OREA

ONTARIO REAL ESTATE ASSOCIATION

ONTARIO REALTOR® PARTY

GUIDE TO USING

zoom

What is Zoom?

Zoom is a video conferencing computer program that will allow you to connect with multiple users at one time. You can use it for making personal video or voice calls, attending meetings and more. Zoom's application can run on computers, tablets and smartphones.

Getting Started

This guide will walk you through important features of the Zoom software, including:

· How to Join a Zoom Meeting
· Locating Zoom Passwords
· Functionality in a Zoom Meeting
· How to Schedule and Host a Zoom Meeting

How to Join a Zoom Meeting

There are three approaches to joining a Zoom meeting:

· Using a Zoom meeting link
· Using a Zoom account
· Using a Phone Number to Call In

Approach 1: Using a Zoom Meeting Link

A Zoom meeting can be sent to you via email. Below is an example of what the email can look like. Depending on your email provider, the layout may look slightly different – the link will stay the same either way.
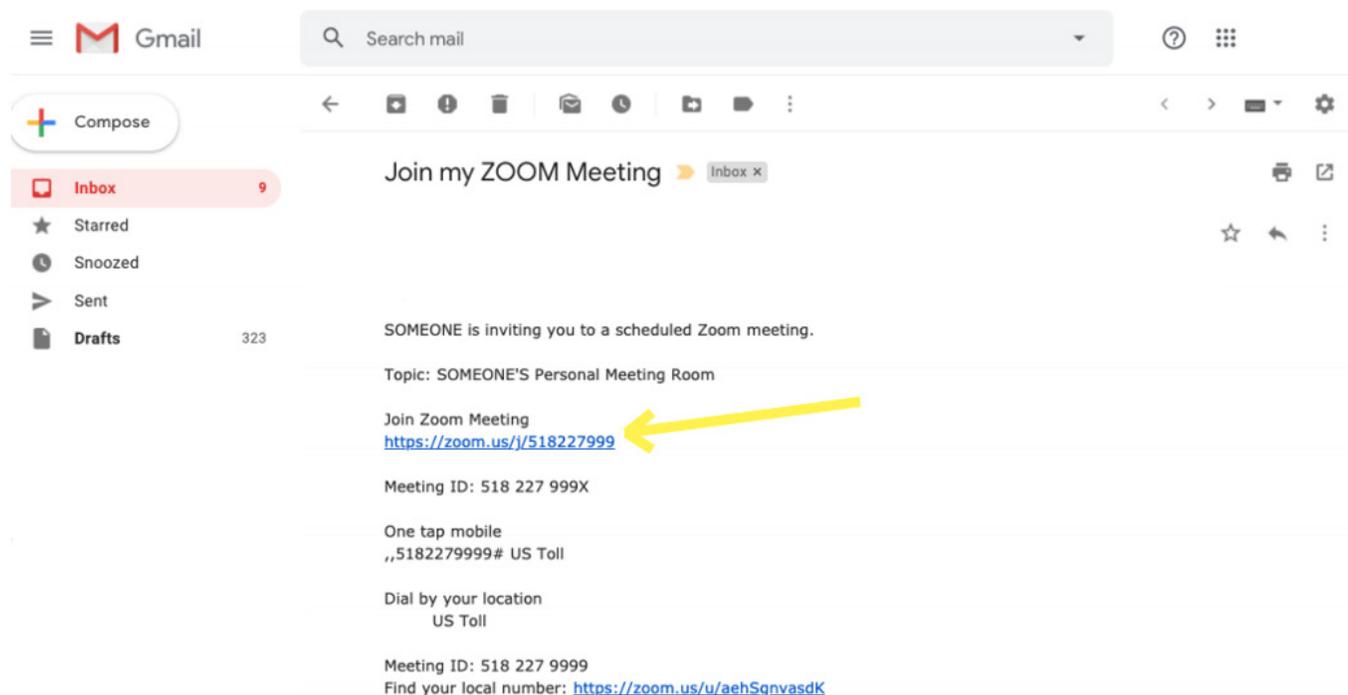
Under 'Join Zoom Meeting', there is a link that you can click on to join as a guest.

Once you've clicked the link, a new window will pop up indicating that Zoom is launching your meeting. To keep things simple, it's easiest to 'join from browser'. Below is a step-by-step process of how to join the meeting:

Step 1

This message will appear in the new window. Click the link entitled, 'join from your browser'.
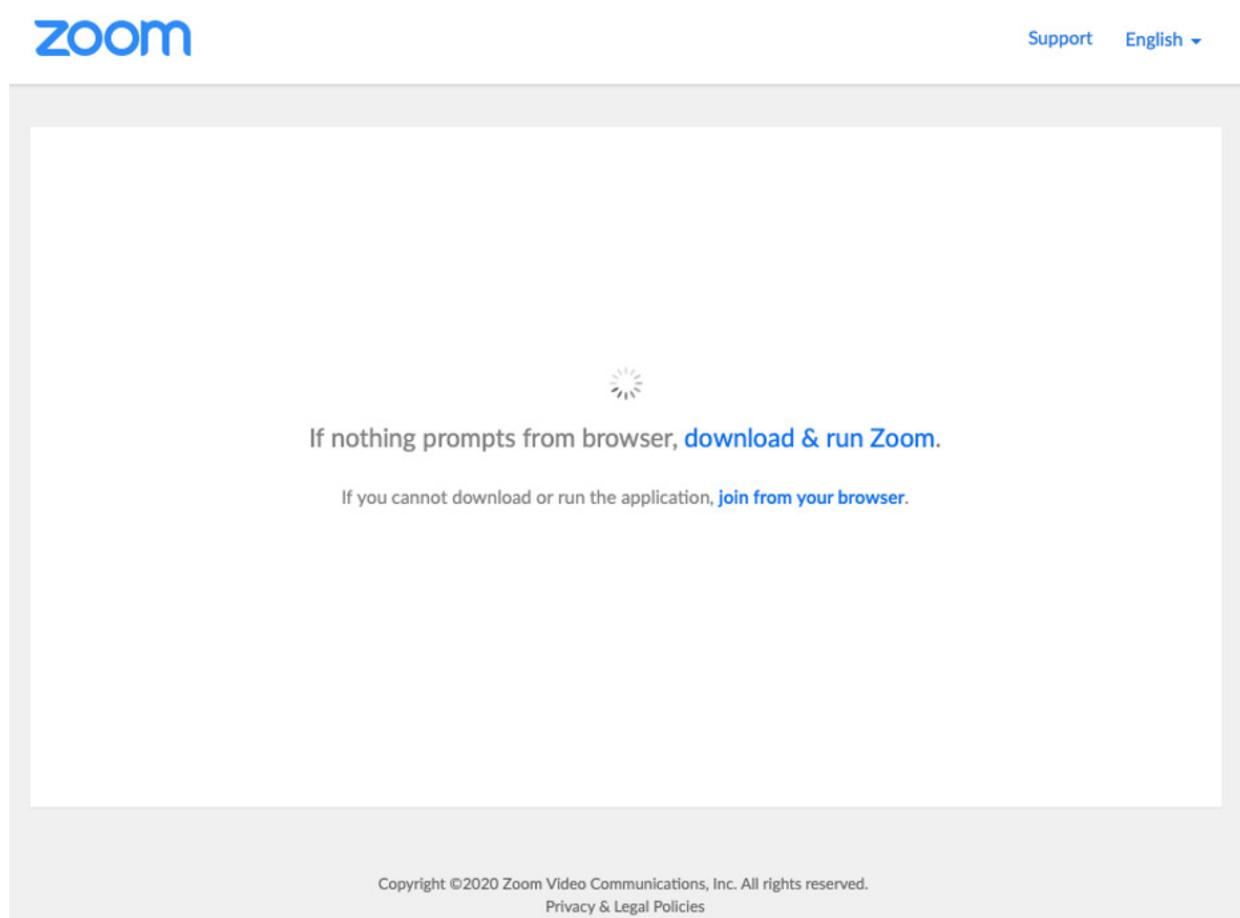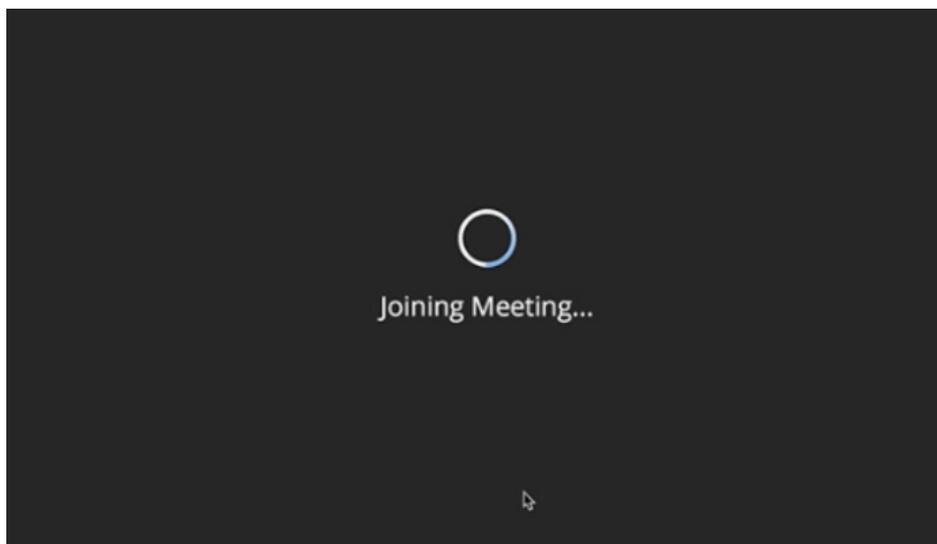

Step 2

Once prompted, type in your name and click 'Join'. This name will be seen by other members of the Zoom meeting.

Step 3

At this point, all you have to do is wait for your meeting to load.

With that, you'll be in your Zoom meeting. Check the section of the guide entitled 'Functionality within a Zoom Meeting' to understand how to use the right buttons once in the meeting.

Approach 2: Using a Zoom Account

This approach of joining a Zoom meeting requires you to download the Zoom desktop application. If you feel confident in following this process, clicking on this link will direct you to the Zoom website or you can Google 'Zoom Getting Started'. There you will find step-by-step instructions for downloading and using the application.

While similar to the above process steps, this video walks you through joining a Zoom meeting using your account.

Approach 3: Using a Phone Number to Call In

If you are unable to join the Zoom call using your device or feel more comfortable phoning into the meeting, the following steps will walk you through the process. Note that this approach limits video ability and some functionality.

Step 1

Dial the phone number provided in the email invitation that you've received. An example of where to find this number is attached below.

Meeting ID: 622 699 514
Password: 099800

One tap mobile
+15873281099,,622699514# Canada
+16473744685,,622699514# Canada

Dial by your location
      +1 587 328 1099 Canada
      +1 647 374 4685 Canada
      +1 647 558 0588 Canada
      +1 778 907 2071 Canada

Step 2

Once you've dialed, you will be prompted to enter the Meeting ID. This ID is a nine, ten, or eleven-digit number provided to you in the email. After imputing this ID, you need to follow it with the pound symbol (#).

Meeting ID: 622 699 514
Password: 099800

One tap mobile
+15873281099,,622699514# Canada
+16473744685,,622699514# Canada

Step 3

You will be prompted to enter your unique participant ID – for the purposes of joining as a guest, press the pound symbol (#) to skip this step.
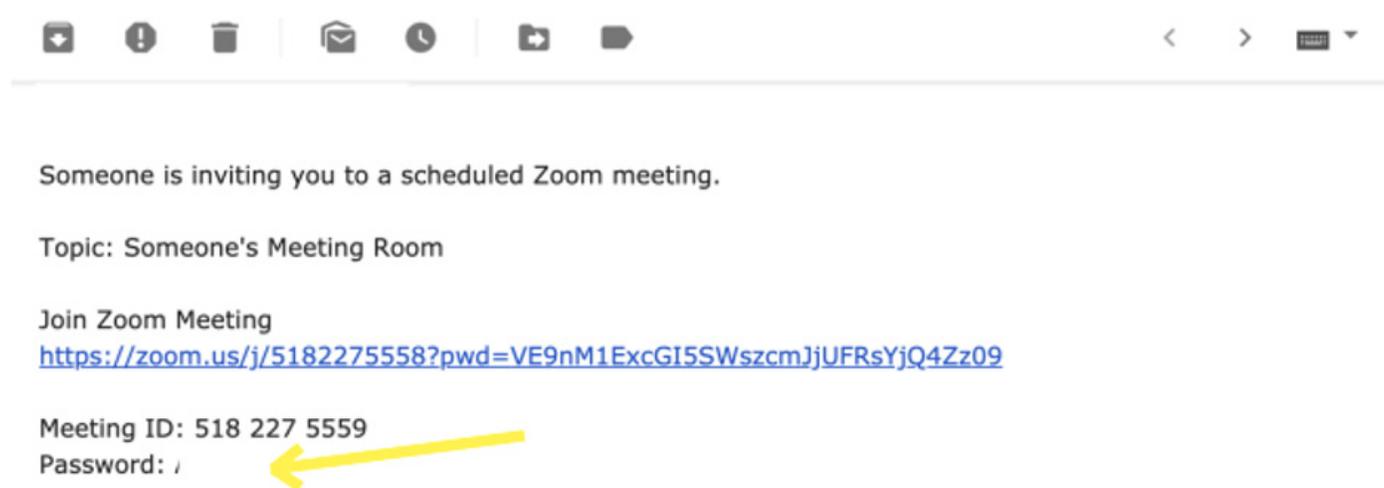
Step 4

At this point, you will be in the meeting as long as it does not require a password. If the meeting invitation includes a password, you will be prompted to enter it. In this case, enter it using your dial pad by pressing the number key associated with the letter. Note that any spaces in the password should be entered as '0'.

For more information on joining a meeting by phone, further instructions can be found here.

Locating Zoom Passwords

In order to ensure a link isn't shared with those who are uninvited, some meetings allow for password protection. In the case of individual meetings, the password will be included in the email invitation that was discussed earlier.

Someone is inviting you to a scheduled Zoom meeting.

Topic: Someone's Meeting Room

Join Zoom Meeting
https://zoom.us/j/5182275558?pwd=VE9nM1ExcGI5SWszcmJjUFRsYjQ4Zz09

Meeting ID: 518 227 5559
Password: /

Functionality in a Zoom Meeting

Joining a meeting works from any computer, table, or smartphone. While button placement varies slightly depending on what device you are using, this guide will walk you through key buttons in a Zoom call.

The microphone and video buttons are located on the bottom left of your screen. To turn them on or off, simply click once on the button. A red slash through the icon will show you it's turned off. When not speaking, it's best to have your microphone turned off.
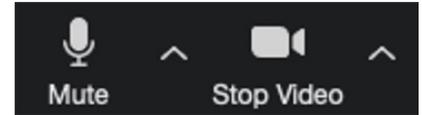
The 'End Meeting' button is located on the bottom right side of your screen. Clicking on this will begin the process of ending the meeting. If you are the host and end the meeting, everyone on the call will be exited from the call as well.
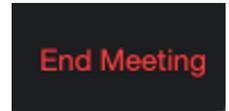
If you are a guest, this button will read, 'Leave Meeting'. As a guest, you can leave the meeting without ending the call for other participants.

Clicking on 'Gallery View' on the top right side of your screen will show all meeting participants at once. If you'd rather only see the person who is talking, click 'Speaker View'.
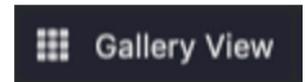
This video, created by Zoom, has a walkthrough of more meeting controls for those interested.