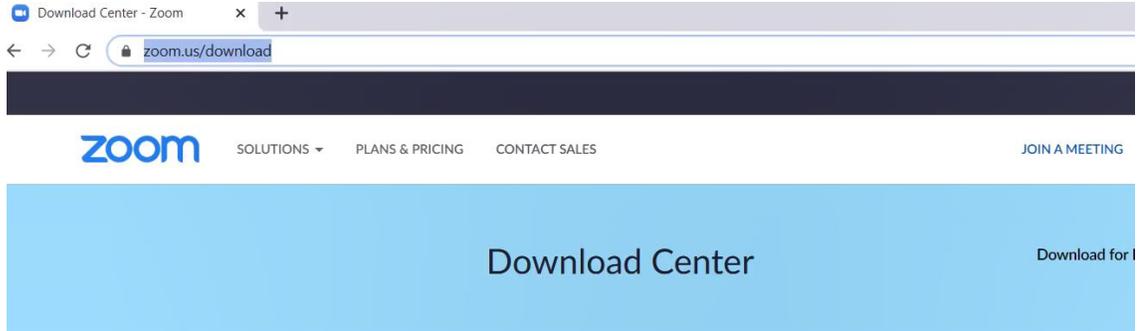


# Zoom Installation and Basic Controls Available for Participants

## Installation:

1. Download the latest client from [zoom.us/download](https://zoom.us/download)



### Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.



Click to  
Download Client

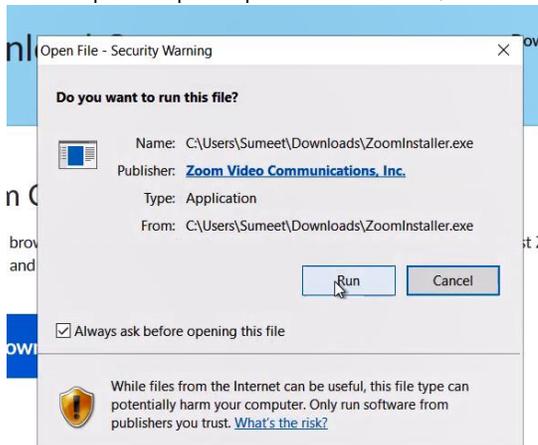
### Zoom Plugin for Microsoft Outlook

The Zoom Plugin for Outlook installs a button on the Microsoft Outlook tool bar to enable you to start or schedule a meeting with one-click.

2. Run the Zoom Client installer downloaded above.



It will open a prompt similar to this, click Run to continue with install.



## Joining Zoom Meeting:

3. You do not need to have a Zoom account to join a meeting if the meeting does not require registration. If you wish to signup for a free basic Zoom Account visit : <https://zoom.us/signup>
4. After install of Zoom client is finished you can join the meeting on your computer using two methods: **Method 1:** Click Join Meeting or you can open the meeting invitation link sent, by clicking on the URL sent in the invite.

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IT HPME is inviting you to a scheduled Zoom meeting.

### Join Zoom Meeting

<https://us02web.zoom.us/j/81701965273?pwd=bmpQblllOVNoUjdpUm5oVHk5cWx2dz09>

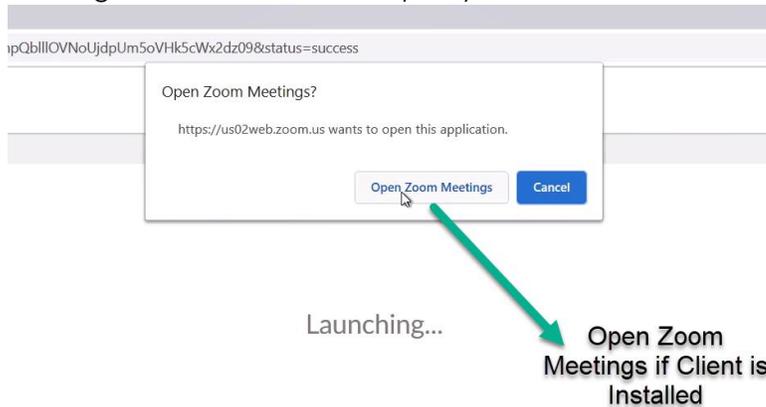
Meeting ID: 817 0196 5273

Password: 333

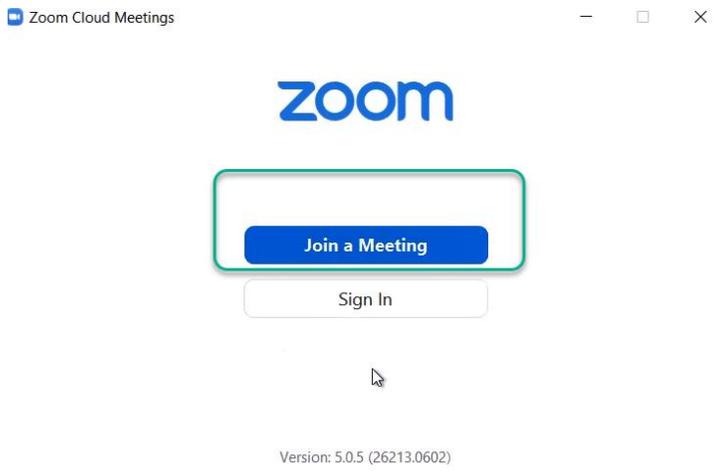
One tap mobile

+16699009128,,81701965273# US (San Jose)

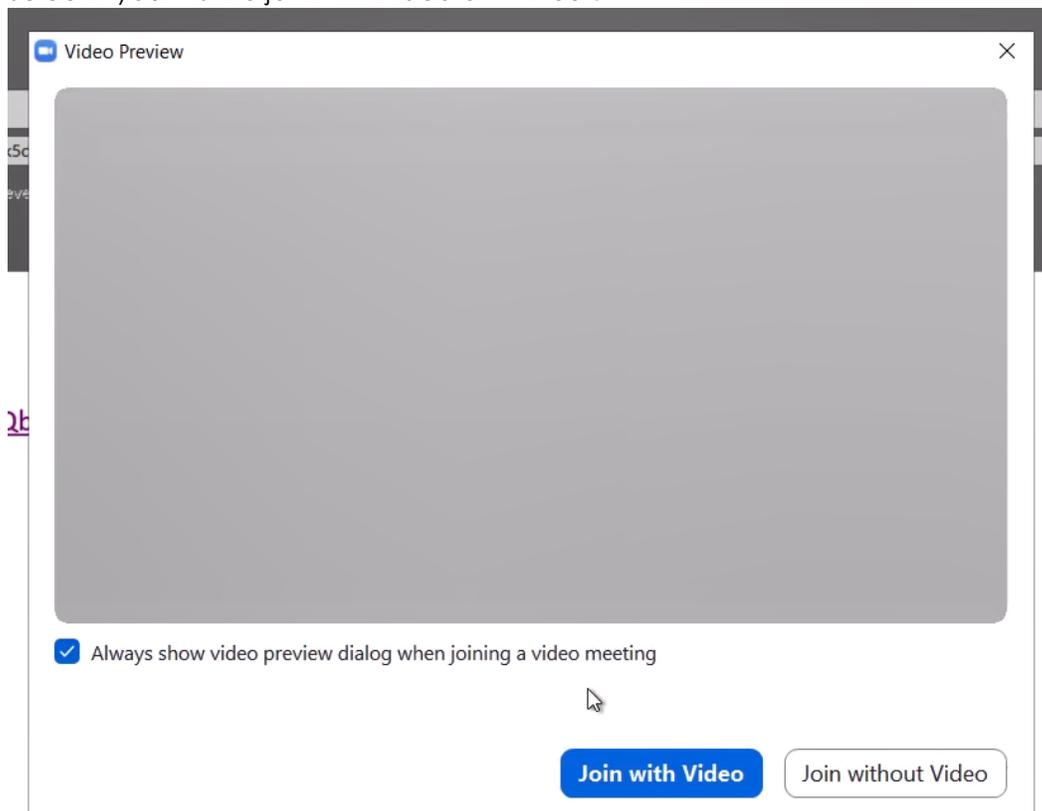
Clicking the Invitation link will open your default web browser and ask you to Open Zoom



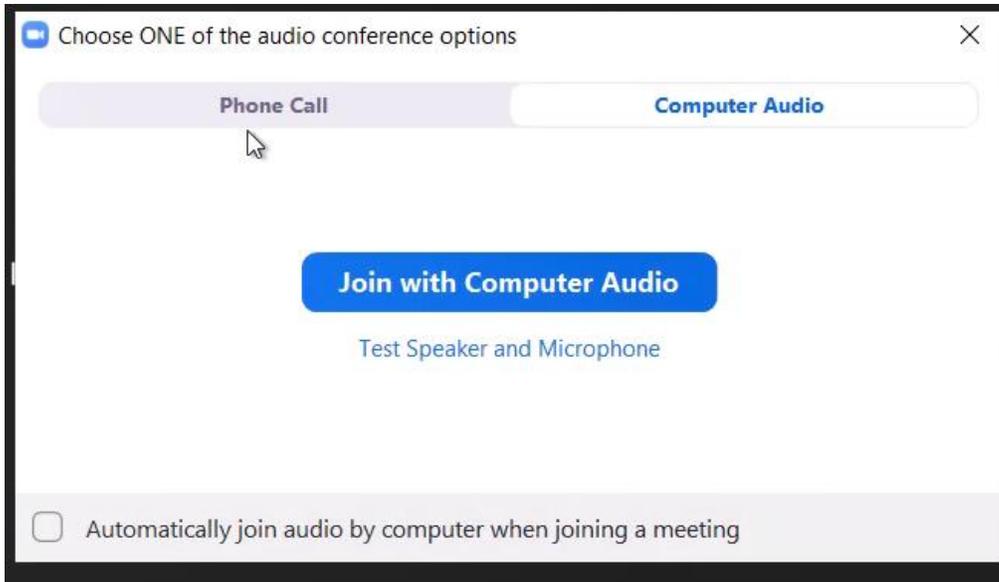
**Method 2:** Manually enter the meeting ID and join the meeting with the provided Meeting ID and Password in the invite.



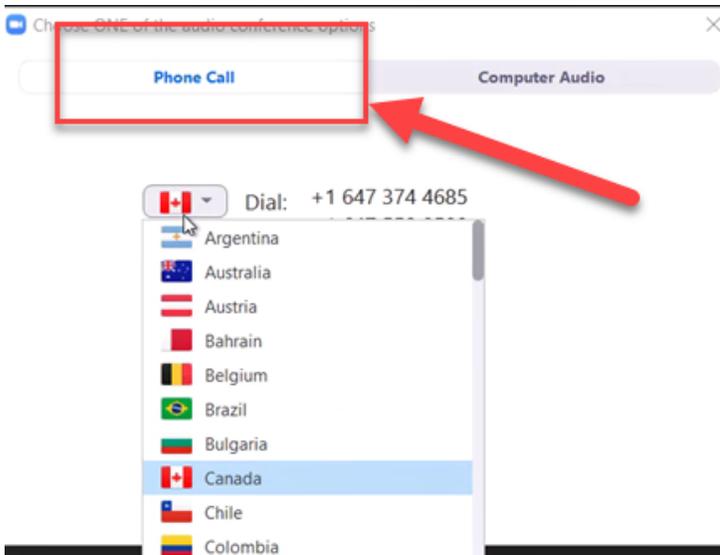
5. Select if you wish to join with Video or Without.



6. Select if you wish to use **Computer Audio** or wish to join via phone (**note:** there might incur cost to dial-in using the number listed)

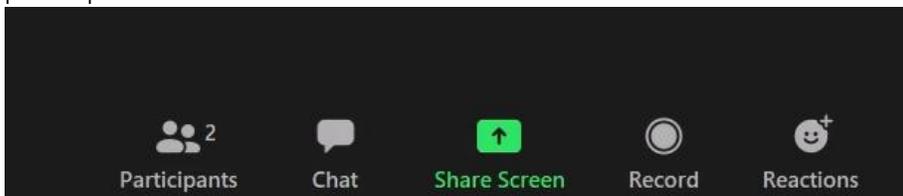


To **Join via Phone** click the **Phone Call** Tab and choose the Region from the drop down to list the numbers available to dial in.

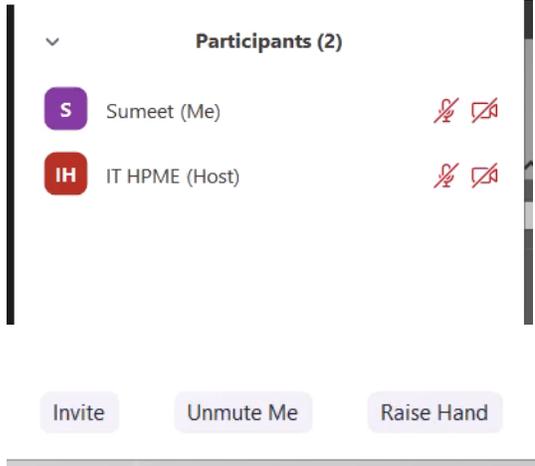


### Various Controls Available:

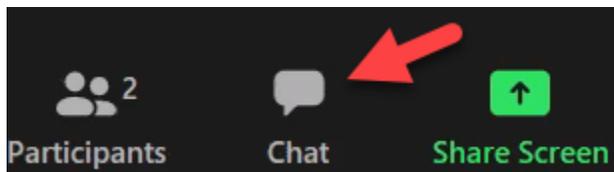
7. Once you have joined you can use the various controls available for you as a participant.



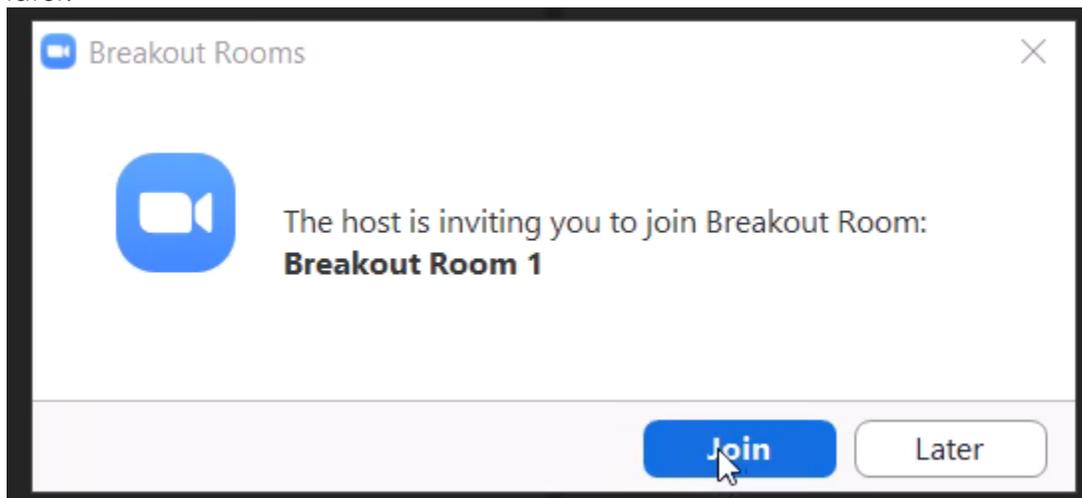
8. Click **Participants** to look at who has joined the meeting. In Participants view you get more controls such as Raise Hand, Invite and Unmute.



9. To chat with Everyone (if enabled by host) or with other participants click the Chat Icon show in the middle of the screen.

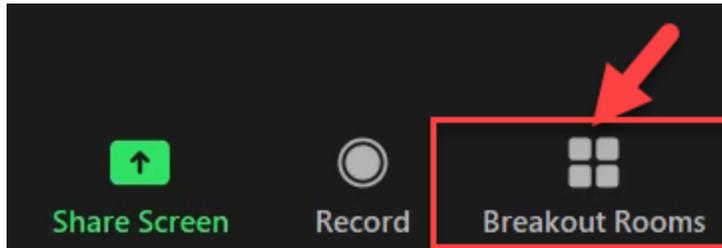


10. Share Screen option let's you share your screen or a specific application (if sharing is enabled by host for you).
11. Breakout rooms become available when Host opens up the Breakout Rooms, when the Breakout Rooms open you are either moved by default into your room (depends on how host has configured the rooms) or you are given the option to join the Breakout Room later.



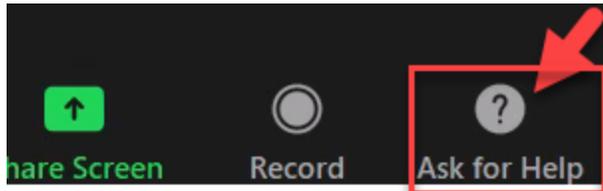
To Join Breakout room later (if you choose Later as the option) you have been assigned

to click the Breakout room Icon and Join.

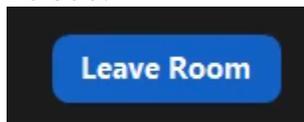


Note: In the Breakout Rooms you have full controls to share screen and discuss with your group. To record the Breakout Room, you require permissions from Host.

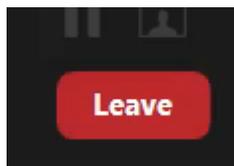
12. **Ask Host for Help** in Breakout Room option let's you send notification to host of the meeting to join your session if you need assistance or if wish to record your breakout session.



13. To Leave a Breakout Room click the Leave Room Icon, it will take you back to the Main Lobby if that option is enabled by the Host, else you will get option to Leave Meeting instead.



14. To Leave a meeting click the Leave icon.



**Note:**

Zoom.us has a repository of various videos and webinars on various functionalities and features available with Zoom client. Please visit : <https://support.zoom.us/hc/en-us> if you wish to look at their Help Library.

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