

# How To Use Zoom

**A STEP-BY-STEP GUIDE TO ACCESSING ZOOM  
TO CONNECT**

**ALBERTA ELKS ASSOCIATION 2021**

# Keeping Us Connected Wherever We Are



With Lodges across the Association trying to connect remotely during the COVID-19 pandemic, video conferencing tools like Zoom have become extremely popular.

However, if you've never used Zoom before, understanding it might be challenging!

But don't worry.

We've developed a step-by-step tool to help you get started with Zoom quickly. Together we will go over some of Zoom's key features that will help you succeed moving your meetings online and keeping your Lodge connected during this difficult time.

# What Is Zoom?



Zoom is a cloud-based video conferencing tool that lets you host virtual one-on-one Lodge meetings easily. With powerful audio, video and collaboration features, this remote communication tool connects members with each other.



Zoom's key features include:

**HD video chat and conferencing**

**Audio conferencing using VoIP (Voice over Internet Protocol)**

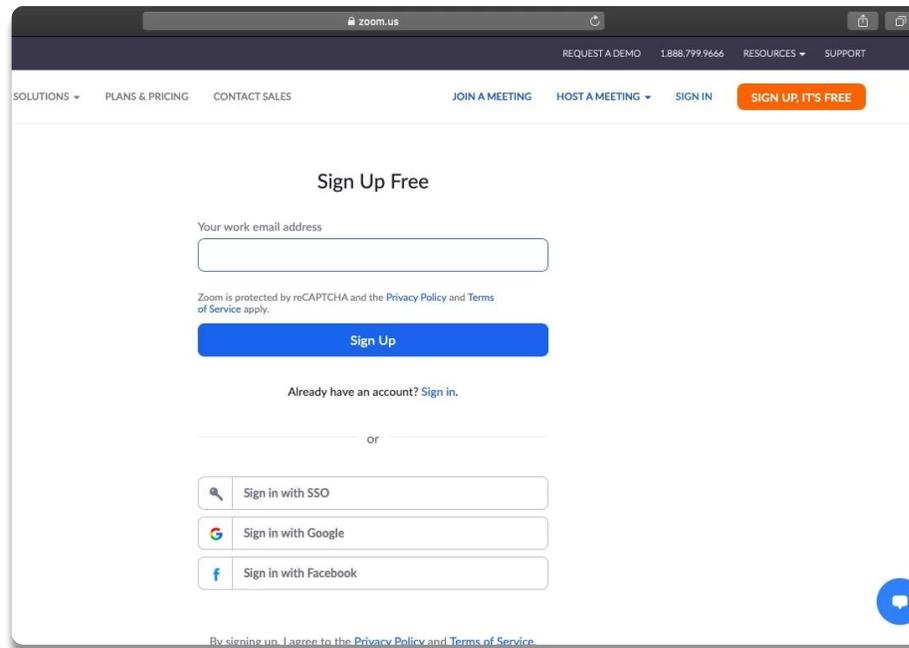
**Instant messaging**

**Virtual backgrounds for video calls**

**Screen sharing and collaborative whiteboards**

**Hosting video webinars**

# Are You Using a Desktop?



The screenshot shows the Zoom website's 'Sign Up Free' page. At the top, there is a navigation bar with links for 'REQUEST A DEMO', '1.888.799.9666', 'RESOURCES', and 'SUPPORT'. Below this, a secondary navigation bar includes 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent orange button labeled 'SIGN UP, IT'S FREE'. The main content area features the heading 'Sign Up Free' and a form for entering a work email address. A blue 'Sign Up' button is positioned below the email field. Below the button, there is a link for users who already have an account. At the bottom of the form, there are three social sign-in options: 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook'. A small blue chat icon is visible in the bottom right corner of the page.

**Step 1:** To get started with Zoom, head to their [website](#), and click on the “SIGN UP” button that’s at the top-right corner of the screen.

## Step 2!

You have two options when it comes to creating a Zoom account

You can either:

- ▶ Create a new account using your Lodge or personal email address.
- ▶ Sign in using SSO (Single Sign-On) or your Google or Facebook account.

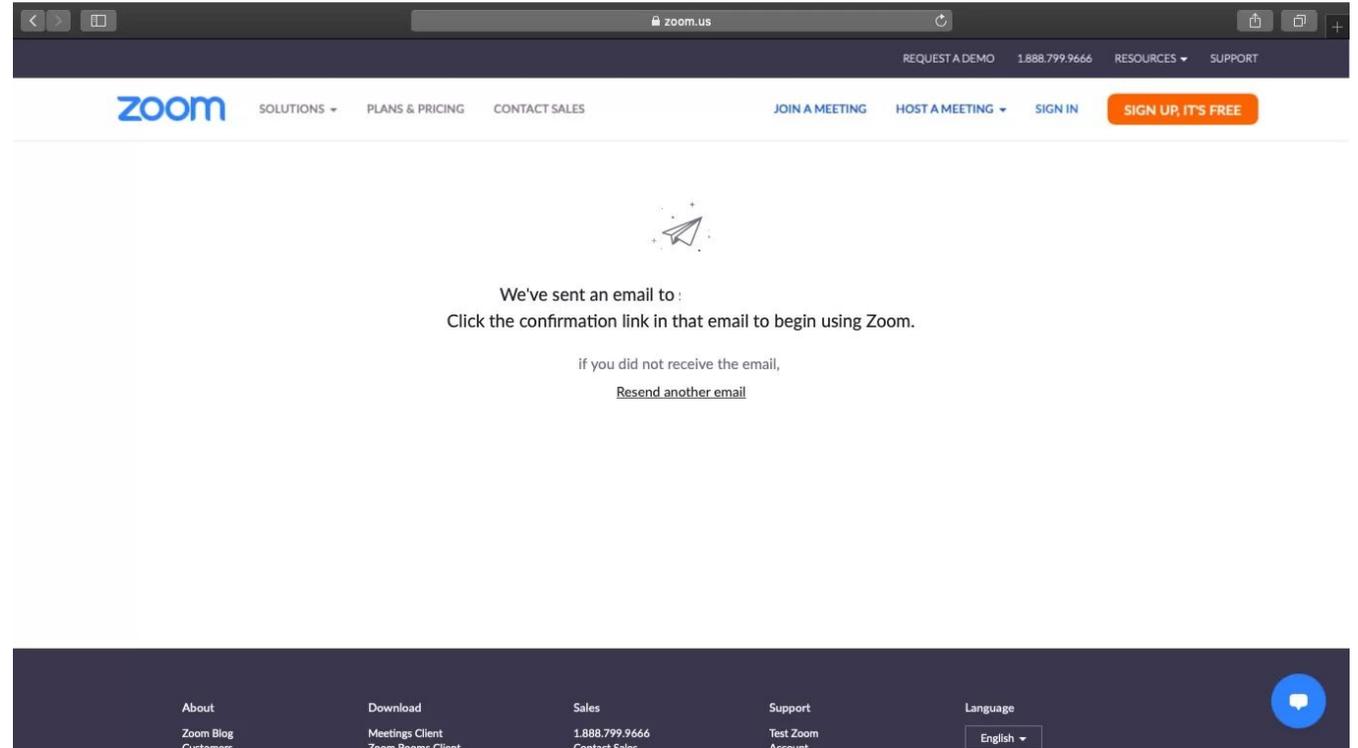


# Step 3

Zoom will now send you an email with a confirmation link.

Click on that link to go to Zoom's Sign-Up Assistant and sign in using your credentials.

**\*\*You cannot use Zoom until you have confirmed your account\*\***

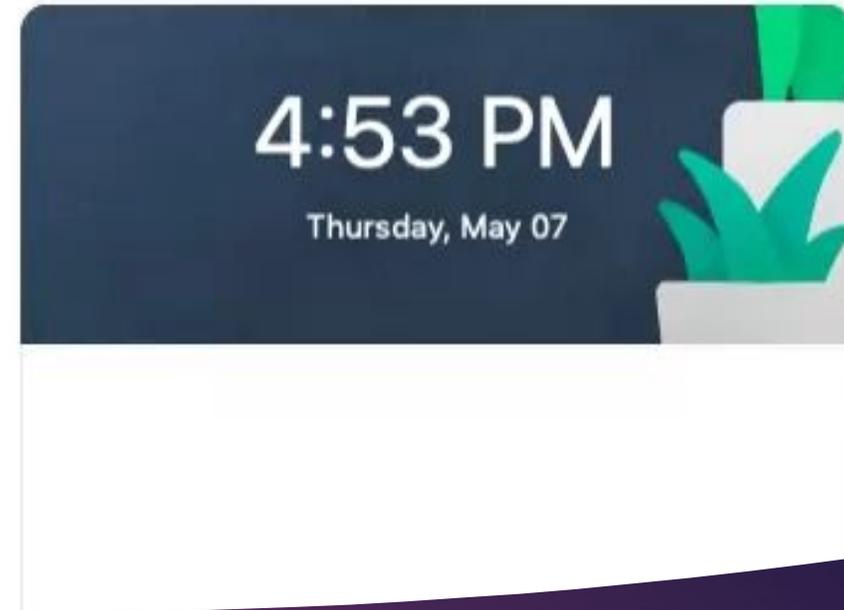




New Meeting ▾



Join



## Step 4

Download the desktop app/ Zoom client from the Zoom website for easy access.

One of the reasons this is a good idea, this will add your meetings into your online calendars- so if you use Google Calendar or Outlook your meeting will be there!

# What if I'm Using a Mobile Device?

Zoom is super adaptable to use on several platforms and devices including cell phones and tablets.

## Starting A Zoom Meeting

- ▶ **Step 1:** Open the Zoom mobile app and sign into your account.
- ▶ **Step 2:** Tap the orange “New Meeting” icon that appears on your screen.
- ▶ **Step 3:** Edit meeting settings according to your preferences (such as switching video off for participants, using a Personal Meeting ID, etc.)

Once you're done, tap the blue “Start A Meeting” button.



# Adding Participants

**Step 1:** Once the meeting starts, tap the “Participant” icon in the toolbar at the bottom of your screen to add and manage participants.

**Step 2:** In the Participants window that opens, tap on the “Invite” option at the bottom left.

Zoom will now give you the option to share your meeting details via a variety of communication platforms. These include various text, email and messaging apps on your smartphone.



# How To Join A Zoom Meeting



Now that we have mastered how to set up our Zoom account and add people to a meeting let's look at how to join a meeting from an invite sent to us.

**\*\*It is important to note the instructions are the same for both desktop and mobile/tablet\*\***

Let's get started!

# Join Using A Meeting Link

If you have a meeting link, just click on it or paste it into your web browser to join the meeting.

## Sample Zoom Meeting Invitation -

Lynda Petten is inviting you to a scheduled Zoom meeting.

Topic: Red Deer Elks Zoom Meeting

Time: Feb 9, 2021 10:30 AM Mountain Time (US and Canada)

Join Zoom Meeting

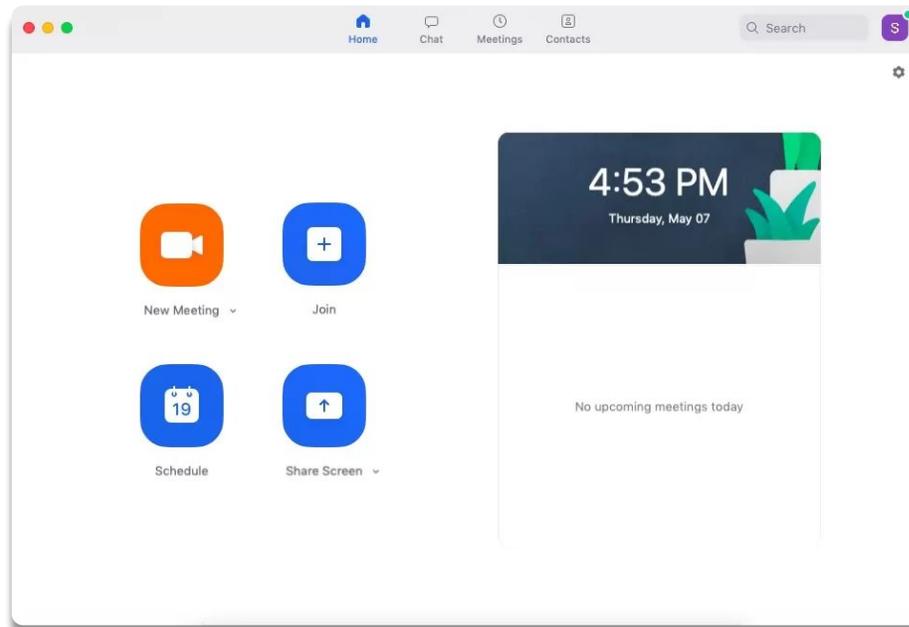
<https://zoom.us/j/94084127660>

← This is a sample of a meeting link you need to connect!!

Password (occasionally will be asked to use this)

Meeting ID: 940 8412 7660

# Join Using A Meeting ID



**Step 1:** Open the Zoom app and click on the “Join” icon- which is in the top right corner of those 4 boxes.

**Step 2:** Paste the Meeting ID in the box provided, add your display name for the meeting and click on the “Join” button.

You’re now all set to communicate with your team members!

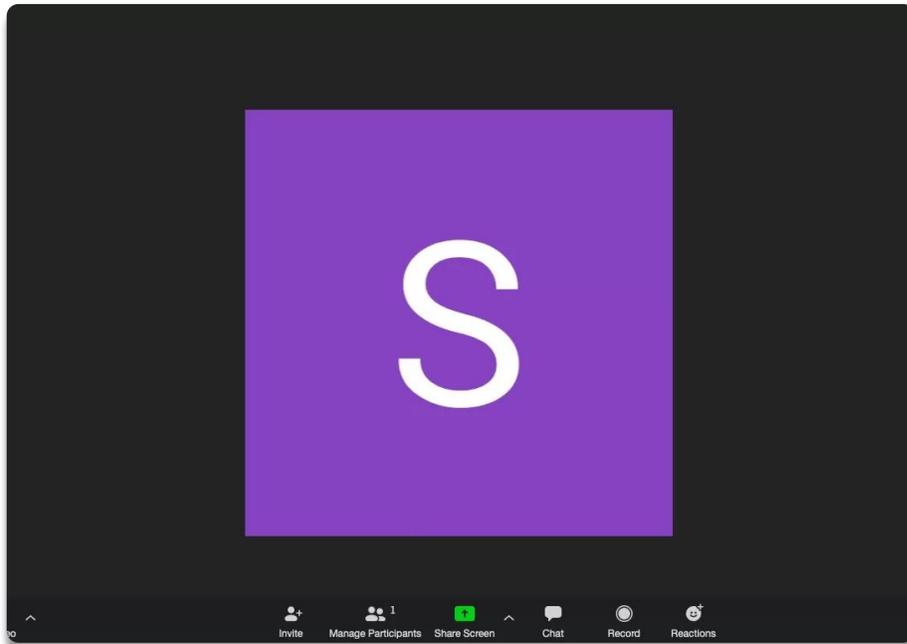
## Join Meeting

- Don't connect to audio
- Turn off my video

Cancel

Join

# Screen Sharing



Zoom lets you share your screen with other meeting participants easily.

This lets you:

- ▶ Host virtual presentations and workshops.
- ▶ Explain processes in detail.
- ▶ Review work and project documents together with your team.

To share your screen, just click on the “Share Screen” icon in the toolbar- the toolbar is usually located on the bottom of your screen and icon is usually green.

This lets you share:

- ▶ A specific app or window.
- ▶ A whiteboard.
- ▶ Apple iPhone / iPad screen (if your device supports this).

# Zoom Rooms

Zoom Rooms are essentially virtual conference rooms where only particular members have access.

You can use these rooms for various purposes such as:

- ▶ Video conferencing
- ▶ Audio conferencing
- ▶ Screen sharing

Zoom Rooms offer various features, such as:

- ▶ One-touch sharing and conferencing.
- ▶ Use up to 12 whiteboards at a time.
- ▶ Digital signage/display around an office.

This usually requires additional hardware (multiple webcams, connectors, monitors, etc.) as well as conference room design considerations.

# Bonus Tips for Zoom Conferencing



## **Tip # 1: Always Mute Your Microphone Unless Speaking**

Make sure to mute your microphone when you're not speaking.

This eliminates any background noise or interference in the audio.

To mute your microphone, use the microphone button at the bottom left of the Zoom toolbar that appears in the meeting screen.

Alternatively, you can set your Zoom meeting preferences to mute your microphone at the start of every meeting automatically.

To unmute yourself, use the microphone button or hold your spacebar for as long as you're speaking. This basic rule allows group meetings or conversations to run smoothly!

## Tip #2



### **Inform Participants Before Recording The Meeting**

Before you record any audio or video conference, make sure that all meeting participants:

- ▶ Are aware that they are being recorded.
- ▶ Have permitted you to record them.

You could even take this permission in writing or record it at the start of the meeting.

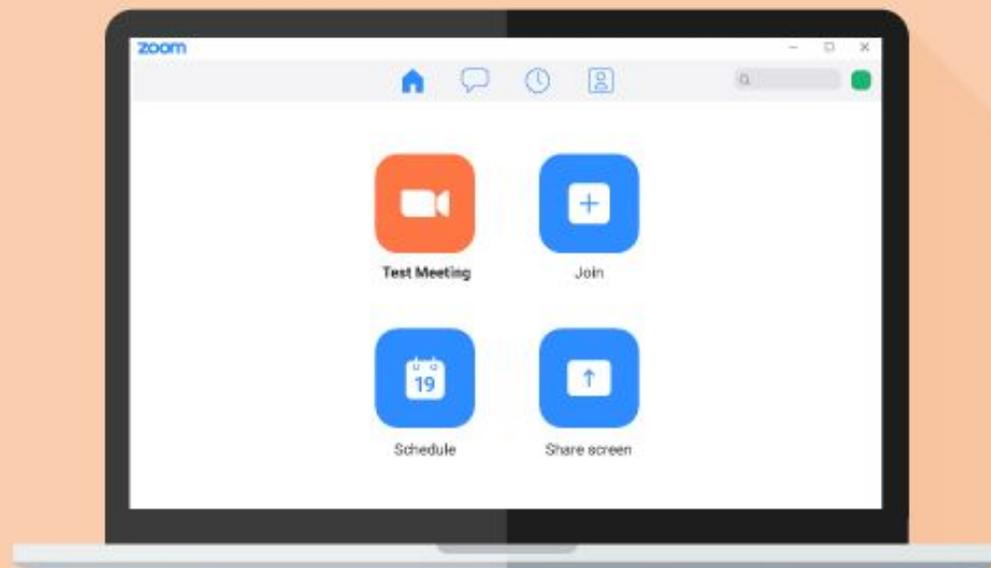
## Tip #3

### Ensure Everything Is Working Correctly Before Starting A Meeting

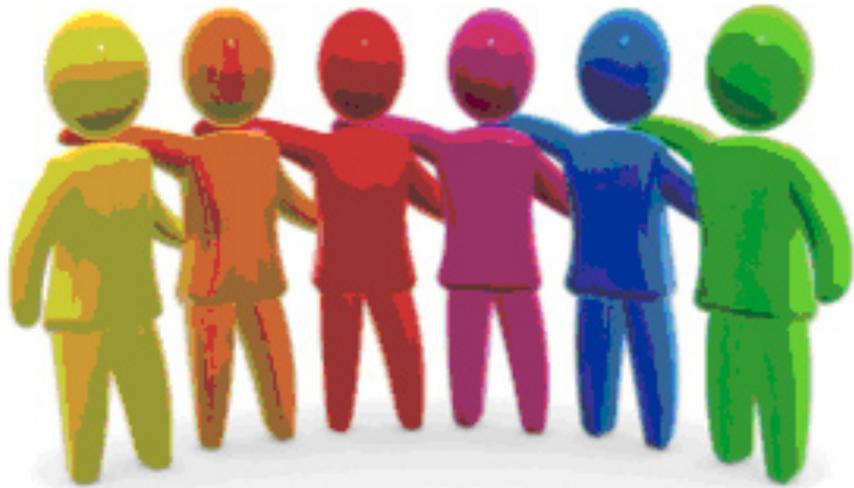
It's extremely common for video conferences to be delayed or get interrupted due to technical snags.

To ensure that this doesn't happen, turn on your device and check if Zoom's working correctly at least 10-15 minutes before every meeting. And if something's going wrong, alert your meeting host at the earliest (if you're the host – inform your participants of the same).

While conducting a check before every meeting may feel tiring, it's far better than being embarrassed or annoyed when something goes wrong during your Zoom meeting!



# Conclusion



Here to help

Most Lodges have struggled to communicate effectively during the quarantine. However, using the right tools like Zoom can help you bridge those gaps well.

By following the instructions in this guide and with the support of the Association, you'll be all set to host your own Zoom meetings to discuss projects, plan your next fundraiser and engage in virtual team-building activities!

And we are here to help you navigate this.

# Contact Us

To book a Zoom meeting for your Lodge  
or for additional support please contact;

**Alberta ELKS Association Office**

Lynda Petten – Secretary/Treasurer

**Phone:** 403-748-4922

**Cell:** 403-872-6023

**Email:** [elks.secretary@abelks.org](mailto:elks.secretary@abelks.org)

