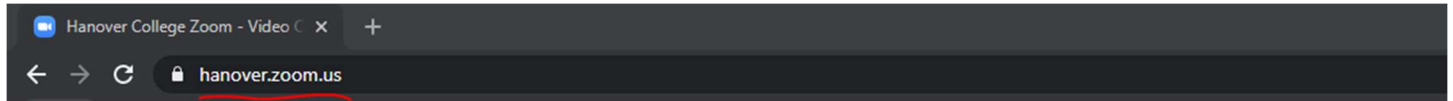


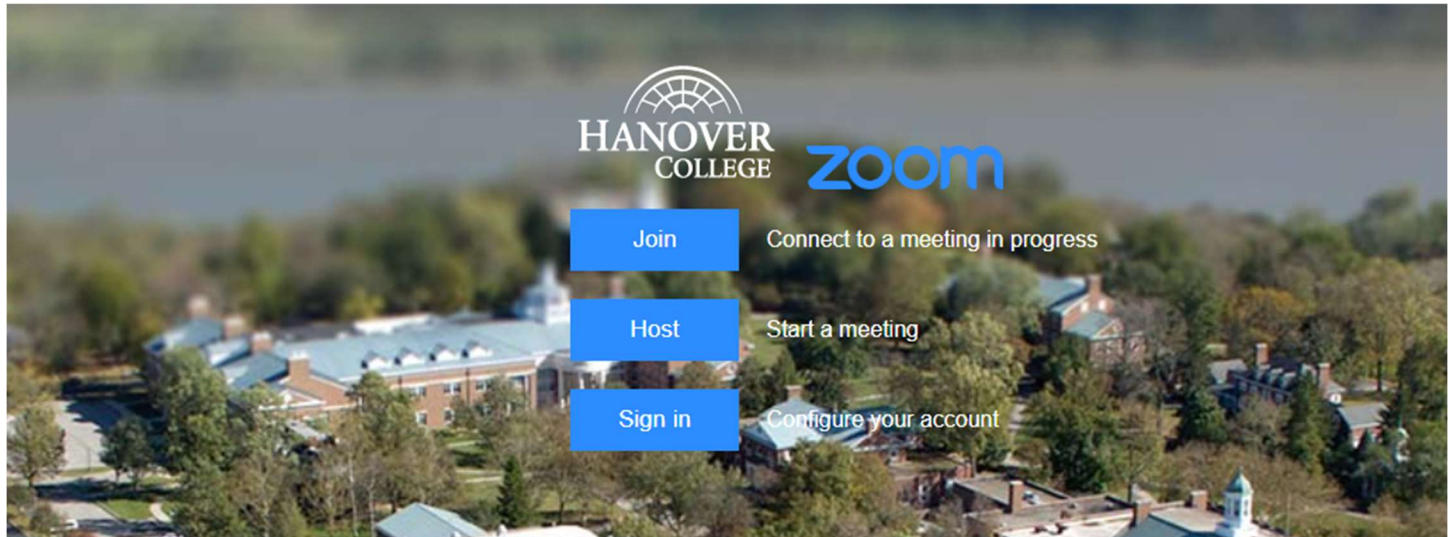
Need to Setup or Join a Zoom Meeting?

Go to the Hanover Zoom Website

Open a web browser and type in the URL below, or use this [hyperlink](#)



You will then be greeted with the screen shown here:



Joining a Zoom Meeting

To join a Zoom meeting that you have received an invite for, you can click on the event in your calendar, or click on the Join button as shown above. You will then be asked to provide the Meeting ID or Link on the screen below: Simply enter the ID and then click the Join button



Join a Meeting

A screenshot of the Zoom "Join a Meeting" form. It features a text input field with the placeholder text "Meeting ID or Personal Link Name" and a blue "Join" button below it. A red hand-drawn oval encircles both the input field and the button.

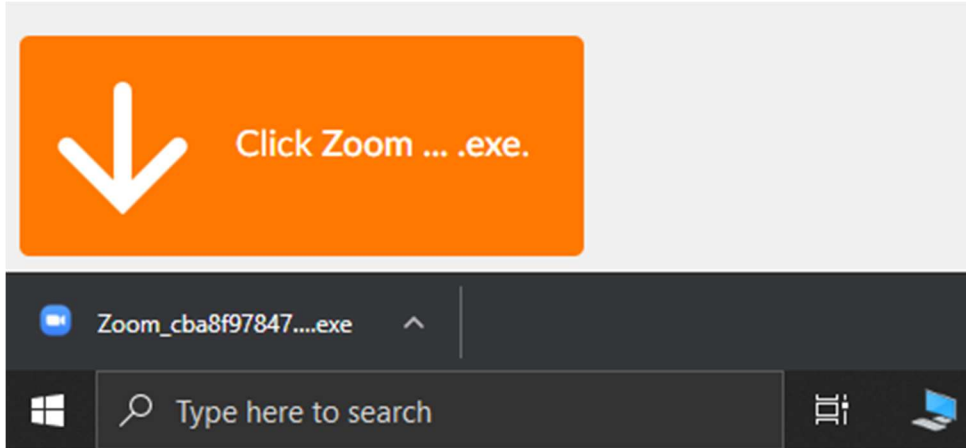
If this is the first time you have used Zoom, please read the following information. If you have already installed Zoom, you can skip to the section titled "Joining a Zoom Meeting (Continued)."

Installing Zoom For the First Time

It's important to note here that if this is the first time you have used Zoom, you will be prompted to install it after clicking the Join button. Depending on what browser you are using, this may look slightly different.

Installing Zoom With Google Chrome

If using Chrome, you will see this:



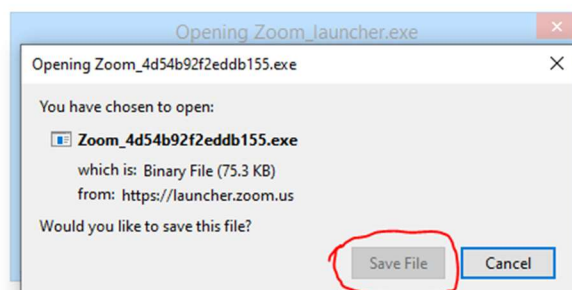
After Zoom finishes downloading, click the file as shown to install it.

Installing Zoom With Mozilla Firefox

If using Firefox, you will see this:

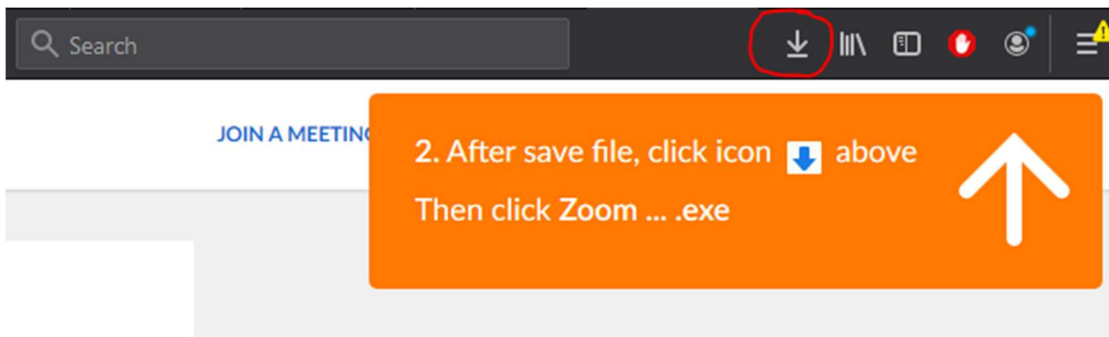


1. When prompted, select Save File.



A download should start automatically in a few seconds. If not, [download here](#).

Click the Save File button and the program will download. Once it's finished you will see this:



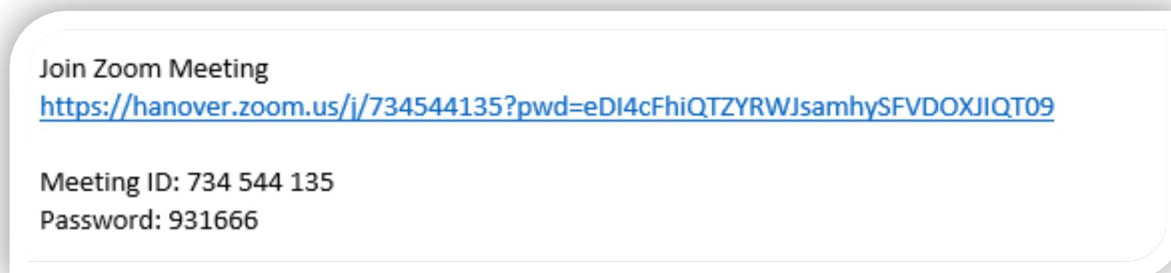
Click on the down arrow as indicated above, and this will install Zoom.

Joining a Zoom Meeting (Continued)

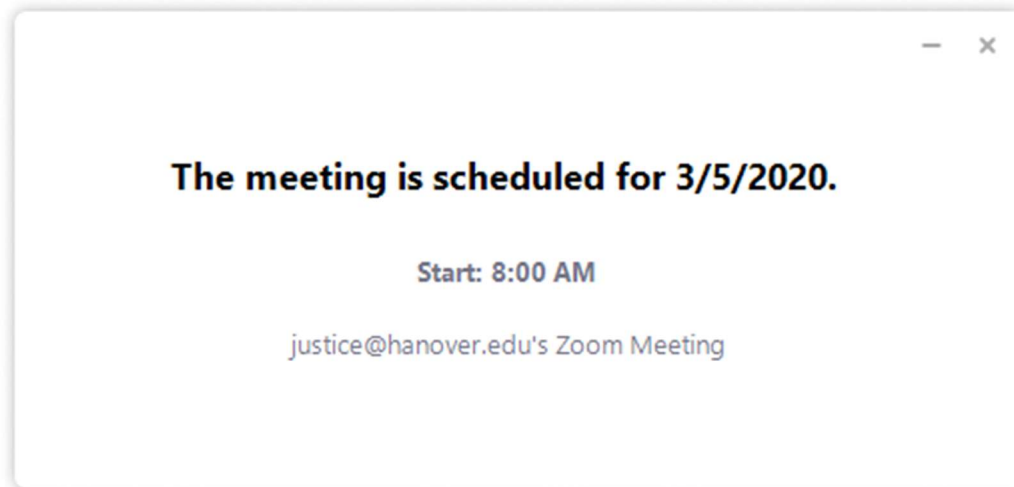
After you have successfully installed Zoom, you will then be prompted to type your name and password for the meeting. The name you type here is a per meeting requirement with the option of saving for future meetings. Whatever you type in this field is what other participants will see you as. The password is also meeting specific and will change based on what meeting you are joining.

A screenshot of a Zoom application window titled 'Zoom'. The window has a close button (X) in the top right corner. The main heading inside the window is 'Enter your name and the meeting password'. Below this heading are two input fields. The first field contains the text 'John Doe' and has a red checkmark to its left. The second field contains seven asterisks '*****' and also has a red checkmark to its left. Below these fields is a checkbox that is checked, with the text 'Remember my name for future meetings' next to it. At the bottom of the window are two buttons: a blue 'Join Meeting' button and a white 'Cancel' button with a grey border.

The password, along with the Meeting ID, can be found in the initial Zoom meeting invitation email you received:

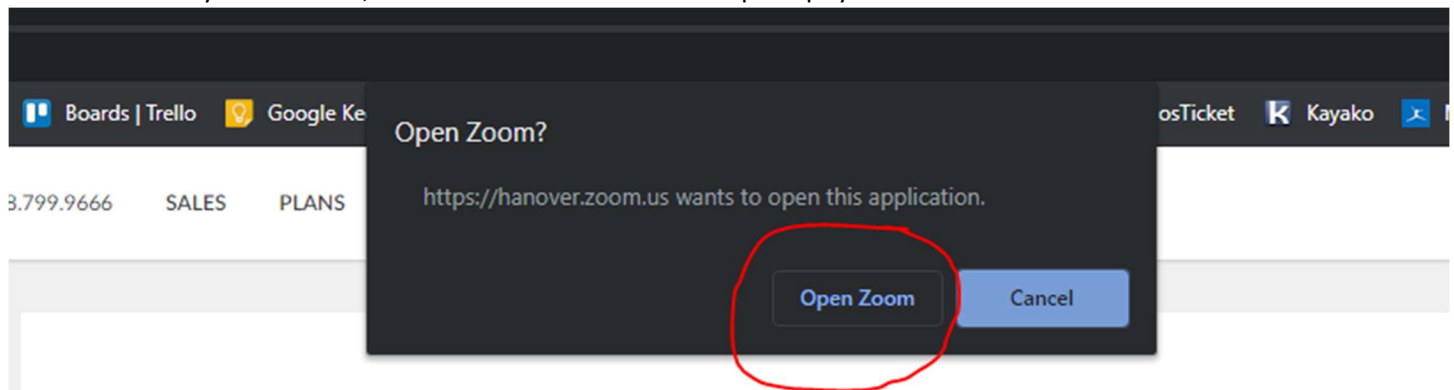


If the host has not started the meeting yet, you will be presented with the screen shown here until they start it:



Hosting a Zoom Meeting

This option is a good choice for ad-hoc meetings as it allows you to quickly get a Zoom conference up and running and then you can invite guests as necessary. Follow the instructions listed at the beginning section "Go to the Hanover Zoom Website." Once you are there, click the Host button. This will prompt you to launch Zoom as shown below:

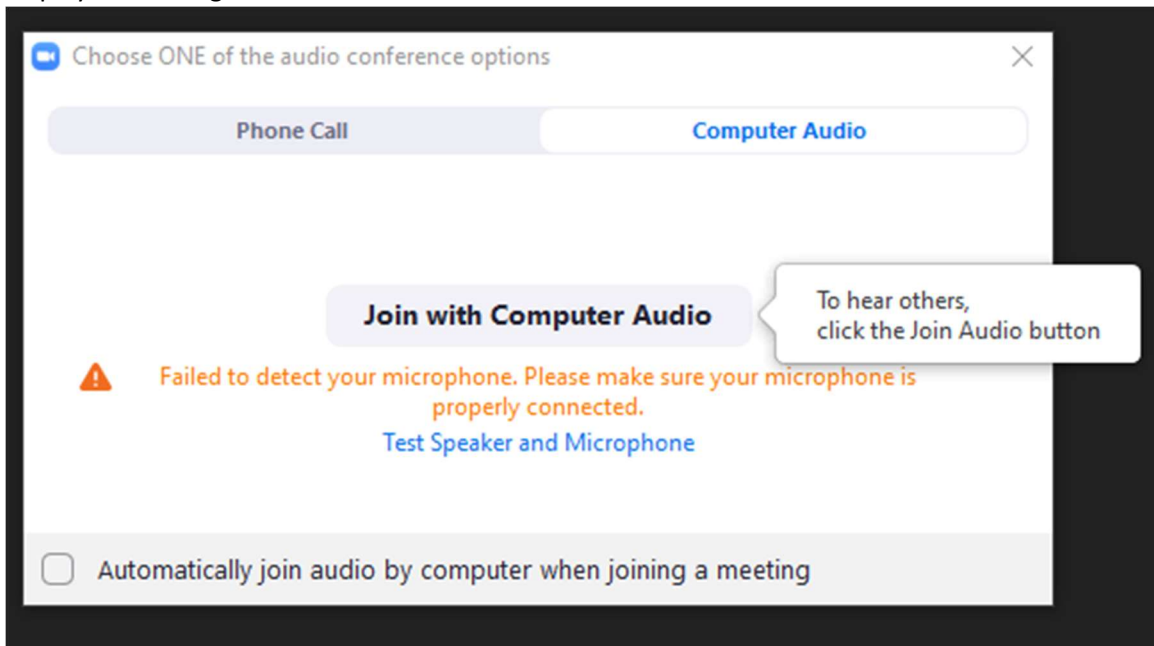


Launching...

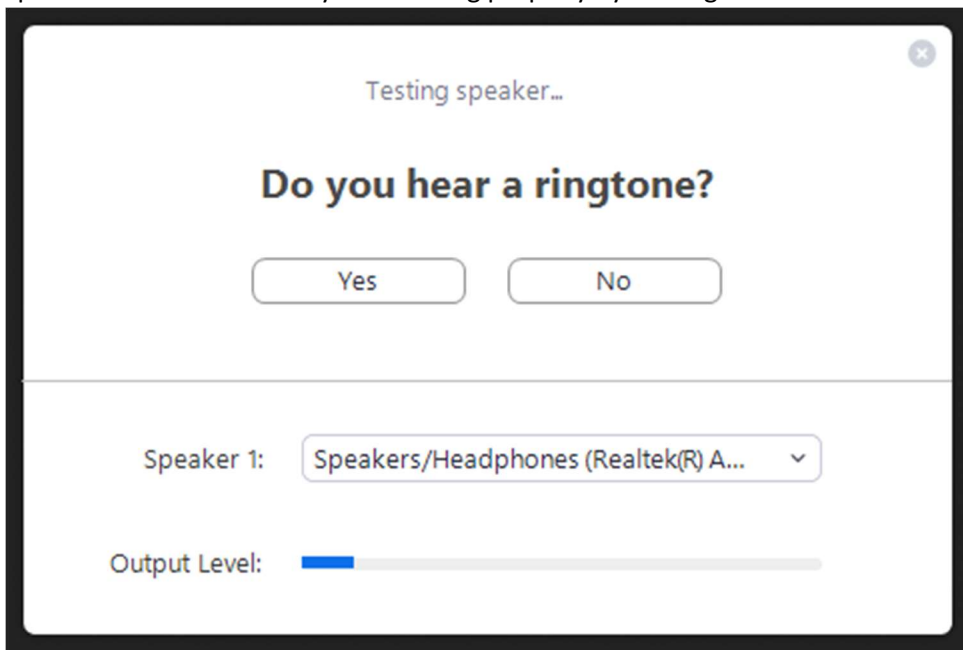
Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

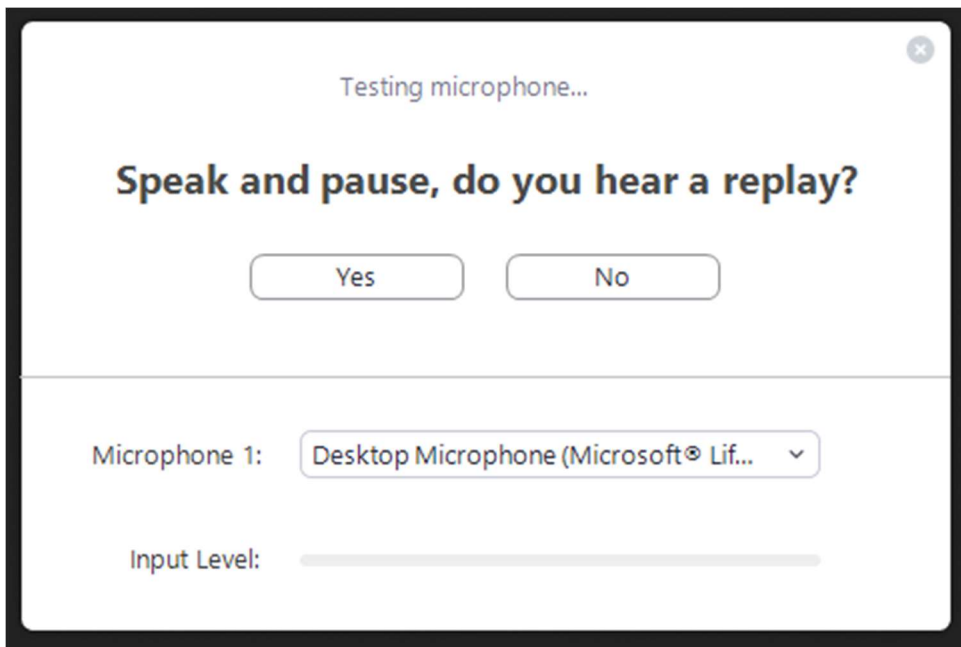
After Zoom opens, you will be shown your conference options. This is where you can choose what audio and video connections you would like to use. If you do not have a microphone connected you will see this warning message displayed in orange:



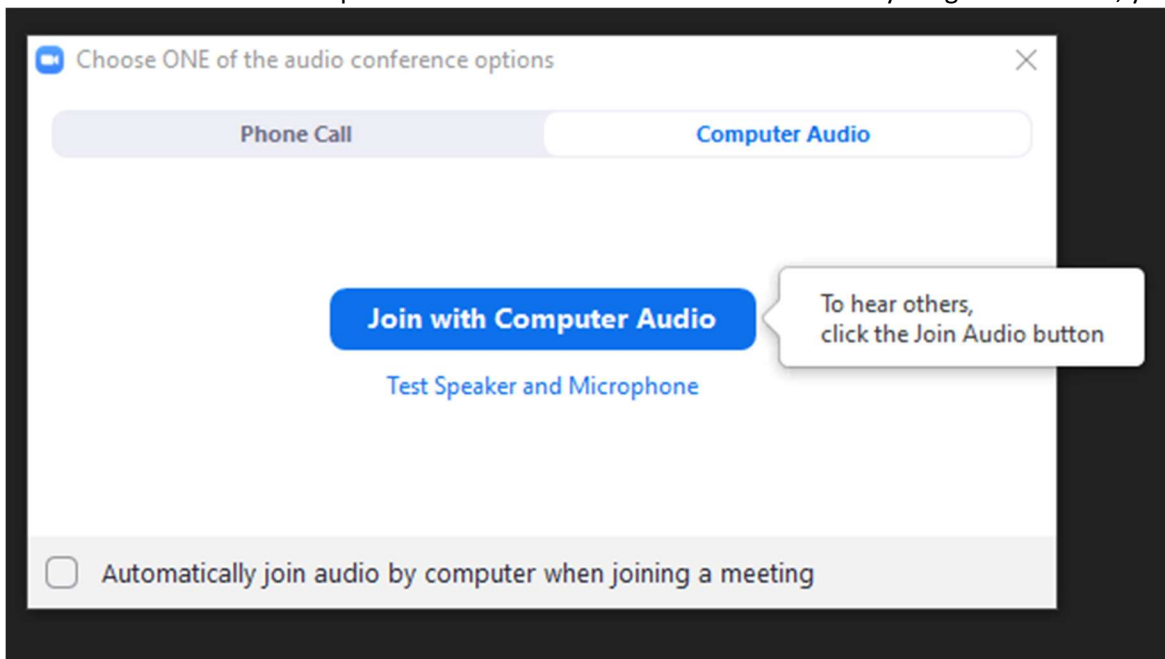
You can still join the meeting and listen, but you will not be able to talk with everyone else. If you have a microphone that you would like to use, connect it to the device you are using Zoom on. You can then test your microphone and speakers to make sure they are working properly by clicking the link shown above. The test looks like this:



If you do not hear anything, try turning up the volume on your device, or changing the speaker in the dropdown menu shown. Click the Yes button when you hear the tone to move on and test the microphone.



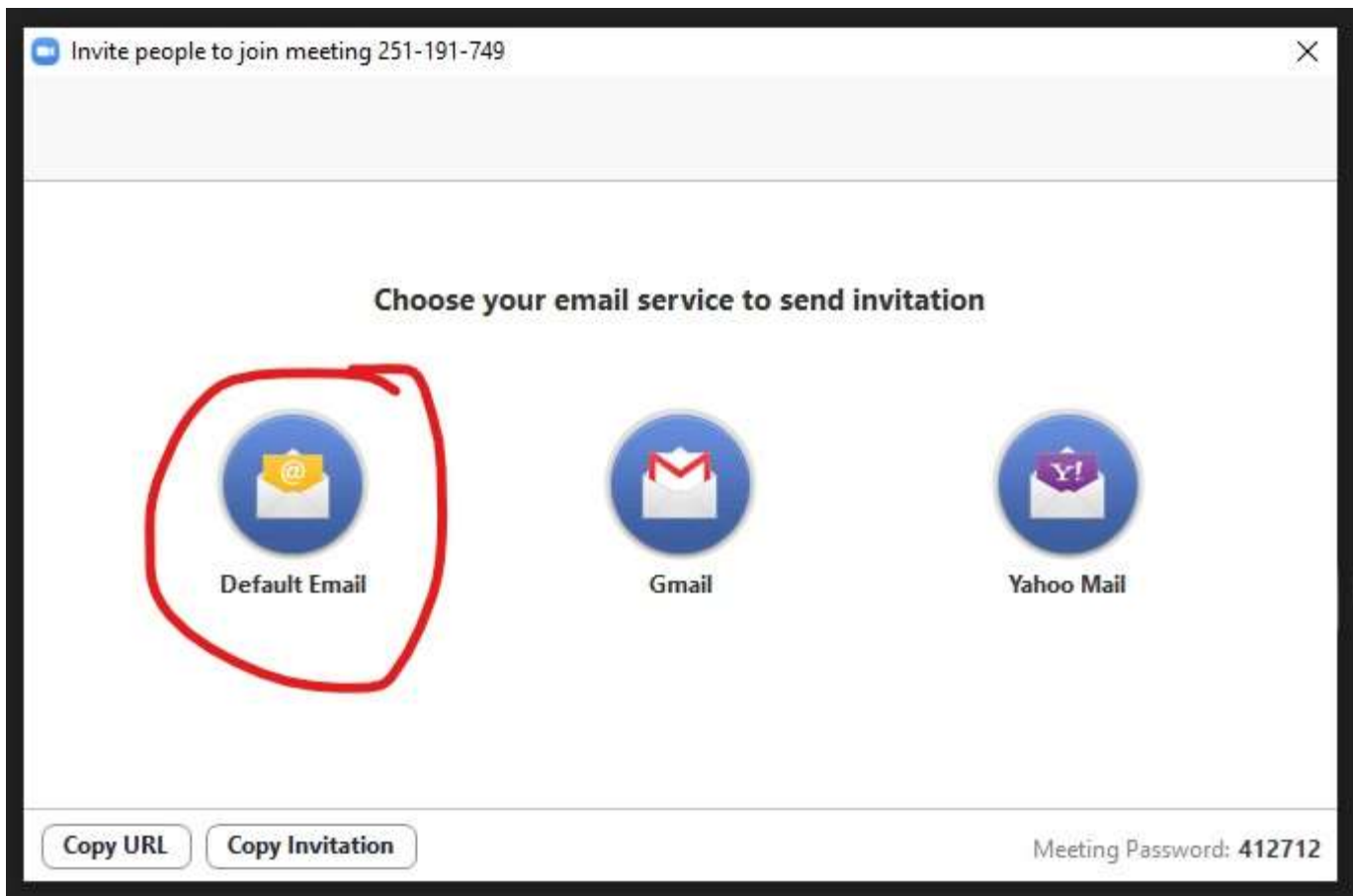
If you speak and do not hear anything, again, check your volume to make sure it is at a high enough level. Also make sure your device is connected in the dropdown menu. Click the Yes button when you hear a reply to finish the test and then click the Join with Computer Audio button in the last window. If everything is connected, you should see this:



Go ahead and click the Join with Computer Audio button. Your meeting is now live, and you can invite attendees by clicking the invite button at the bottom of the window.



Click Default Email on the next pop-up



A new window will open with a pre-made email containing all the necessary details for your Zoom Meeting. Just add recipients and send it out. You can also repeat this process if you need to add additional attendees after the meeting is underway.

Send

From justice@hanover.edu

To...

Cc...

Subject Please join Zoom meeting in progress

Join Zoom Meeting

<https://hanover.zoom.us/j/251191749?pwd=alQzTlhaTytramxVSkUdmJhUzJXQT09>

Meeting ID: 251 191 749

Password: 412712

One tap mobile

+19292056099,,251191749# US (New York)

+16699006833,,251191749# US (San Jose)

Dial by your location

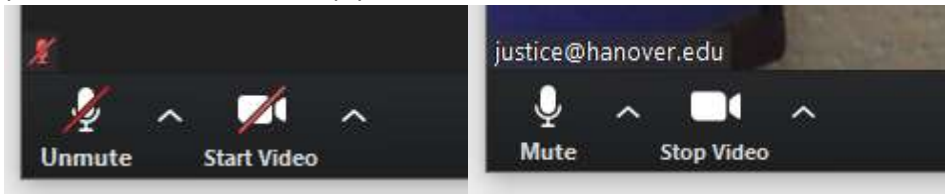
+1 929 205 6099 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 251 191 749

Find your local number: <https://hanover.zoom.us/j/251191749?pwd=alQzTlhaTytramxVSkUdmJhUzJXQT09>

After you have invited people to your meeting, you can use the controls at the bottom of your screen to mute/unmute your audio, and to start/stop your video feed:



You can also share your screen so other people can see an image or document on your computer. To share your screen, click the share screen button at the bottom of the window:



You will then be presented with a screen that shows you all the possible windows that you can share to the meeting. Simply click on a window to highlight it in blue and adjust your options at the bottom if you would like to share sound as well. Then click the share button:

