

Frisco Ridge HOA

Guide to Using Zoom

This guide is meant to help you to access Frisco Ridge meetings using ZOOM--a video conferencing program that will allow you to connect with people online. ZOOM works on computers, tablets, and smartphones.

THE EASIEST WAY TO JOIN A ZOOM MEETING: Click on a ZOOM Meeting Link
A ZOOM meeting can be sent to you via email or a calendar invite to your email.

THE LINK TO THE FRISCO RIDGE ANNUAL MEETING on January 26 can be reached using this link:

Join Zoom Meeting

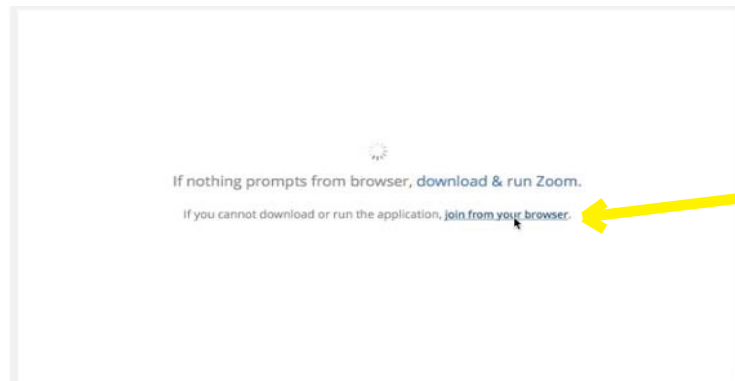
<https://us02web.zoom.us/j/88300281539?pwd=cXBHVIRNdUI5UTBjRnNvZVdKNXFvZz09>

The passcode for this meeting is 210019

STEP 1

When you click the link, a new window will appear saying that ZOOM is launching your meeting.

Click the link "join from your browser"



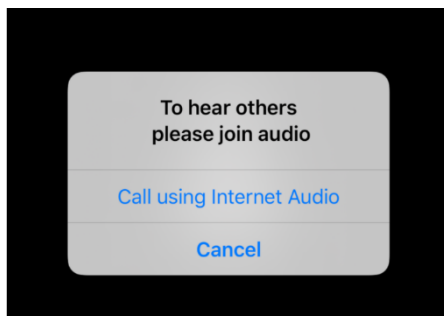
STEP 2: JOIN MEETING

Type in your name and click "Join"



STEP THREE: CHOOSE AUDIO or BOTH AUDIO AND VIDEO

You can choose to join a meeting with or without video, but you must choose audio.



Connecting to Audio

After selecting join, you'll see a prompt asking you to join audio. Click "call using Internet audio" to allow the app access to your microphone. If you don't click this, no one will be able to hear you in the meeting.

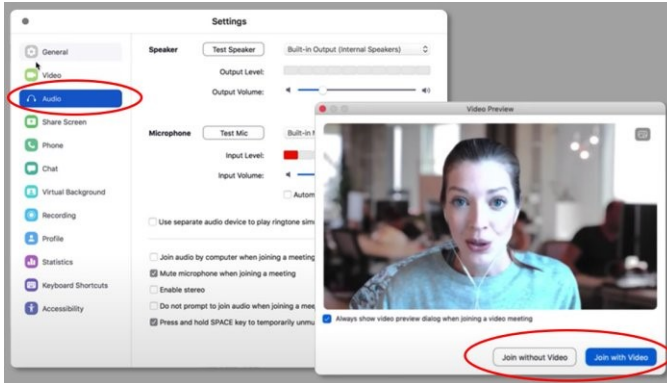
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Connecting to Video

Then you will be asked if you want to be on video.

A video preview shows how you'll look to others in the meeting.



If you have a camera, which is usually included with computers and smartphones, ZOOM will automatically enable you to join using audio and video, so others in the meeting can see and hear you.

STEP 4: GETTING INTO THE MEETING

If the host hasn't started the meeting yet, you'll have to wait on hold. You will be in a "waiting room," and the host will confirm that you have been invited to the meeting and will connect you to the meeting.

Your meeting will load. That's it! You are now in the ZOOM meeting.

Using Buttons in the Meeting

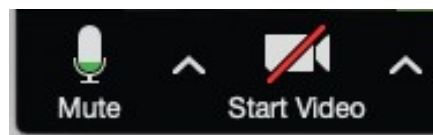
In the meeting, there are only a few buttons that matter.

Your Mute and Video controls may be near the bottom of your screen. You may need to move your cursor around to see them.

Mute and Video Buttons

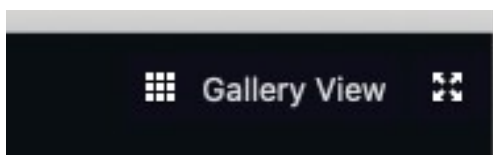
When there is a red slash across the mic or video icon, it means they are turned off. Click once to turn them on or off. It's a good rule of thumb to have your microphone turned off when not speaking. If you are talking and no one responds – check to see if your mic is turned on.

Your mic and video icons look like this:



Raise Hand

To be recognized by the host to speak or ask a question, you may be able to tap or click a "raise hand" icon, but the host may disable this feature, especially if someone is giving a report.



Viewing the Meeting: Active Speaker or Gallery View:

On the top right, use the "gallery view" button, which will show everyone in the meeting.

The "speaker view" will just show the person who is talking at the time.

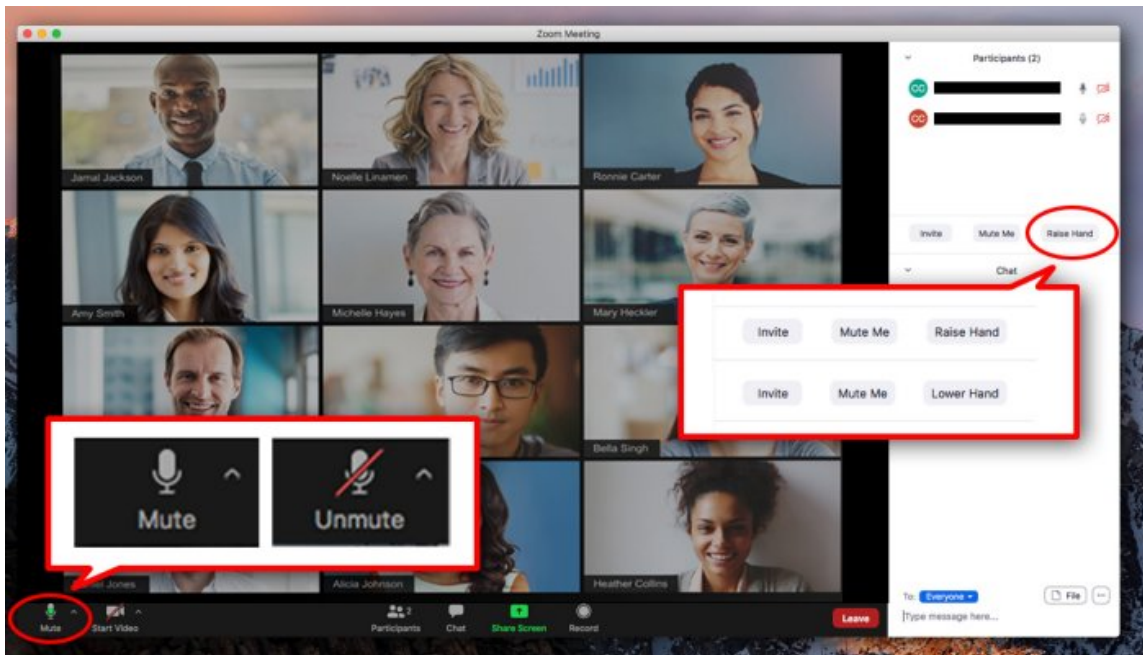
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How will I see other people?

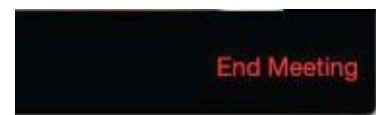
There are two common layouts: speaker view, in which the active speaker takes up the majority of the screen, and gallery view, with thumbnails of participants laid out as a grid. On a laptop or desktop computer, the control to toggle between these views is toward the top right corner of the Zoom window.

On a tablet the control is on the upper left — you may have to gently tap the screen to see it. You'll see all participants' live video feeds if they've enabled their camera. In the absence of video, you'll see a dark rectangle with the person's name or initial.



Leaving Meeting

When the meeting is over, or you want to leave the meeting, click on the End Meeting button, on the right side of the meeting window:



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