

This isn't a zoom for dummies but rather an attempt to provide some basics for those who've never used zoom or those who've barely scratched the surface

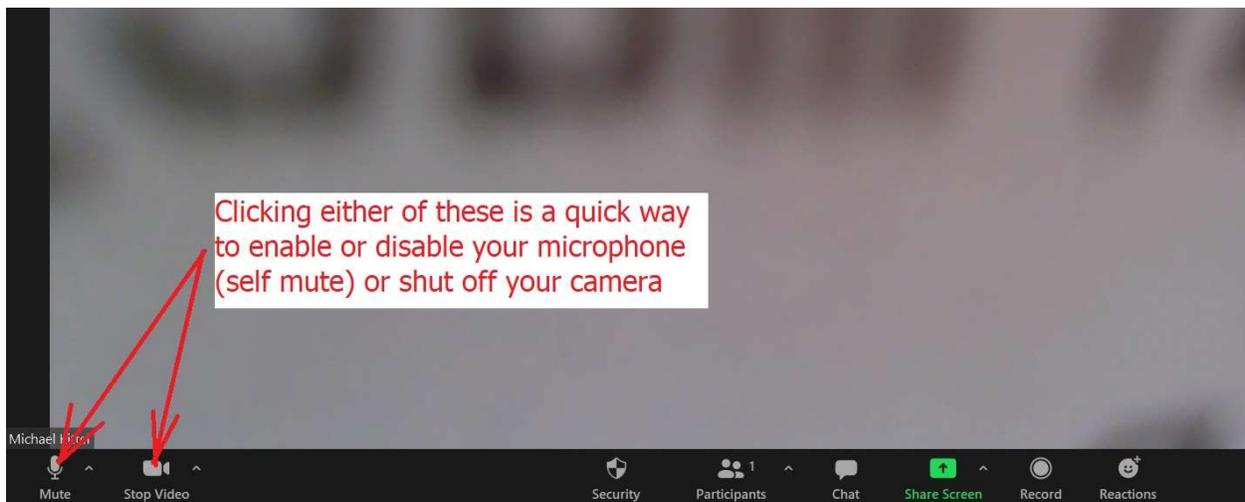
If you've never used zoom and don't want to download the app zoom software, skip to page 5.

If you've never used zoom and do want to download the app, skip to page 7.

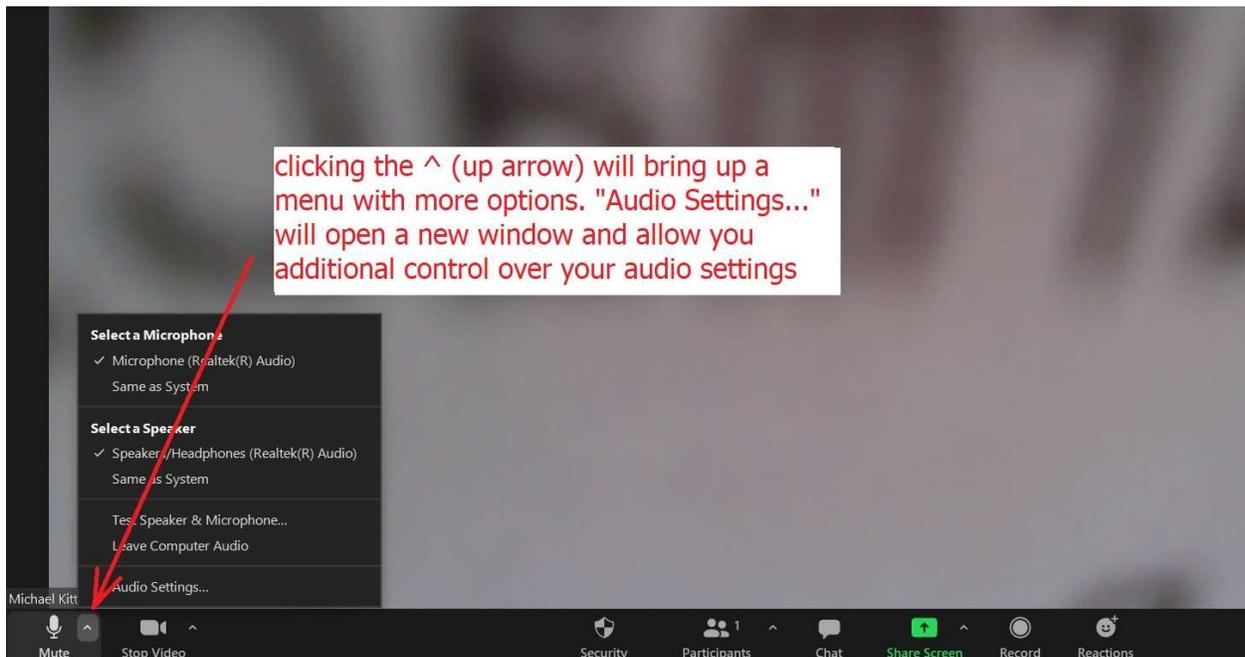
If you're having problems logging into the Zoom app automatically using the emailed link, skip to page 9.

If you just want some tips on how to use zoom see the next section.

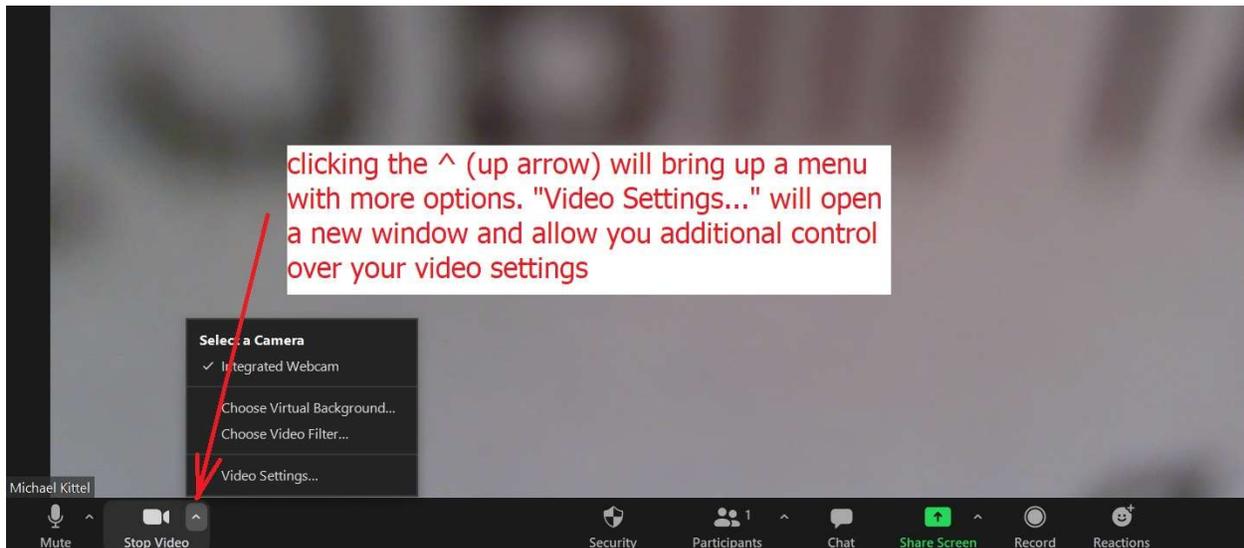
Simple Zoom Audio and Video controls:



Clicking the up arrow icon will provide access to more audio settings:

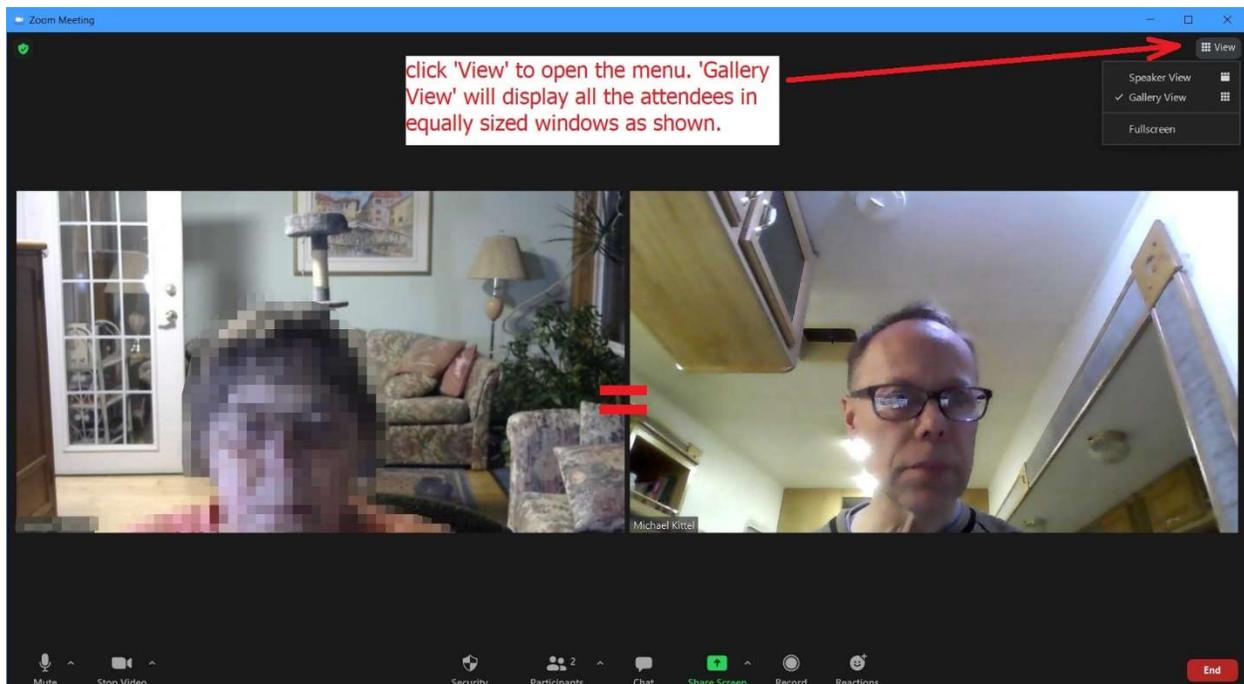


Clicking the up arrow icon will provide access to more video settings:

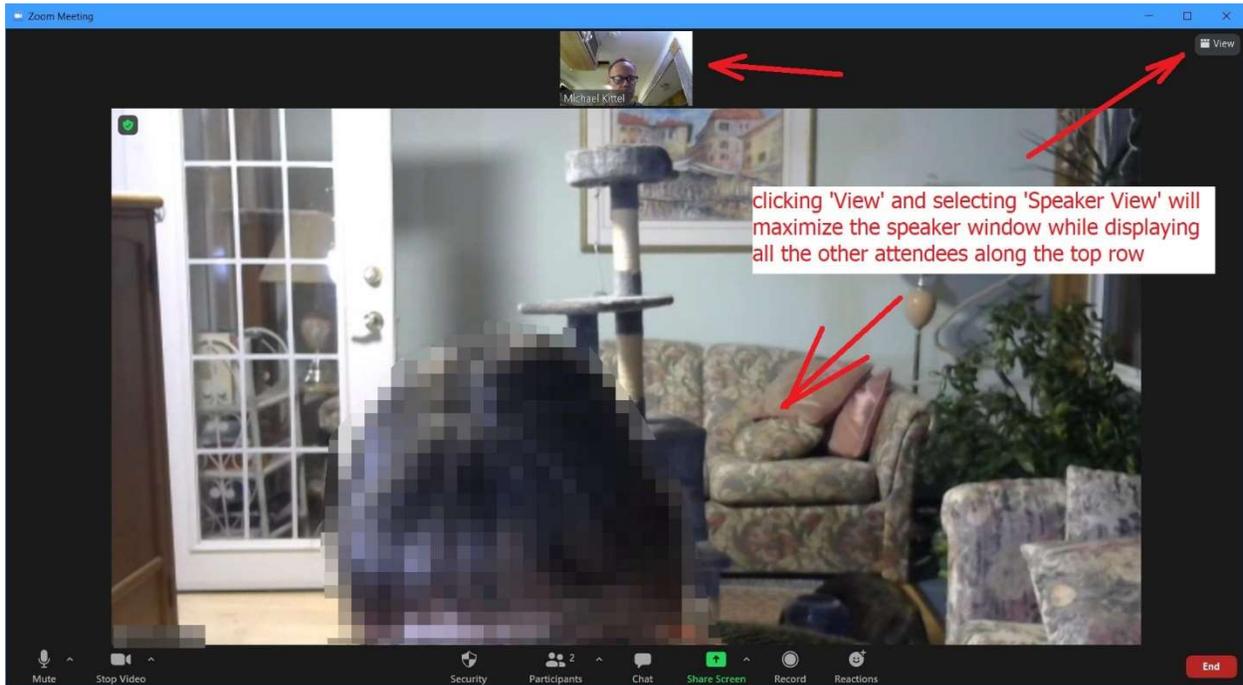


There are two options for viewing all the attendees:

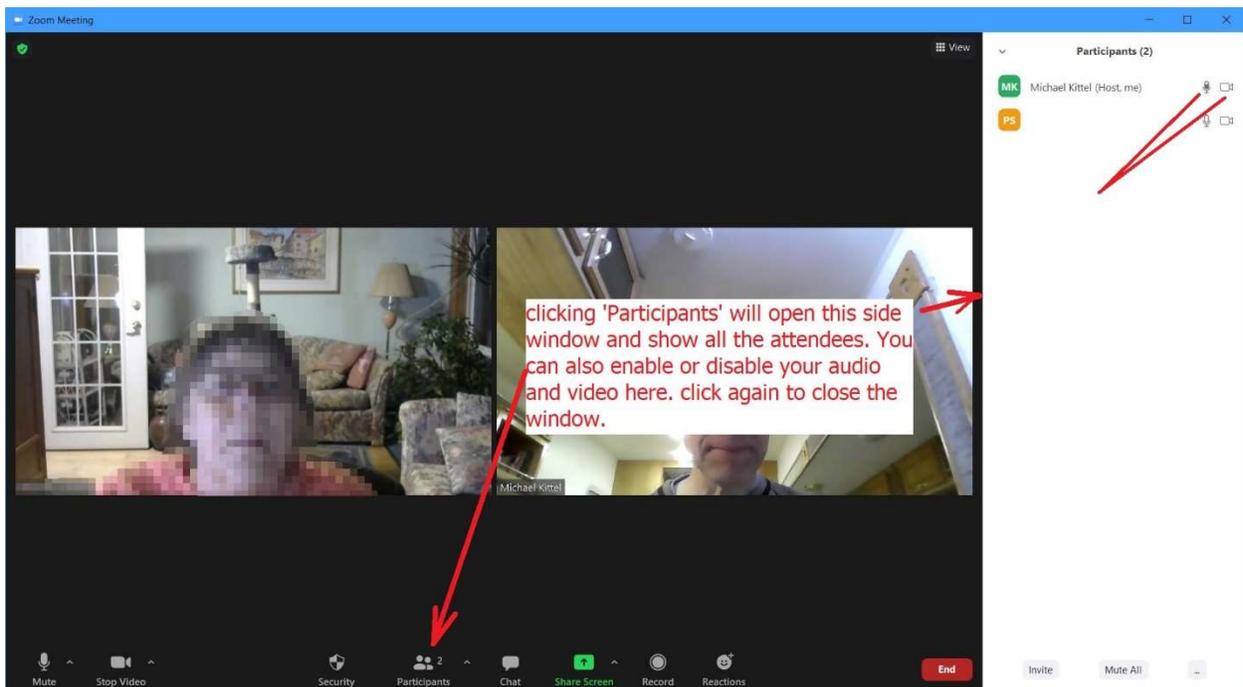
Gallery View and Speaker View. Gallery View displays everyone in equally sized images. You can swap between the two views by accessing the "View" button on the top right.



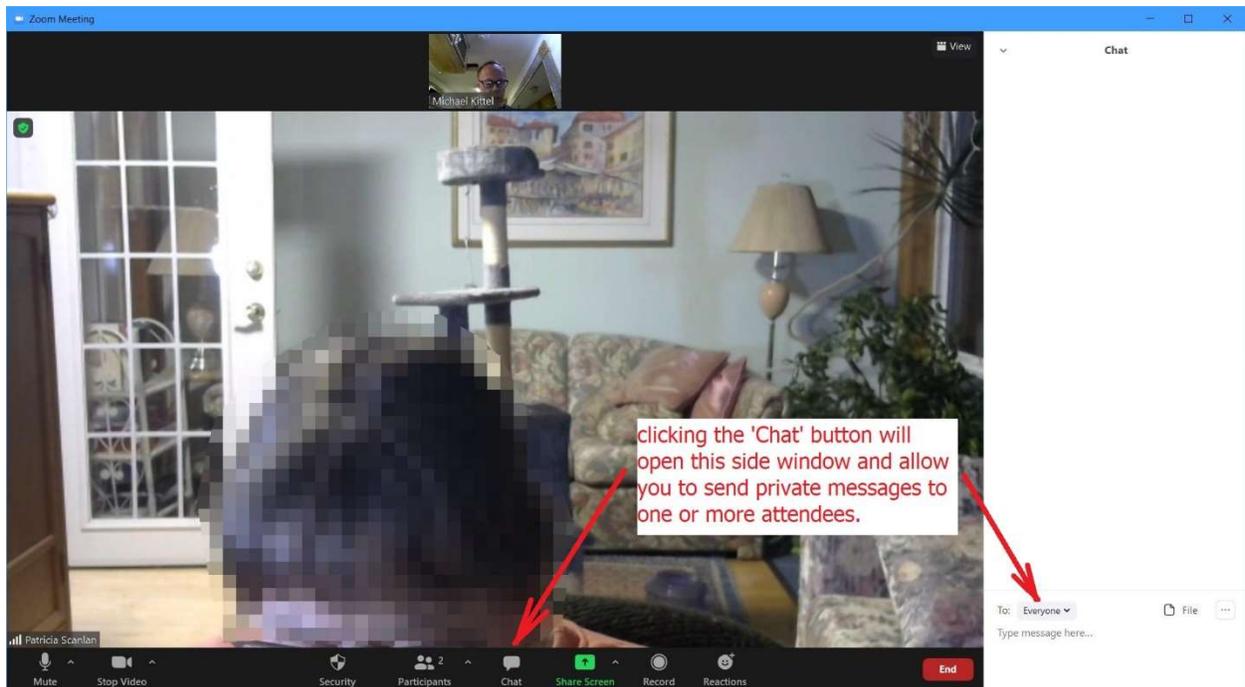
Speaker View displays the speaker in a large window below all the other participants in small windows above.



Clicking the 'Participants' button will open a side window where you can see the names of everyone. You also have an alternate to control your microphone and camera. By simply clicking either, you will enable or disable your camera/microphone.



Clicking the 'Chat' button will open up a side window that will allow you to send private messages to one or more in the group. This can be helpful if you're having difficulties with your camera and/or microphone.



If you've never used Zoom and don't want to download the app, you can use the online version in your web browser.

Start by clicking the link in the email:

VBDS Virtual TGIF Dance Party Trial / Test Friday, Jan 22 at 7:00 pm 

 **Lynne Jordon**
to VBDS, Joan, Julie, Ildiko, Lawrence, Raymond, Dianne, Rod, Michael, goddesslinda, Robert, Lee, Jacqueline, me, john, Criena ▾

Hi all,

At the VBDS Board meeting last week, we talked about trying a virtual social/ dance party on Friday evening once a month or so.

A planning team talked about this idea yesterday and we wanted to test out our approach and to get the technical bugs out.

So you are invited to test out a virtual Zoom "meeting" of 20 people or so, that includes drinks, music, warm up exercises, and dancing whether that is watching, or not/ video optional.)

Here is link:

Lynne Jordon is inviting you to a scheduled Zoom meeting.

Topic: VBDS Virtual TGIF Dance Party Trial
Time: Jan 22, 2021 07:00 PM Vancouver

Join Zoom Meeting
<https://us04web.zoom.us/j/74262323482?pwd=WnNXbkx3bXlnZVN2d1JpaHd5NG4rQT09>

Meeting ID: 742 6232 3482
Passcode: 96yPn8

*Click on the link
the Meeting ID and Passcode are backup info*

Zoom will open on your browser:

 Support English ▾

If you don't want to download the app, you can use Zoom on your web browser. Clicking the link from the email will open this browser window. Click 'Launch Meeting'

Click **Open link** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below



Don't have Zoom Client installed? [Download Now](#)

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[Privacy & Legal Policies](#)



When you click 'Launch Meeting' Zoom will recognize you don't have the app installed and suggest you install it – you don't have to.



Click **Open link** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below



Then click 'Join from Your Browser'

Don't have Zoom Client installed? [Download Now](#)
Having issues with Zoom Client? [Join from Your Browser](#)



Zoom will open a log-in window. You will need to go back to the email invite and copy the 'Meeting ID' to the clipboard and then paste it into the Zoom log-in.



Zoom using a web browser

Join a Meeting

Enter your (screen) name, this is what other people will see

Your Name

Jane Q Public



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Join



Zoom using a web browser

Join a Meeting

Enter your (screen) name,
this is what other people will
see

Your Name

Jane Q Public



I'm not a robot



reCAPTCHA
[Privacy](#) - [Terms](#)

Join

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.



Zoom *should* automatically log you into the meeting. If the host hasn't started the meeting yet, you may have to wait to be admitted. Be patient 😊

For tips on the navigating the main Zoom screen, go back to page 1.

If you don't have the Zoom app (software) and want to download/install it start by clicking the link in the email:

VBDS Virtual TGIF Dance Party Trial / Test Friday, Jan 22 at 7:00 pm  



Lynne Jordon

Sample email invitation

to VBDS, Joan, Julie, Ildiko, Lawrence, Raymond, Dianne, Rod, Michael, goddesslinda, Robert, Lee, Jacqueline, me, john, Criena ▾

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Passcode: 96yPn8

Click on the link
the Meeting ID and Passcode are backup info

(scroll to the next page)

Zoom will launch your web browser and open a window with a clickable link to download the app. It should be more or less automatic after that, prompting you only to accept the installation.



Your meeting has been launched.
Don't see your Zoom meeting?

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)



If you're having problems automatically logging in using the emailed link, you can manually log in by copying the 'Meeting ID' and 'Passcode' from the email into the Zoom app.

VBDS Virtual TGIF Dance Party Trial / Test Friday, Jan 22 at 7:00 pm  



Lynne Jordon

to VBDS, Joan, Julie, Ildiko, Lawrence, Raymond, Dianne, Rod, Michael, goddesslinda, Robert, Lee, Jacqueline, me, John, Criena ▾

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Here is link:

Lynne Jordon is inviting you to a scheduled Zoom meeting.

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Time: Jan 22, 2021 07:00 PM Vancouver

Join Zoom Meeting

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Meeting ID: 742 6232 3482
Passcode: 96yPn8

You will have to individually copy/paste the 'Meeting ID' and 'Passcode' into the Zoom app.

Start by launching the Zoom app and clicking 'Join'



click 'Join'



New Meeting ▾



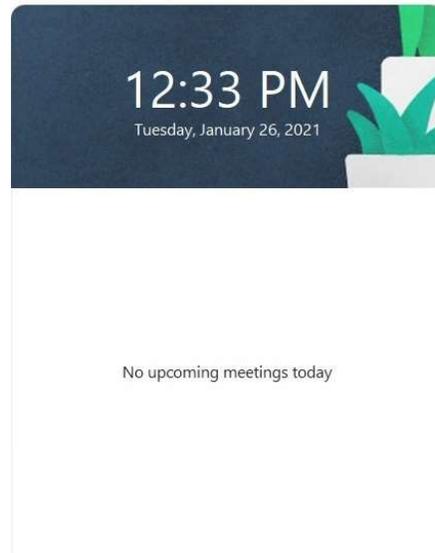
Join



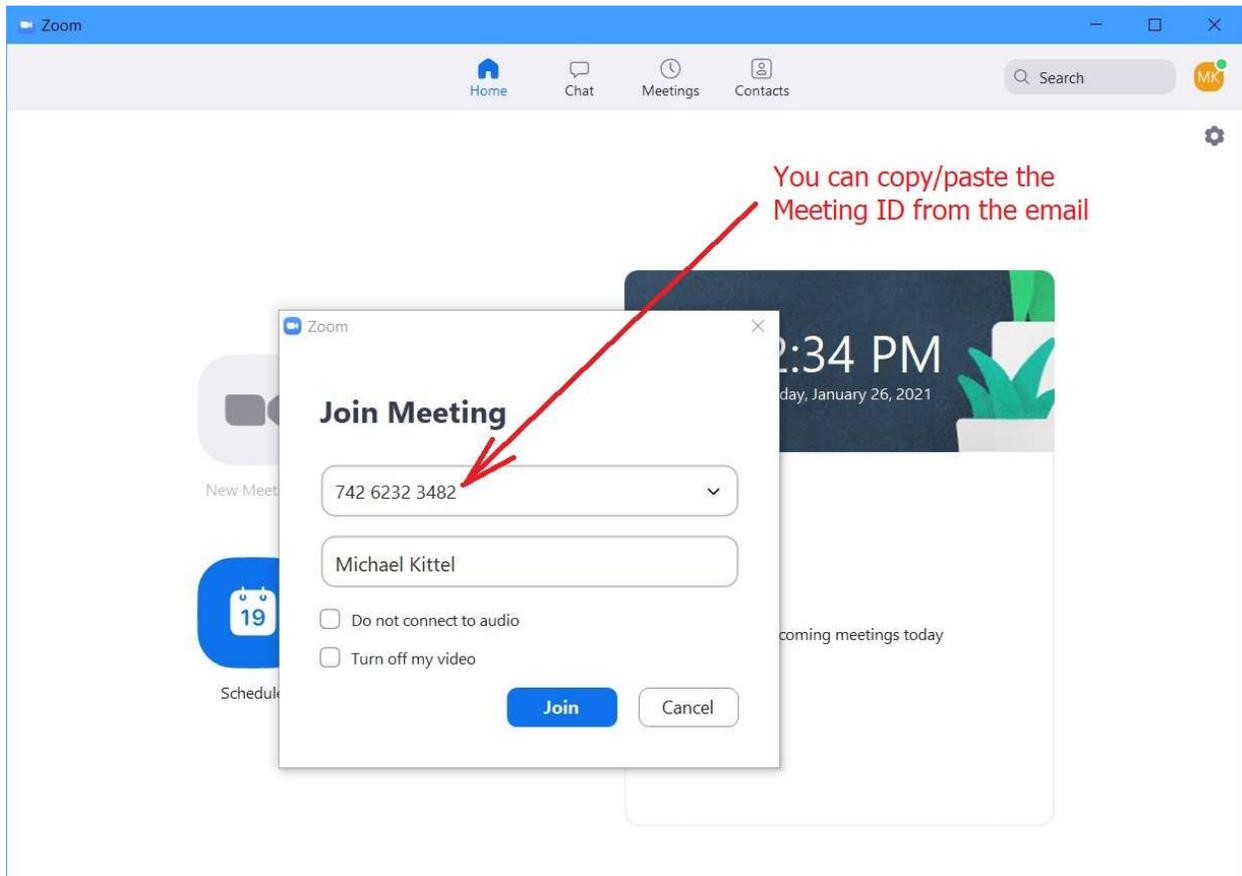
Schedule



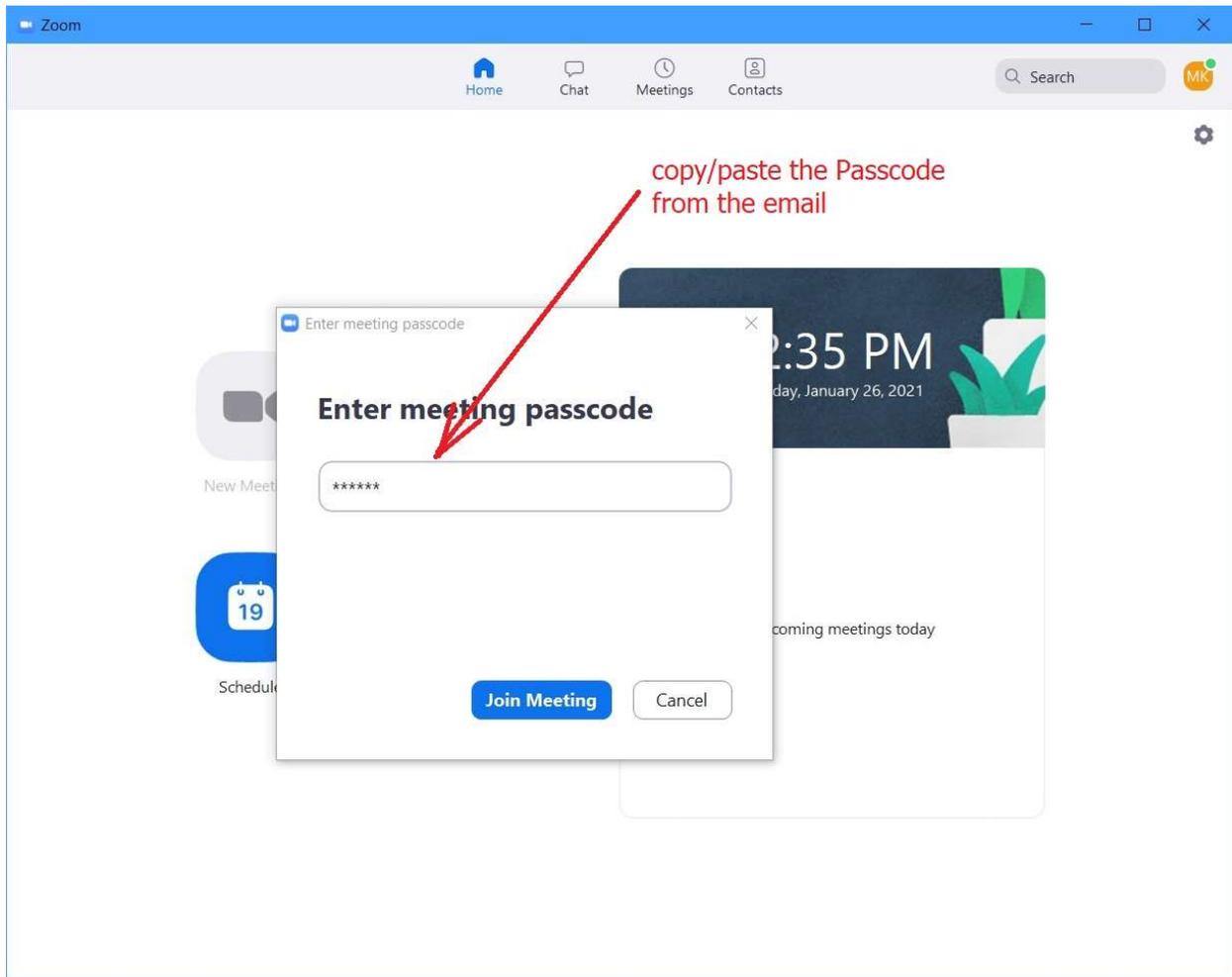
Share screen



Copy/paste the 'Meeting ID':



Copy/paste the 'Passcode':



And you should be all set. If you're early you may have to wait for the host to start the meeting and let you in. Be patient 😊