

# CalSAWS | Zoom User Guide



The Road to CalSAWS

# Agenda

- ① [Download and Installation](#)
- ② [Quick Guide](#)
- ③ [Technical Help](#)
- ④ [Voting Instructions](#)



If you are having technical difficulties beyond the content of this guide, please contact Tech Support at 213-712-1917 for further assistance.

# Download and Installation

1. **Join meeting** by clicking on the link in the meeting invite

Join Zoom Meeting  
<https://us02web.zoom.us/j/89285949900?pwd=NFJrdyt1SVg0Kzd1QUxTbkM1VTlCdz09>  
Meeting ID: 892 8594 9900  
Password: 073664  
One tap mobile  
+16699006833,,89285949900#,,1#,073664# US (San Jose)  
+12532158782,,89285949900#,,1#,073664# US (Tacoma)

4. Enter your **name** (this will be seen by all meeting participants)

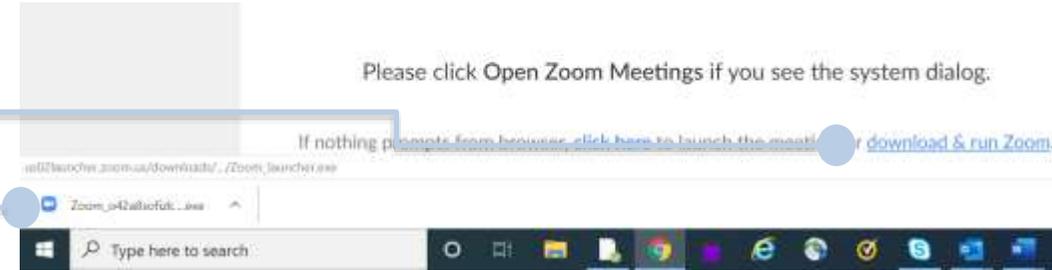
5. Optional: Check box for Zoom to **remember this name** for the future

6. Click **join meeting**

The screenshot shows the Zoom 'Enter your name' dialog box. It has a title bar with the Zoom logo and a close button. The main text is 'Enter your name'. Below it is a text input field containing 'Your name'. There is a checkbox labeled 'Remember my name for future meetings' which is currently unchecked. At the bottom, there are two buttons: 'Join Meeting' and 'Cancel'. A blue callout bubble points to the 'Join Meeting' button with the text 'Open Zoom Meetings if you see the system dialog'.

2. Click **“download & run Zoom”**

3. Click on the **file** that is downloaded



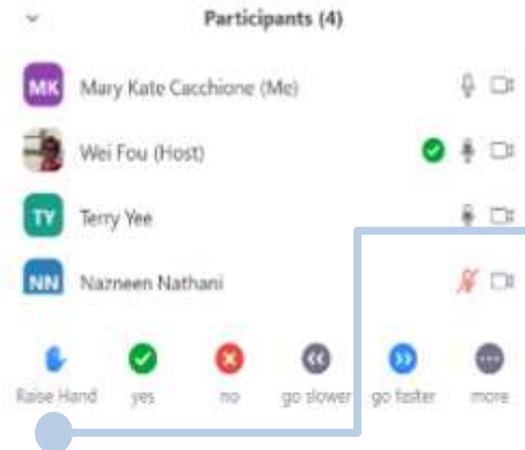
7. Click Join with **Computer Audio**

8. Optional: Check box for Zoom to **remember audio settings** for the future

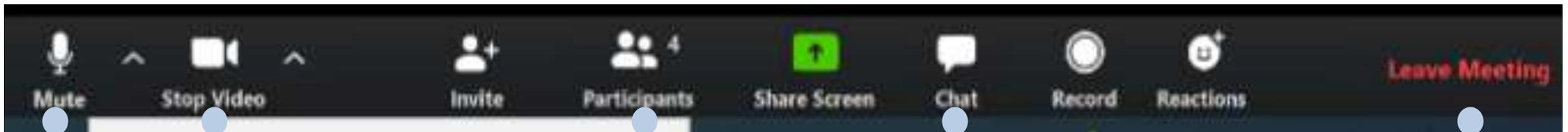
The screenshot shows the Zoom 'Choose ONE of the audio conference options' dialog box. It has a title bar with the Zoom logo and a close button. There are two radio buttons: 'Phone Call' and 'Computer Audio', with 'Computer Audio' selected. Below the radio buttons is a blue button labeled 'Join with Computer Audio'. A callout bubble points to this button with the text 'To hear others, click the Join Audio button'. Below the blue button is the text 'Test Speaker and Microphone'. At the bottom, there is a checkbox labeled 'Automatically join audio by computer when joining a meeting' which is currently unchecked. A blue callout bubble points to this checkbox with the text 'Optional: Check box for Zoom to remember audio settings for the future'.

# Quick Guide

Choose between **Speaker view** to see only the speaker or **Gallery view** to see all meeting participants



Click to identify to the host that you have a **question**



Mute & Un-Mute your **Microphone**

Start and Stop your **Video**

Click to see all the **participants** in the meeting

Click to **chat** with the meeting host

Click to **leave the meeting**

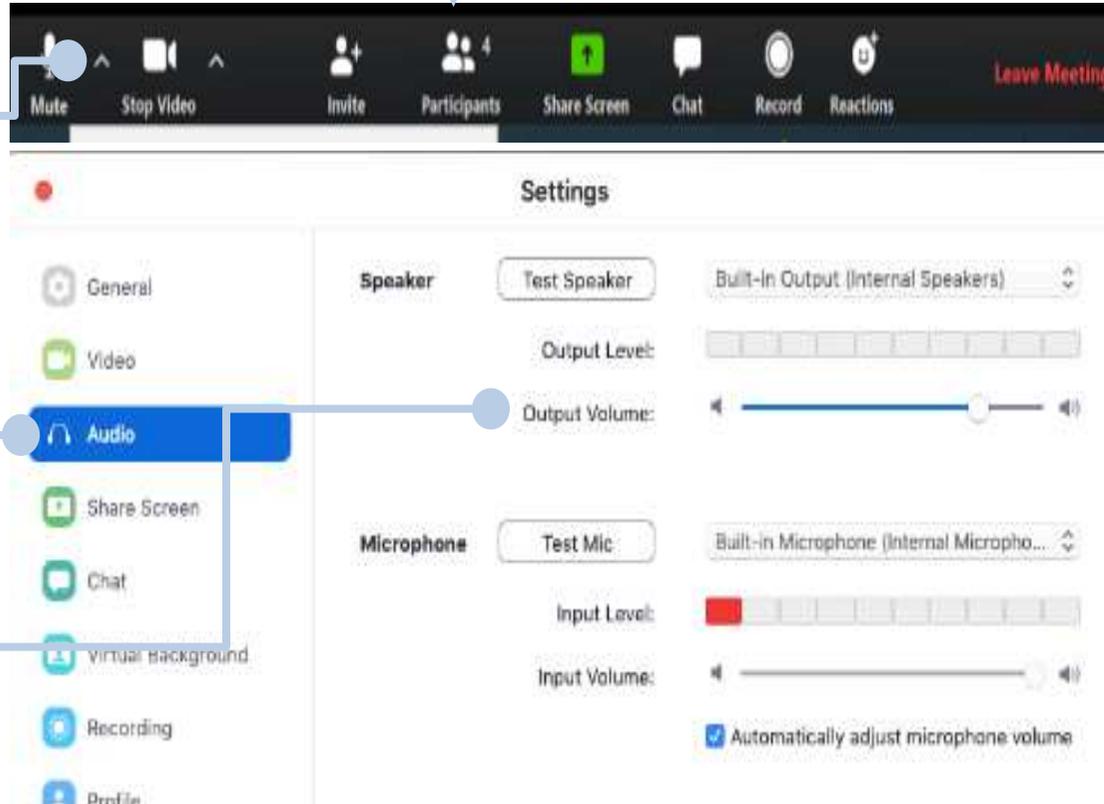
# Technical Help

If the audio is not working properly, follow the steps below

1. Click "Mute"

2. Click Audio

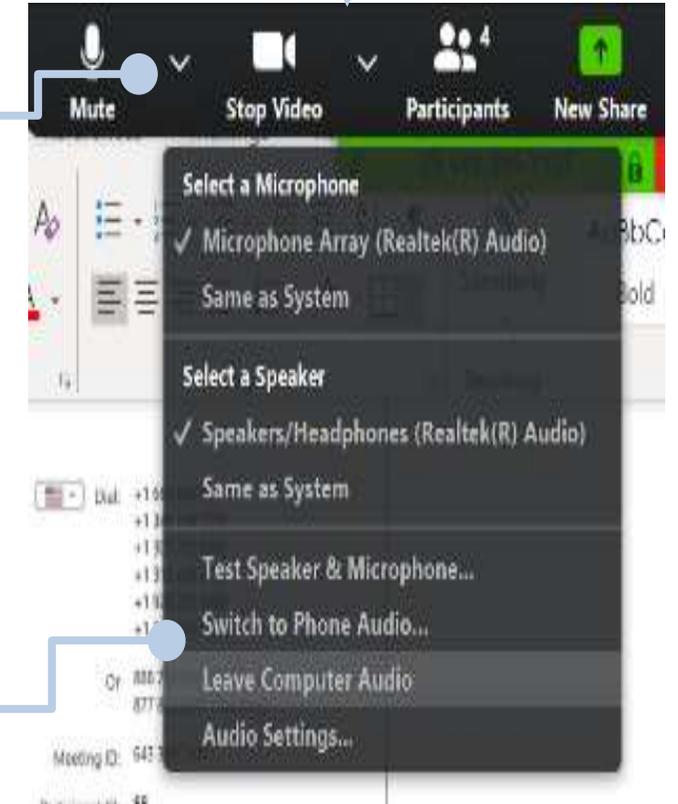
3. Adjust Output



If the audio source is not set up properly, follow the steps below

1. Click "Mute"

2. Choose Source



**Warning: Do not join the meeting on two different devices, the noise will echo for all participants.**

# Voting Instructions

When it is your turn to vote, your name will be called. At this time, unmute yourself. You may turn on your video camera if you would like. Say yes or no.

