

Using Zoom on a Chromebook

Zoom is a communications app that is used for video conferencing and virtual meetings. You can run meetings for up to 40 minutes and have up to 100 participants for free.

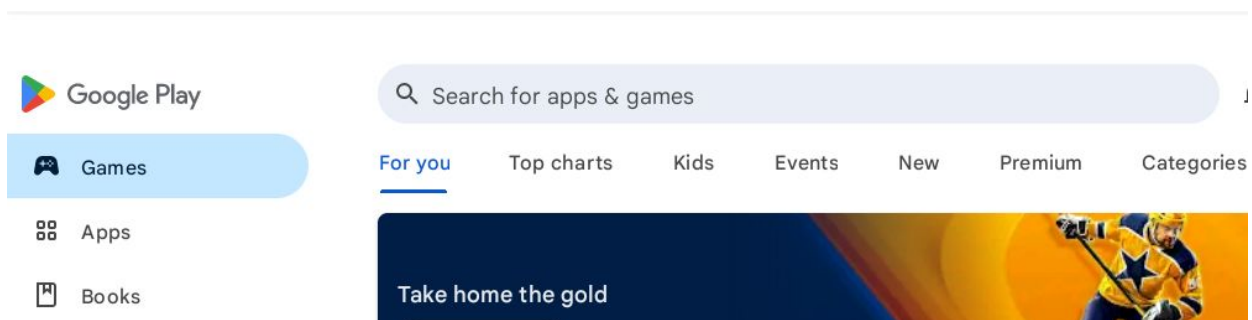
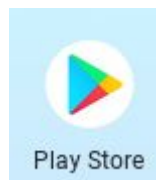
This tutorial is based on **Zoom for Chrome - WPA** which is the latest version of Zoom for Chromebooks. Zoom is recommending this version and will not be supporting earlier versions much longer. It would be best to uninstall previous versions to avoid confusion.

Instructions

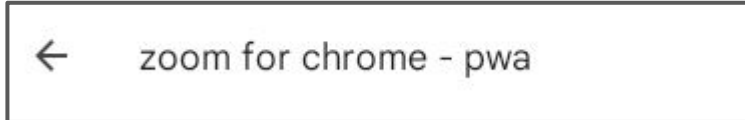
- 1) Open your **Play Store** by clicking on the **Chromebook Launcher**



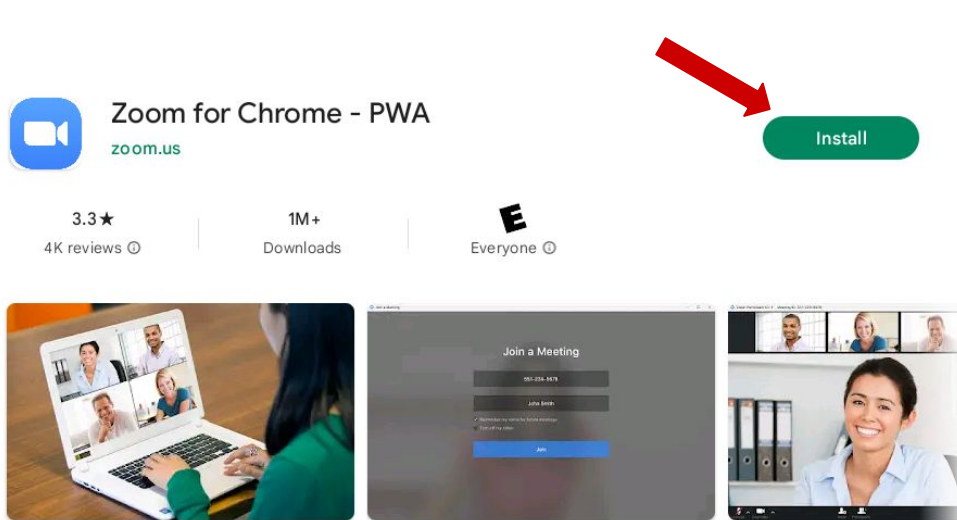
- 2) Click on the **Play Store** icon



3) Type “**zoom for chrome - pwa**” in the search box, and tap the **enter key**

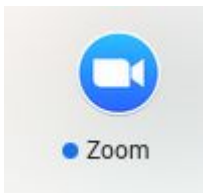


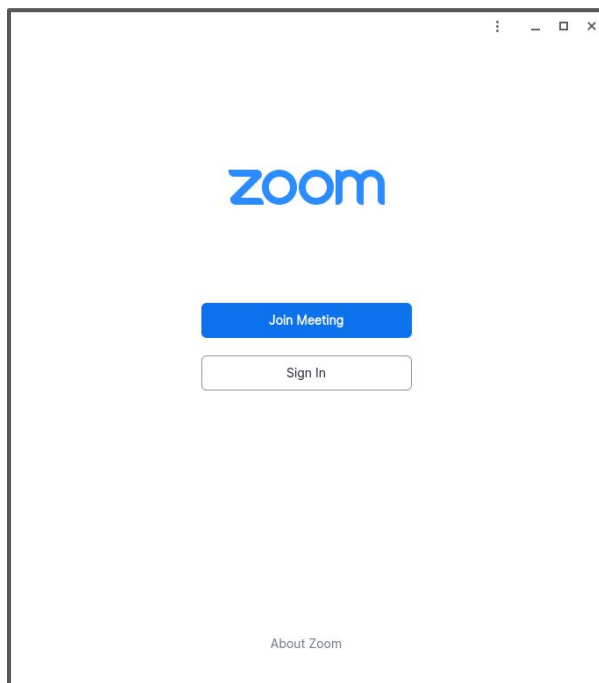
4) Click on **Install**



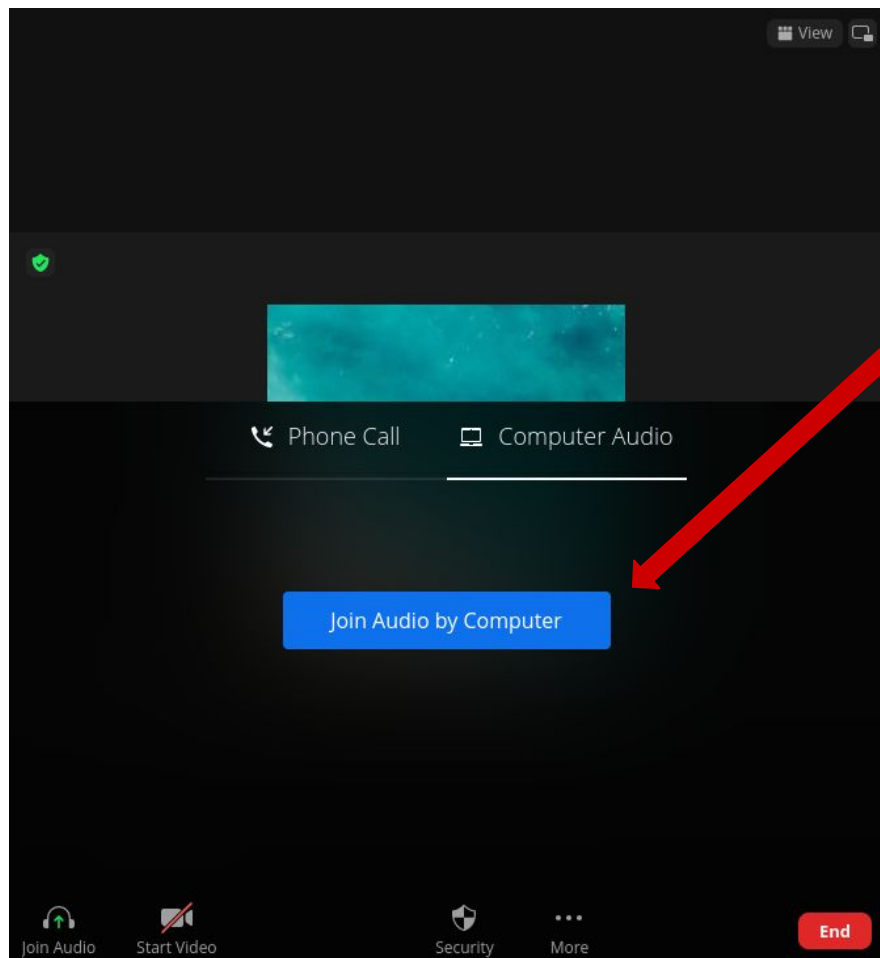
5) Now the Zoom Icon will show up in your Launcher

6) Click on it to open



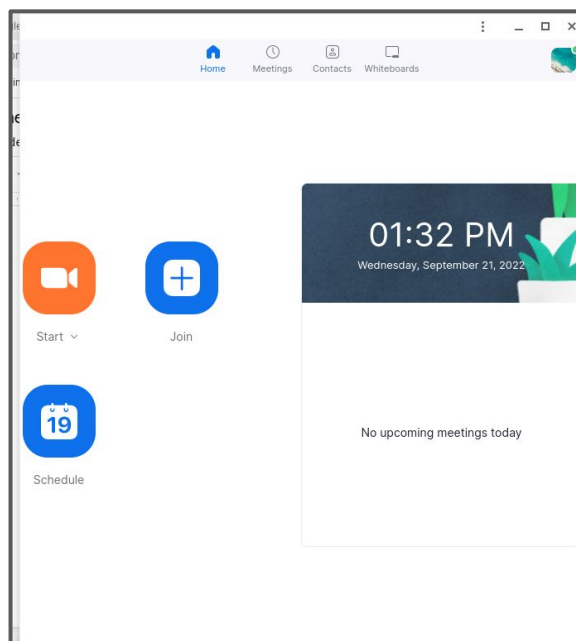
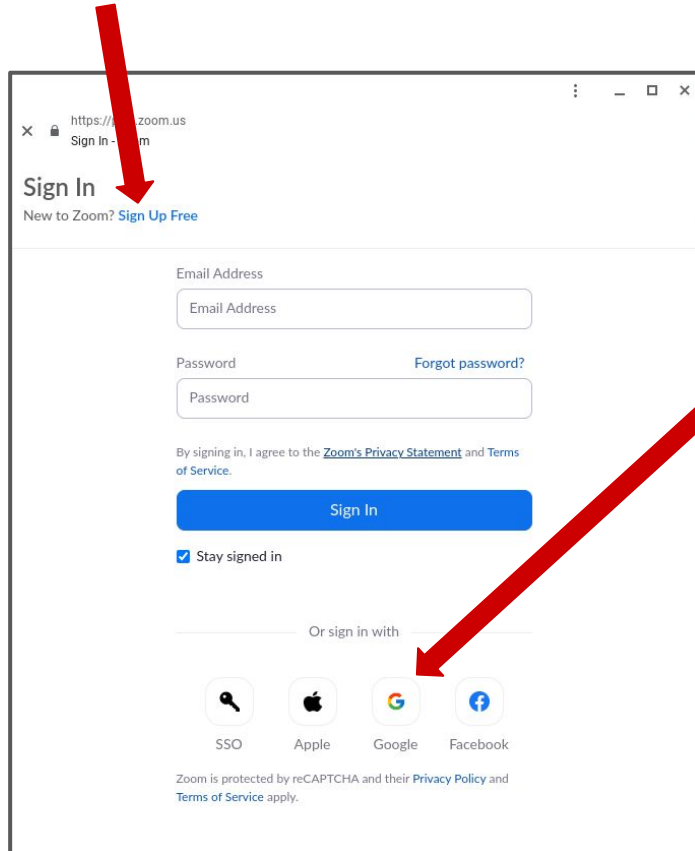


- 7) To join a meeting, click '**Join Meeting**' and **enter the Meeting ID**. Choose between joining with a **Phone Call** or **Computer Audio**. Best to join with Computer for TGH Classes. Click on **Join with Computer Audio**

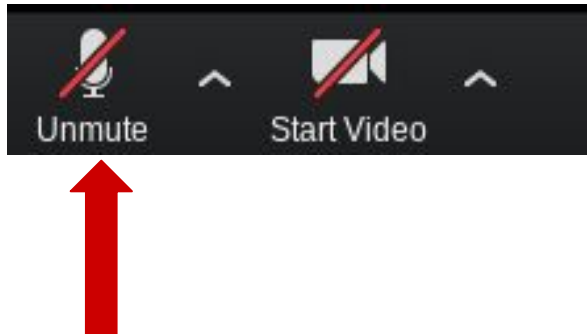


- 8) To sign into Zoom with your Google Account, click 'Sign in with Google' and follow the prompts to log in.

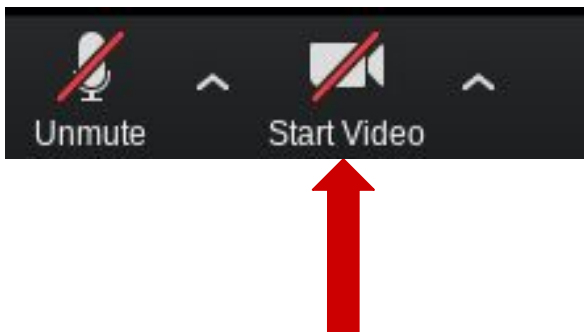
If you have a Zoom account, enter your email and password on the left.



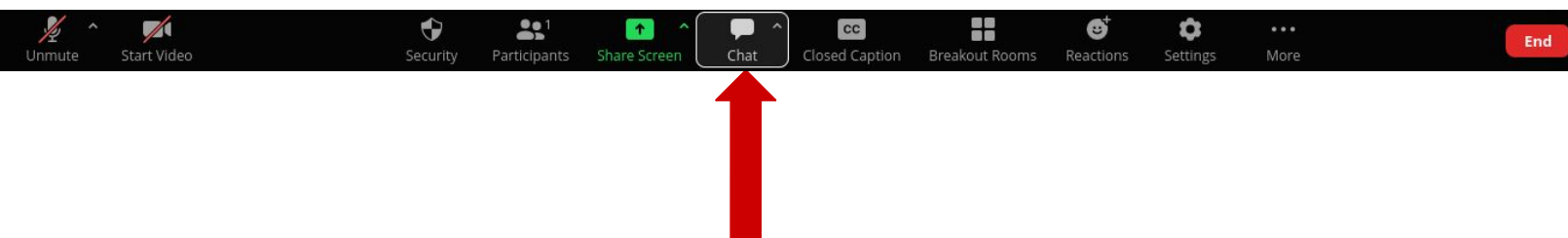
To unmute or mute yourself, click the microphone in the bottom left corner. A **red line** means you are muted.



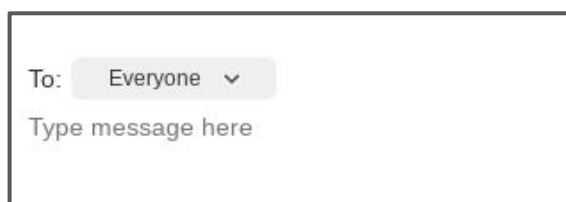
To turn on or off your camera, click the camera icon in the bottom left corner. A **red line** means your camera is off.

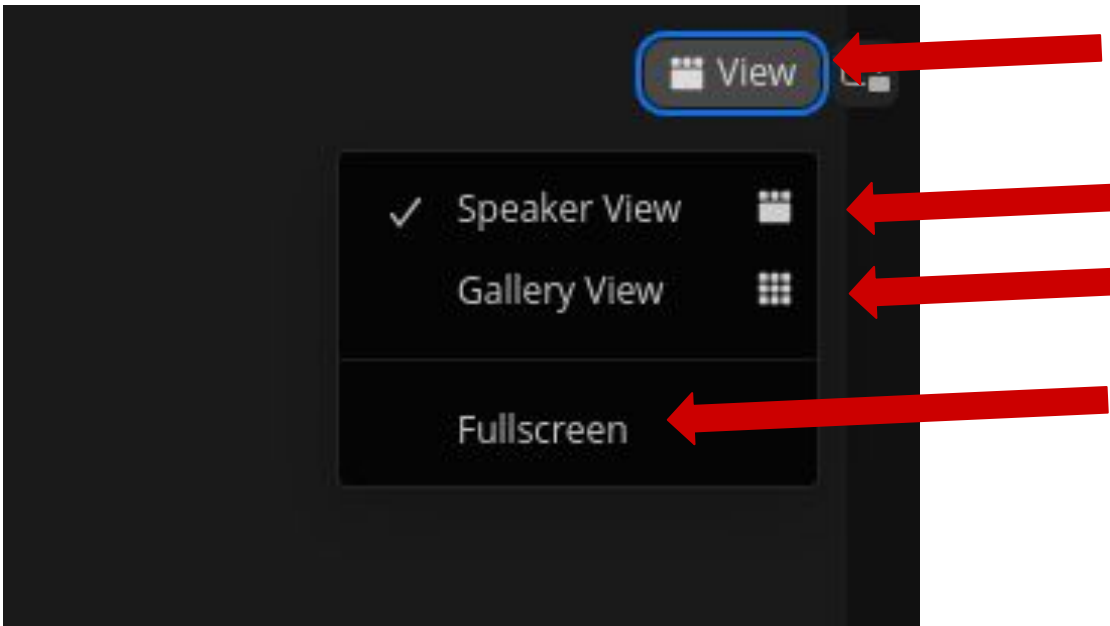


To send a message in the chat, click the text bubble that says 'Chat' in the menu on the bottom of the screen.



Enter your message in the text box and press the **'Enter'** key on your keyboard to send the message.



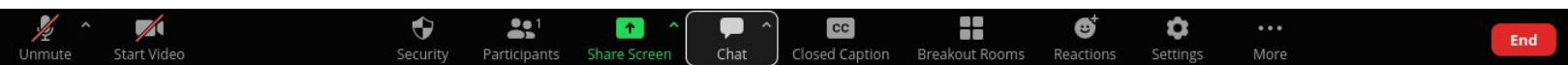


View: Click on View to see all the viewing choices

Speaker View: the speaker will appear in a large window and everyone else in smaller windows

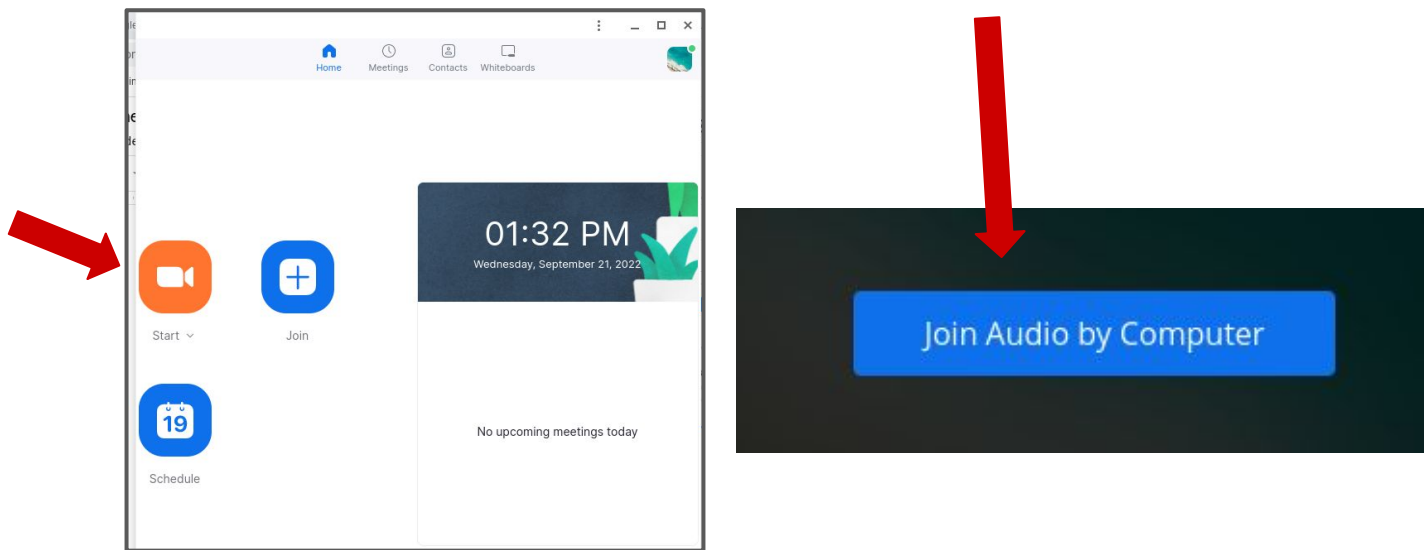
Gallery View: All participants will show in the same size windows regardless of who is speaking

Fullscreen: Your Zoom window will fill your screen. In order to see your Chromebook shelf you will have to move your mouse to the bottom of the screen

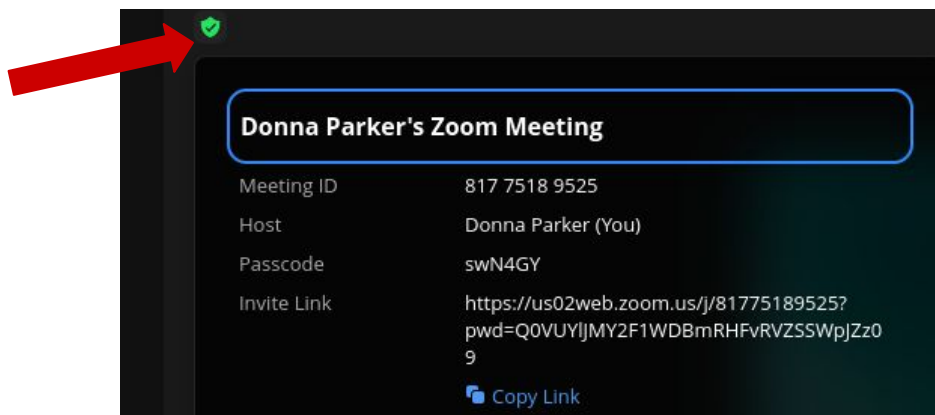


Leaving a meeting: Click on **End**

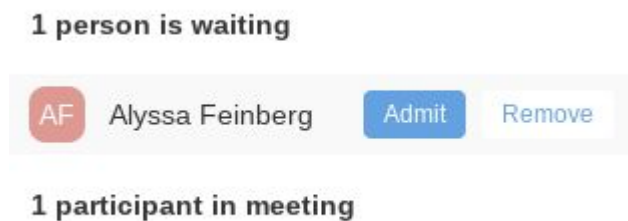
To start a meeting: click 'Start' and Join Audio by Computer

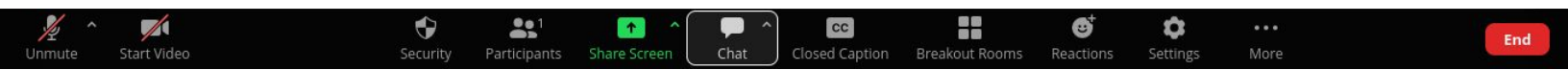


To get the meeting ID and Invitation Link: click on the

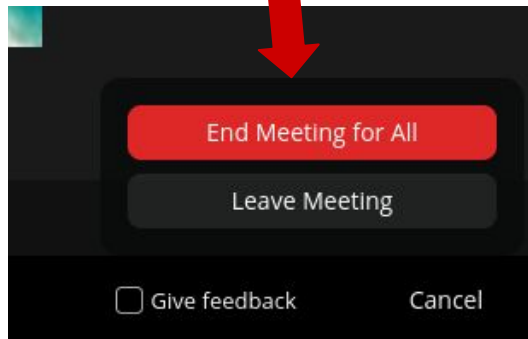


Letting people in the meeting: Click "Participants" and 'Admit'.





Leaving a meeting: Click on **End**,
and **End Meeting for All**



Contact Zoom if you have any issues and / or visit their help page for help.

Contact Zoom: <https://support.zoom.us/hc/en-us/articles/201362003>

Help: <https://support.zoom.us/hc/en-us>

Congratulations! You have just joined and created a meeting on Zoom!