Welcome to our Zoom Meeting Guide! In this document you'll find everything you need to know about joining our meetings.

First and foremost, you do not need to set up a Zoom account ahead of time to join in on our meeting.

We do however recommend that you create a free account ahead of time if you'd like to have your name and icon displayed during the meeting. We recommend doing this as having your name and icon will be helpful to everyone in the meeting as they'll be able to see the name of who's talking when you speak and will help reduce potential speaker confusion.
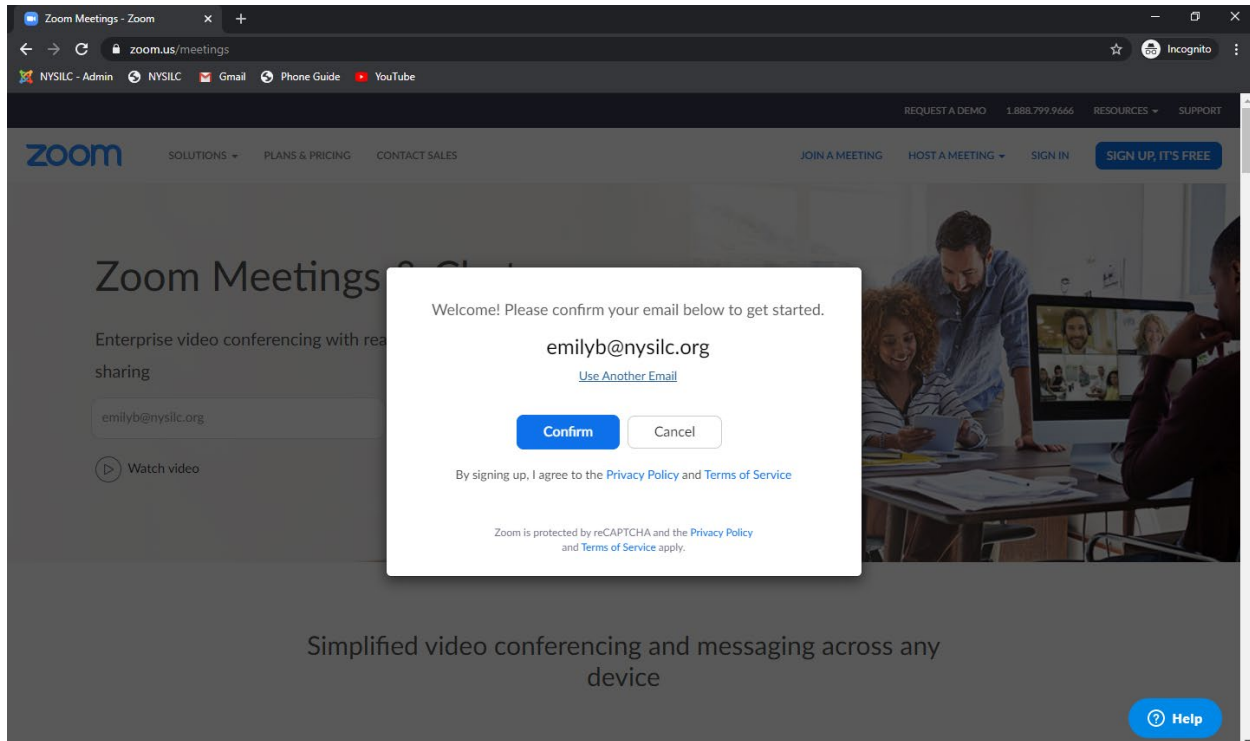
How to Sign Up for Zoom

The following screenshots will explain how to sign up for a free Zoom account.

First, we'll have you go to www.zoom.us/meetings

On that page you'll see a place to enter in your email address so you can sign up for the free account.
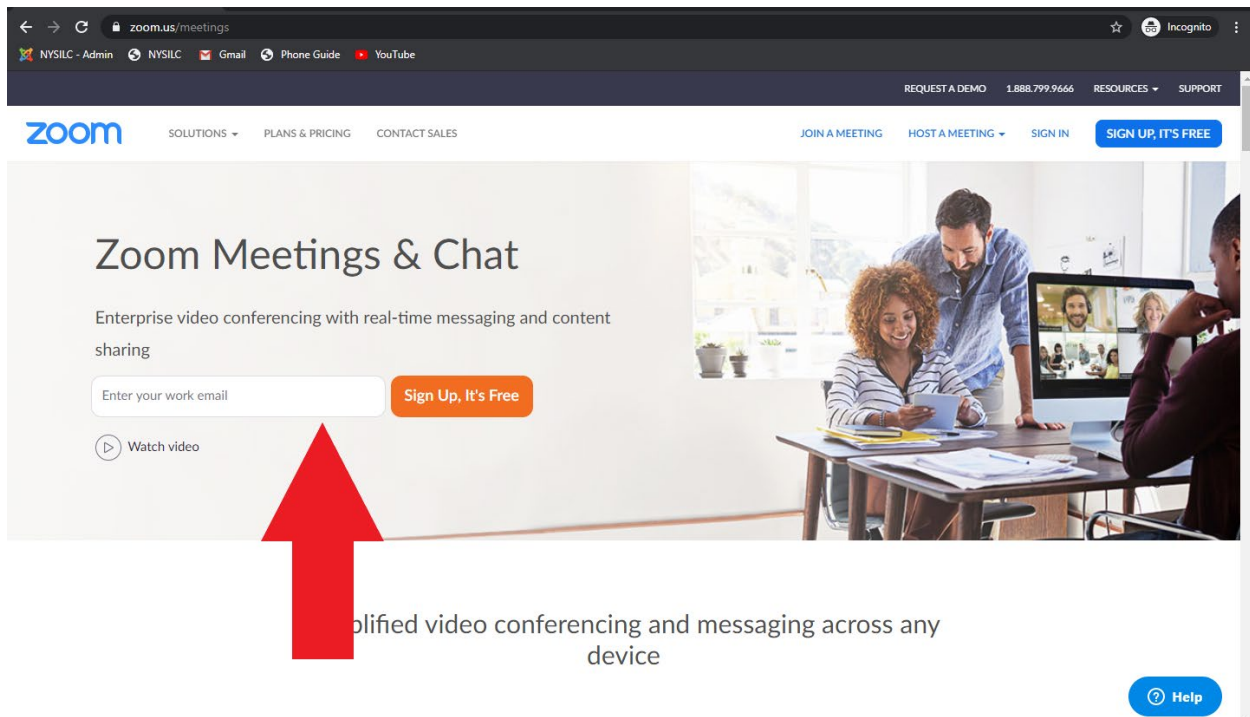
After you enter in your email, you'll see this screen:

Hit confirm and Zoom will continue along with signing you up for the free account!

If after joining they give you a message about either meeting time limits, or dial-in audio, you can ignore both of those. NYSILC has a paid for premium account, so any of those warnings do not apply to you joining the meeting. If you have further questions though, don't hesitate to ask us.

Zoom meetings will work on your desktop, laptop, tablet, or smartphone, regardless of brand or software. The meetings work across platforms, whichever one you use is ultimately up to personal preference. We do recommend working with a desktop or laptop computer for both a larger screen surface and a longer battery life during the meeting.

What you'll need to get started and get to the meeting is the link we'll provide via email, a webcam, and a headset with microphone if your webcam does not already have a built-in microphone.

How to Join on Mobile

For joining on a mobile device, the App you'll need to download is called ZOOM Cloud Meetings.

The following link will bring you to the download page for the app on your mobile device: https://zoom.us/download#mobile_app

You can use the Zoom Mobile App without an account, as a guest, to join the meeting. We do once again recommend you make a free account ahead of time so you can set up your Name and Profile picture for the meeting.

The meeting is expected to run between 2-3 hours. If you plan on using a mobile device to join the meeting, please be somewhere where a power source is ready and available to be connected to if your device's battery runs low. We'd hate to have you drop from the meeting!

When using Zoom Mobile for the first time, the app will ask you for a variety of different permissions in order to get it working properly and into the meeting. It's safe to hit accept or confirm to all of these settings. Hitting deny will prevent your microphone and camera working during the meeting, so please hit confirm when the options appear.

We will begin the meeting with the option of everyone's camera and microphone muted and turned off. Once you are ready to activate your camera and microphone you can hit the icons and your camera and mic will turn on for everyone to see and hear you. The buttons can be found in the bottom left corner. The microphone icon is farthest left, with the video being one over next to it.
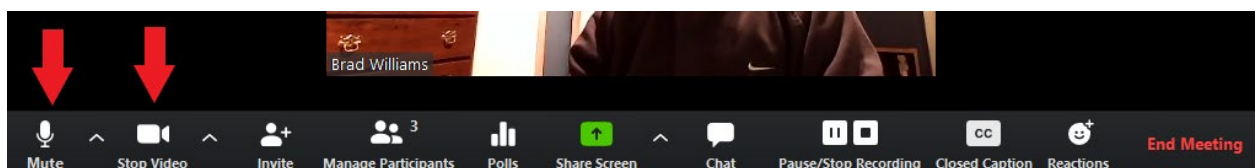
Mobile Features to be Aware Of

On mobile if you swipe left, you'll access the "Drive safe" mode, this option comes with the "Push to talk" option as well. Hold down the "push to talk" button in the center, and as long as you are holding it, it will let you speak. Upon releasing it, you'll go back to being muted.
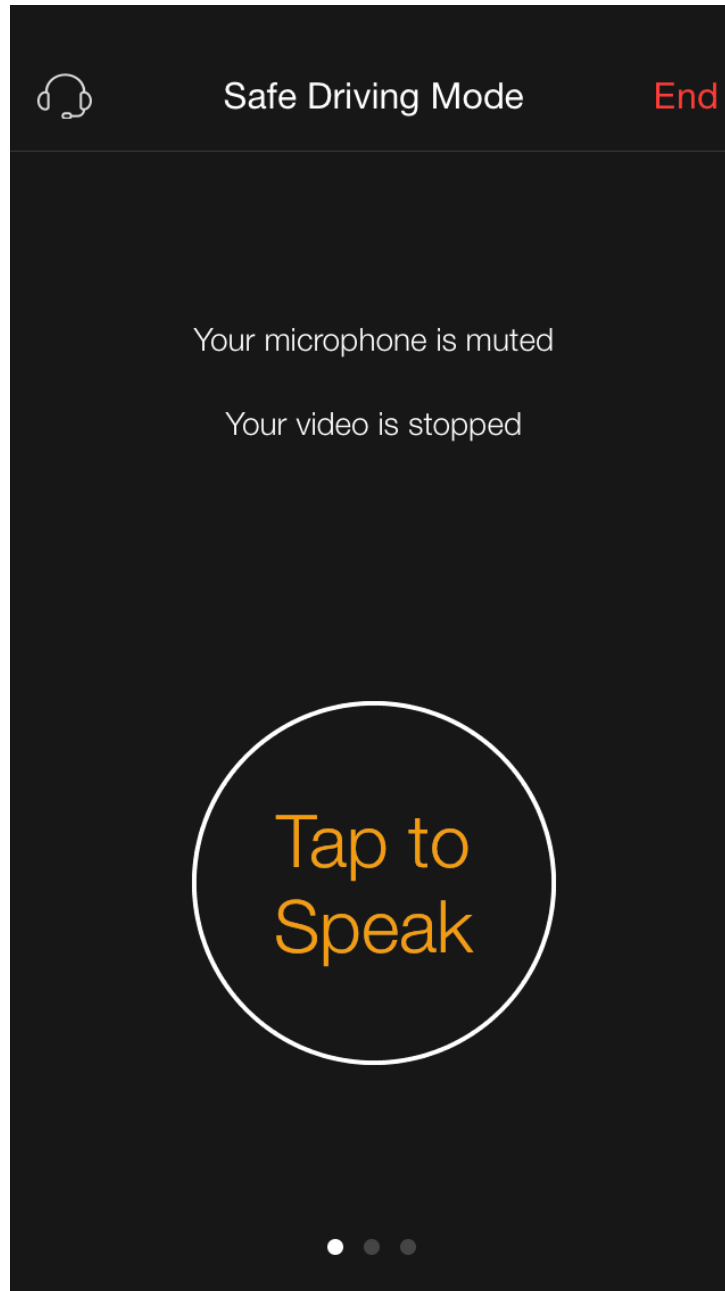
If you swipe right, you'll access a window of different viewing options for the video section of the meeting.

If you stay on the center screen on the mobile app you will see your own camera in the top right corner while whoever the main speaker or highlighted speaker at the time will fill the rest of the screen.

Whichever screen you use is ultimately up to personal preference, you'll be able to hear the meeting from any of the three windows.

There is also the chat feature available on mobile. You'll see it pop up at the bottom of the screen every time someone in the meeting sends a message via the chat. To access the chat, tap on the participants icon on the bottom of the screen. When you get to the participants screen, tap chat in the bottom left corner.
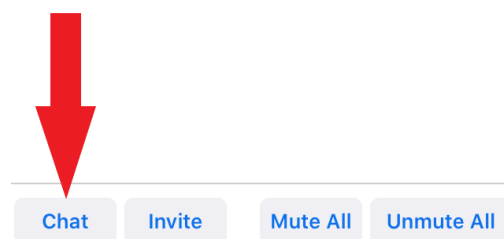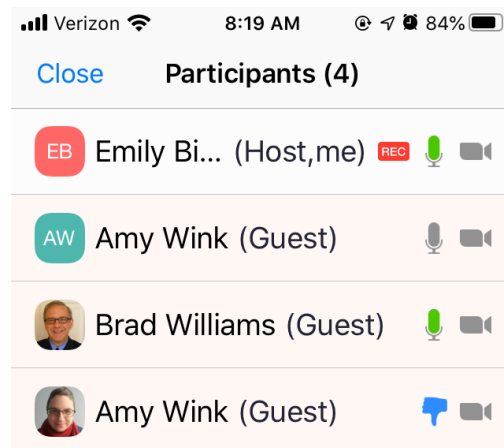
You're encouraged to test out the app ahead of time to get a feel for it. If you have any questions, don't hesitate to ask us, we'd be happy to answer them!

How to Use Zoom on a Desktop or Laptop Computer

First to use Zoom on a desktop or laptop computer, you'll need to download the Zoom Desktop Client from the official Zoom website.

The link for the download can be found here: https://zoom.us/download#client_4meeting

You'll be looking to download the "Zoom Client for Meetings" option on that page.

Once the application is downloaded, you can open it. The button you're looking to click to join our meeting is the "Join" button with the plus sign on it. It'll look like this:
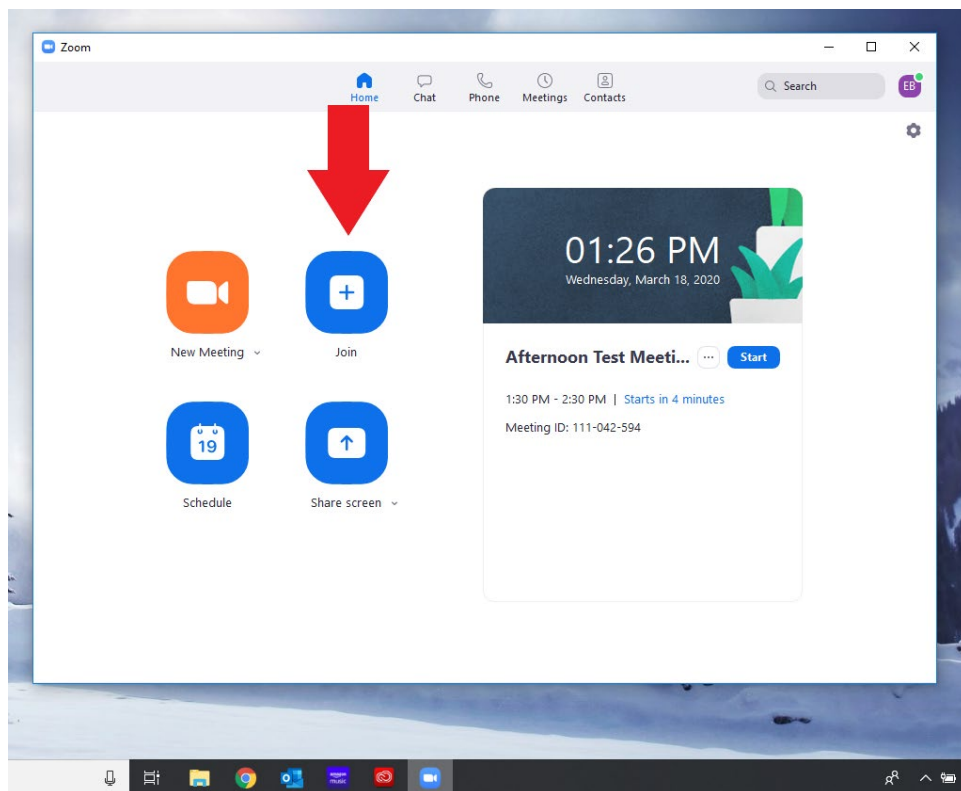
When you click on that you'll get a pop up asking for the meeting ID. You will receive this in an official email we'll be sending out later.
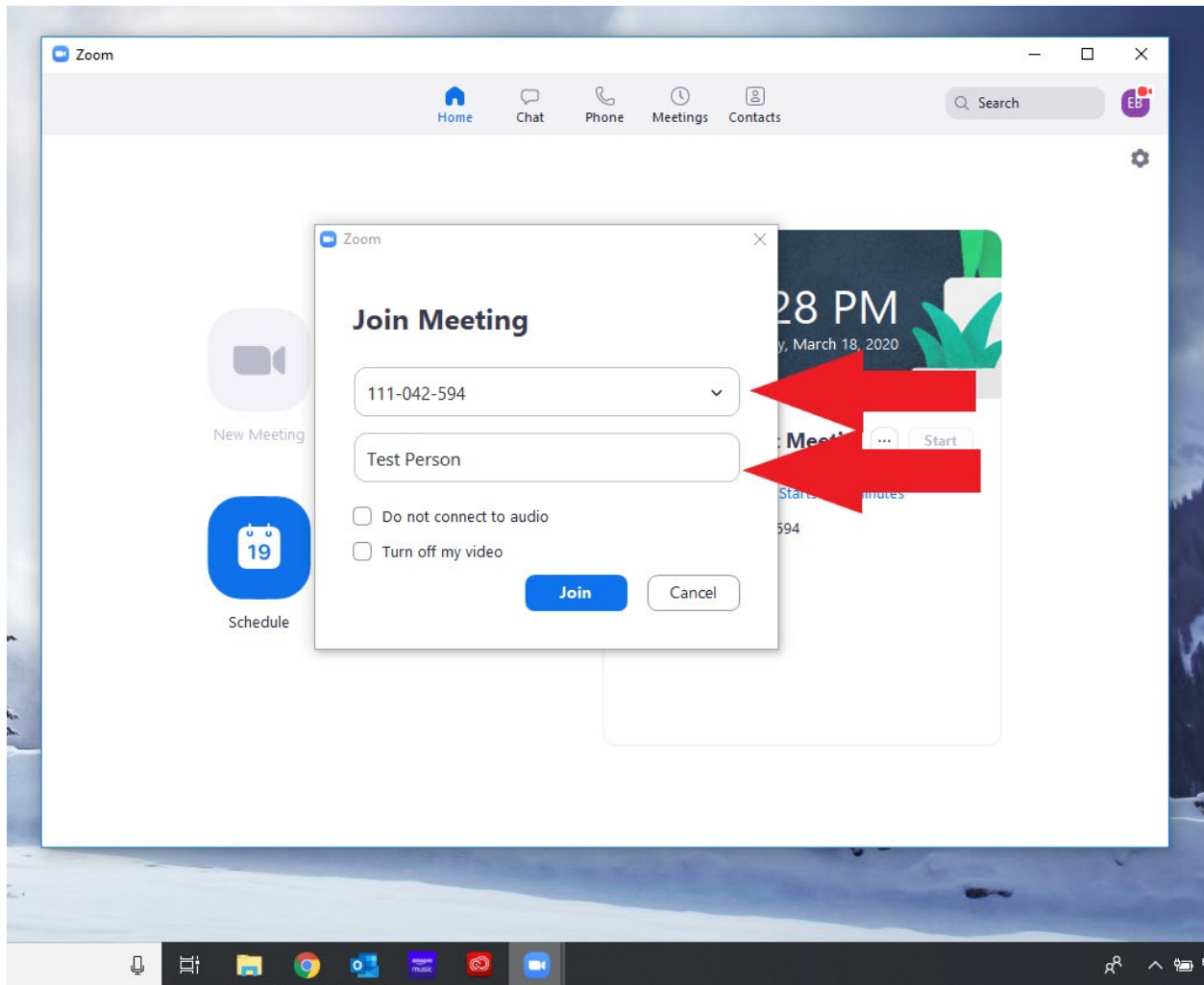

In the first box you'll enter the 9-digit meeting ID number. In the second box you can enter in a name if you don't already have a Zoom account set up. Hit join, and bingo! You're in!

So just like with the mobile way of joining our meeting, we will begin with the option of everyone's camera and microphone muted and turned off. Once you are ready to activate your camera and microphone you can hit the icons and your camera and mic will turn on for everyone to see and hear you. The buttons can be found in the bottom left corner. The microphone icon is farthest left, with the video being one over next to it.
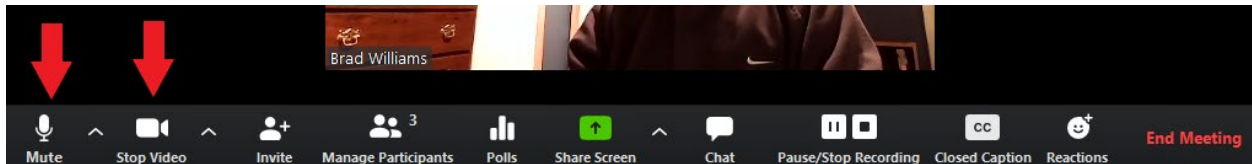

In Meeting Chat – Desktop Version

To join the in-meeting chat, click on the chat button near the center of the screen. This will expand a column on the right side of the Zoom window. The chat dialogue will appear under the list of meeting participants.
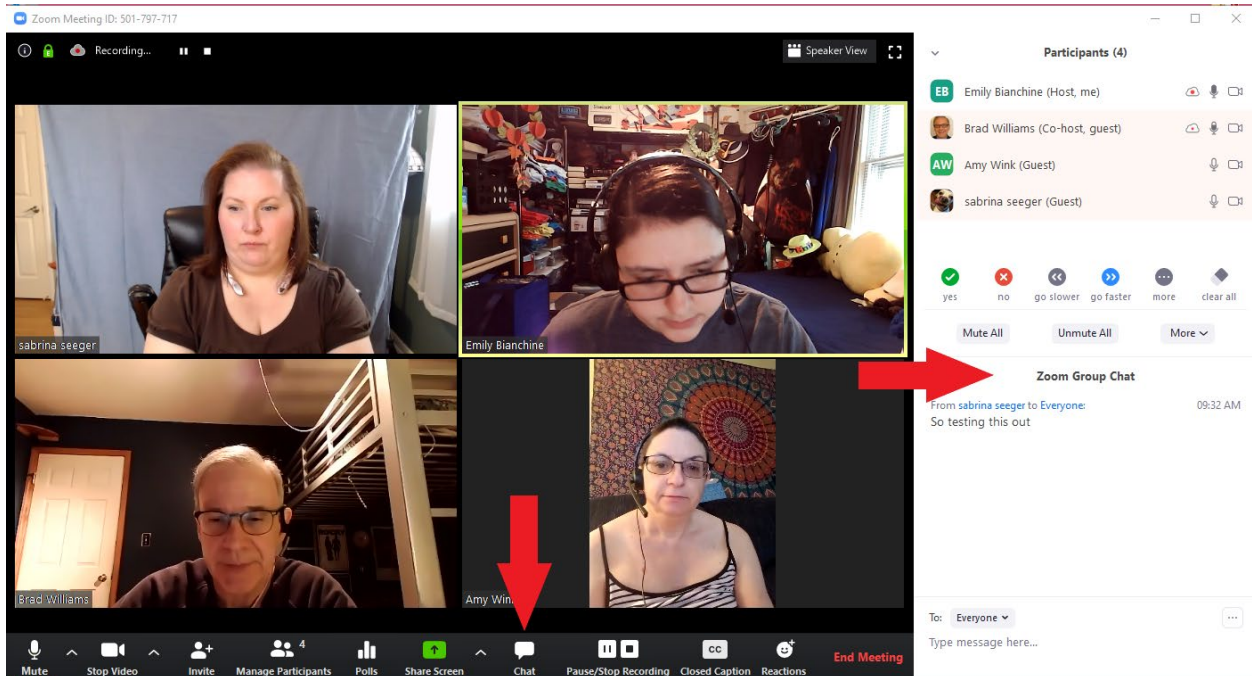
If you would like to privately message someone during the meeting, click on the "To:" button. A drop-down list will appear, and you can select who you'd like to privately message. The private messages will only exist between you and the person you're messaging, so the entire chat won't see what you've sent.
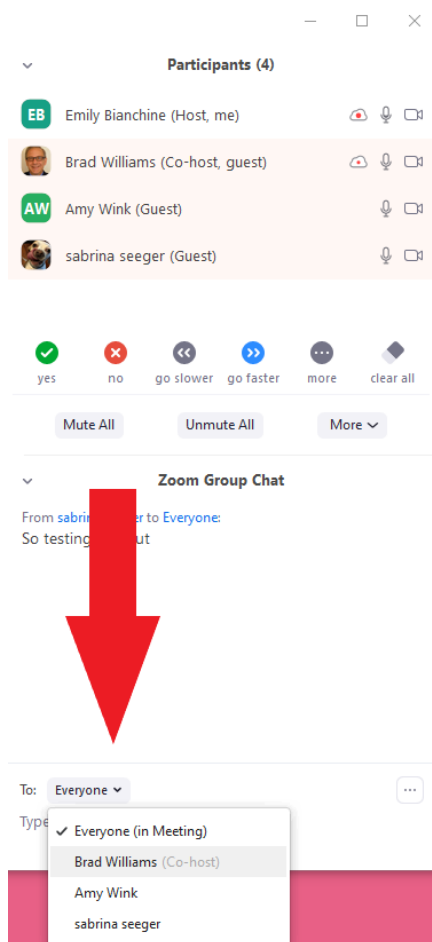

Pinning a Person's Video Feed

It is possible for each user to pin a person's video feed, so they stay in focus and don't get lost among the other participants in the meeting. We recommend you pin either one of our interpreters or whoever may be speaking at the time, but this is ultimately entirely up to your

personal preference. This method works the same across both mobile and desktop Zoom meeting applications.

To pin a person's video feed, hover over their video box, and in the top right corner you'll see a small box with three dots on it. Click on that and you'll see a drop-down menu. Hit "pin video" and their video will be pinned for you!
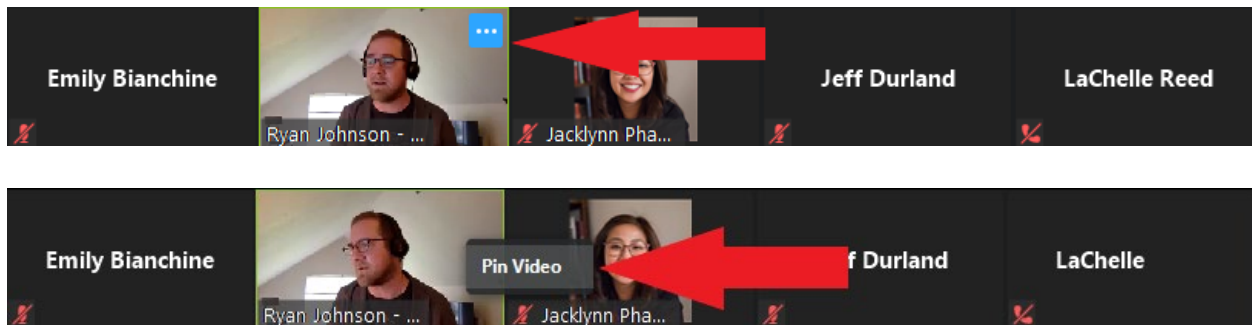

How to "Raise Hand" and "Vote" in Meeting

This method is for how to use the "Raise Hand" function on Zoom. It's helpful for getting the attention of the people running the meeting, and it's easy to use!

First, hit the chat button near the center of the buttons menu at the bottom of your Zoom window. Once you hit that, a column will appear on the right-hand side of the screen. Above the chat window and below the meeting participants window you'll have a bar of options of notification buttons to use in meeting. Click on the Hand icon and it'll raise your hand! (A screenshot explaining this is located on the next page)
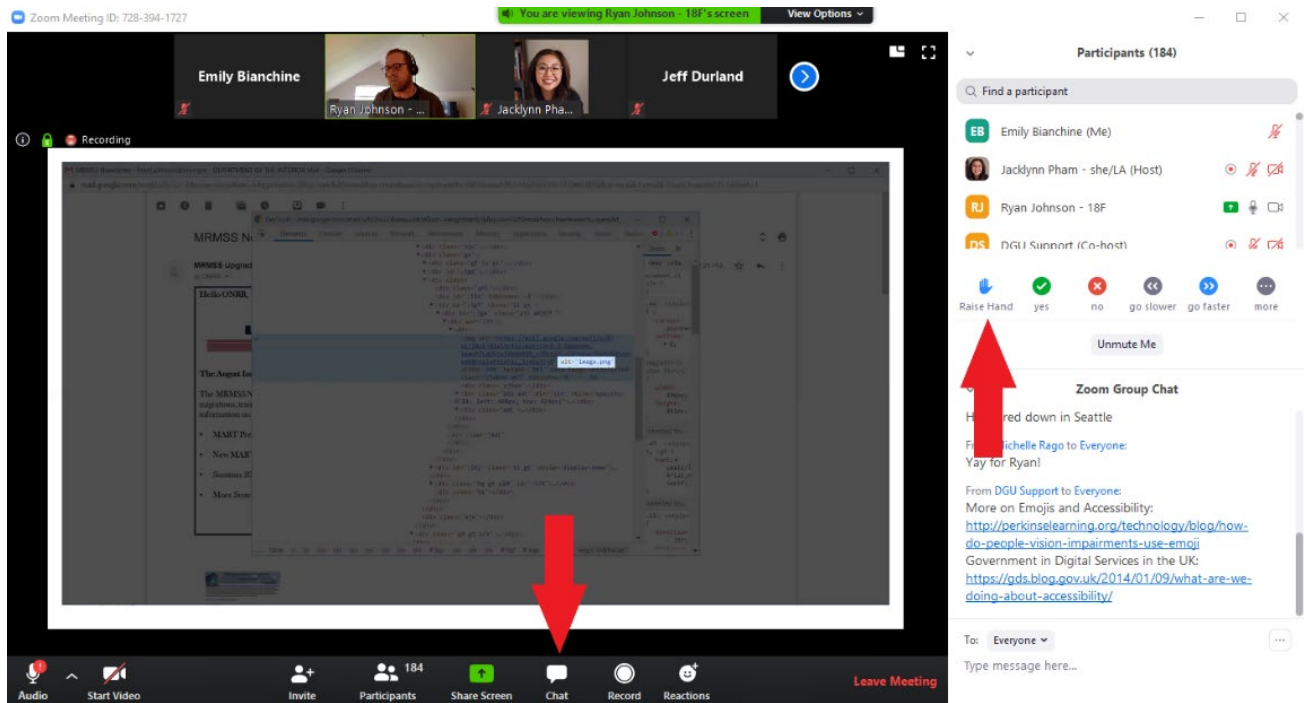
To get to the voting options, you'll be in the same window as the "Raise Hand" option. This time however, you can click on the "Yes" button with the green check mark to vote yes, or the "No button" with the red X. These will be helpful for when we need to get a vote from everyone!
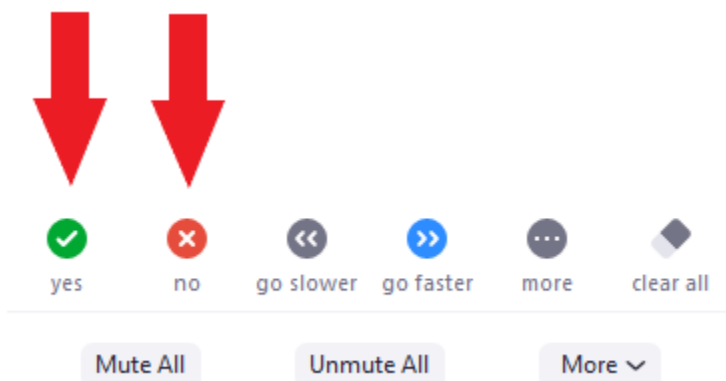
If you have any questions before the meeting, don't hesitant to reach out to us! The contact person for trouble shooting is Emily Bianchine, and you can reach her at emilyb@nysilc.org with any questions or concerns.