Zoom

Joining Scheduled Zoom Staff Meetings

Zoom is a video conferencing application that allows multiple participants to join / attend a virtual meeting. The preferred method for using Zoom for attending meetings is with a Computer or Laptop. Instructions are also provided for using a smartphone if necessary.

Important: Run Zoom directly from your computer or device: If you are accessing and using Zoom from a remote location, be sure to run it off the browser on your local desktop, laptop, or mobile device. **Do not remote in to your CMHA-CEI desktop and then use the browser on your remote session.**

Joining a Zoom Meeting from a Computer or Laptop:

To use Zoom with a computer, you will need a computer or laptop with an internet connection and working audio. You will need a working microphone if you will need to be heard, and a working webcam if you need to be seen. If you don't have this, see the section on smartphones.
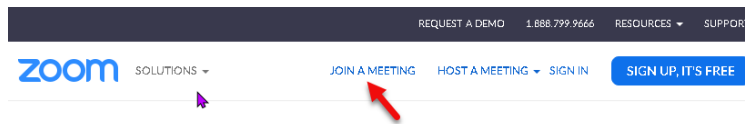
No installation is required – you can use Zoom in your web browser.

1) **Meeting Invite:** The meeting host will send you an email with a link to join the Zoom meeting.

2) **Join the meeting**:
   a. If you are NOT remoted into your machine at work: Open the email via the Outlook *Web Application* (https://mail.ceicmh.org) on your home computer and click on the link.

   b. If you ARE remoted into your work computer, do NOT open the email from Outlook and click on the link, as this will cause latency issues with the Zoom session. Note the Meeting ID.

      If you are remoted in via VPN you will need to minimize your session and if you are remoted in via NetExtender, you will need to disconnect your session. Then you can open your home computer's browser.

      From your home computer, there are two different ways to join the meeting:
      i. Open the Outlook Web Application (https://mail.ceicmh.org) and click on the link.
      ii. Go to https://zoom.us/, click on Join a Meeting, and enter the Meeting ID and click on the link.)

3) **Open the Meeting**: Next, you should see the following in your internet browser. Click the blue 'click here' link.

Click this link to start.

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, click here to launch the meeting, or download & run Zoom.

4) **Enter Your Name**: At the next screen, enter your name then click Join to proceed.

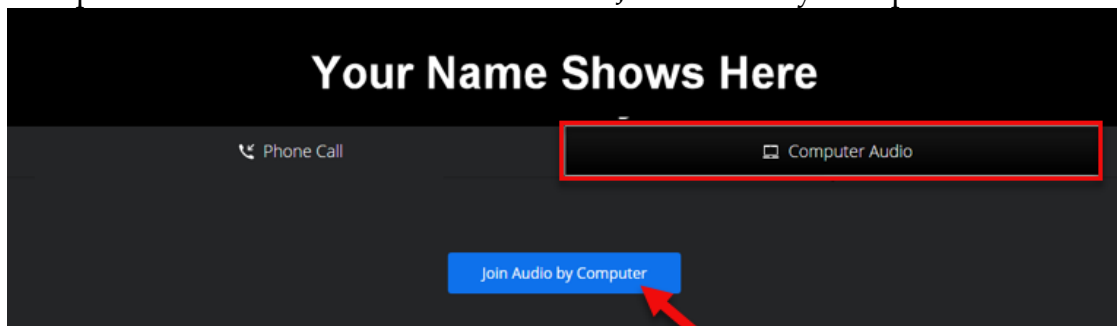Please enter your name to join the meeting
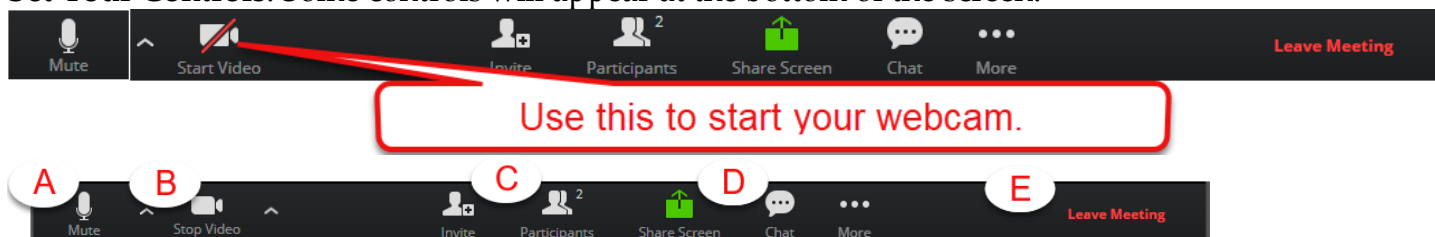
Enter name here

Your Name

Your Name Here

Then click to join

Join

5) **Select Computer Audio**: This screen will come up to set your audio options. Make sure that Computer Audio is selected and then click Join Audio by Computer:
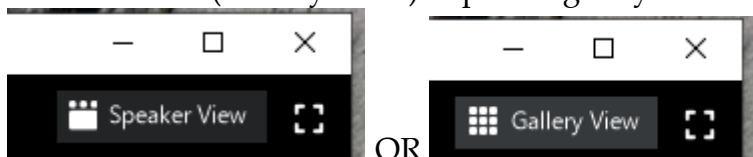

Your Name Shows Here

Phone Call

Computer Audio

Join Audio by Computer

6) **Set Your Controls**: Some controls will appear at the bottom of the screen.

Use this to start your webcam.

A   B   C   D   E

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A. This allows you to mute / unmute your microphone. (If there is a red line through it, Mute is on and others cannot hear you.) In most cases, you will leave your microphone on. *Note: Clicking on the up arrow will bring up a window with audio setting options.*

B. This allows you to stop / start the video. (If there is a red line through it, your webcam is off and people cannot see you.) In most cases, you will leave video on while in your meeting. *Note: Clicking on the up arrow will bring up a window with video setting options.*

C. This shows participants. This can be handy for attendees to know who is speaking.

D. Chat allows you to type responses. This can be used if you are having issues with your microphone.

E. When the meeting is done, this red link will let you leave the meeting. BE SURE you are done, as you will not always be able to return to the same meeting if you leave early.
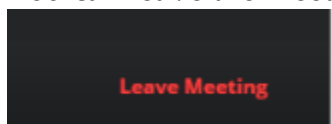
7) If you have any trouble with your audio or video, click on the ^ next to the microphone or camera icons to adjust your settings. Use the Chat option if people can't hear you (After verifying that your mic isn't on Mute.)

8) While in the meeting, you will see your own video and either the Speaker (Speaker View), or the Attendees (Gallery View) depending on your selection:

 OR

Those without video will still have audio, but display a placeholder name or image instead of video.

9) You can leave the meeting with the Leave Meeting link in the bottom right.

Joining a ZOOM from a Smartphone:

Note: All photos are from an android device. Some buttons might be in a different location on iPhone/Apple devices. Computer or Laptop is the preferred method of accessing Zoom, but instructions for smartphone access are included below if needed.

Install the Zoom App on Your Phone:

Before you can join a Zoom meeting on your smartphone, you must install the app:

1. Go to the Play Store (Android) or App Store (Apple) and search for: ZOOM Cloud Meetings.
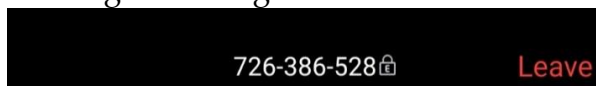2. Install the application.

1. The meeting host will send you an email with a link to join the Zoom meeting.
2. There are two ways to join the meeting:
   a. Login to your office email on your smartphone and click the link

   Join Zoom Meeting

   https://zoom.us/j

   b. If you know the meeting number, open the Zoom app on your phone, click Join Meeting, and enter the Meeting ID.

3. If you get a popup, select the "Zoom" option.
4. Enter your name when prompted by the popup box.
5. Grant the permissions requested by clicking "Allow." (You may click "Don't ask again" if you wish to not be asked every time.)
6. After allowing permissions, you will be at the meeting home screen. At this point you can join audio via the device you are using. DO NOT USE THE CALL IN OPTION. After choosing, you will see these icons along the bottom of your screen:

Here you can:
   A. Mute/Unmute your voice
   B. Start/Stop your video
   C. View Participants and Chat
7. Use the volume up/down buttons on your device to adjust the audio volume.
8. Leaving a Meeting:

Tap the "Leave" button at the top right of your screen, and confirm.

Troubleshooting

If you need assistance, please contact Helpdesk at helpdesk@ceicmh.org, or (517) 346-8215. Note: Helpdesk