

ZOOM GUIDE

Helpful Hints for using Zoom to access STCTB Meetings

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About Zoom

The Scottish Terrier Club of Tampa Bay conducts many meetings by Zoom. Zoom is a web conferencing platform that allows users to connect with video, audio, phone, and chat. Zoom meetings may be joined via a phone call for access to audio only OR by a personal computer, laptop, tablet, or phone with internet connection for audio, video, and chat.

You are not required to have an account to access zoom meetings and you can access meetings via any browser without downloading the zoom client.

However, Zoom states that your device will work best if you install the zoom client ([Download Center for Zoom Apps and Plugins | Zoom](#)). If you choose to create a zoom account, see [Getting started guide for new users – Zoom Support](#).

How to Join a Zoom Meeting

There are several ways to join a Zoom meeting:

1. Locate the meeting invite link from your email or calendar invitation.
2. Click the join link to join the meeting.

Scottish Terrier Club of Tampa Bay is inviting you to a scheduled Zoom meeting.

Topic: STCTB Board Meeting

Time: Sep 13, 2023 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/6110891251?pwd=Z0dRaIRoOUQvYXlVcXBTZWRRqZmNpQT09>



1. **Join via a browser without installing anything:**
 - a. After clicking the join link, if a pop-up window prompts you to open or install the Zoom desktop client, click Cancel.
 - b. At the bottom of the page, click the Join from your Browser link.
2. **Join with the zoom client installed:** after clicking the link, you may be prompted to open the client; if so, click yes and you will be connected to the meeting.

- Join by phone:** locate the “one tap mobile” listed in the email invitation and copy to your cell phone OR ask for a link to be texted to you. Click the link and you will be connected to the meeting (with voice only). Remember to mute your phone while listening.

One tap mobile 
+13052241968,,6110891251#,,,,*776912# US
+19294362866,,6110891251#,,,,*776912# US (New York)

4. Join without the link:

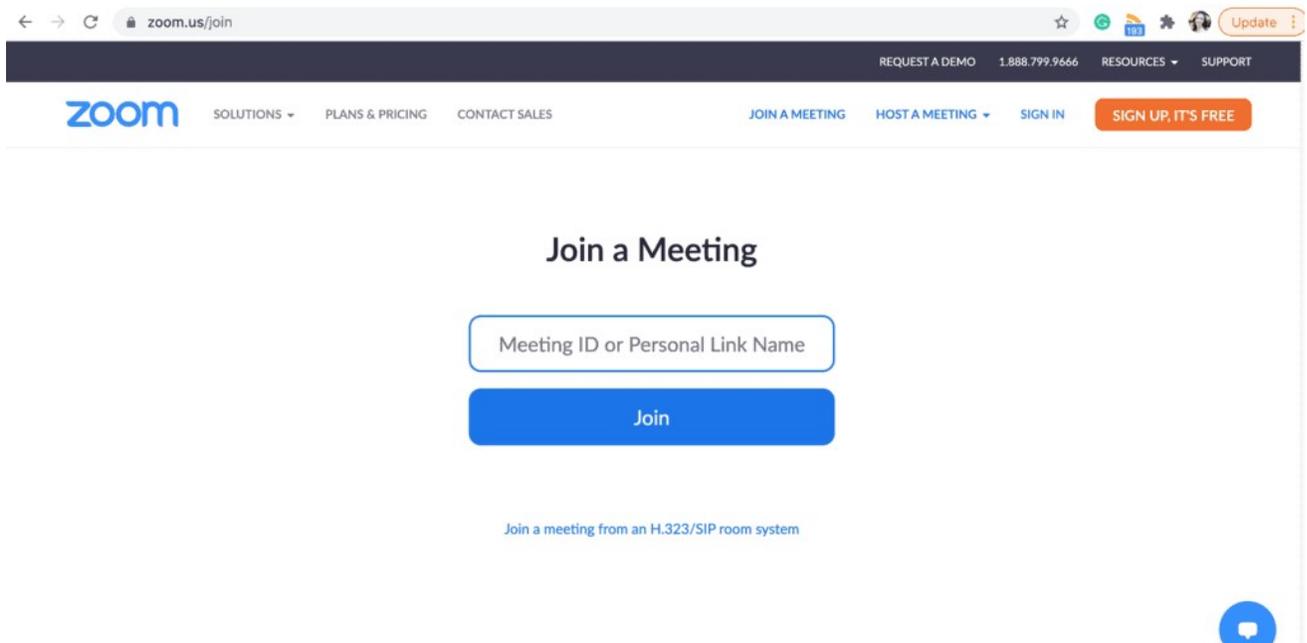
If at any time you are prompted to enter the meeting ID and passcode, look at the email invite just under the “join zoom meeting” link:

Join Zoom Meeting

<https://us02web.zoom.us/j/6110891251?pwd=Z0dRalRoOUQvYXlVcXBtZWVqZmNpQT09>

Meeting ID: **611 089 1251**

Passcode: **STCTB**



← → ↻ zoom.us/join

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Join a Meeting

Meeting ID or Personal Link Name

Join

[Join a meeting from an H.323/SIP room system](#)

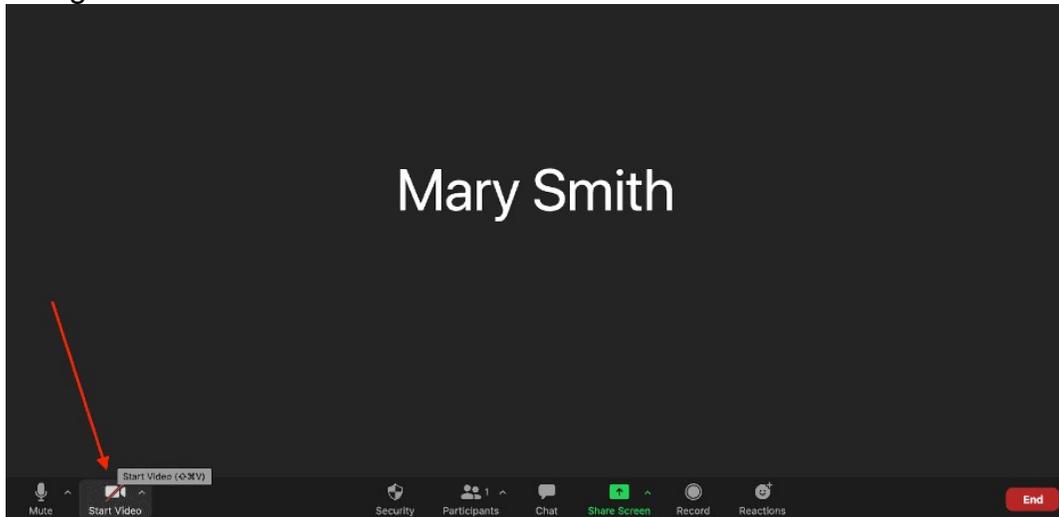
Zoom – Join the meeting from your Desktop

How to Use Important Features

Once you're Zooming with your friends and family, there are a few features to be familiar with to make sure you and your loved ones have a great experience on Zoom.

1. How to Turn on Zoom Camera

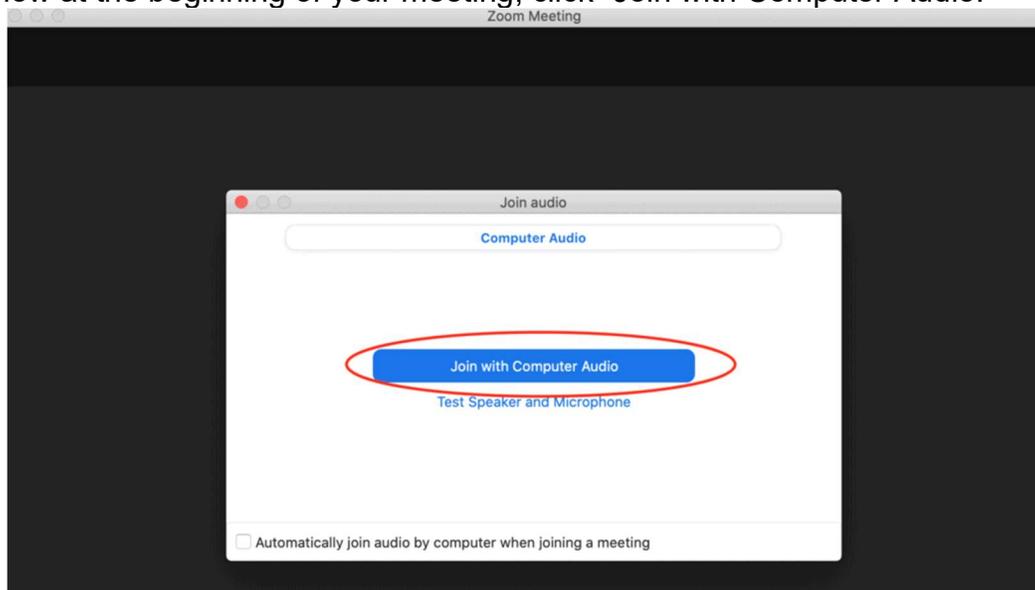
Once you're in the meeting, make sure you turn on your camera so everyone can see your smiling face!



Zoom – How to Start Video

2. How to Mute/Unmute Yourself on Zoom

When you first start or join a meeting, you will see a window appear like the one below. You'll need to allow your computer to join with audio. If you see a box pop up like the one below at the beginning of your meeting, click "Join with Computer Audio."



Zoom – Join with computer audio

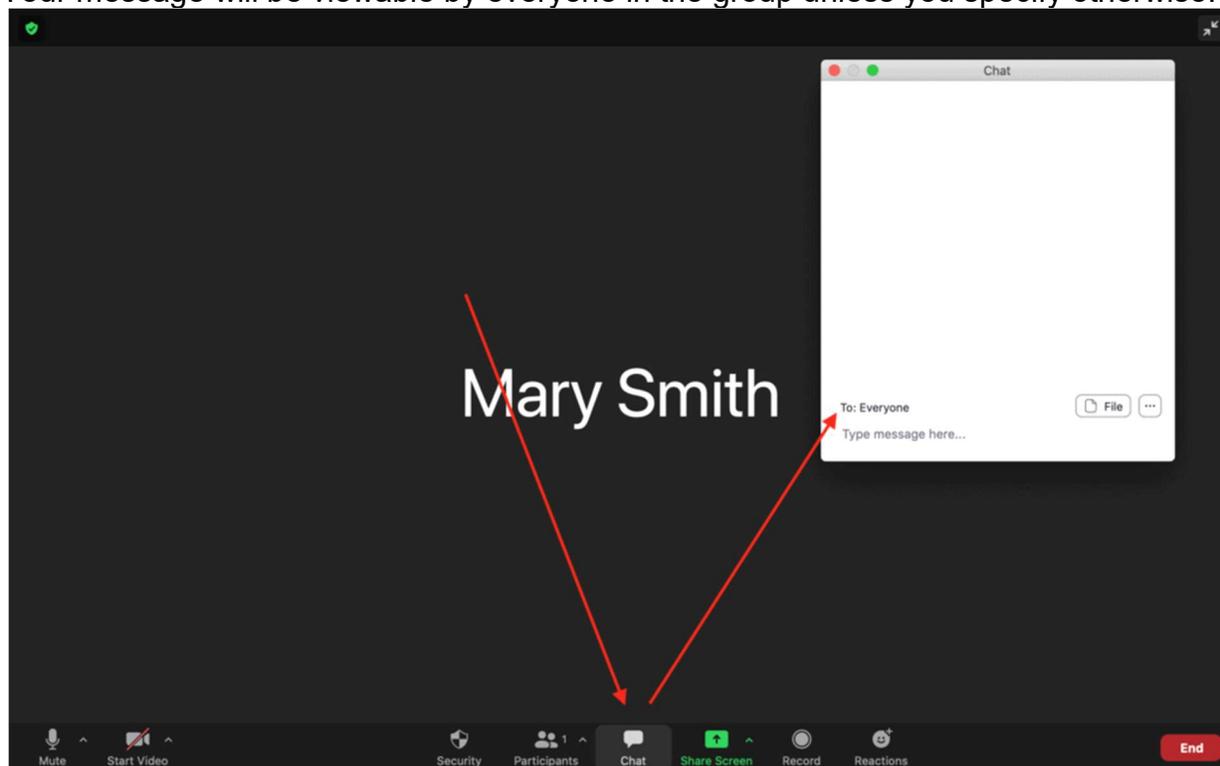
If your husband's watching television in the background, make sure you hit "mute" when you're not speaking. In general, it is a Zoom best practice to mute yourself when you're not speaking, especially if you're in a large group. Just remember to unmute when you want to say something and then re-mute when you're finished.



Zoom – How to mute and unmute yourself

3. How to Use the Zoom Chat Feature

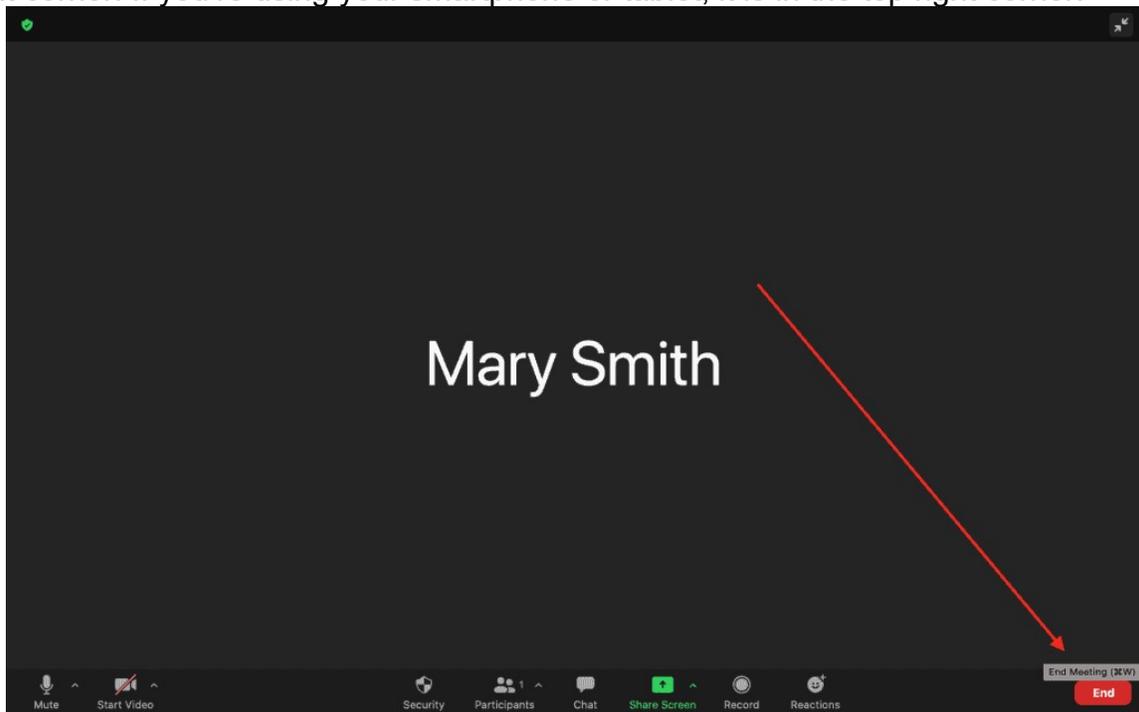
To send a message to the group, click the little chat bubble at the bottom of the screen. Your message will be viewable by everyone in the group unless you specify otherwise.



Zoom – Using the chat feature

4. How to Leave a Zoom Meeting

When you're finished with your Zoom meeting, press the red "End" button in the bottom right corner. If you're using your smartphone or tablet, it is in the top right corner.



Zoom – Ending the meeting on a computer