

# Using Zoom for GPL Programs

## Getting Started with Zoom

As we adapt to our changing situation, the library is committed to finding ways to serve Greenwood through online programming. Many of these programs will be offered on a digital platform called Zoom.

### What is Zoom?

Zoom is a video conferencing software that allows you to see other participants in real time from your computer, smartphone or tablet.

### What You Need

- A computer or mobile device with speakers and a microphone
- A Zoom Meeting ID provided to you through email after program registration

## Getting Started with Zoom

After [registering for an online program with the library](#), you will receive an invitation through email to the Zoom meeting. The email will contain meeting details including the date and time of the program. The invitation will also have a link to join the meeting.

Before joining a Zoom meeting on a computer or device, you can download the Zoom app [here](#). Otherwise, you will be prompted to download and install Zoom when you click the link to join the meeting.

### Joining a Meeting

There are two ways to join a Zoom meeting, but the easiest way is to click the join link provided in your invitation. The email you receive with the link will look something like this:

*You have been invited to the following meeting:*

#### **GPL Disney Trivia**

GPL is inviting you to a scheduled Zoom meeting.

Topic: GPL Disney Trivia

Time: May 14, 2020 4:00 PM Indiana (East)

Join Zoom Meeting <https://us04web.zoom.us/j/71494545264?pwd> <--CLICK ON THIS LINK

Meeting ID: 714 9454 5264

Password: 564783

After clicking the link, you will be prompted to download and run Zoom. You are welcome to do this - it will make participation in future events easier - but you can continue in your browser if you choose.

The second way to join a meeting is to go to <https://zoom.us/join> and enter the Meeting ID. Find the information about how to do this on your device [here](#).

## Do I Need to Create a Zoom Account?

You do not need to create a Zoom account to join a meeting as a participant. If you decide to create an account, please ensure that the name on the account matches the name of the participant registered for the online program.

If you decide not to create a Zoom account, please enter the name of the registered participant when prompted to add your display name. You will be asked to enter a Display Name beneath the Meeting ID after you've requested to join a meeting.

## Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join Cancel

## Waiting for a Meeting to Start

If you are early to the meeting, your screen may say "Please wait for the host to start your meeting." You will have the option to test your audio in this screen. Learn how to test the audio on your device [here](#).

Once the host starts the meeting, Zoom will refresh, and you will see the meeting platform.

## Navigating the Meeting Window

The main content area displays the video feed of whoever is currently speaking. Other user feeds will be displayed at the top of the page. You can change the layout of the screen by selecting the Gallery view button in the top right corner of your screen. This will change the screen to a grid layout, allowing you to see all participants.



Here are the basic participant controls you will see at the bottom of your screen:

**Mute:** click to mute/unmute

**Start Video:** click to turn on/off your video

**Participants:** See who is currently in the meeting.

**Leave Meeting:** click to leave meeting

## Quick Links to Get Started with Zoom

[Getting Started on iOS](#)

[Getting Started on Android](#)

[Getting Started with Windows or Mac](#)

## How will the library help to protect my privacy?

The library will not post a public link to Zoom meetings, only those who have registered will receive a link.

We will monitor who joins the meeting. Once participants have joined an event, they will stay in the "waiting room" until the host has confirmed their registration.

Some features of Zoom may be disabled during Zoom programs, including screen share and chat.

All participants under 18 must have permission of their legal guardian to participate in virtual programming.

Everyone must comply with the [library's policies](#) or risk being removed from the program by the host.



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