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Candoo How to Zoom

To print this guide, go to "File" and click "Print".

The most common way to join a Zoom meeting that you have been invited to is through a link in an email sent by the host of the meeting.

A link in an email will look like this:

Michael Kuennen is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting

Time: Aug 24, 2020 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

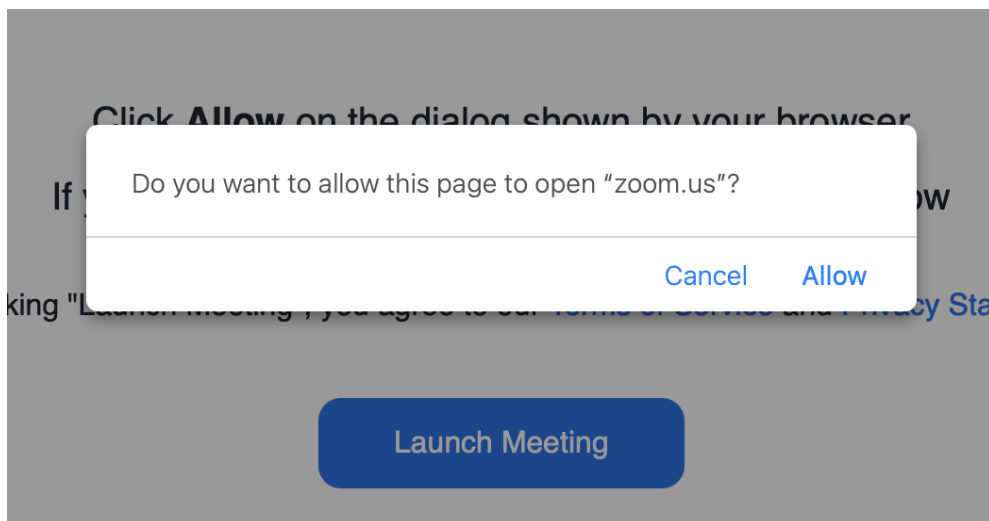
<https://us02web.zoom.us/j/87516124673?pwd=QTFrL1JaRWILMnoxQzJlbnk1OYm53UT09>

Meeting ID: 875 1612 4673

Passcode: 8G6AvX



All you have to do is click on the blue link then click **'open zoom'** (Win) or **'Allow'** (macOS) to launch the meeting.



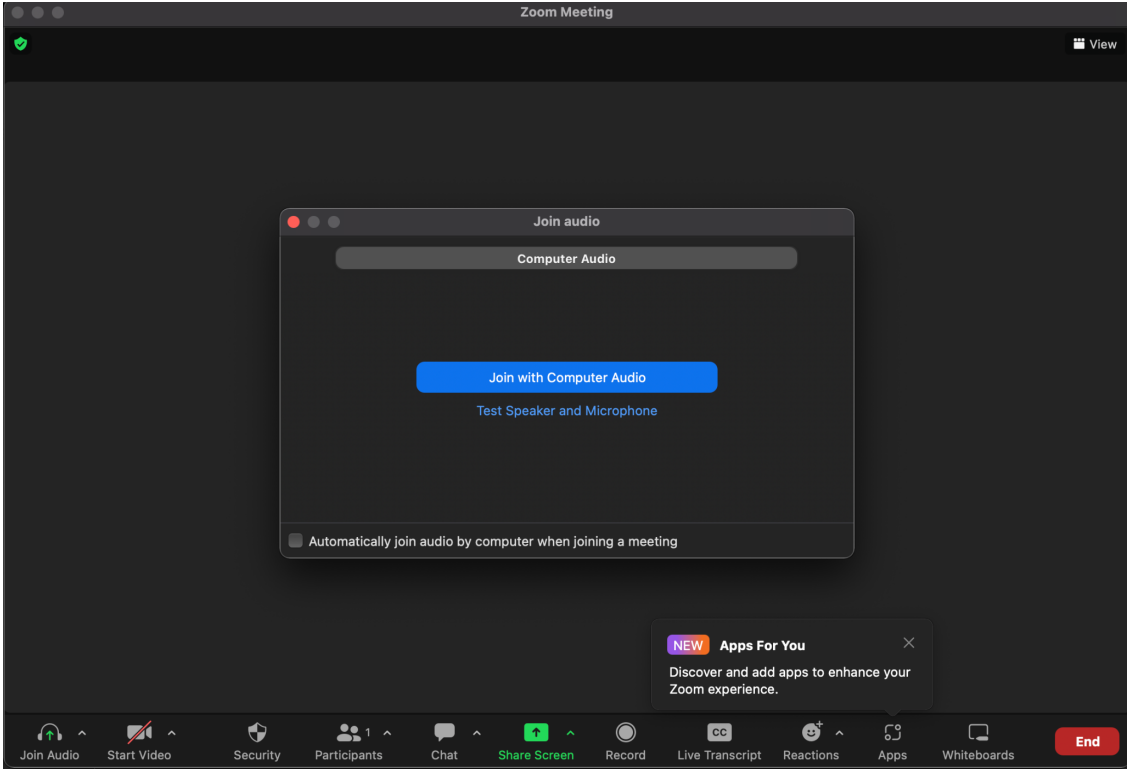


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When you first join a meeting in Zoom you will need to **Join Audio** so that others in the meeting can hear you. Tap the blue **“Join with Computer Audio”** button to enable you to talk to the other participants.





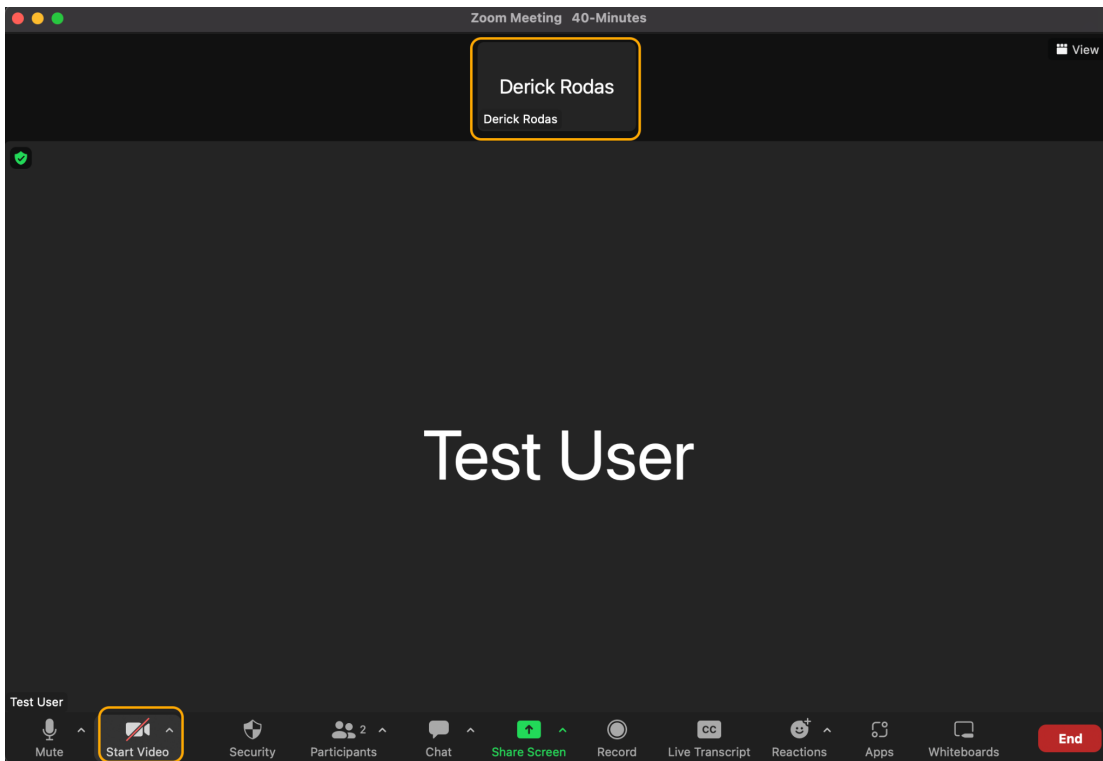
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Next, you will need to start your video so that others in the meeting can see you as well. If you see a red line through the camera icon, this means that your camera is off. Tap the **“Start Video”** button on the bottom left of your screen.

You will know that your video has started when you see your picture on the top of your screen.



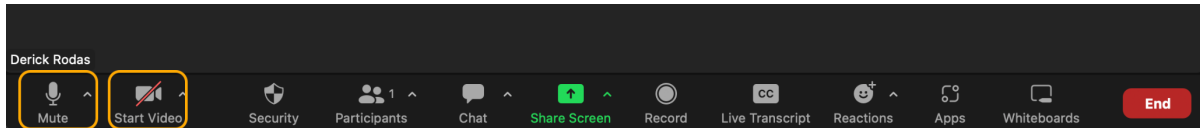


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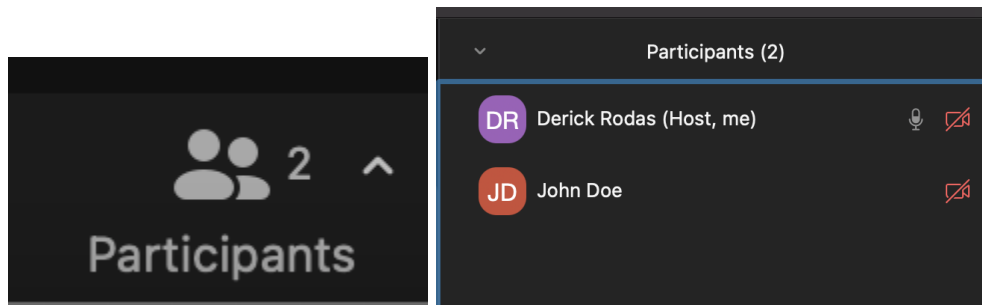
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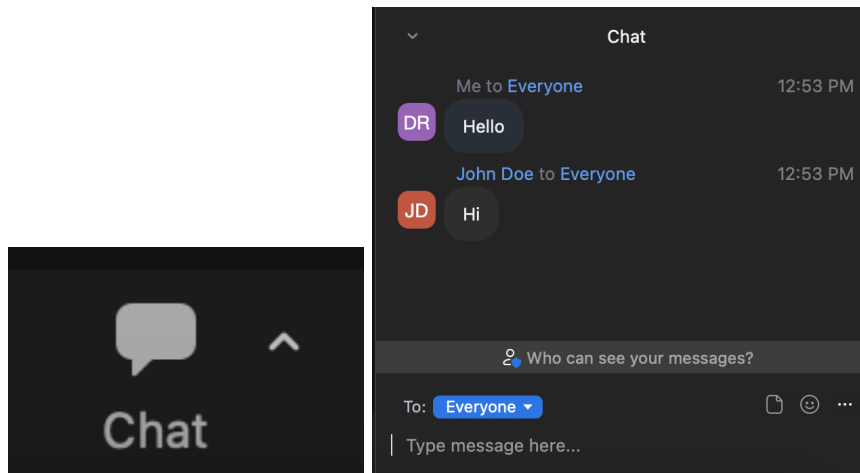
The menu bar is located at the bottom of the screen. You will notice it disappears and will reappear if you move your mouse. You can mute your audio and start and stop your video by tapping the **“Mute”** and **“Stop Video”** buttons in the menu bar.



Clicking on the **‘Participants’** button allows you to see a list of anyone in the meeting.



Clicking on **‘Chat’** will open the chat window allowing you to communicate with other participants via instant messaging.



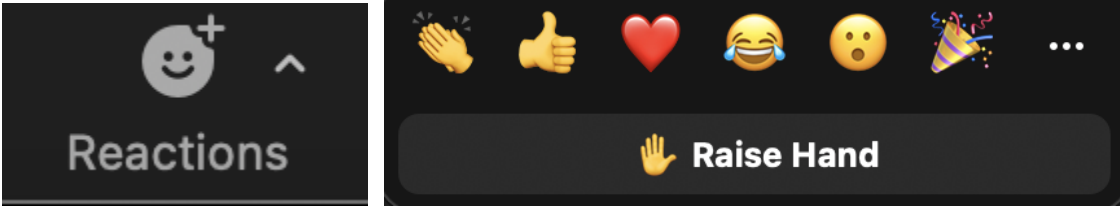


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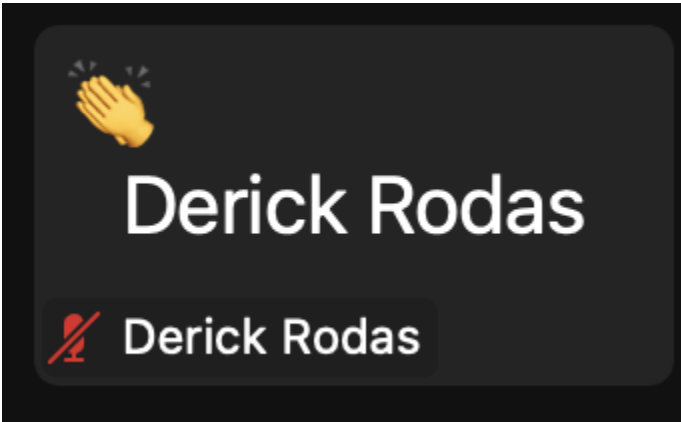
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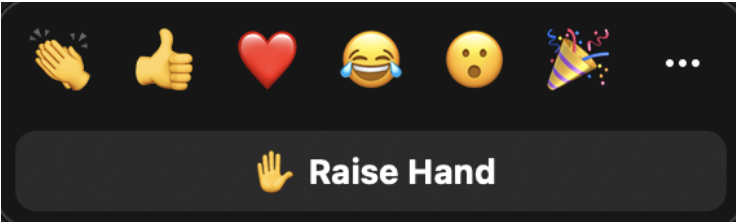
Click on **'Reactions'** to bring up the reactions menu.



Reactions give us a way to nonverbally react to something someone says in a meeting. For example, if we like something that somebody says, we can click on the **"Clapping Hands"** emoji. You will see that the **"Clapping Hands"** will appear next to our picture. It will stay there for around 5 seconds and then disappear.



Another useful thing is **"Raise Hand"**. This is useful if you are taking a course on Zoom. You can raise your hand just like you would in a regular classroom.



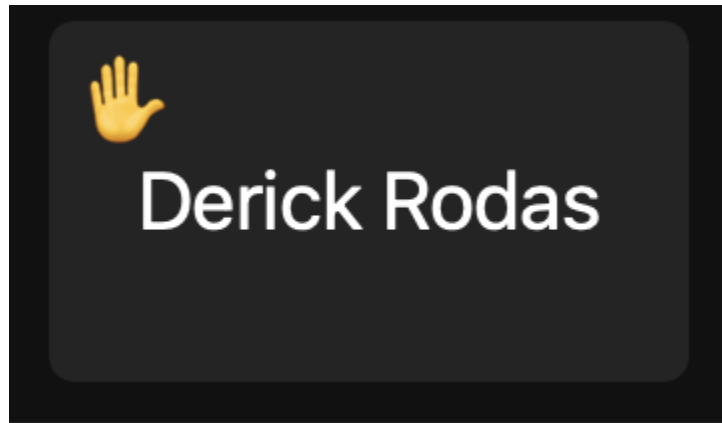


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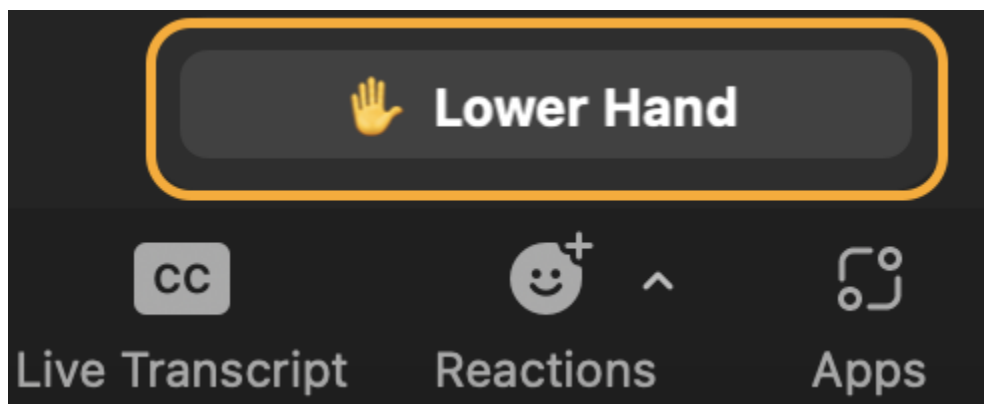
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When you click on the “**Raise Hand**” button, a hand will appear in the instructor's window indicating that you would like to ask a question.



Your hand will remain raised until either you lower it by tapping “**Lower Hand**” in the “**Reactions**” menu or the instructor lowers it for you when they call on you.



If there are more than two people in your meeting, you can switch views between **Speaker or Gallery View**.

Gallery View: displays all participants in the zoom call as equal-sized squares.

Speaker View: Displays the person speaking as a large rectangle and everyone else as small squares at the top.

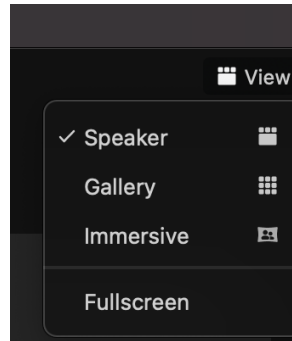


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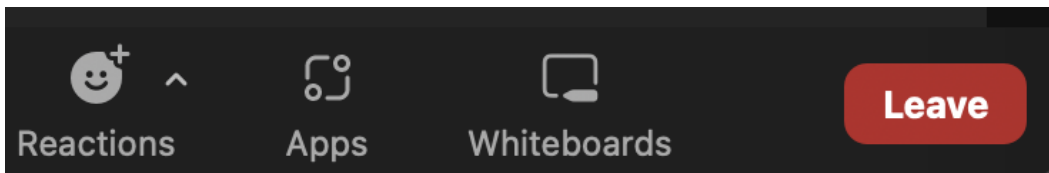
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Click on **'View'** on the top right corner, & click on **Gallery** or **Speaker**.



To leave the meeting, click on the red **"Leave"** button at the bottom right corner.



You will then be asked to confirm that you want to leave the meeting. Click **"Leave Meeting"** to confirm. You may also click **"Cancel"** to continue participating in the meeting.

