Using Zoom
GS One Pager
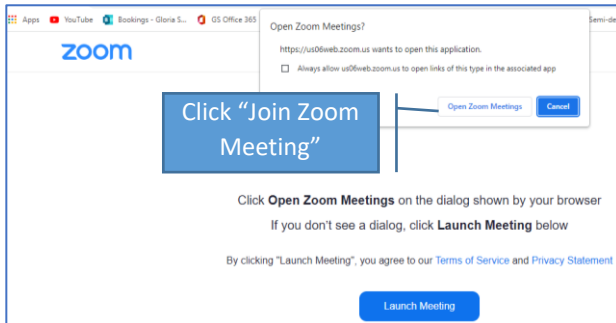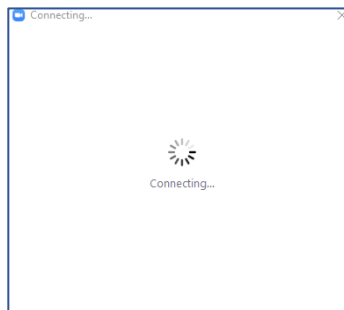### GS Software Consulting.ca

How to Use Zoom for a GS Online Course:

1 Open your Email Invitation for a GS Course

2 Click on the link below "**Join Zoom Meeting**":
https://us06web.zoom.us/j/88229824996?pwd=R1hVR25ocUpSWXRUSktvNUIzVFJ0dz09&from=addon

3 This page will open – on the pop-up window at the top, click the "**Open Zoom Meetings**" link:

Click "Join Zoom Meeting"

Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By clicking "Launch Meeting", you agree to our Terms of Service and Privacy Statement

4 The "Connecting" box will open for a couple of seconds…

Connecting…

Then, the meeting room will open – on this prompt, click the "**Join with Computer Audio**" button:

5

Gloria Smith

Zoom Control Buttons
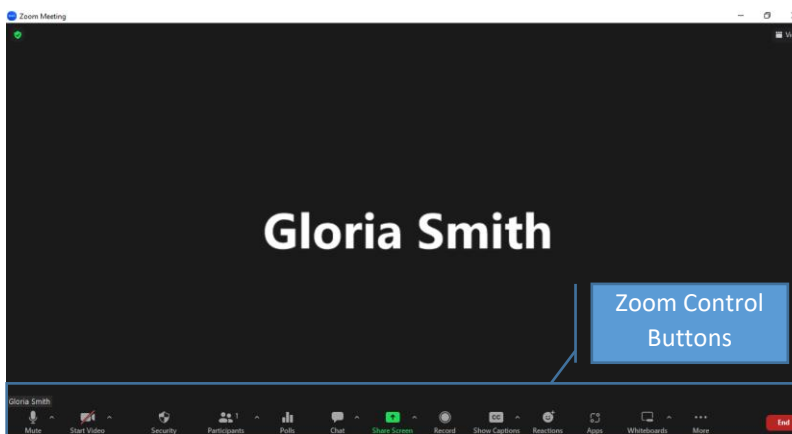
If you are having trouble with Audio, there is also a **Dial-in number** on the invitation with the meeting ID number and passcode. The number for **Zoom Canada** is: +1 778-907-2071.

6 Then, just the meeting room will be displayed and will show your **name**:

Gloria Smith
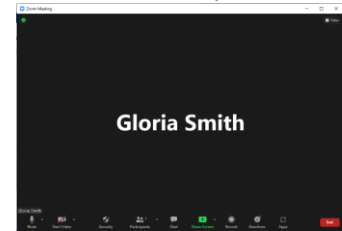
Tips:

- If you don't see the panel at the bottom with buttons, **move the mouse pointer** to the **bottom of the page** – it will pop up
- When you join a GS Zoom meeting, your **Video** will be turned "**Off**" – to turn it "On" (optional) click the **Video** button
- Your **Microphone** will be "**On**" - to turn it "**Off**", click the **Microphone** button
- Use the **Chat** button if you want to add a comment or read other's comments
- Use the **Reactions+** button if you want to add an emoji (happy face, etc.)
- If you need to demo something, click the green **Share Screen** button *(the instructor will need to stop sharing first)*
- To leave the meeting, click **End**, **Leave Meeting** buttons; if you are the host, you also have the option to make another attendee the host
- If you leave the meeting while it's still running, to re-join go back to **Step 1**
- For hosts, to use Closed Captions open your **Zoom Account**, go to **Settings** and turn on **Automated Captions** – this option will then be added into Zoom Controls in the …More button

Keyboard Shortcuts:
Alt+A to mute microphone
Alt+H to open the chat box
Alt+Q to end and leave session
Alt+S to share screen
Alt+T Pause/resume screen sharing
Alt+U to see list of participants
Alt+V to turn video on or off
Ctrl+ toggle always show control buttons

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