

How to Become an Expert Zoom User

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Note: Test your skills by completing the Challenge at the end of this article.

Have you ever wanted to join a ZOOM session but didn't know what to expect or how to go about it? NLPSPA often sponsor Zoom events for entertainment, training or general information and would like all members to feel confident in participating. This brief explanation will help get you started. Do not have worry about doing anything wrong.

You may join an online meeting in one of several ways. In this article we will discuss 1. Joining with an email invite and 2. Joining with the Zoom App on an iPhone or iPad.

Using An email invite

At NLPSPA we generally use a two-step process to join a Zoom meeting without you having to download the app.

1. First, we ask you to Register for an event by clicking on a "Register Here" link. You would complete the registration by filling in your name and email address and any other required information.
2. Second, a registration link will automatically be sent to you with the information required to join the Zoom event.

When you receive the invitation, you must note the time of the event. You will not be able to join the meeting until a couple minutes before the time given.

On the day of the event and just before the event is set to begin you need to;

1. Make note of the meeting ID given in the email.
 - a. (You may not have to use this ID but in case you are asked for it you will have it to type into the space provided.)
2. Make note of the Password given in the email.
 - a. (You may not have to use this Password but in case you are asked for it you will have it to type into the space provided.)
3. Click on the (blue) link contained in the email message to join the meeting.
 - a. (This link contains all the information needed to join the meeting and should prompt you to open ZOOM in your browser of a; Computer or Laptop or iPad, or mobile phone; whichever device you plan to use.)
 - b. On your web browser, a pop-up window will prompt you to open or download the application.
4. In the pop-up window, click **Cancel**.
5. At the bottom of the page, click **join from your browser**.

You will be directed to a new page (give it a little time because this action may be slow on some devices).

6. Click **Allow** to allow Zoom permission for your microphone and camera.
7. Sign in with your name to join the meeting.
8. (Optional) Select the **Remember my name for future meetings** check box.
9. Click **Join**.

Using a Zoom App (on iPhone or iPad)

1. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store. (On iPhone or iPad search in App Store for, Zoom—One Platform to Connect and install it)
2. Open the Zoom mobile app.
3. Join a meeting using one of these methods:
 1. Tap **Join a Meeting** if you want to join without signing in.
 2. Create an account (it's free) and sign in to Zoom then tap **Join**.
4. Enter the meeting ID number and your display name.
 1. If you're signed in, it is OK to change your name if you don't want your default name to appear.
 2. If you're not signed in, enter a display name.
5. Enter the passcode if requested.
6. Select if you would like to connect audio and/or video and select **Join**.

What happens when you are admitted to the meeting/event?

You will get a message that says the moderator will admit you soon and you are placed in the Waiting Room. This feature allows the host to control when a participant joins the meeting. They can admit participants one by one or hold all participants in the waiting room and admit them all at once. After you are admitted you will see the Host and be able to hear their voice. At this point you may be given instruction to turn on/off your video and/or your audio. The Host will proceed to help you navigate the screen if you are not familiar with the process. Depending upon the device that you are using to ZOOM in you will see between 2 and 16 people on screen and be able to communicate with them in several ways. (iPhone will display 2-4 people, iPads between 4-8 people and Laptops and Computers up to 16 people on the one screen. If there are larger groups of people you will have to scroll down the screen to see more.)

YouTube Videos that will help.

NLPSPA have created a YouTube Channel with a ZOOM playlist where you may visit and view a selection of videos that will help you become proficient in using Zoom. In this case you may replay the videos as often as you would like. The list includes the 5 videos, visible on the left or right margin of your screen (depending upon the device you are using. If you are new to YouTube then you need to know that all videos begin with one or two advertisements before

the main content begins. Bear with it and enjoy the informational content.) Click on the video you would like to watch. Do this for each of the 5 videos in the playlist.

- ❖ Zoom on the iPad for Seniors
- ❖ Joining a Zoom Call for the First Time; Fun and Easy Online Connection
- ❖ Zoom on Your Phone: Joining with Zoom iPhone App (2021)
- ❖ How to Join a Zoom Meeting with an iPad
- ❖ ZOOM TUTORIAL | How To Use Zoom STEP BY STEP For Beginners! [COMPLETE GUIDE]

To view these videos, click on the following link: [NLPSPA YouTube Channel](#).

If you would prefer to learn about using ZOOM by reading the instructions online then the following link is an excellent source. [Home - Zoom Support](#)

NLPSPA Challenge:

NLPSPA have created a ZOOM event that you may register for and on the day of the event you may Join the Meeting to determine if you are successful. Cliff Reid and Sharron Callahan will be your host and will help you navigate the ZOOM screen. You will be able to ask questions and interact with other participants. Register for this event by clicking on the link below and filling in the appropriate information. You may register now.

[Register Here](#)

The Meeting is scheduled for: February 29, 2024, 10:00 AM Newfoundland and Labrador

After registering, you will receive a confirmation email containing information about joining the meeting.