Zoom: At-a-glance

This is the new web presentation platform that allows up to 50 video participants (max. 25 per page). It has a user friendly environment for both the host and attendee as well as additional features such as: Raise hand, Chat, Share screen without request, and much more.

National Association of Federal Retirees
Association nationale des retraités fédéraux


Your electronic device

Regardless which electronic device you are using (PC, Mac, Surface Pro, Laptop, Tablet, iPad) to join a Zoom meeting, be sure to check that all operating systems are fully up to date (Windows, iOS, Mac) otherwise it may prevent you from attending the meeting.

Join the meeting
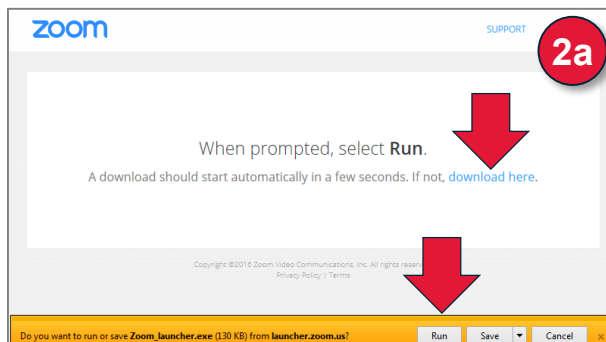
Joining a Zoom meeting consists of 3 steps.

1. Click the **link** listed after "Join from PC, Mac, Linux, iOS or Android:"

Joane Miron is inviting you to a scheduled Zoom meeting:

Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/428785496   **1**
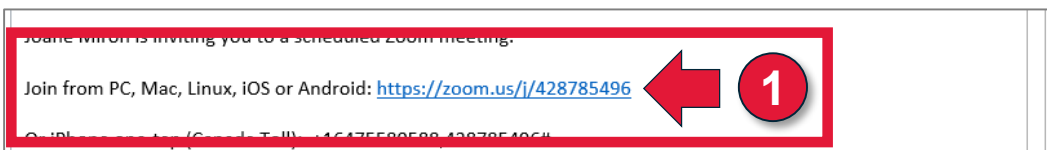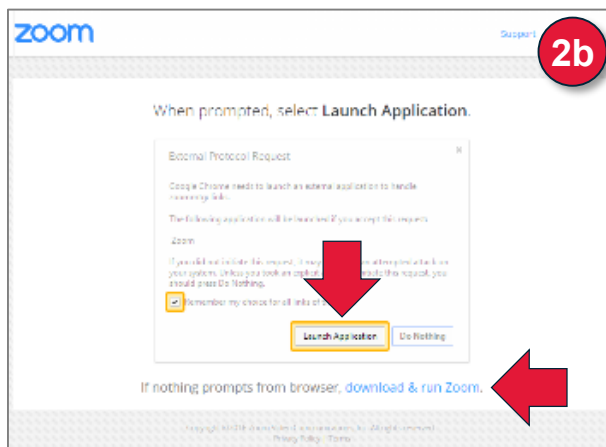

Download Zoom Launcher

2. You will be prompted to download **Zoom Launcher** prior to joining the meeting. The instructions are listed on the webpage and an alternative option is available on the page if the download does not start automatically. For the browsers:

   a) **Internet Explorer:** Click **Run** at the bottom of your screen

   2a
   When prompted, select **Run**.
   A download should start automatically in a few seconds. If not, download here.
   Do you want to run or save Zoom_launcher.exe (130 KB) from launcher.zoom.us?   Run   Save   Cancel

   b) **Google Chrome:** Click **Launch Application** when prompted

   2b
   When prompted, select Launch Application.
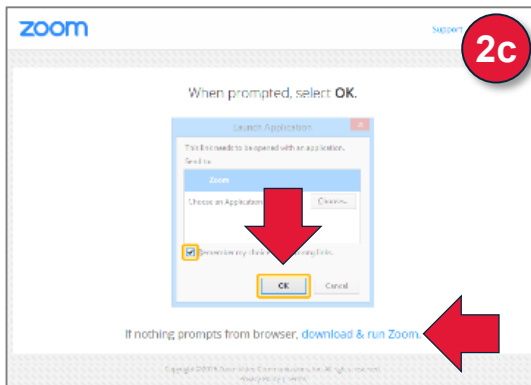   If nothing prompts from browser, download & run Zoom.

Download Zoom Launcher (continued)

2. For the browsers (continued):

   c) **Firefox:** Click **OK** when prompted

Join the audio conference

3. Once in the Zoom meeting, you will be prompted to join the audio portion of the meeting. The three options are:

   a) **Computer Audio:** Click the **Join Audio Conference by Computer** button. This is the preferred method however a microphone and speakers are needed for this option.
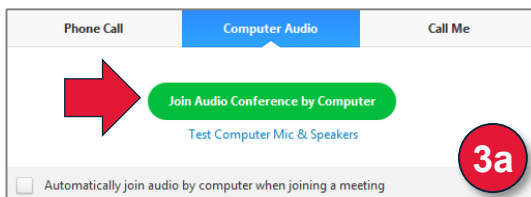
   a) **Phone Call:** Dial the phone number (local or toll-free), follow the instructions on the phone and click **Done.**
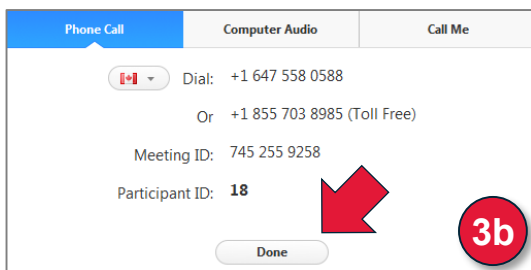
   c) **Call Me:** Select the country **Canada,** enter your phone number and click the **Call Me** button to receive an automated call.
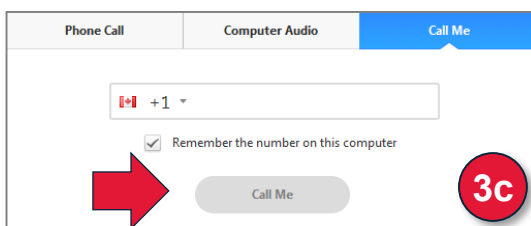
The attendee's tools

Attendees can perform the following actions from the menu bar located at the bottom of the meeting window (move your mouse to toggle):

1. **Mute** and **Unmute** your audio (not available with Chorus Call) or select Audio options if you are not connected to the conference call

2. **Stop** and **Start** the video portion of the meeting

3. **View the participants list**, raise hand and mute/unmute your audio

4. **Share Screen** lets you share your screen even if you are not the host. Note that the host has the ability to lock this feature.

5. **Chat** lets you start a private or group chat with the attendees or the host

6. **Leave Meeting** lets you leave the meeting before the host ends the meeting