Getting Started with Zoom

What is Zoom?

Zoom is a cloud-based video conferencing service you can use to meet virtually with others. It is available for free, and can be downloaded to your computer, smart phone or tablet.

What do I need to use Zoom?

A computer or mobile device with speakers and a microphone and the Zoom app. You can down load the app from the Apple App Store, from Google Play or the Zoom website (the download will start automatically).

If you would like to host meetings, you will need an email address to create a Zoom Account.

To attend a Zoom meeting (such as a library program) you do not need to create an account. You will need a meeting ID and password, this will be provided when you register.

How do I join a Zoom meeting?

Click on the Zoom link you were provided in your email. If you have not used Zoom before, you will be prompted to download Zoom.

If you are joining on a smart phone or tablet, it will prompt you to download the Zoom Cloud Meetings app from your device's app store.

If you are using a computer, you will be prompted to download a small application file. Then, you will be asked to open Zoom or the Zoom installer package:

Mozilla Firefox: Click "Save File" and following the instructions in the pop up box. If an "Application Launcher" or "External Protocol Request" box appears, tick "Remember my choice" and then click "OK".

Google Chrome: Chrome will automatically download the file and point to it in the bottom left corner of the screen. Clicking on the Zoom_launcher.exe file will install Zoom, there will be a short pause before a blue progress bar appears indicating the progress of the installation. If an "Application Launcher" or "External Protocol Request" box appears, tick the "Remember my choice" option and then click "Ok".

Safari: When asked if you want to open zoom.us, click "Allow". You will be required to choose to launch Zoom each time you wish to open it.

When prompted, enter the meeting ID and password provided in the email invitation. Just before entering the meeting, you will be asked to enter a display name. We ask that if attending a library program this name match the name used to register for the program.

Once you join a meeting, Zoom will ask for your video and audio preferences. You can choose whether or not you want video enabled (this means your video, you will always be able to see the host) and choose whether you wish to use your computer or device's audio (this requires microphone, which smart phones, tablets and many laptops will have built in) or if you wish to call in from a separate phone. The number to call in can be found in the invitation email.

---

middlesex county library

library.middlesex.ca
connect with us

For additional technical support email us at librarian@middlesex.ca