

HOW TO: GET STARTED WITH ZOOM ON YOUR MAC

BY SCOTT GUENTHER



COMPUTER
HARDWARE



HOW TO:

GET STARTED WITH ZOOM ON YOUR MAC

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This document was produced on Monday, April 13th, 2020 to assist people who are looking to get more comfortable using Zoom on their Mac. Some of the settings and features may have changed since this document was produced.

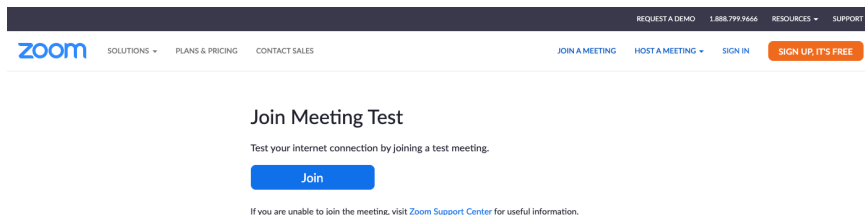
1.

DOWNLOAD THE ZOOM APP

If you would like to make the process of starting your first Zoom meeting go smoothly, the first step you should take is to download Zoom. The easiest way to do this is to go to the following web address:

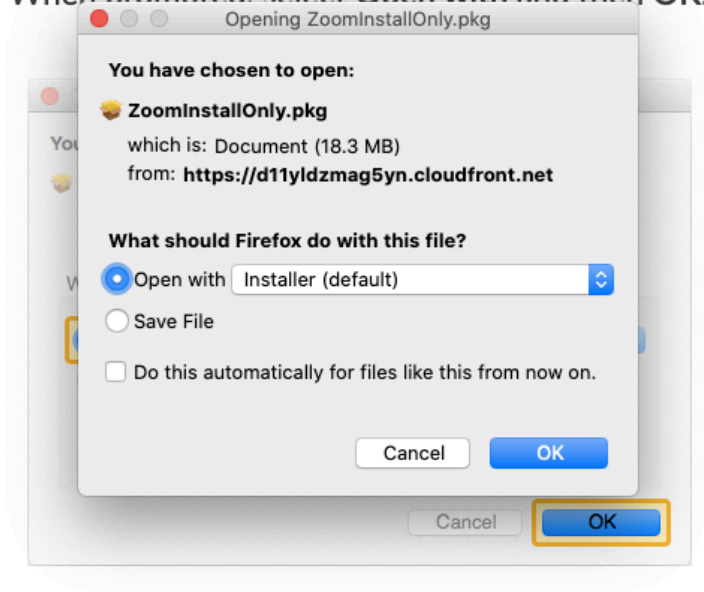
zoom.us/test

You will be taken to a page that looks like this:



Click on the blue box that says “join”. It will bring up a window, that may look a little different than this, depending on your browser. The example on the next page was from Firefox.

When prompted, select **Open with** and then **OK**.



The example below is what you may see if using Google Chrome to download Zoom.

When prompted, select **Keep**.

Then click **Zoom.pkg**

If nothing prompts from browser, [try again](#).

If you cannot download or run the application, [join from your browser](#).

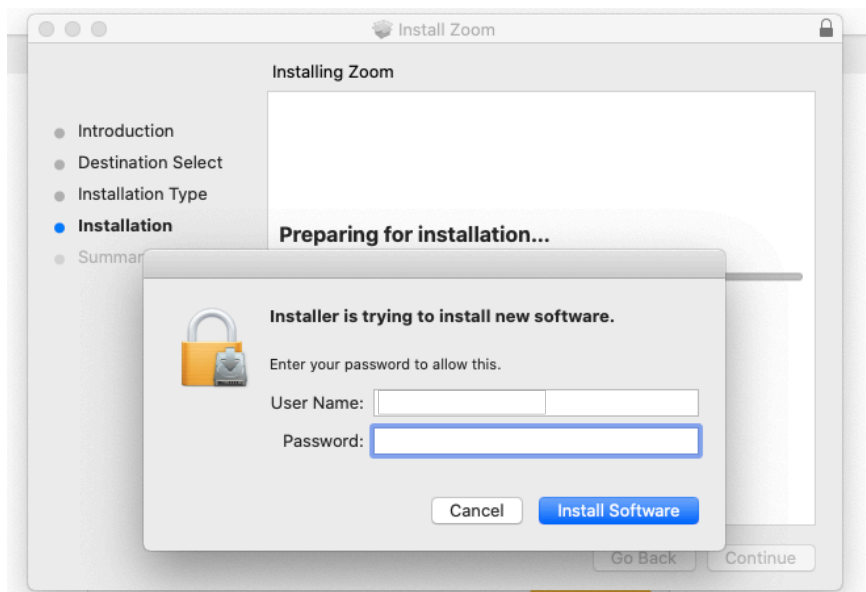


When prompted, select **Keep**.
Then click **Zoom.pkg**

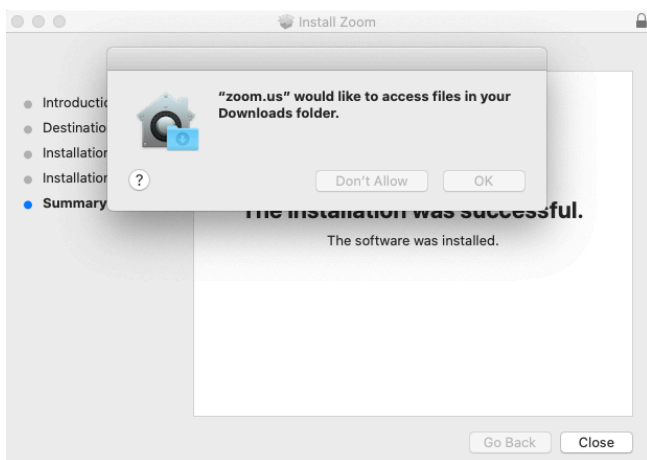
Zoom.pkg



Click “Ok”, and agree to all of the prompts that follow. At some point you’ll be asked to input your password in order to install Zoom onto your computer. This is the main password you use to unlock your computer or install any new programs on it.



Click yes any time your Mac asks if Zoom can access things. This may include your downloads folder, microphone and camera.



When you are finished installing Zoom, it will open up, and you will see this window:



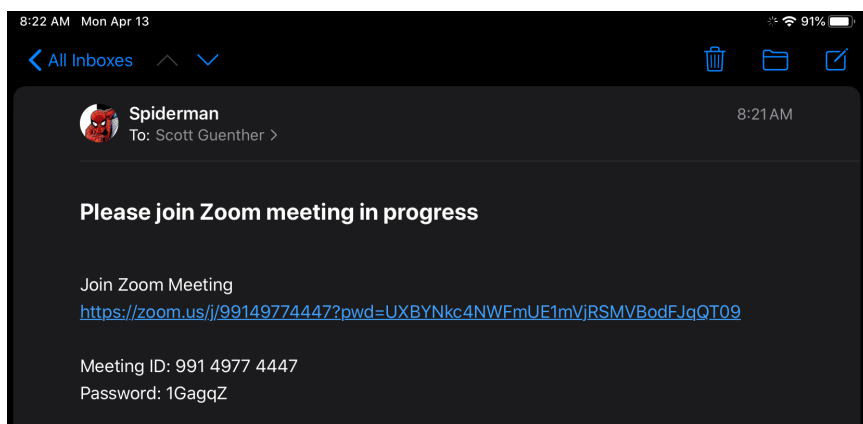
You'll want to quit zoom, by clicking on the red button in the top, left corner of the window. The go back to your internet browser and once again go to:

zoom.us/test

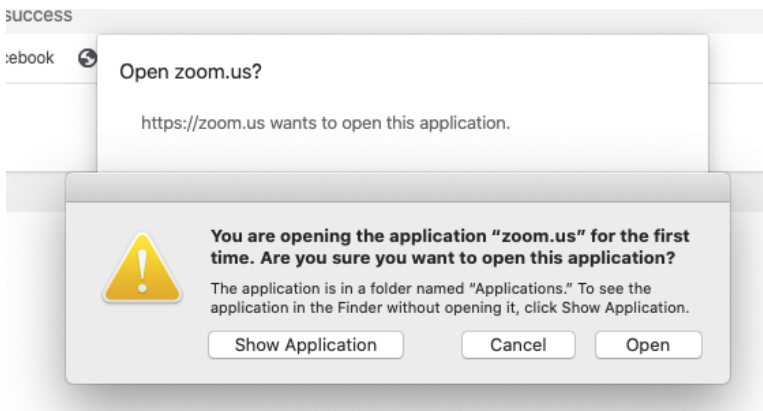
2.

JOIN A MEETING YOU'VE BEEN INVITED TO ATTEND

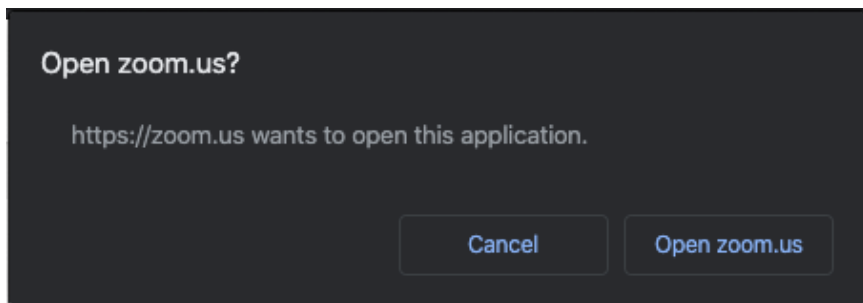
When someone invites you to a Zoom meeting, you'll receive an email. Zoom generates a meeting ID and a password, as part of their recently added security features. All you really need to do is click on the link in the email that you received.



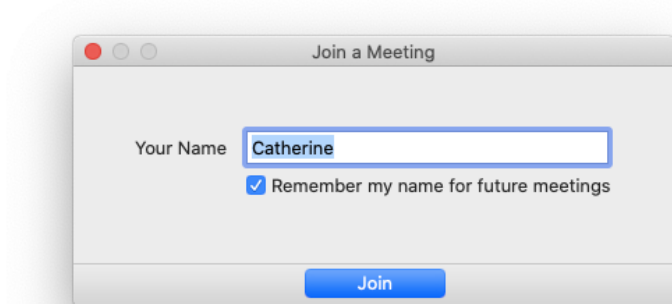
You may see a popup that warns you that you are opening the Zoom application for the first time. Don't worry. It's fine to just click "Open"



You also might see a popup that asks if you would like to open zoom.us. That is just fine and nothing to worry about.



Once you click “Open”, the Zoom program will open up and it will ask you to enter your name. When you do that and hit “Join”, you’ll be asked to allow Zoom to access your camera. It’s fine to do that.

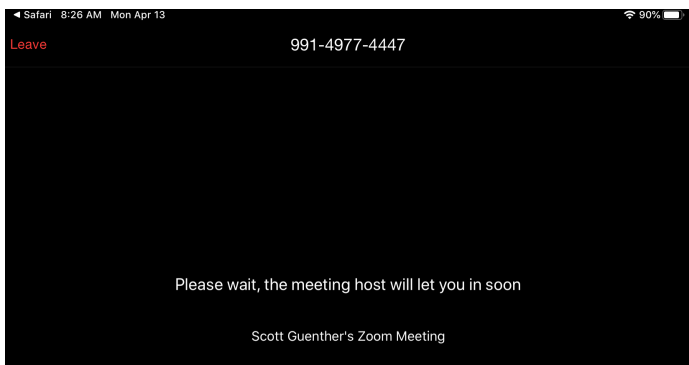


Please click **Open zoom.us** if you see the system dialog.

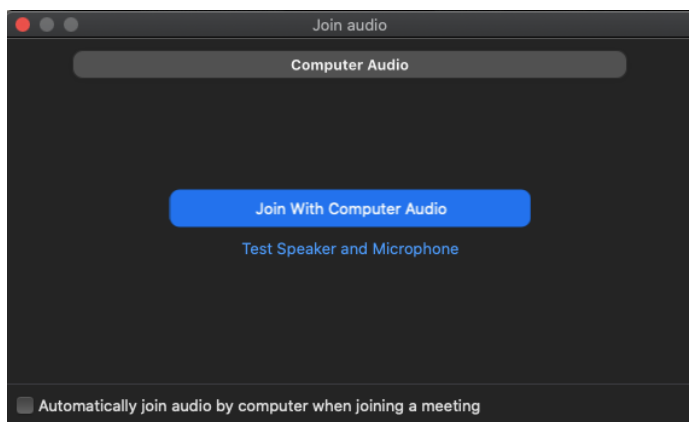
After you've allowed Zoom to access your camera, you'll see a picture of yourself. Click on the blue button that says "Join with Video".



The screen below is what you'll see after you've attempted to join the meeting. Zoom has a default setting called "Waiting Room" which prevents people from finding a way to get into your Zoom meeting, even though they may be uninvited. You can disable the waiting room feature, but it's not recommended.



When the host of the meeting invites you in, you'll then have to enable your audio to work so you can hear people and they can hear you. Just click on the blue words “Join with Computer Audio” in order to do this.



3.

NAVIGATING ALL OF THE BASIC FEATURES WHEN IN A ZOOM CHAT

Welcome to your first meeting! If you're just meeting with one other person, you'll see a screen much like the one below. All of the basic features can be accessed by moving your mouse toward the bottom of the Zoom window. You'll see the following features:



Mute - This allows you to mute your own microphone. It comes in handy when you have lots of other noise in the background that might be distracting to others in your meeting.

Stop Video - You may need to step away from the computer, or if you're in a large meeting and just want to listen, you can stop your audio and then no one can see you.

Participants - Here's where you can see who is in the chat, or invite others to join

Share Screen - The person who initiates the meeting can share their computer screen with others. That's how people can all see the same thing in a zoom meeting. It's helpful for meetings that are all trying to watch the same video or read the same page from a book or handout.

Record - allows the meeting leader to record the session, which is easier than taking minutes if you're having a business meeting.

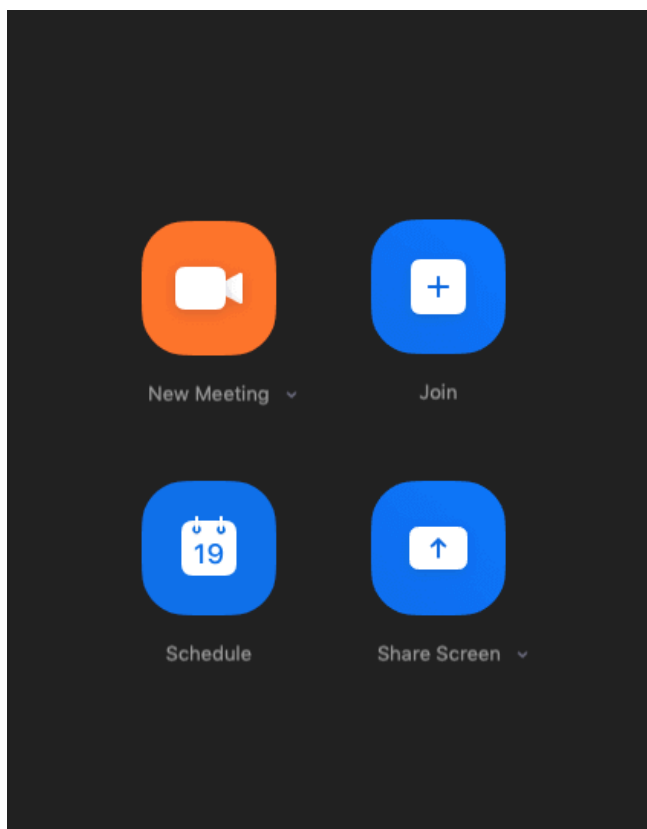
Reactions - They are like emojis on your phone, but they only have clap and thumbs up

Leave Meeting - When you're done, just click on these words and you'll be taken out of the meeting

4.

HOW TO START YOUR OWN ZOOM MEETING

Now that you've experienced a Zoom meeting, you may be ready to start your own meeting. It's really not terribly difficult. Open Zoom and look for this home screen. You have 2 different options when starting a Zoom meeting.



1. Schedule a meeting.

To schedule a meeting, click on the blue button that looks like the image on the right.

Once you've clicked on this button, it will open up your calendar and create an event in your calendar. You'll see a screen like the one below. Look for the place where you can invite people and tap on it. (I highlighted it with a red box.)



Schedule

10:56 AM Mon Apr 13

100%

Cancel

New Event

Add

Scott Guenther's Zoom Meeting

<https://zoom.us/j/98310360005?pwd=YTAhVldTRG5WOEJYYUowaFd5NkN0Zz09>

All-day

☐

Starts

Apr 13, 2020 11:00 AM

Ends

11:30 AM

Repeat

Never >

Travel Time

None >

Calendar

Invitees

None >

Alert

15 minutes before >

Second Alert

None >

Show As

Busy >

<https://zoom.us/j/98310360005?pwd=YTAhVldTRG5WOEJYYUowaFd5NkN0Zz09>

Scott Guenther is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/98310360005?pwd=YTAhVldTRG5WOEJYYUowaFd5NkN0Zz09>

Meeting ID: 983 1036 0005
Password: 012645

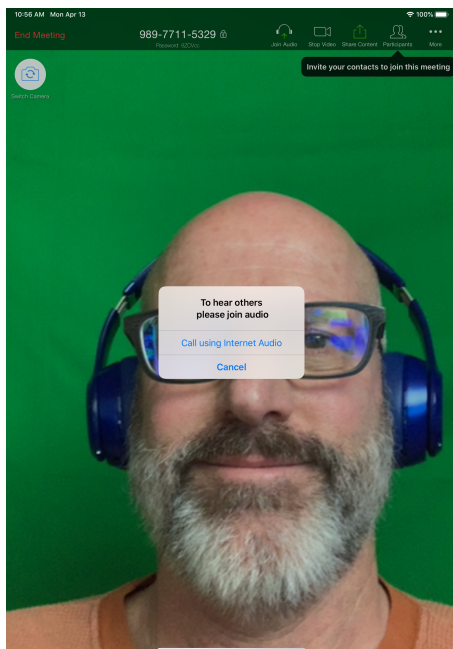
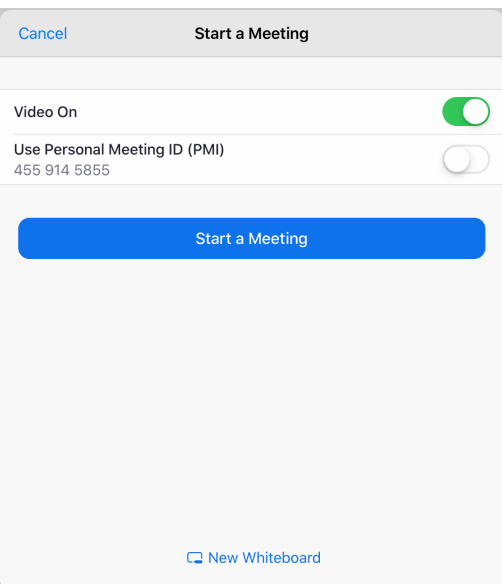
2. Start a New Meeting and then invite people to it.

If you're talking to someone on the phone or texting with someone and want to start a Zoom meeting immediately, click the orange button that says "New Meeting".

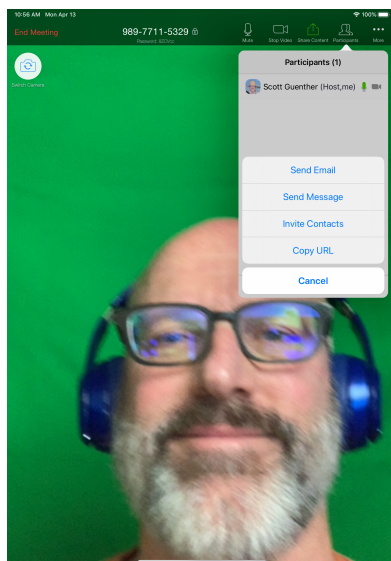
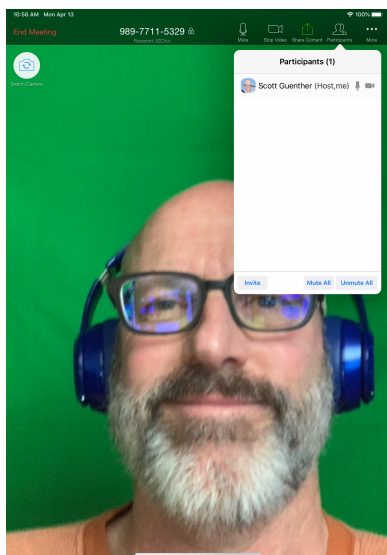
You'll see a popup window that looks like the one below. Click the blue button that says "Start a Meeting". You will then see a picture of yourself with a popup message. Click on the popup message that says "Call using Internet Audio".



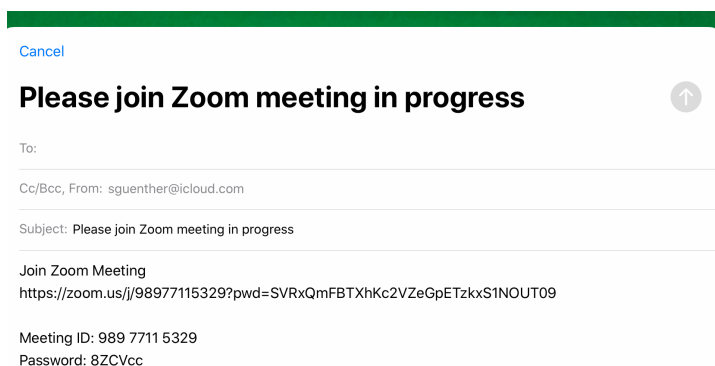
New Meeting



You'll then see a place at the top right to invite participants. Clicking on that shows that you're the only one in the meeting, but you can solve that by clicking the word "invite". You're then given the choice of how to invite those people to your meeting. Typically, people use "Send Email".



If you choose "Send Email", your iPad will create an email like the one below. Send it to your friend and they can use the link to join your Zoom meeting.





ABOUT THE AUTHOR

Scott Guenther is the Director of Digital Ministries at Messiah Lutheran Church and School in Lincoln, Nebraska. In his spare time, he works as a teaching specialist at Computer Hardware, an Apple Premier Partner located in Lincoln.