

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF INDIANA



QUICK REFERENCE CARD: ZOOM CONTROLS FOR PC/ LAPTOP/ SURFACE PRO

JOINING A MEETING

1. Click the link from your invitation. A browser window will open. Click **“Launch Meeting.”** *Note: if you have never used Zoom before, you will be prompted to download the app. You can also join in browser.*

Once you install Zoom Client, click **Launch Meeting** below

Launch Meeting

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

Having issues with Zoom Client? [Join from Your Browser](#)

2. A pop-up will ask you if you want to open Zoom Meetings. Click **“Open Zoom Meetings.”**

Open Zoom Meetings?

https://www.zoomgov.com wants to open this application.

☐ Always allow www.zoomgov.com to open links of this type in the associated app

Open Zoom Meetings

Cancel

3. If prompted, join with computer audio.

Join with Computer Audio

[Test Speaker and Microphone](#)

4. If you have never logged in to Zoom before, you may be prompted to enter your name. **Please enter your FULL first and last name.**

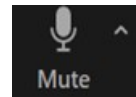
You will then be admitted to a virtual waiting room.

Please wait, the meeting host will let you in soon.

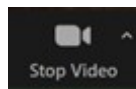
5. The host will admit you at the appropriate time.

MEETING CONTROLS

Location: Bottom of Screen



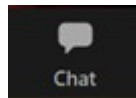
Mute/Unmute
Your Audio



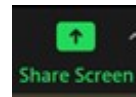
Start/Stop Your Video



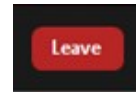
Show Meeting
Participants



Open Meeting Chat



Share Your Screen

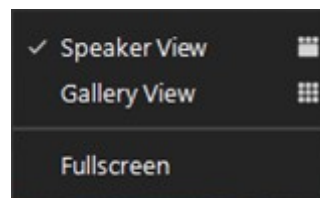


Exit Zoom Meeting

VIEWING CONTROLS

Location: Top Right of Screen

View



Large image of
speaker only

See tiles of all
participants



JOINING A MEETING

1. Visit the App Store to download the Zoom Cloud App.



2. From your iPad, open the meeting invitation and click the link to join.

3. When prompted, enter your name. **Enter your FULL first and last name.** Click "Continue."

Please enter your name

Mary's iPhone

Cancel Continue

4. A box will pop up asking if Zoom can access your camera. Click Ok.

"Zoom" Would Like to Access the Camera

For people to see you during meetings, Zoom needs access to your camera.

Don't Allow OK

Then click "Join with Video."

Join with Video

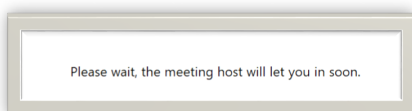
5. A second box will pop up asking if Zoom can access your microphone. Click OK.

"Zoom" Would Like to Access the Microphone

For people to hear you during meetings, Zoom needs access to your microphone.

Don't Allow OK

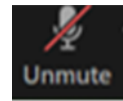
6. You will be joined to the virtual waiting room.



The host will admit you at the appropriate time.

SOUND & SCREEN CONTROLS

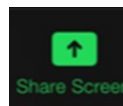
Location: Bottom Middle of Screen



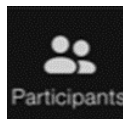
Mute/Unmute
Your Audio



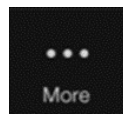
Mute/Unmute
Your Video



Share Screen



Show Participants



More Options*

*More Options:

Chat

Meeting Settings

Minimize Meeting

Raise Hand