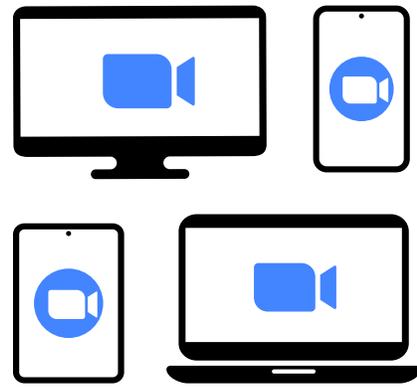


SIMPLE

# User Guide for ZOOM

updated February 2026



## Downloading Zoom

- You are not required to download Zoom on a desktop device before joining, but you will have access to limited functionality if you join from your browser.
- If you are using a mobile device such as an Android or iOS device, you must download the [Zoom mobile app](#).
- **NOTE:** Even if you have the Zoom app, you may be required to update the app infrequently. It is a best practice to log onto any meeting early in case you have to perform an update. You will be automatically prompted to perform an update, if needed, and unable to join Zoom until you complete the update.

## How to Join a Zoom Meeting

**BEFORE YOU START:** turn on your device, ensure you are connected to the internet, and become familiar with the "Zoom" icon (see right). If you are on a computer, you may need to double-click this icon for it to open.

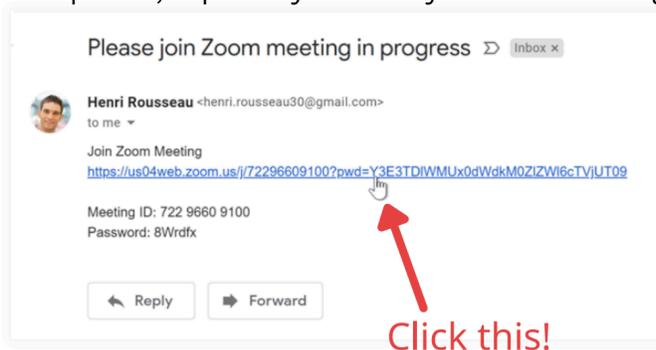


Zoom icon

### Method #1: Click a meeting link

- 1 Find the link (usually it's been emailed)
- 2 Click the link and accept permissions, if asked.

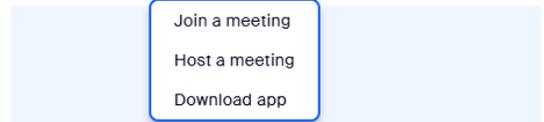
Zoom may ask if you want to allow the app to have access to computer settings (such as microphone and camera). Select **Open Zoom**, and you'll go through the process of joining the meeting. If you didn't already grant access, you may need to grant Zoom permission to use your camera and microphone, especially if this is your first meeting.



## Method #2: Enter the meeting ID in Zoom

Support **Meet** Sign in **Try for Free**

- 1 Search **Zoom.us** in any internet browser
- 2 Once there, click **Meet** and in the dropdown menu click **Join a meeting**.
- 3 Enter the **meeting ID** and password, if needed, and click **Join**.
- 4 You'll be asked if you want to join with or without video. Select **Join with Video**.



Before your meeting begins, you may be briefly placed in the WAITING ROOM. If so, stay there until the host grants you access to the meeting.

## How to Navigate a Zoom Meeting

A screenshot of a Zoom meeting interface. The top bar shows three video thumbnails. The main area shows a large video of a man speaking. The bottom toolbar contains several buttons: Mute, Stop Video, Security, Participants, Chat, Share Screen, Record, Reactions, and End. Annotations with letters A through F point to specific buttons: A points to the Mute button, B points to the Stop Video button, C points to the Chat button, D points to the End button, E points to the Gallery View button, and F points to the Full Screen button (represented by a square icon).

**"Mute button"** - indicates whether others in the meeting can hear you. If there is a red slash (  ) others CANNOT hear you. Clicking the "carat" or arrow next to the mute button will take you into the audio settings menu.

**"Video button"** - indicates whether or not others can SEE you. Red slash means camera is off. Click carat for video settings menu.

**"Chat button"** - Click this to share messages with everyone in the group (or select just one individual).

**"End/ Leave button"** - Click this to leave the meeting when it's over or if you are having technical issues and need to rejoin a meeting.

**"Full Screen button"** - click this to make Zoom take up your entire screen. Click it again or press "Esc" to exit fullscreen mode.

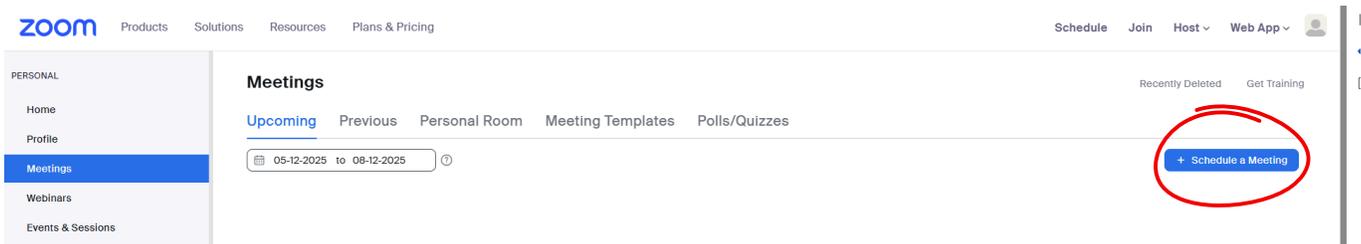
**"View button"** - Click this to change between seeing everyone at once (Gallery View) and seeing only who is speaking at any given time (Active Speaker View)

# How to Host a Zoom Meeting

Community Assembly Committee Chairs and Neighborhood Council Officers often host Zoom meetings to offer online or hybrid attendance options.

## Creating a Meeting:

- 1 Login to your Zoom account by visiting **Zoom.us** from any internet browser. Once logged in, **click Meetings** (on the left side of the page) and then **Schedule a Meeting**.



- 2 You will be prompted to fill out the meeting info, shown below. Once completed, **click Save**.

A screenshot of the Zoom 'Schedule Meeting' form. The form is titled 'Schedule Meeting' and has a 'Back to Meetings' link. It contains several sections: 'Topic' with a text input field containing 'My Meeting' and a '+ Add Description' link; 'When' with date and time pickers (05/12/2025, 6:00, PM); 'Duration' with hour and minute pickers (1 hr, 0 min); 'Time Zone' with a dropdown menu (GMT-7:00 Pacific Time (US and Canada)); 'Recurring meeting' with a checkbox; 'Attendees' with a text input field; 'Registration' with a 'Required' checkbox; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 268 334 3551'; and 'Template' with a dropdown menu. On the right side, there are sections for 'Security' (Passcode: 630856, Waiting Room, Require authentication to join), 'AI Companion' (Automatically start AI Companion, meeting questions, meeting summary), 'Meeting chat' (Enable Continuous Meeting Chat), 'Video' (Host: on, Participant: off), 'Audio' (Telephone, Computer Audio, Both), and 'Options' (Allow participants to join anytime, Mute participants upon entry, Automatically record meeting, Approve or block entry to users from specific regions/countries). At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

**3** Once you click save, you'll be taken to the page with the meeting details, where you can copy the invitation/invite link, add to your calendar, or even start the meeting.

My Meetings > Manage "My Meeting"

Details Polls/Quizzes Live Streaming

Topic My Meeting

Time May 12, 2025 06:00 PM Pacific Time (US and Canada)

Meeting ID 862 3135 7414

Security ✓ Passcode \*\*\*\*\* Show

Invite Link <https://us06web.zoom.us/j/86231357414?pwd=q2iiJ9HTikNyulO3bycQgIMNFQoLac.1>

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

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**Meetings**

Upcoming Previous Personal Room Meeting Templates Polls/Quizzes

05-12-2025 to 08-12-2025 ⓘ

Today

06:00 PM - 07:00 PM **My Meeting**  
Meeting ID: 862 3135 7414

**4** Meetings will be listed under the Meetings tab, and when you hover over a specific meeting, a blue Start button will appear and you can launch the meeting from there as well.

Today

09:00 AM - 10:00 AM **My Meeting**  
Meeting ID: 876 1565 8576

Start Edit Delete