

Sun City Summerlin Computer Club

Seminar

How to Zoom - 2026

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Where to Find this Handout

Sun City Summerlin Computer Club Website:

<https://www.scsccl.com>

Seminar Handouts:

<https://www.scsccl.com/smnr>

This Handout:

<https://www.scsccl.com/smnr/HowtoZoom-2026.pdf>

Seminar Agenda



- **Zoom Introduction**
- **Zoom Hardware**
- **How to Get the Zoom Client App**
- **How to Join a Zoom Session**
- **Using the Zoom Client**
- **How to Adjust Your Zoom Audio Settings**
- **How to Adjust Your Zoom Video Settings**
- **Zoom Etiquette**
- **Setting Up a Personal Zoom Account**

Zoom Introduction

- **Zoom is a multi-user video-conferencing service.**
 - **Launched in 2013.**
 - **Founded by Eric Yuan, former Cisco engineer, developer of Webex.**
 - **Flourished during the COVID 19 pandemic shutdowns.**
 - **Free and paid plans.**
 - **Very easy to use for attending meetings – no account needed, just click a hyperlink.**
 - **Currently average 300 million daily users.**
- **<https://zoom.us>**
- **Zoom Accounts:**
 - **You can register for a free Zoom personal account.**
 - **Allows you to have 40-minute calls with a group of one to one hundred attendees.**

Zoom Hardware



- For Zooming, you will want to have a web-cam and a microphone.
 - Most laptops, all-in-ones, tablets and phones have these built-in.
- For desktops, you can buy a quality USB web-cam:
 - 1080p camera with microphone costs around \$20 at Amazon.com (search Amazon for “webcam for PC”).
 - Get one with a fold-down or sliding shutter.
 - Most low-cost cameras made in China.
 - You can use the camera and microphone with other conferencing apps and with the Windows Camera app (great for quality selfies).
 - You may want to spend a little more and get a 4K webcam if using the camera for photos or for screen recording.
 - Be sure the camera’s microphone includes noise-cancelling.

How to Get the Zoom Client

- Go to the Zoom website: <https://zoom.com> .
- At the bottom of the home page find Downloads.
- Click the link for the desired version of the Zoom app:
 - Versions available for Windows, Mac, Linux, Android, iPhone/iPad
 - Download and run the setup or Install the mobile app
- You can test and tune the installed app by using your web browser to go to <https://zoom.us/test>.

How to Join a Zoom Session

- **Easiest and most common:**
 - If the Zoom link was sent in an email or is listed on a web page, just click it and confirm you want to join the session.
 - The Zoom client will launch and open to that meeting.
 - Some meetings have “waiting rooms” where the Moderator can decide who to admit.
 - <https://us02web.zoom.us/j/86888653322?pwd=OOoOIVuht7La6dWJ6jQTybsZW1a03m.1>
 - The Meeting ID and encrypted Passcode are included in the Zoom link.
- **Joining via the Zoom Website:**
 - You can browse to the Zoom website: <https://zoom.com>.
 - Click the “Meet” menu and then click “Join a meeting”.
 - Enter the Meeting ID and then the Meeting Passcode.
 - The Zoom client will launch and open to that meeting.
 - Some meetings have “waiting rooms” where the moderator can decide who to admit.
 - Meeting ID: 868 8865 3322, Passcode: 681205.

Zoom Client Window

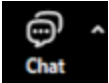





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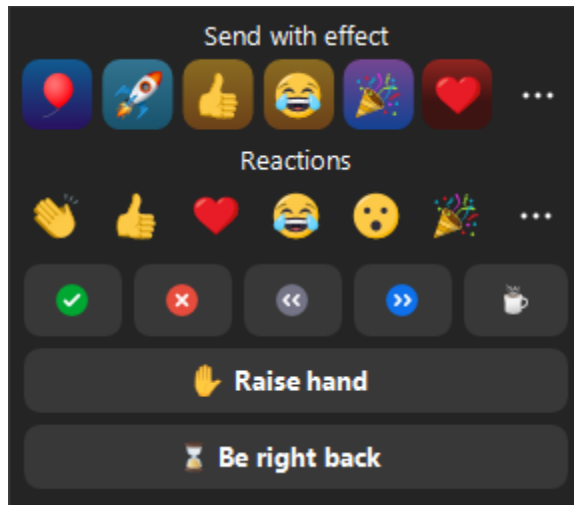
Using the Zoom Client (1)


- Click the “View” menu icon  at upper right.
 - Choose “Speaker” – screen shows whoever is speaking.
 - Choose “Gallery” – screen shows thumbnails of all attendees.
- Click the “Audio” icon  at lower left to toggle your mic on or off.
 - **Alt+A** also works.
 - If mic is off, you can press and hold the spacebar to turn it on; release to turn it back off.
- Click the “Video” icon  at lower left to toggle your camera on or off. Both Audio and Video icons have a small chevron (^) which, when clicked, opens an Audio or Video settings dialog. (See upcoming slides)
- Click the Participants icon  to display a list of the meeting attendees in a pane on the right-hand side of the Zoom window.

Using the Zoom Client (2)

- Click the Chat icon  to open a Chat pane on the right-hand side of the Zoom window.
 - Any chat postings are displayed in a scrollable list. You can add your own comments.
- Click the Share icon  to share your screen with the meeting attendees.
 - The meeting Moderator will usually have to allow this before you can share.
- Click the Record icon  to have Zoom record the meeting to a file on your device's storage drive.
 - For some meetings, this may be blocked by the Moderator. If you are making your own recording, you should let the other attendees know.
- Click the “Leave” icon  to disconnect from the meeting.
 - The icon will show a “Leave” pop up to confirm (in case you accidentally clicked “Leave”).

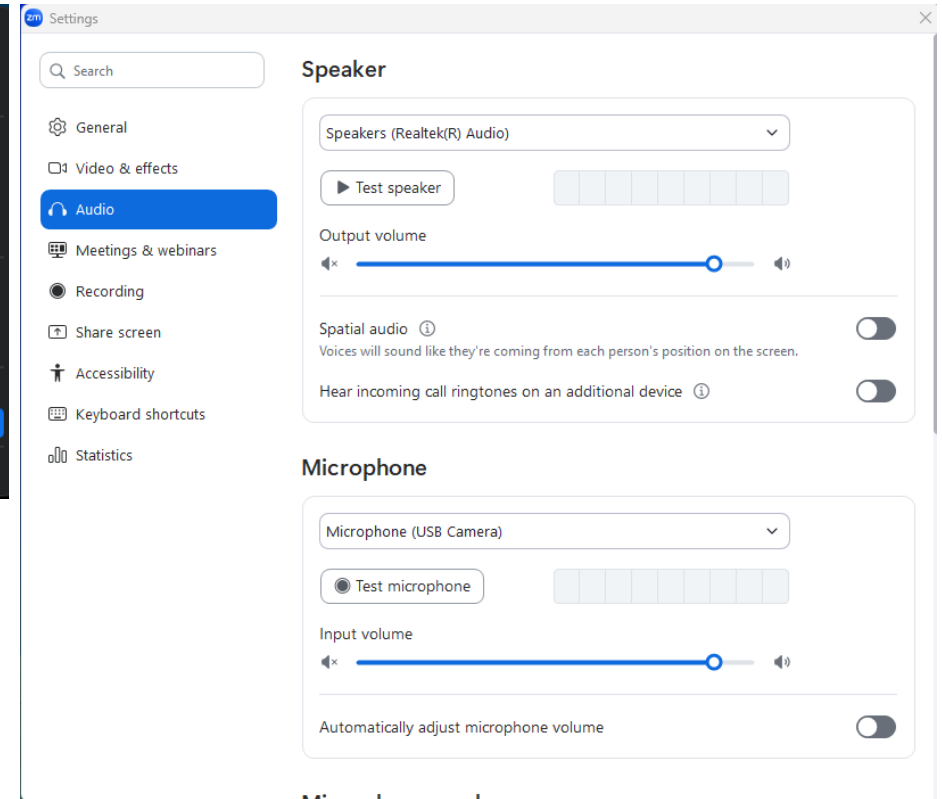
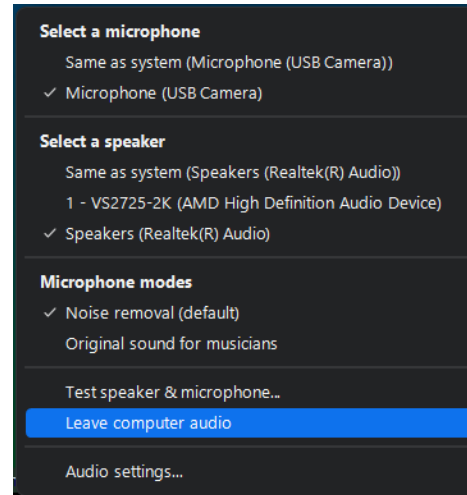
Using the Zoom Client (3)



- Click the React icon  to display reaction icons on your thumbnail in the Zoom window.
- A “Reaction” dialog will appear:
 - You can choose a reaction emoji or one of the symbols.
 - “Raise hand” shows you want to be recognized to speak. This is important in larger meetings.
 - Be right back is an unobtrusive way to indicate you’re briefly away from the meeting.

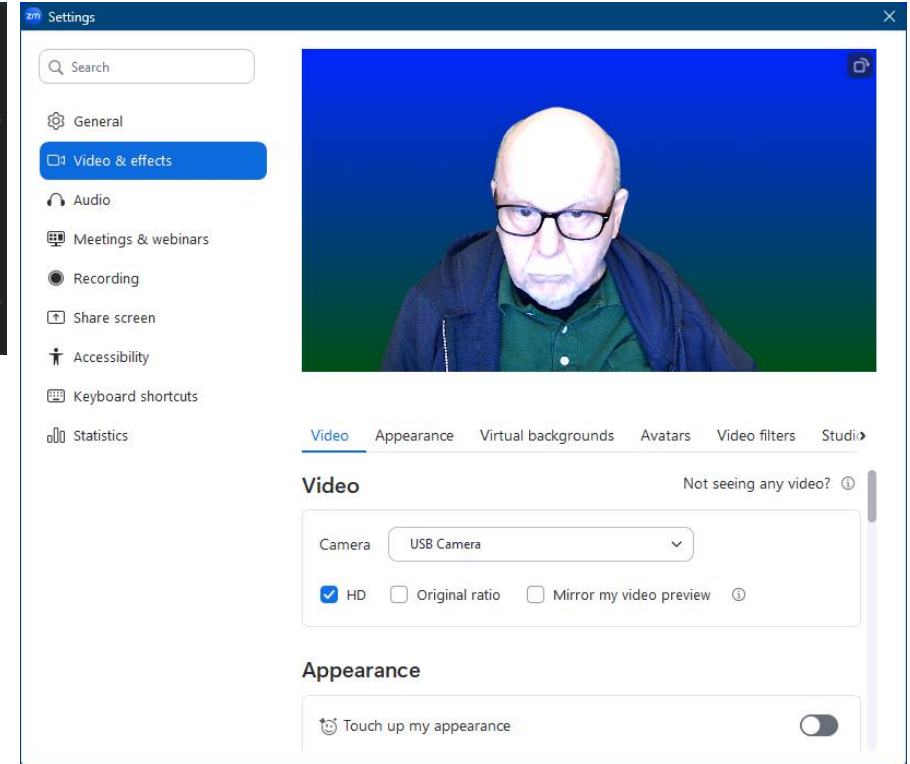
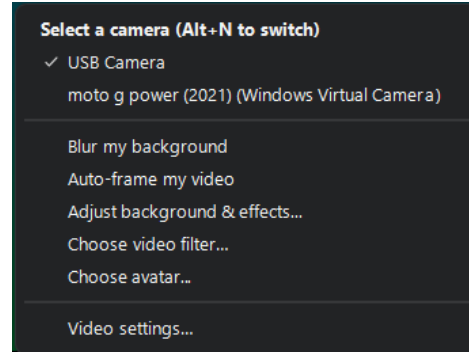
How to Adjust Your Zoom Audio Settings

- Click the chevron (^) on the Audio icon. A pop-up will appear:
 - You can select microphone and speaker.
 - You can select a microphone mode. Usually, you want to use Noise removal.
- Click “Audio settings”. An audio settings dialog will appear:
 - You can choose which speakers to use.
 - You can set the output volume.
 - Click the “Test speaker” button to test.
 - You can choose which microphone to use.
 - You can set the input volume.
 - Click the Test microphone button to test.
 - You can turn on “automatically adjust microphone volume”.
 - There are some other “mode” settings.



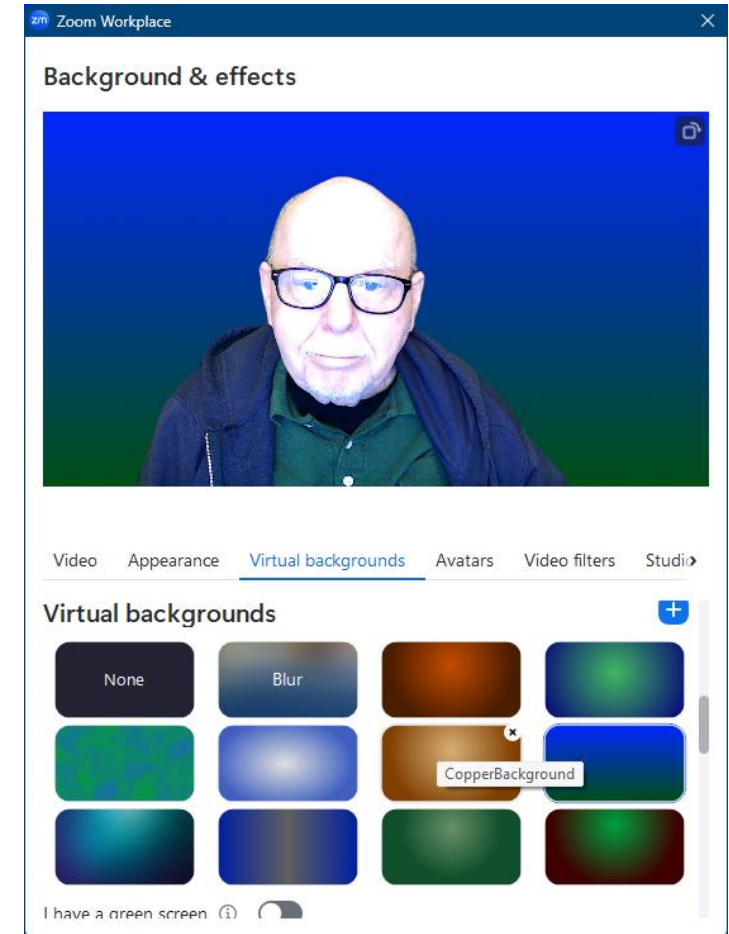
How to Adjust Your Zoom Video Settings

- Click the chevron (^) on the Video icon. A pop-up will appear:
 - You can choose which camera to use.
 - You can blur your background.
 - You can choose a background image or animation (see upcoming slide).
 - You can choose an avatar in place of your image.
- Click “Video settings”. A Video settings dialog will appear:
 - You can choose which camera to use.
 - You can set aspect ratio of your image.
 - You can turn on “Touch up my appearance”.
 - You can choose a virtual background.
 - You can play with some of the other effects.



How to Set Your Zoom Background

- In the Video settings popup, click “Adjust background and effects”.
- A “Background and effects” dialog will appear:
 - You can choose any previously selected image from the set displayed. I use an image editor to make various gradients.
 - You can click the blue + icon to browse your device for an image you want to use as a background. Zoom will remember your selection and show it.
 - You can also select an animated background – a short, looping video.
 - Choose “None” to remove the background.
- Your selected background is displayed behind your head and shoulders.



Zoom Etiquette

- **Mute Your Microphone When Not Speaking.**
 - **Microphone icon at lower left of the Zoom window – Click to toggle on / off.**
 - **Or Press Alt+A to toggle on / off.**
 - **If mic is off, just press and hold the space bar to talk; stop pressing when done.**
- **Rename your Zoom login name to your first and last name.**
 - **Right-click anywhere in the Zoom window. A popup menu will appear.**
 - **Select Rename, then type in your first and last name.**
- **Turn off your video and audio if you leave your PC or if you're eating or doing unflattering things.**
 - **Video icon at the lower left of the Zoom window – Click to toggle on / off.**
- **Sessions are often being recorded! Keep comments to a “PG” rating.**
- **In larger meetings, use the “Raise hand” icon to let the moderator / speaker know you have a question. Your camera must be on.**

Setting Up a Free Personal Zoom Account

Create your free Basic account

- ✓ Get up to 40 minutes and 100 participants per meeting
- ✓ Share up to 10 docs
- ✓ Get 3 editable whiteboards
- ✓ Unlimited instant messaging
- ✓ Create up to 5 two-minute video messages

- A Zoom account allows you to schedule and conduct your own meetings.
- Go to <https://zoom.com>
- Click the “Sign Up Free” button (upper right).
- Follow the prompts to enroll:
 - Usual personal information.
 - User ID (email).
 - Password.
 - Upload a picture (displays when your camera is off).

Questions and Discussion