

Zoom Tips

Since I will be showing lots of photos and some video, I encourage you to view on your laptop or desktop computer.

Zoom Etiquette Rules Everyone Should Follow

from: <https://www.entrepreneur.com/article/383772>

1. Be on time

With the benefit of taking your meetings from anywhere, it is especially important that you are on time for your online meetings. Traffic, lines and car troubles are no longer valid reasons for lateness, so when you are late for a Zoom meeting, there is just no excuse. Plan ahead, and make sure that you are ready and at your computer a few minutes before the meeting starts.

2. Pay attention to mute

One of the most disruptive (and embarrassing) Zoom faux pas is when you forget to mute yourself in a Zoom meeting. Needless to say, barking dogs, [noisy children](#) and other background noise is very distracting to other participants. Luckily, there's a simple fix for this. Pay attention to your meeting settings and the mute function. When you're not talking, make sure to mute yourself. On the other hand, when it is time for you to speak, take an extra second to check your mute button. We have all made the mistake of speaking before unmuting ourselves, but taking the time to unmute before speaking will save you the embarrassment and hassle of repeating yourself.

3. Avoid multi-tasking

Although easier said than done, resist the temptation to multi-task. Others can tell when you are checking your email or working on another project. Treat a Zoom meeting like an in-person meeting, and give it your undivided attention.

How to join a Zoom meeting on the desktop client

from: <https://support.zoom.us/hc/en-us/articles/201362193>

The easiest method is to click the link in the invitation that was sent to you. If you want to go directly to your Zoom app try this method:

1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:

- If you want to join a meeting without signing in, click **Join a Meeting**.
- If you want to join a meeting by signing in:
 1. Sign in to the Zoom desktop client.
 2. Click the **Home** tab.
 3. Click **Join**.



Join

3. Enter the [meeting ID](#) and your display name.
 - If you're signed in, change your name if you don't want your [default name](#) to appear.
 - If you're not signed in, enter a display name.
4. Select if you would like to connect audio and/or video.
5. Click **Join**.