

Getting Started with Zoom Meetings

NCJS has transitioned to the Zoom meeting platform for our virtual meetings. It is easy to get started with Zoom. This tutorial will guide you through the basic steps of joining an NCJS meeting using Zoom.

The Zoom Help Center offers very helpful guides, FAQs, and tutorials:

<https://support.zoom.us/hc/en-us/articles/206175806>

Technical Requirements

Zoom can be used on Windows, Mac, Chromebook, Linux, iPhone, and Android devices

Zoom can also be used without installing the app via your favorite web browser

Getting Started

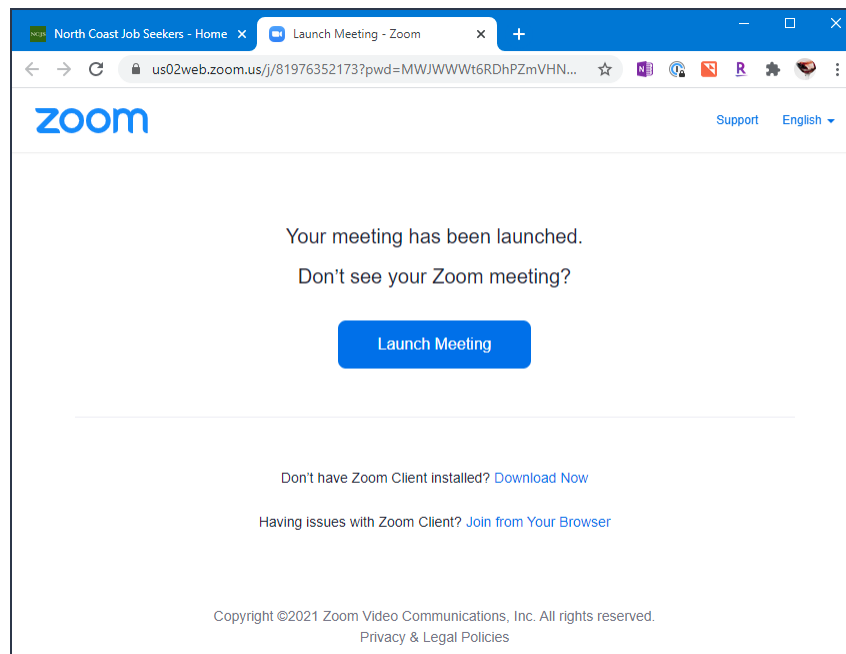
From the NCJS website or E-connect, use the "NCJS ZOOM MEETING CONNECTION" link.

This link contains the necessary credentials to log in to the meeting.

**Use this link to join our virtual meetings with video
from your computer, tablet, or smartphone:**

[NCJS ZOOM MEETING CONNECTION](#)

That link will take you to a page that looks like this:

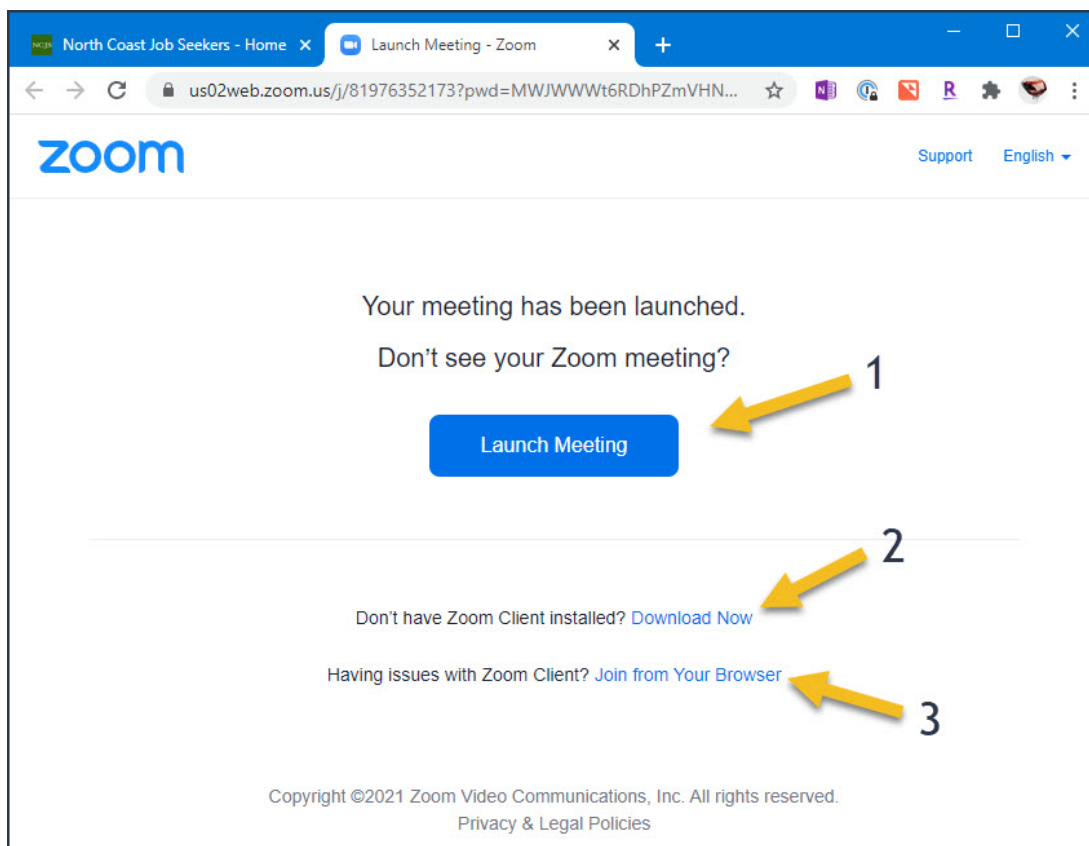


Options – Your Choice

You can join the Zoom meeting on your device one of three ways:

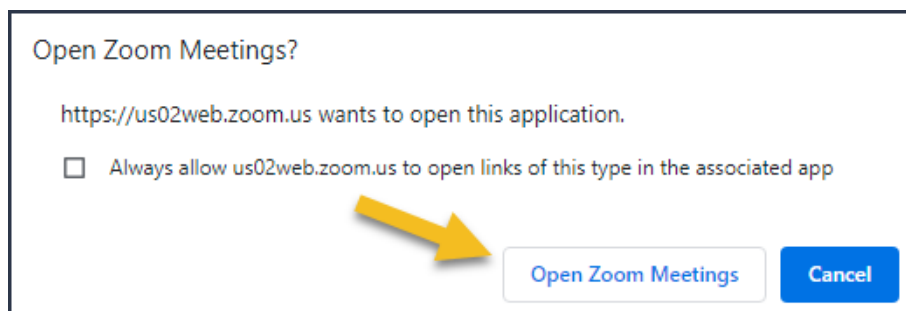
1. Using the Zoom app (program) you already have installed
2. Download and install the Zoom app to join the meeting
3. Using Zoom via a web browser

Follow the steps below based upon your choice.



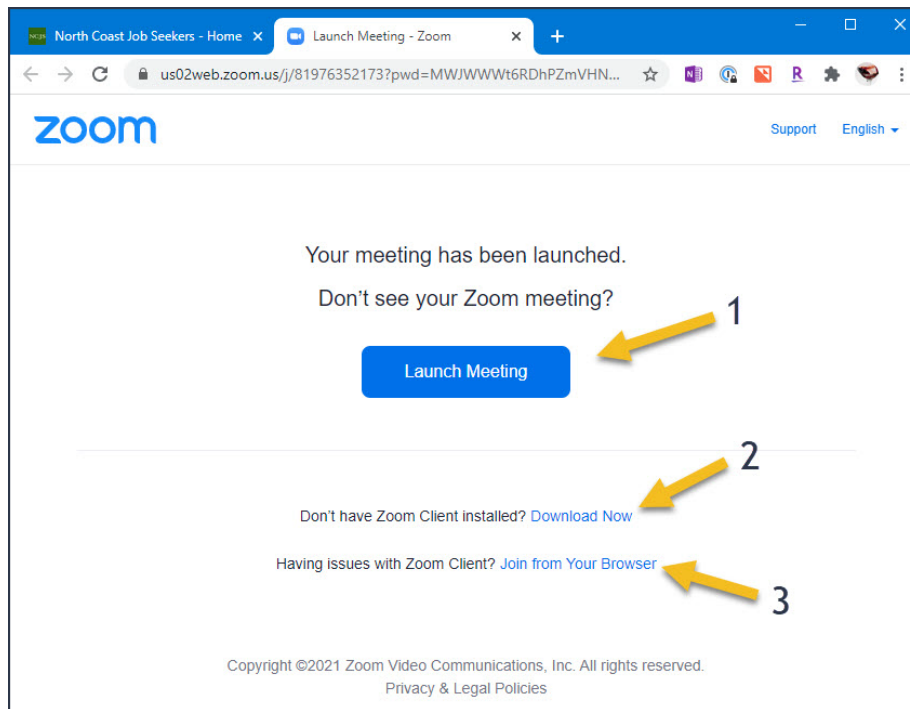
1. Use the Zoom App – Already Installed

This is very simple. Click the “Launch Meeting” button (#1 above). This dialog box will open – click “Open Zoom Meetings” and you’ll be on your way.



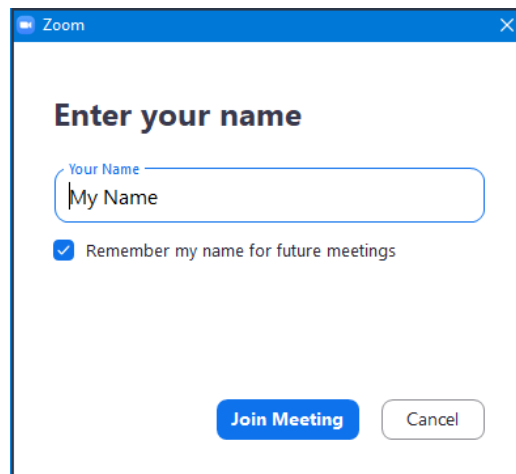
2. Download, Install, and Use the Zoom App

There is a link (#2 below) that will download the appropriate Zoom app for your device.



Click the link and follow the prompts to install the Zoom app. The steps will vary depending upon your operating system, but it is the same as installing other programs you might download and install.

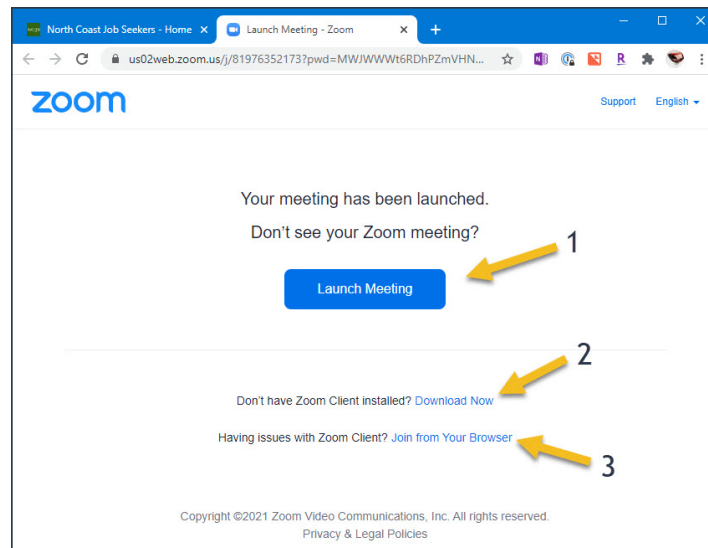
Once the app has installed, you will see the following screen:



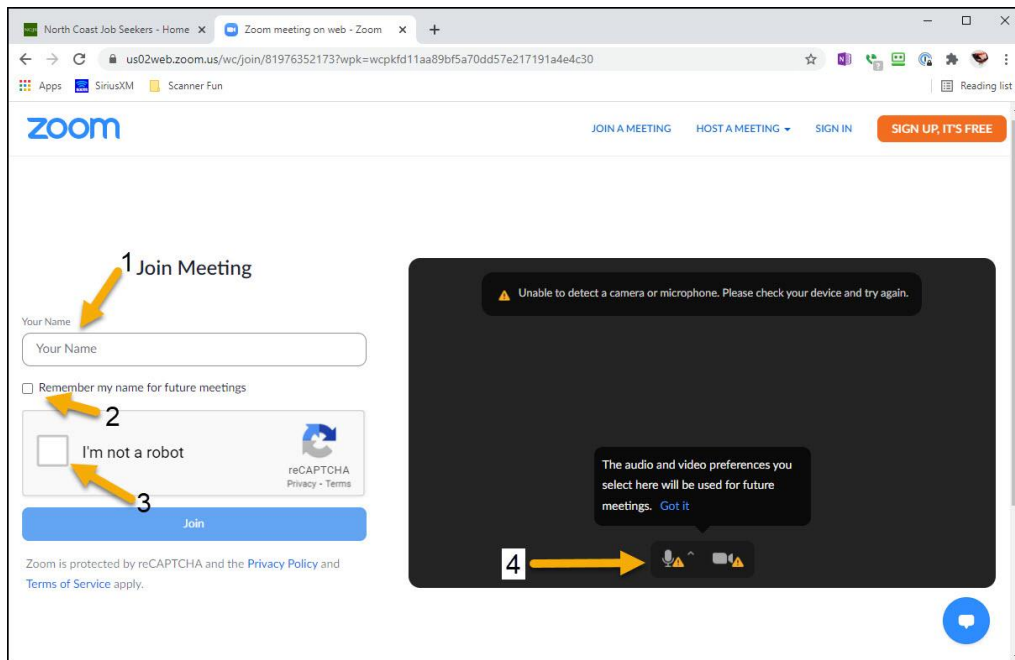
1. Enter your name (first and last is preferred for NCJS meetings)
2. Click "Join Meeting," and you will be taken to the NCJS meeting.

3. Use Zoom Via a Web Browser

Zoom clearly wants you to download and use their app, but it is not required. Hidden away with the somewhat deceiving “Having issues with Zoom Client?” intro is the link you will use to connect to the NCJS meeting from your web browser (#3 below).



Click “Join from Your Browser” link (see #3 above). The following page will open:



1. Enter your name (first and last is preferred for NCJS meetings)
2. Checking this box will save your name for future meetings
3. Check the “I’m not a robot” box
4. In the event that Zoom does not automatically find your microphone and webcam, select your audio and video sources from the dropdown lists.
We strongly urge members to use video when participating in our meetings.
5. Click “Join” and you will be taken to the NCJS online meeting.

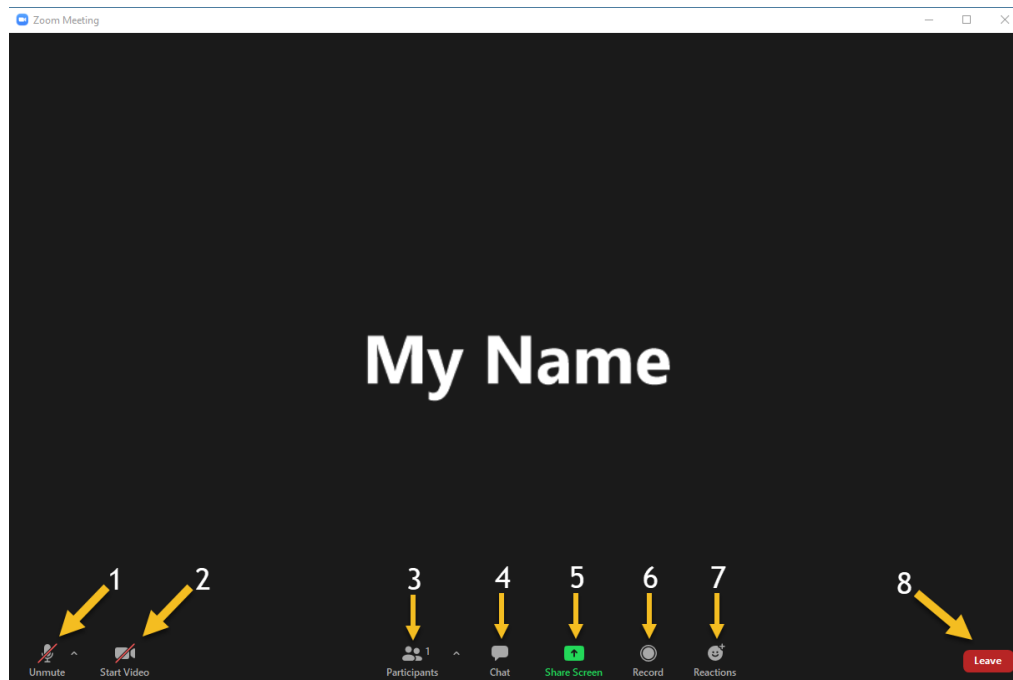
Now That You're in the Meeting Room

Once you have entered the NCJS Zoom Meeting Room, there are a few basics you'll want to know.

This is the basic Zoom Meeting screen (with no other participants showing)

This is to orient you to the main Zoom menu controls.

For greater details and other screen elements, see the other tutorials listed on our website.



1. This is the mute/unmute button. Good etiquette is to remain muted unless you are speaking.
2. This is an important button – “Start Video” will activate your webcam. The screen above depicts how you are shown with no video. We highly recommend using video in NCJS meetings.
3. Click on the “Participants” button and a panel will open on the right side of the screen listing all meeting participants.
4. Click on the “Chat” button and the panel on the right side of the screen will show the chat feature of Zoom. We advise keeping this panel open as there can be helpful chat conversations and is often a place where presenters or other members will post URLs for websites (including job opportunities), engage in conversations, etc. You can also chat with a single person. HOWEVER, if anyone in the meeting saves the chat content from that meeting it will include not only the main conversation, but also ALL “private” conversations as well – BE CAREFUL WHAT YOU POST IN THE CHAT.
5. Share screen – this is ordinarily used only by the presenter. There might be times, in breakout groups for example, that one or more members will be invited to share their screen. It will show everything visible on your desktop, so once again – BE CAREFUL.
6. Record button. You can record the meeting if this feature is enabled by the host.
7. Reactions. These are emojis that you can use in real time to express yourself on the screen. The emoji will appear in the corner of your video image for all to see. Please use emojis with restraint – they can be very appropriate at times, but can also be distracting if they are used too frequently or at inappropriate times.
8. The “Leave” button is pretty self-explanatory – click this button to leave the meeting.

There are MANY other controls and buttons, but this gives a brief overview of the main menu bar.

For more detailed tutorials, use the link referenced at the beginning of this document and the links on our website.