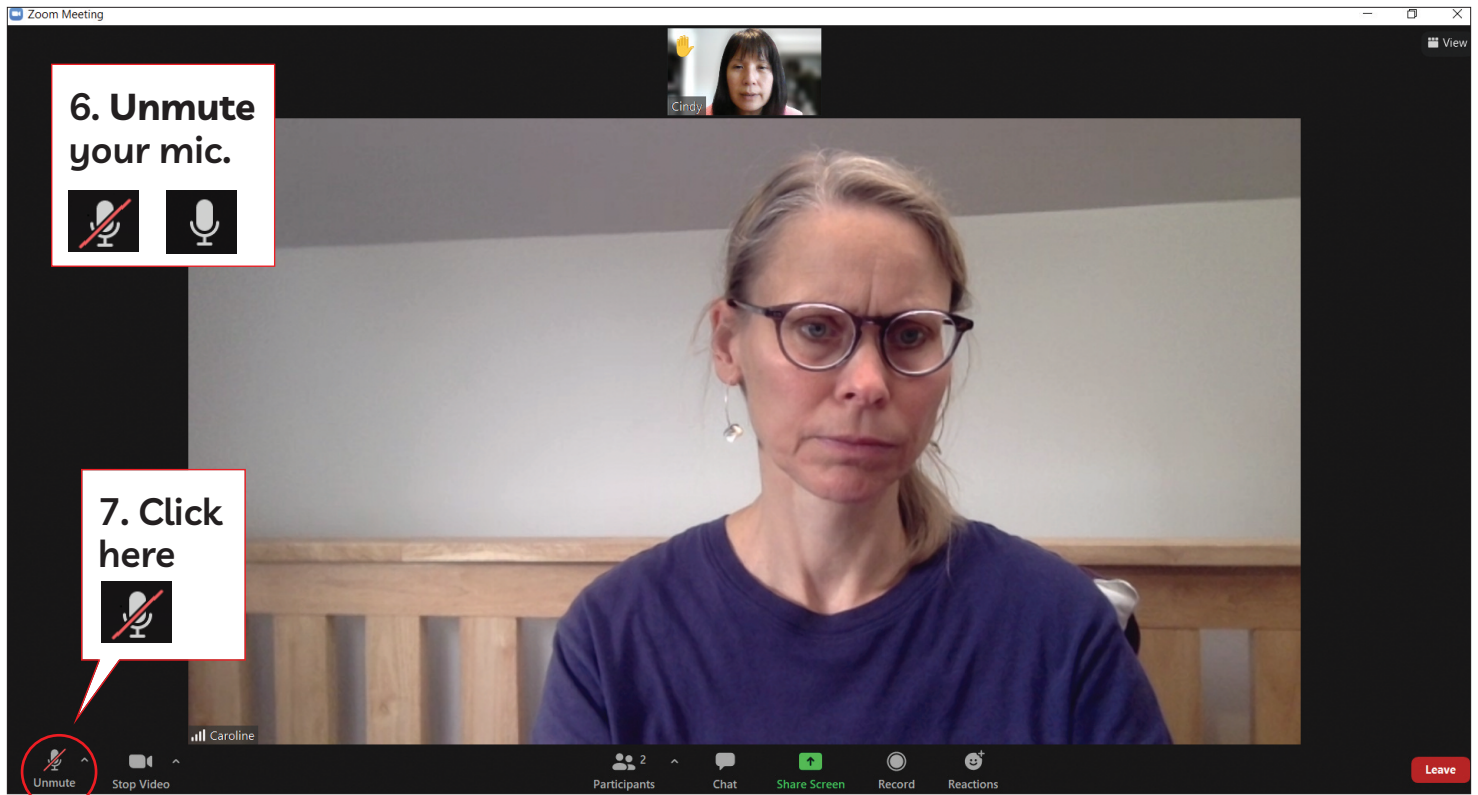


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.....?
.....?

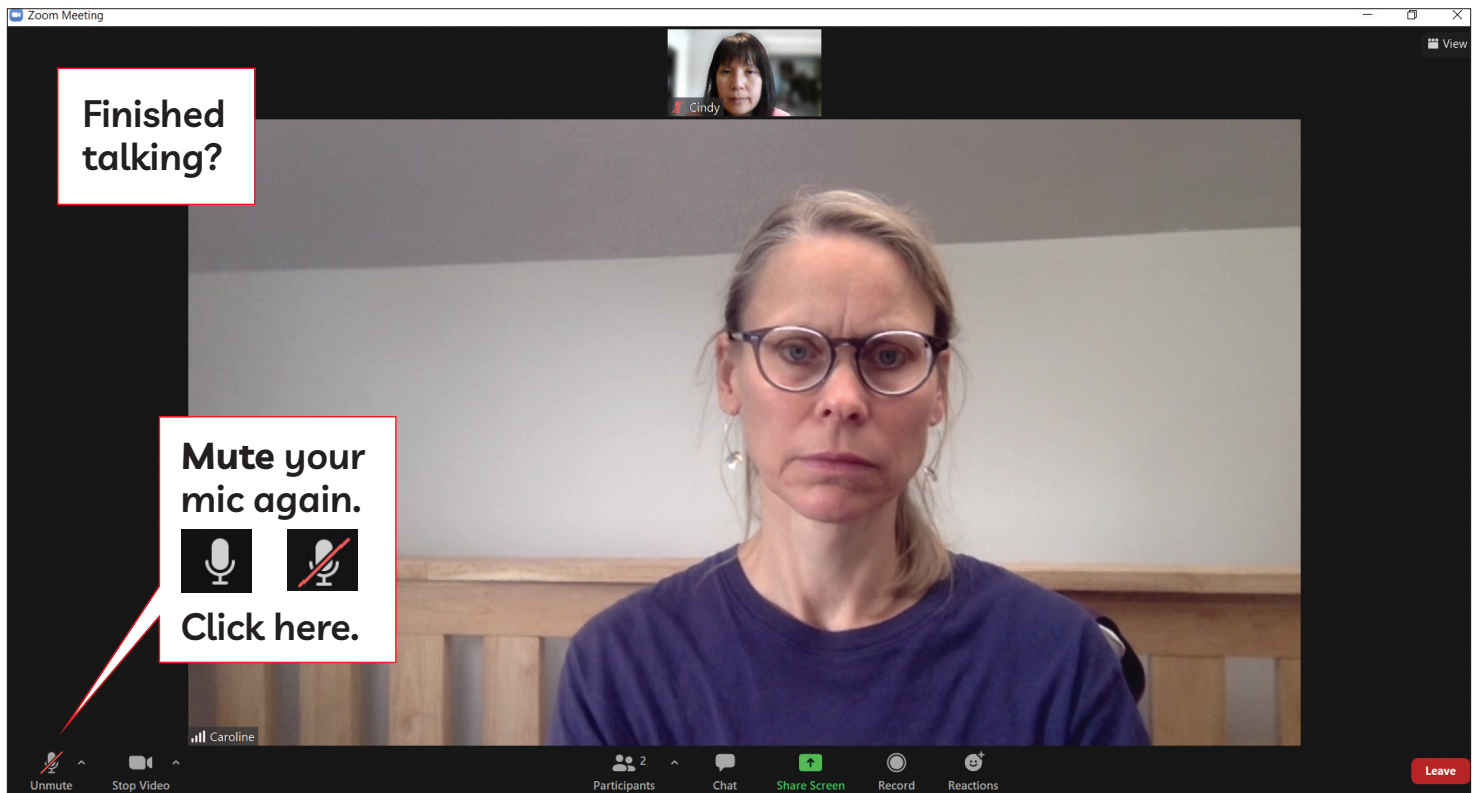
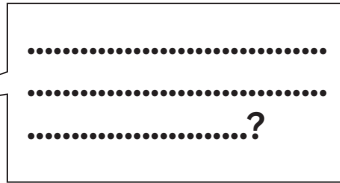








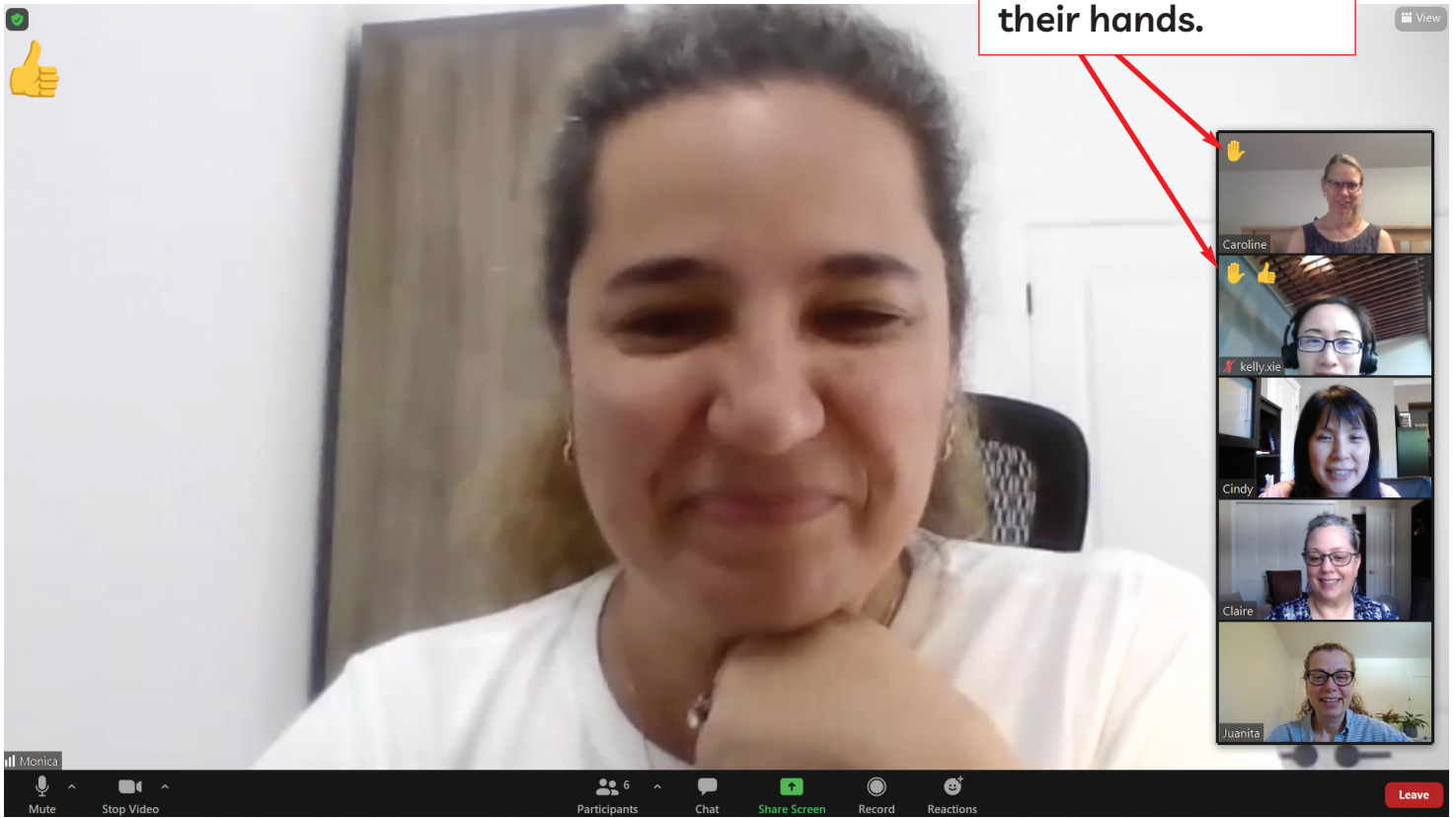
Ask your question



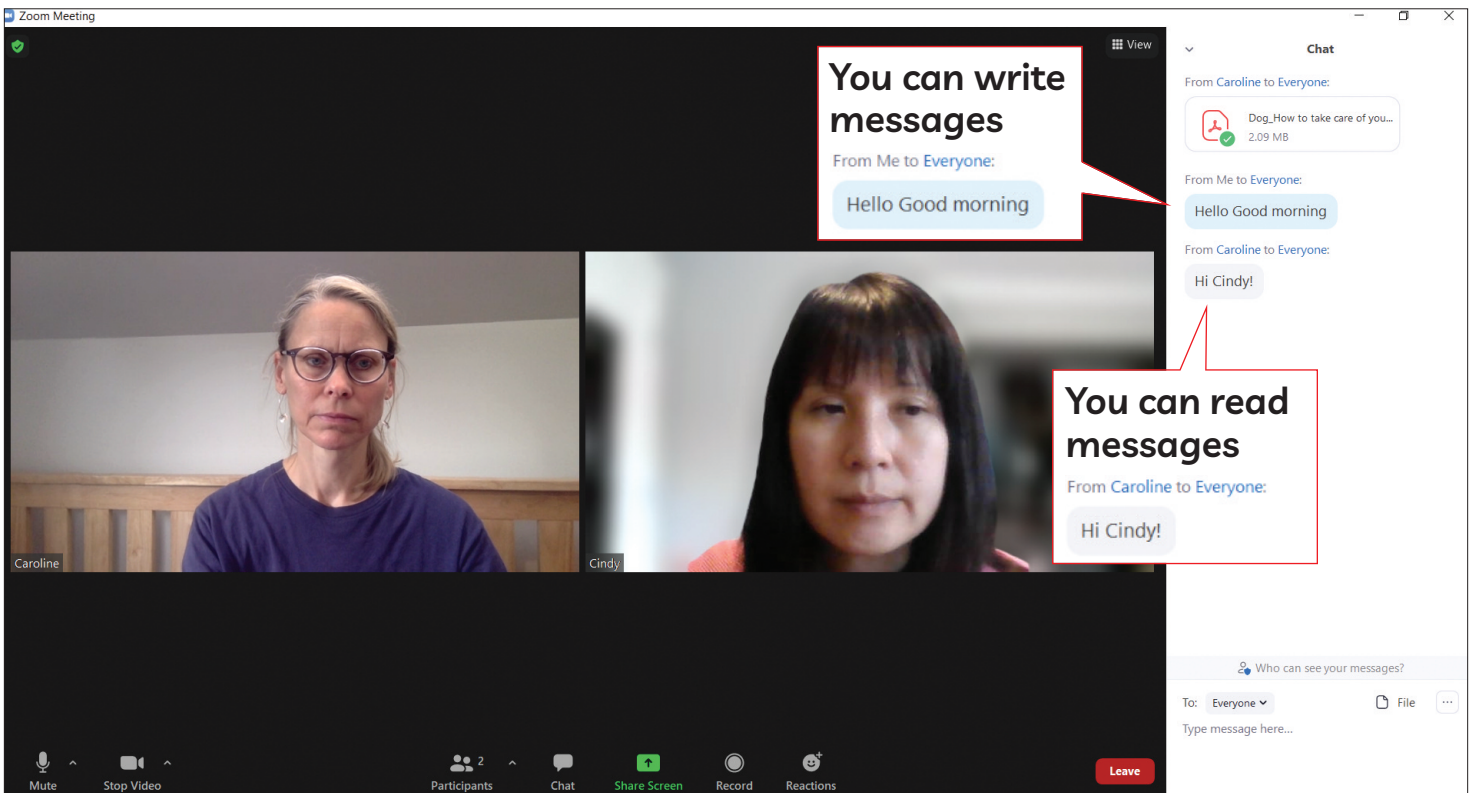
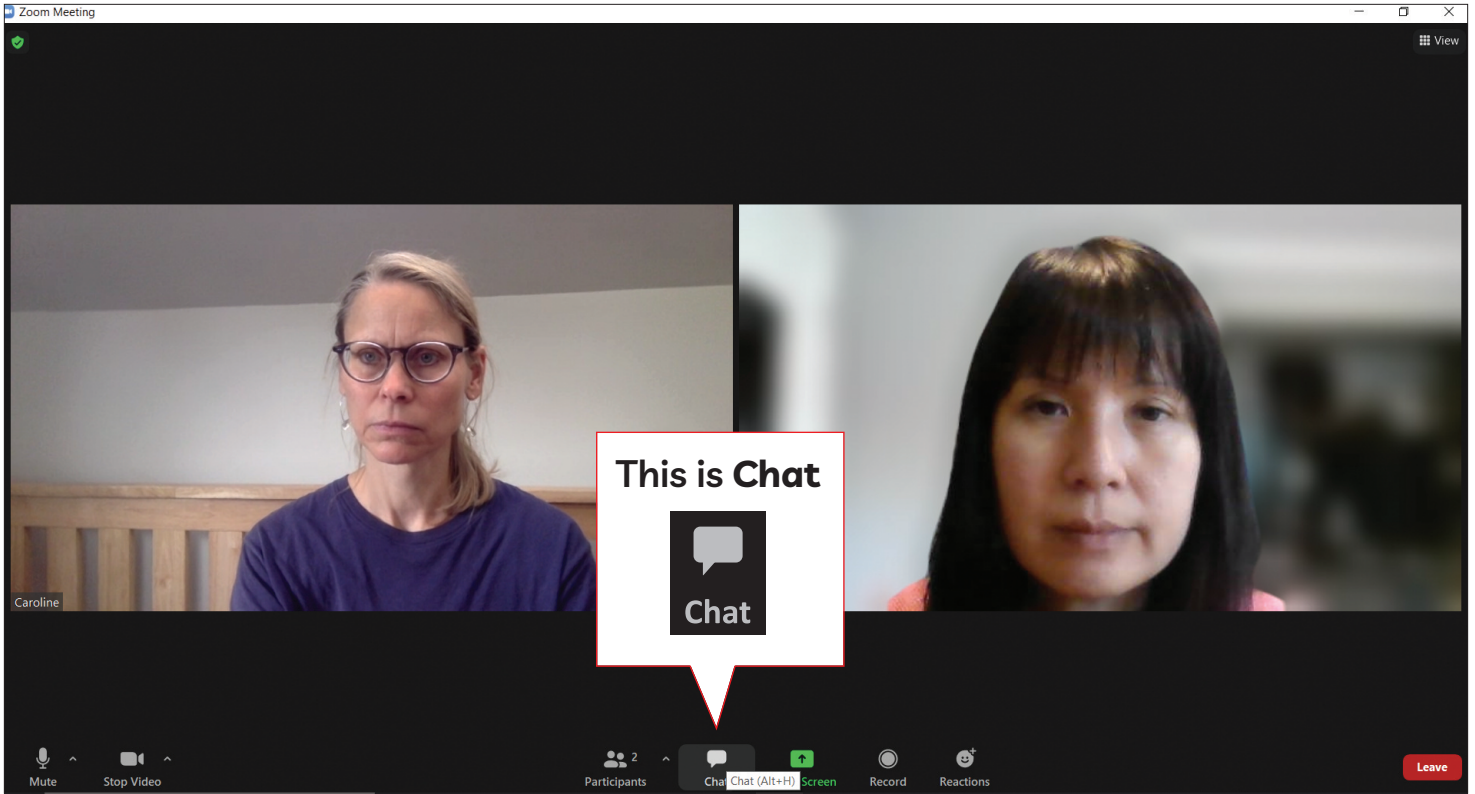
See Who Has Questions

Maybe other participants want to ask a question. You can see.

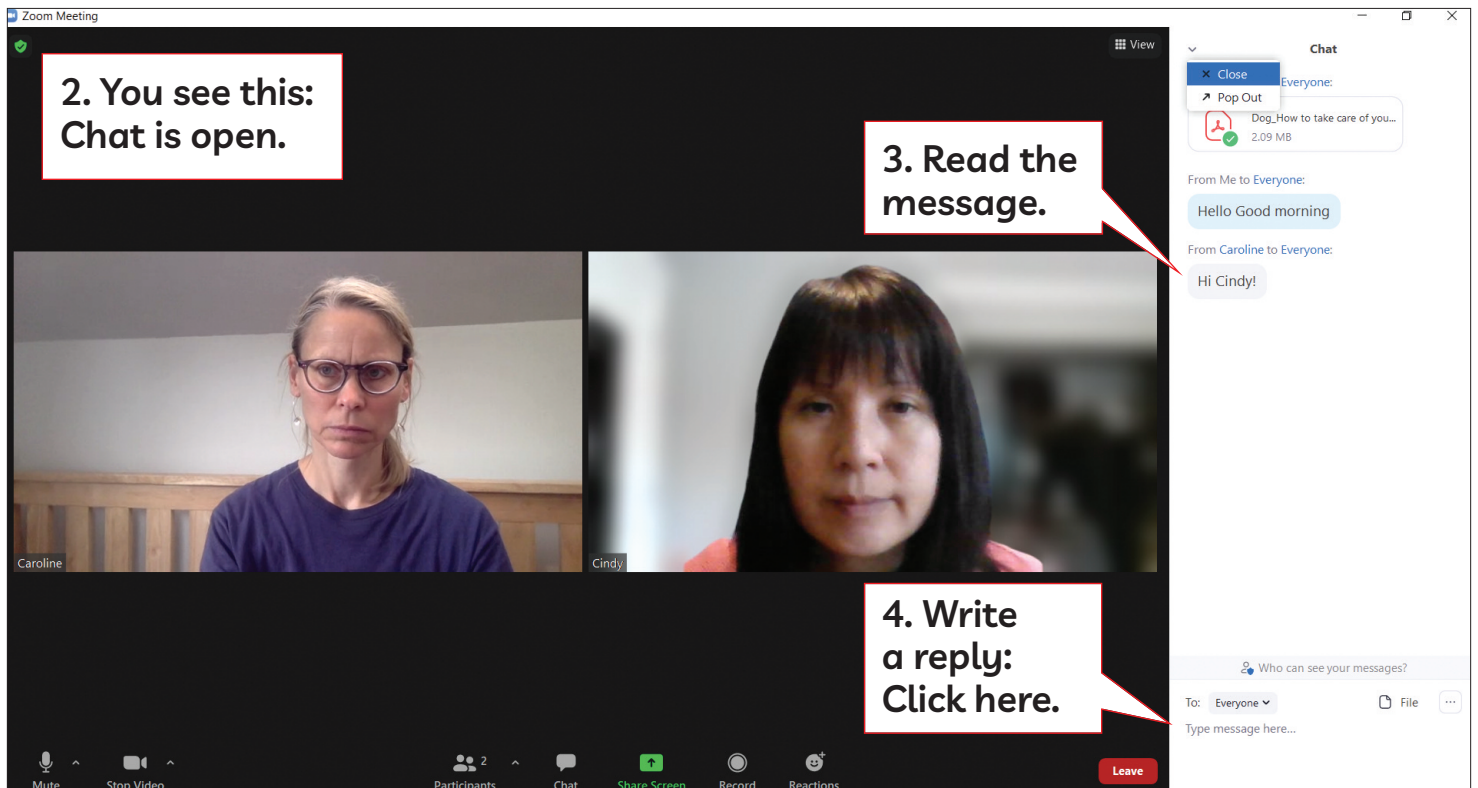
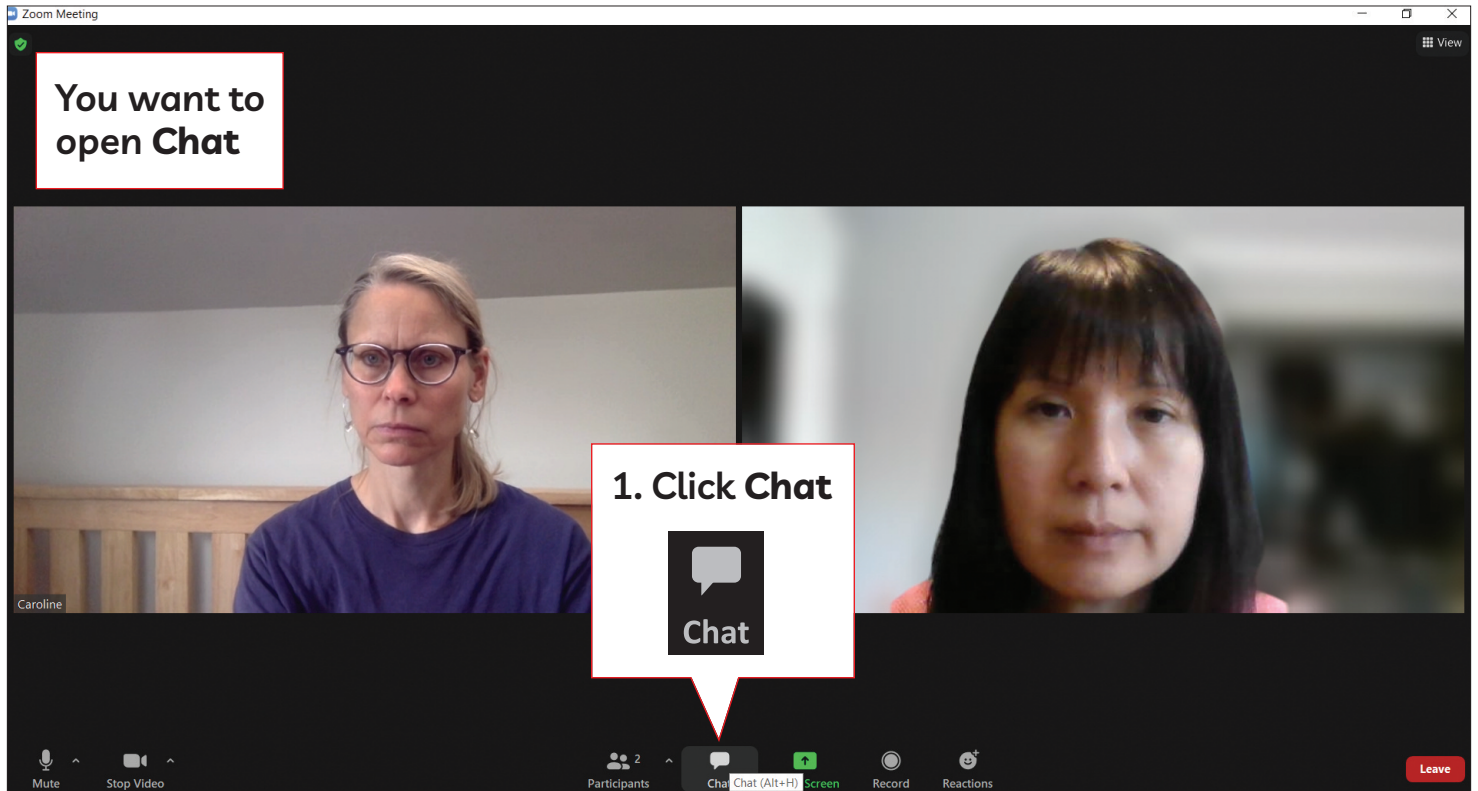
You see this: Caroline and Kelly raised their hands.

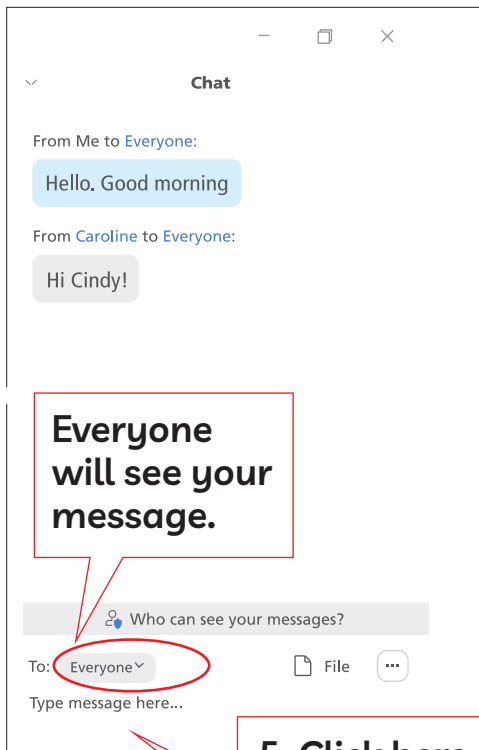


Understand Chat



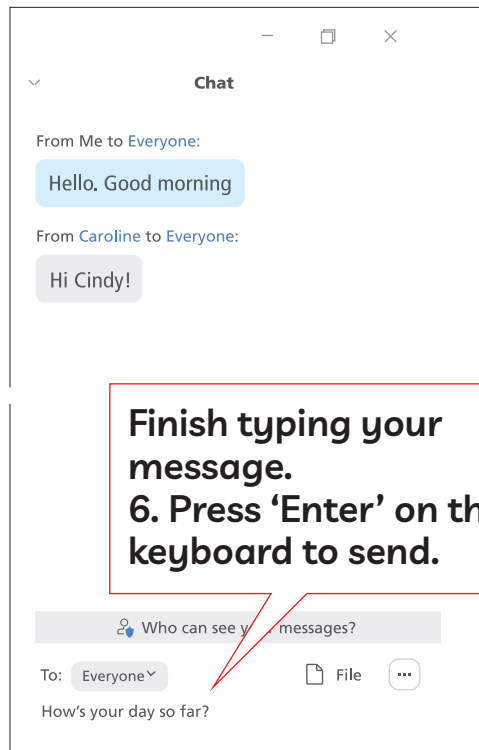
Open and Type in Chat



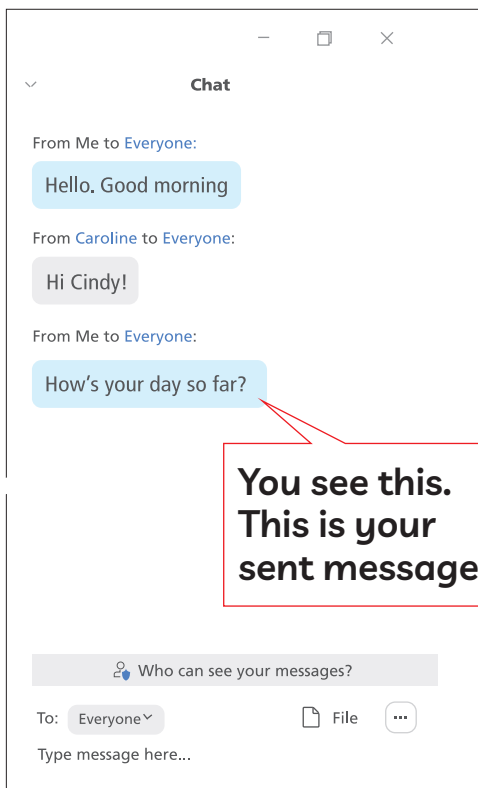


Everyone will see your message.

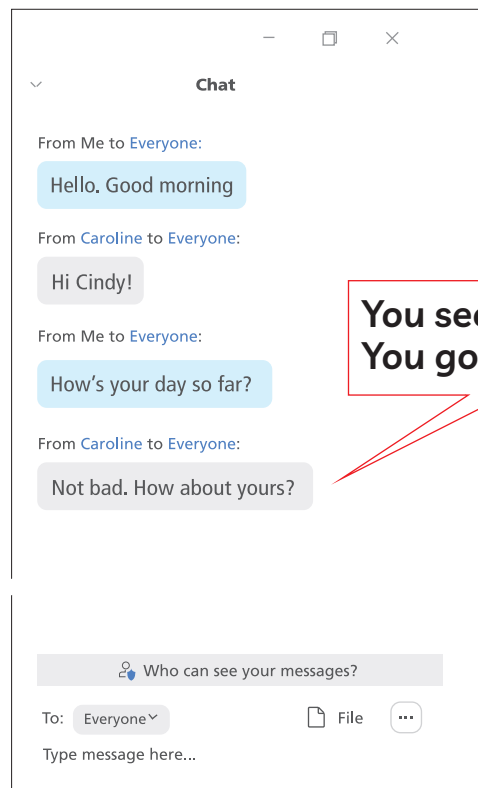
5. Click here to type your message.



**Finish typing your message.
6. Press 'Enter' on the keyboard to send.**



You see this. This is your sent message



**You see this
You got a reply.**

Close Chat. Go back to Meeting Video

