



## Important Zoom Icons



New Meeting

### New Meeting Icon

To start a new meeting, you will click the orange New Meeting icon or Start Meeting Now button. This will load a screen that allows you to toggle your video on or off, use your personal meeting ID, or start a new meeting with a new meeting ID.



Join

### Join Icon

Clicking the Join icon or Join a Meeting button takes you to a screen where you will enter your Meeting ID to join a meeting.



Join Audio

### Microphone Setting Icons

If you see a Join Audio icon, it means you have not yet connected your microphone for the meeting. To connect your microphone, simply click the button and choose your audio source from the menu that appears.



Mute

Once you have connected your audio, you will be able to easily mute or unmute your microphone by pressing the microphone icon. We recommend muting your microphone when you are not speaking so that other meeting attendees do not experience ambient noise.



Unmute



Stop Video

### Video Setting Icons

The video setting icon allows you to control whether other meeting attendees can see you. To turn your camera off, simply click Stop Video. To turn it back on, click Start Video.



Start Video

# PASR

Pennsylvania Association of School Retirees

## QUICK START GUIDE TO ZOOM MEETINGS

### STEP 1

#### Create Your Account or Sign In

Zoom is a very versatile app and can be used on a computer by going to zoom.us, on a mobile device by downloading the app from the App Store or Google Play, or on a tablet by downloading the app or through your web browser. If you already have an account with Zoom, you can sign into the app using the Sign In button. If you do not yet have an account, you will want to instead click the Sign Up button to create a new account. This will take you through a series of pages that ask for your basic information, including your date of birth, email address, and name.

#### New Users - Confirm Your Account

After you complete the signup process, you will receive a confirmation email that your account has been created. To begin using Zoom, you will first need to click the link provided in the confirmation email.

### STEP 2 You don't need to create a meeting to join us.

#### Create a Meeting and Invite Attendees

If you want to start a new meeting, you will click the orange New Meeting icon on the mobile or tablet app or the Start Meeting Now button on a computer. This will load a screen that provides your personal meeting information to share with other attendees.

To invite members to your meeting, you will first click the Contacts or Participants icon on the mobile and tablet app, or the Invite Others icon on a computer. Then select who you would like to invite to your meeting. You can also copy the meeting URL or the Meeting Invitation to email, text, or share your meeting credentials to attendees independently.

#### Join a Meeting

Clicking the Join icon in the mobile or tablet app or clicking the Join A Meeting link on a computer takes you to a screen where you will enter your meeting credentials to join the meeting. If you are joining a PASR meeting, your credentials will be emailed to you and will also be posted in your Committee's Forum and meeting handouts. In the app, this screen also gives you Join Options where you can turn on or off the meeting audio and video. Please make sure that you always have your audio turned on so you can effectively participate in the meeting. You will still be able to mute or unmute your microphone with the meeting audio turned on.

#### Important Note for Free Account Users

Zoom limits meetings of over ten (10) attendees to 40 minutes if the meeting was created by a user with a free account. Paid users do not have meeting time limits.

### STEP 3

#### Check Your Audio and Video Settings

After you have joined a meeting, you will be able to toggle your video on or off using the video settings icons. Using video is not required to participate in meetings. You can also toggle on or off your microphone. We recommend keeping your microphone muted when you are not speaking to avoid causing ambient noise.