# Using Zoom: Using the Zoom Platform

Allow Zoom to open.

Allow computer video if you choose. If not, a black screen with your name or email will appear.

Allow computer audio or allow a headphone connection for sound. If sound is not available, there should be a phone number to call in to the meeting. Dial the number and then enter the meeting ID and password.

You might see this screen.
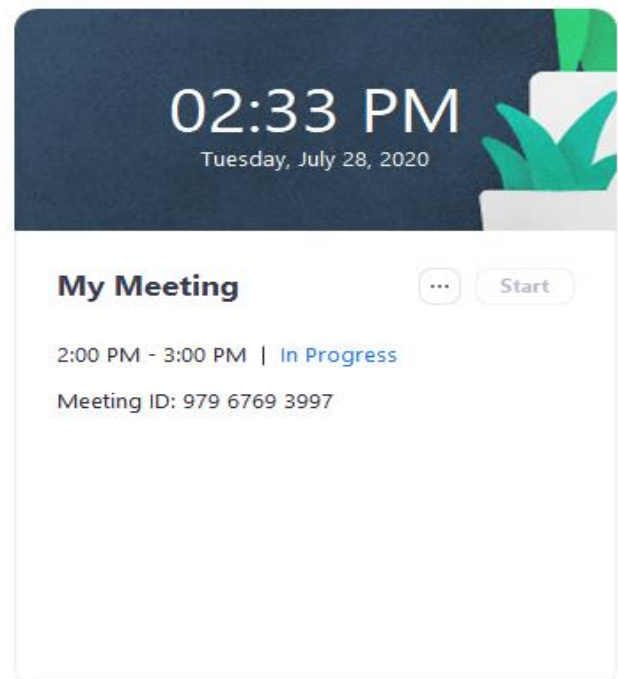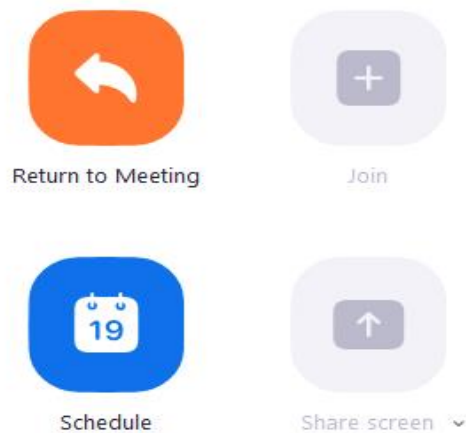
Be sure to install Zoom on your computer.

Or this screen:

When you click on Join Video,

Zoom Meeting   — □ ✕

Talking: Linda Teener

Meeting Topic:	My Meeting
Host:	Linda Teener
Password:	891130
Invite Link:	https://ksu.zoom.us/j/97967693997?pwd=bnBUSENGNThS...
	Copy Link
Participant ID:	211517

Join Audio

Computer Audio Connected

Share Screen

Invite Others

When you click on Join Video, you will be able to see yourself through your computer camera.

Along the bottom of the screen will be a row of controls that hide until you move your mouse.

The controls include;

Mute – This allows you to turn your audio on or off.

Stop Video – Allows you to turn your camera on or off. It also allows you to choose a virtual background.   A virtual background is a photo this is turned on to serve as your background, rather than using the live view of the room you are in. You can use a small file size of a photo you have taken, search for generic views, or find something that suits your interests such as a KSU theme, Harry Potter or Disney. Virtual backgrounds are loaded from Your profile page, not when you are having a meeting.

Security – Allows you to control whether participants may share their screen, mute and unmute themselves and other control functions.

Participants- Will show the list of participants and allows you to mute everyone as needed.

Chat – Allows members to type in comments and questions to the entire group or to an individual.

Share Screen – This allows a member of the meeting to share their screen so all can see a document, photo or whatever is on the person's screen. One member may share at a time, or it is possible for several to share their screens at the same time.

Record – Allows you to record the session. When finished recording, Zoom will automatically generate an MP4 file and store it on your computer in a Zoom folder.

Breakout Rooms – Zoom allows you to divide up the group into smaller discussion rooms.

Reactions – Allows a Thumbs Up or clapping icon.

End Meeting – Allows you to leave the meeting or end for all. If you need to leave before the end of the meeting, either the person you designated as an alternate or someone you designate at the time you leave, will be in charge until the meetings ended for all.

There are different ways to see the participants. You might see a list of names or you might see video screens of participants – either live video or a black screen that could have a phone number, a name or a name and profile photo.