



# Introduction to Zoom

for Desktop / Laptop

## What is Zoom?



**Zoom is a program used to hold online virtual meetings.** Zoom is accessible on any device as long as you have speakers, a microphone, and a camera (optional).

Zoom can support your health management by allowing you to access virtual health webinars, virtual doctor's visits and virtual peer support groups.

## Step 1: Download Zoom

1. Visit: <http://zoom.us/download>, click "Download".
2. After Zoom is downloaded, you must **install it onto your computer.**

## Step 2: Join a Meeting

### From Email:

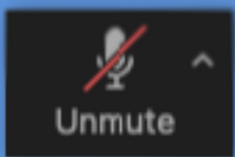
If you have an email invitation, click "**Join Zoom Meeting**" in that email. This takes you directly into the Zoom app.

### In the Zoom App:

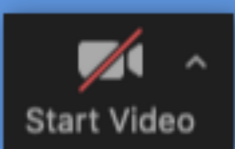
Click "**Join**", and enter the 9-digit meeting ID from your invitation email. If the meeting requires a password, that will be in your email too. Then click "**Join.**"

## Step 3: During a Meeting

- Once you've joined the meeting, you can see and hear other participants.
  - If you are in a large meeting, make sure your microphone is on **mute**.
  - You can choose to turn your camera off or keep it on.



*If the microphone icon has a **red line** through it, you are muted. To unmute, click on the "**Unmute**" button.*



*If the video icon has a **red line** through it, your camera is off. To turn on camera, click on the "**Start Video**" button.*

## Step 4: Leave a Meeting

- Click "**Leave Meeting**" on the top right corner to leave the meeting.

Leave Meeting