


Join Us on Zoom

[< Back to Our Technology](#) [< Back to Zoom](#)

 7-min read

CONTACT THE **MEDTECH** TEAM

AVAILABLE MONDAY THROUGH FRIDAY,
7:30 AM–5:30 PM, VIA THE FOLLOWING CHANNELS:



Telephone support: [\(509\) 368-6848](tel:509-368-6848)



Email support: medicine.tech@wsu.edu

You can request a personal technical consult with a member of the Medicine IT team. They will review your network connectivity and Zoom configuration (audio and video).

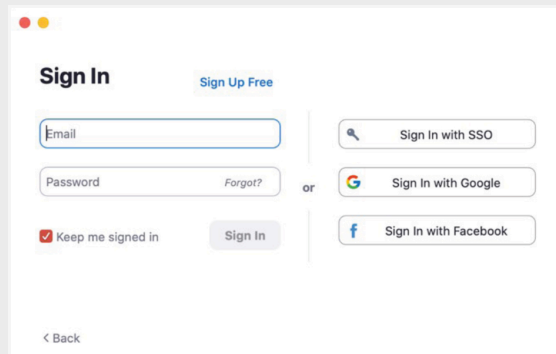
Zoom Setup Instructions

Create a Zoom Account

Guest access to zoom

Attendees outside of WSU will need a Zoom account to join meetings. They can either:

- use one provided by their institution, or
- create a [free account](#).



The screenshot shows the Zoom Sign In interface. At the top left, there are window control buttons (red, yellow, green). The main heading is "Sign In" with a "Sign Up Free" link to its right. Below the heading are two input fields: "Email" and "Password". The "Password" field has a "Forgot?" link to its right. To the right of the "Password" field is the word "or". To the right of "or" are three buttons: "Sign In with SSO" (with a magnifying glass icon), "Sign In with Google" (with the Google logo), and "Sign In with Facebook" (with the Facebook logo). Below the "Email" field is a checkbox labeled "Keep me signed in" which is checked, and a "Sign In" button. At the bottom left of the form is a "< Back" link.

^ Create a free account

If you do not have a Zoom account go to <https://zoom.us/join> to create a free account

^ Create a free account

If you do not have a Zoom account, go to <https://zoom.us/signup> to create a free account.

- Follow the prompts on your screen. You will be required to provide an email to finish registration.
- Once you have clicked **Sign Up**, check your email to finalize your account. You will receive an email from Zoom containing an **Activate Account** button. **Click it** to navigate to your new account.



We've sent an email to your_email@site.com.
Click the confirmation link in that email to begin using Zoom.

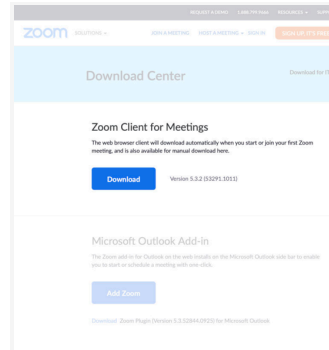
if you did not receive the email,
[Resend another email](#)

- Now create your password. **You will use this email and password to sign in to Zoom meetings.**

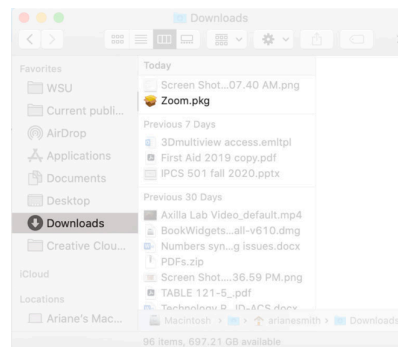
Log In to Zoom

Download Zoom

1. On your computer, go to <https://zoom.us/download> to download the app.
2. Click **Download the Zoom Client for Meetings**.
3. Click **Allow** to download Zoom.



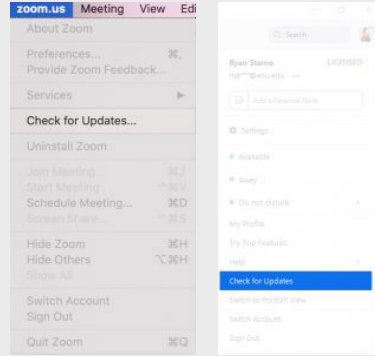
4. In your **Downloads** folder, double-click **Zoom.pkg** or **ZoomInstaller.exe**.
5. Continue through the installer (you can send the Installer package to the Trash), and then Zoom will open automatically.



A NOTE ON DOWNLOADING ZOOM

If you have already downloaded the Zoom application, it's important to ensure that it is up to date.

1. To check if an update is available, open the Zoom application.
2. Click on:
 - 🍏 the **zoom.us menu** in the upper-left corner or
 - 👤 **your round profile picture** in the upper-right corner.

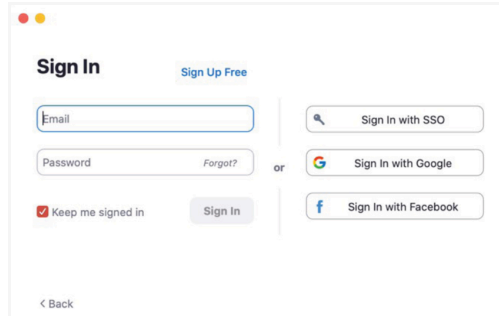


3. Select **Check for Updates** and follow prompts to install any available updates.

Sign In

After downloading the Zoom app, you will be prompted to sign in with your Zoom account. **Enter the email and password that you used to create your Zoom account**, and click **Sign In**.

i If you forgot your password, you can reset it at https://zoom.us/forgot_password.

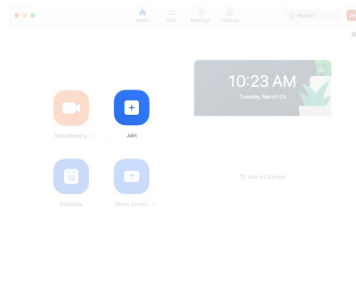


▼ Join from an invitation

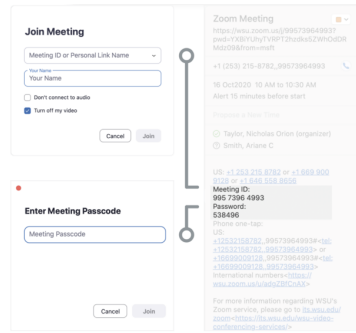
▲ Join from the Zoom application

You can join a Zoom meeting from the application:

1. Click the **Join** button on the **Home** screen.

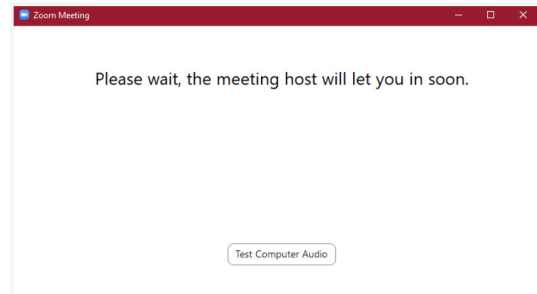


2. Enter the **Meeting ID** in the corresponding field (found in your meeting invitation), and choose if you want to connect with audio and video, then click **Join**.
3. Next, enter the **Meeting Passcode** (also found in your meeting invitation), then click **Join**.

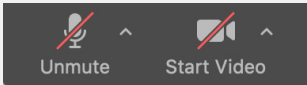


In the Meeting

Once in the meeting, you may start out in a waiting room—the host will let you in shortly!



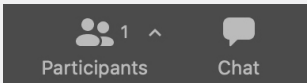
Basic Zoom Features



Check your Microphone and Video Settings

When you are in a Zoom meeting, you can mute/unmute your audio and start video using the controls in the lower left-hand corner. You are able to change to a different microphone, speaker, or webcam by clicking the up arrow beside whichever you are changing. If you would like assistance with testing your audio or video settings, please [contact the MedTech team](#).

Zoom will prioritize the audio for who it considers the main speaker. This will lower the audio of anyone else who may try to speak at the same time and make it difficult to hear them.

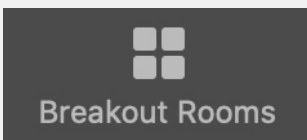


Participants

You can view a list of participants by clicking this icon along the bottom. This will open a panel on your right-hand side that lists all participants in the meeting.

Chat

Clicking the **Chat** button will open a new panel on the right-hand side. You are able to send messages **publicly** to all participants or **privately** to individuals.



Breakout Rooms

Breakout rooms are sessions that are split off from the main Zoom meeting. They allow the participants to meet in smaller groups, and are completely isolated in terms of audio and video from the main session.

If you are invited to a breakout room, you can click **Join** in the popup.

If you'd like to join the breakout room later, you can click the **Breakout Rooms** button in your meeting controls, and you'll see an option to join your breakout room.

To leave the breakout room:

1. click **Leave Room** in the bottom right corner
2. then select **Leave Breakout Room** to return to the main meeting.

Basic Zoom Features



End

Click the **End** button to leave the meeting altogether. If you accidentally do this, you can get back into the meeting by following the instructions that you followed here.

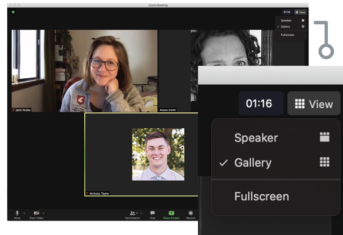
Speaker View vs. Gallery View

There are two major options for viewing the participants of a Zoom meeting.

▼ Speaker View

▲ Gallery View

Gallery View shows all participants at the same time in a grid.



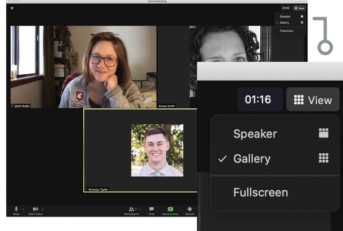
Speaker View vs. Gallery View

There are two major options for viewing the participants of a Zoom meeting.

▼ Speaker View

▲ Gallery View

Gallery View shows all participants at the same time in a grid.



You can swap views at any time by pressing the **View** button in the upper right-hand corner and choosing **Speaker** or **Gallery**.