

Zoom Guide
ALS Society of Quebec

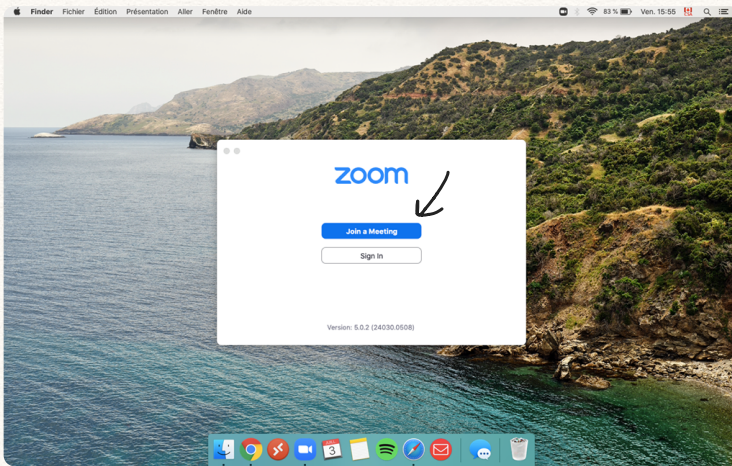
Zoom with the computer

2 options are available to you:

If you click on the meeting link in your email, the meeting room will open directly at step 4 or 5, without going through the opening interface. This will take you directly to the meeting room (or waiting room), which is easier for you.

Alternatively, you can also enter the information manually as showed in the following steps;

Interface without a Zoom Account

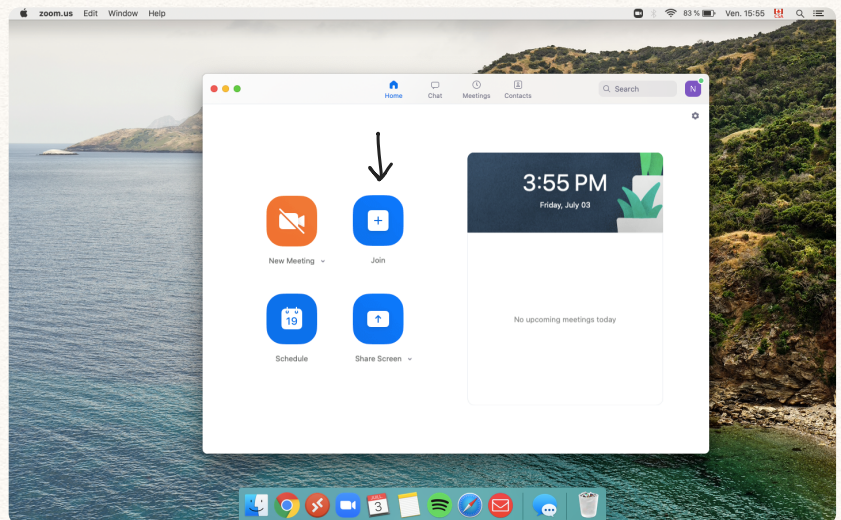


Step 1

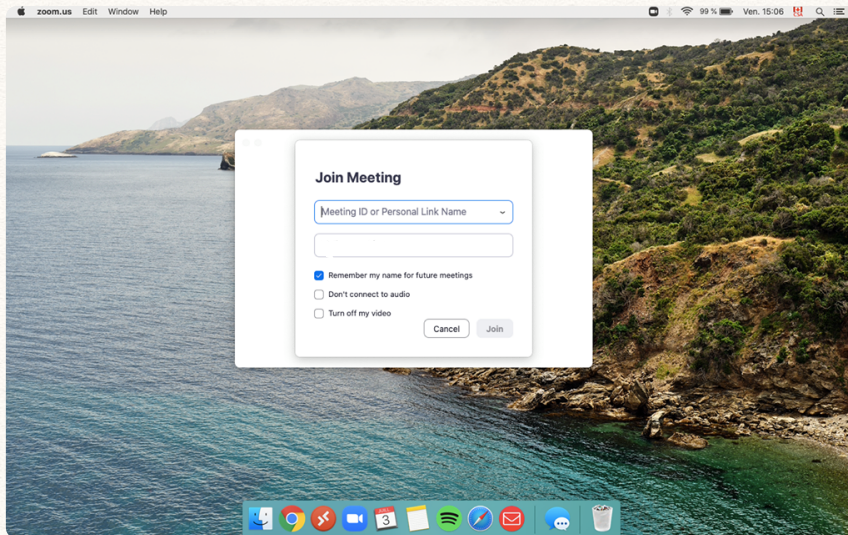
You do not need to create a Zoom account to attend meetings. If you have one, you can log in or are probably logged in by default.

Either way, just click **Join** or **Join Meeting**, depending on which interface you see.

Interface with a Zoom account



Step 1



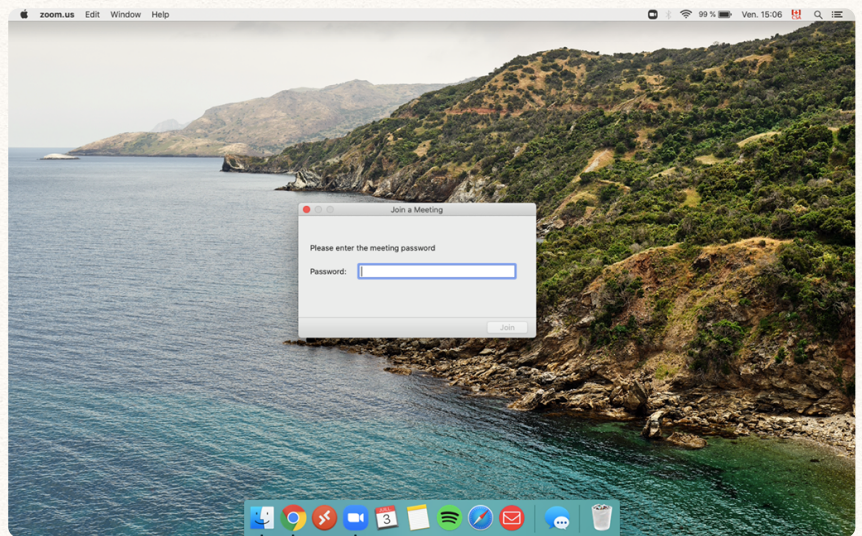
Step 2

Enter the Meeting ID using your keyboard.

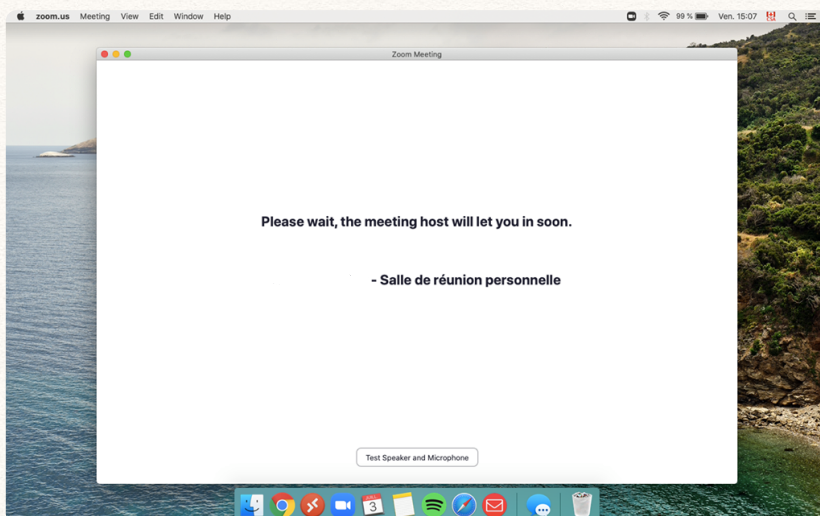
The **meeting number/Meeting ID** can be found in your confirmation email or will have been given to you specifically.

All that is left to do is enter the password.

The **password** can be found in your confirmation email or will have been given to you specifically.



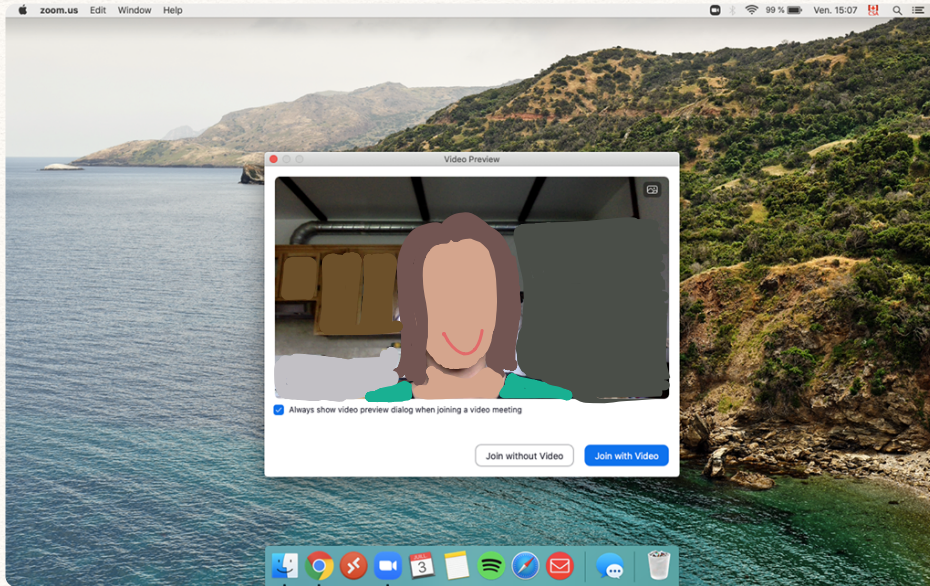
Step 3



Step 4

This or a similar interface may appear to you if the meeting host has enabled the waiting room to manually let attendees in.

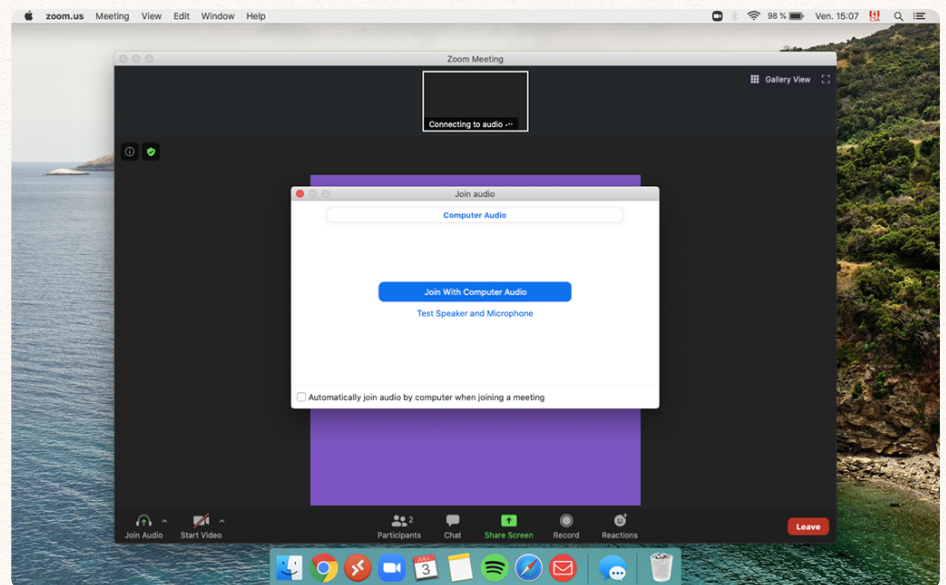
This is a good sign, just wait until they let you in!



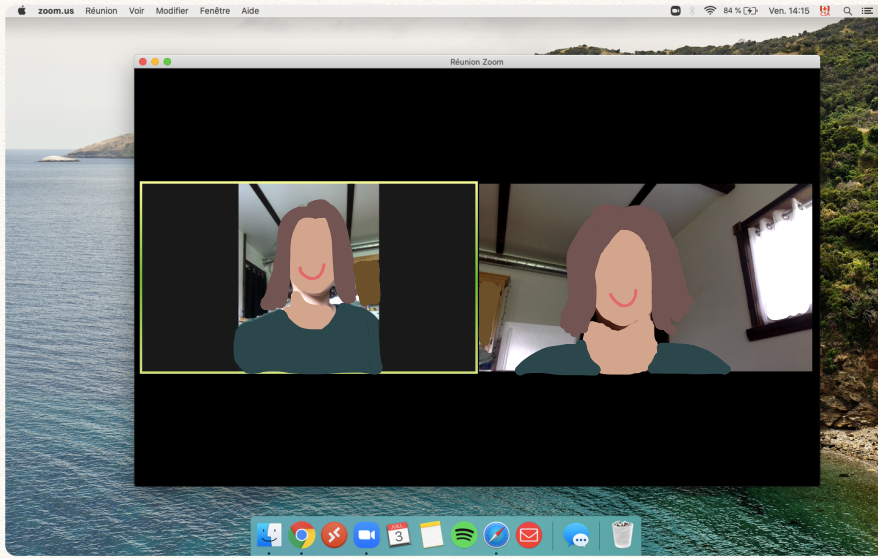
Click **Join with video** or **Join without video**, which you can later activate manually.

Step 5

This step is crucial because it will allow you to hear and be heard in the meeting. So click on **Join with Computer Audio** to connect to the audio.



Step 6



You're all set!

Here is your Zoom interface!

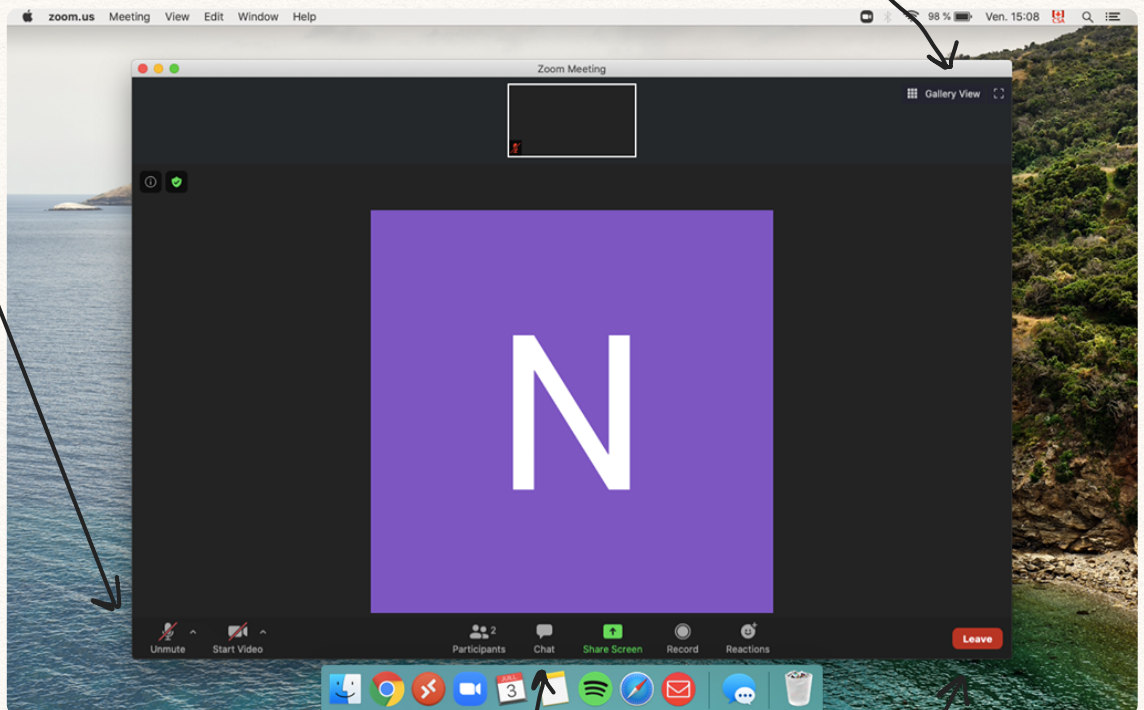
Here you can see an example of a 2 person meeting. If you join a group, there will be several small screens.

In order to see all the screens at the same time, we suggest that you switch to gallery view by clicking here

From your screen, you can choose to **Start / Stop Video**

...and **Mute** and **Unmute** your mic

The red slash indicates that it is disabled.



To access the chat, click on Chat, in the center at the bottom of the screen. The chat will allow you to communicate with the meeting participants in writing.

To leave the meeting, you can click on **Leave** in red

Thank you, and have a good meeting!

For any other questions, please do not
hesitate to contact us at 514-725-2653 /
1-877-725-7725.