

# USING ZOOM

A Guide for Web Conferences with HANDS in Autism®



**HANDS in Autism®**  
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& Resource Center

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## What is Zoom?

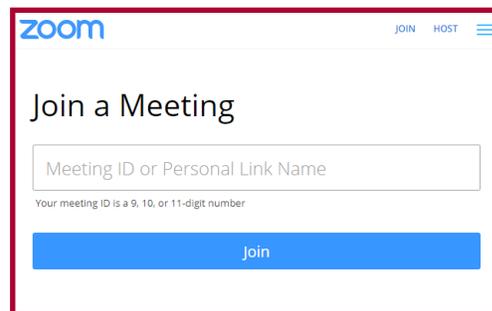


Zoom is a meeting software similar to Skype and Adobe Connect that is used for video conferencing. It is an intuitive system that is used on computers and portable devices.

## Join a Meeting

To join a meeting, either:

- Visit your Canvas site and click the “Zoom Room” link in the course menu. This will take you directly to the meeting.
- If you are sent a link via email, with a specific meeting ID number on the end, click that. This will automatically open zoom on whatever device you are using, and enter the meeting.
- If you know your room number, you can go to <https://zoom.us/join> There will be a space to enter in the Meeting ID number. Type in the ID number and click “join”



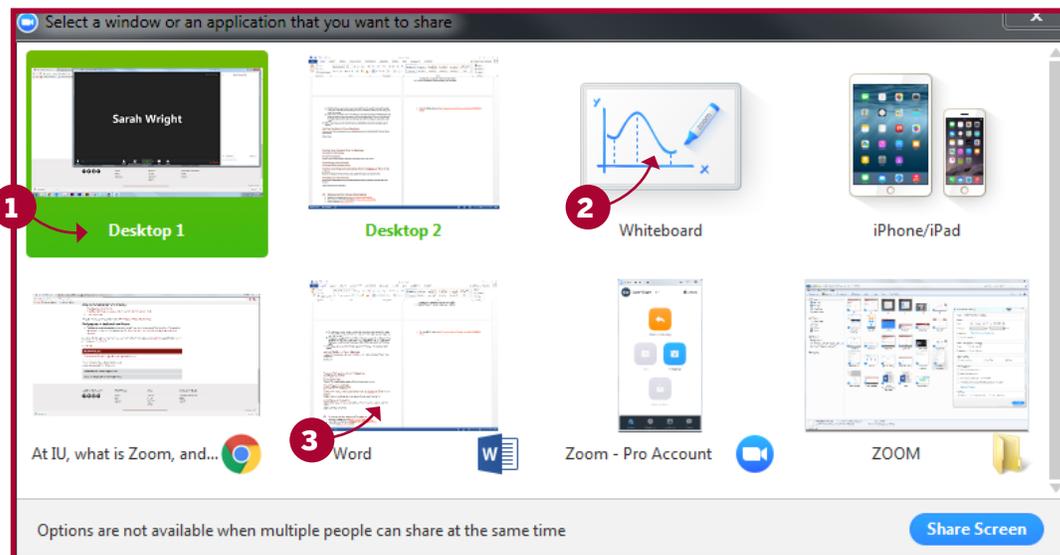
**Next:** When prompted by the browser, click “**Open URL: Zoom Launcher**”.

You will then need to enter a name and toggle your audio/video preferences.

## Getting the Most of Your Meetings

Once you are in the meeting, there are multiple ways you can communicate. You can access the sharing options by clicking the Share Screen button on the bottom of the panel. Options include:

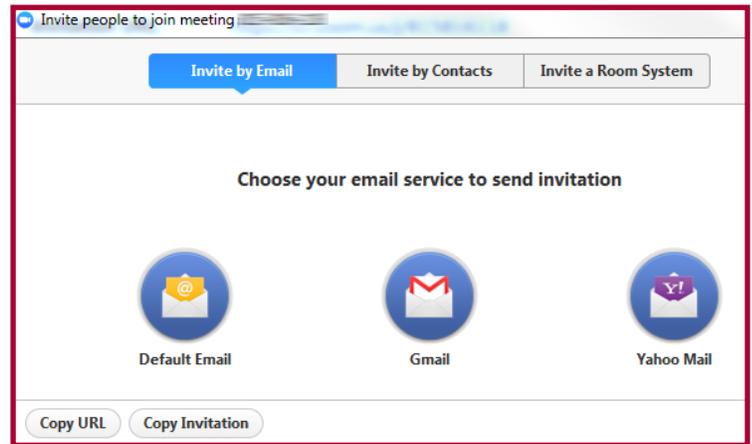
1. **Desktop:** Shows your entire screen, regardless of what you have open. Make sure you don't have any private information open if you choose this.
2. **Whiteboard:** Draw and write to illustrate your presentations. Acts like a digital whiteboard.
3. **Window:** If you have a Word document open, for example, that you want others to see as you go through it, choose the Word window



## Invite Others to Join a meeting

If you would like to invite people not currently in the “Meeting” with you to join:

1. Click the “Invite” button on the meeting window
2. Select “Invite by Email”
  - If you choose “Default Email”, whatever email client you use on your computer will open a draft with links to the meeting. Address this to your desired recipient and hit send.
  - If you click the “Copy URL” button on the bottom left of the window, a link to the meeting will be copied to your clipboard and you can paste it into a different email or send it to someone via chat.



## Ending or Leaving a Meeting

If you need to leave the meeting while it is still in progress, click “Leave Meeting”

## Testing Your System Prior to Meetings

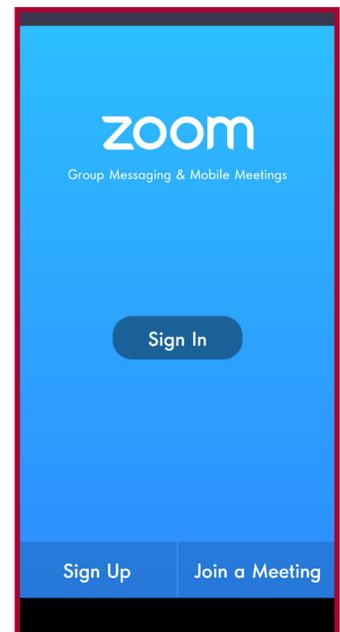
It is helpful to run a test meeting before you are scheduled for a web call to make sure everything is functioning properly. To run a test meeting:

1. Got to <http://zoom.us/start>
2. Use Google or Facebook to log in to Zoom
3. When prompted by the browser, click “Open URL: Zoom Launcher”.
4. A meeting room will open and you will be given the option to test your mic and speakers. Click the green button and you will enter the meeting!
5. From here you can explore the various functions and settings.

## Zoom on your Smartphone

You have the option of attending meetings with your smart phone. To attend a meeting using your smart phone, install the app by searching for “Zoom” in the App Store or Google Play and installing it. Then either:

- Open the Zoom app and select “Join a meeting” from the bottom right of the screen and Enter the meeting ID number your were sent in email.
- Open your email on your phone and click the link in the email you were sent. This will automatically open the app and access the meeting.



**Need more information?** Check out:

Zoom on the IU Knowledgebase: <https://kb.iu.edu/d/bfqu>

Zoom Support page: <https://support.zoom.us>

**If you have any questions, please send an email to [HANDSask@iupui.edu](mailto:HANDSask@iupui.edu)**