



ZOOM MADE SIMPLE CLASS ONE
Logging on to Meetings and Basic Buttons

How to Join a Zoom Meeting

Option 1: Join from an Email Link (Most Common)

1. Open the email invitation.
2. Click the blue Zoom link.
3. If prompted, click **“Open Zoom Meetings.”**
4. If Zoom is not installed, click **“Download & Run Zoom.”**
5. Type your name (First and Last).
6. Click **Join**.
7. Choose:
 - **Join with Computer Audio**

Option 2: Join from the Zoom App

1. Open the Zoom app.
 2. Click Join.
 3. Enter:
 - Meeting ID
 - Your Name
 4. Click Join.
 5. Enter the Passcode if prompted.
 6. Click Join with Computer Audio.
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Important Tips

- ✓ Always join 5 minutes early.
- ✓ Make sure your name shows clearly (ex: Gina Bannan – RE/MAX Alliance Group).
- ✓ Sit facing a window or light source (not behind you).

PART 2: Basic Zoom Buttons (15 minutes)

Have them look at the bottom of their screen.

1. Mute / Unmute

Microphone icon

- Click to mute (no one hears you).
 - Click again to unmute.
- ✓ Stay muted unless speaking.
 - ✓ If you're talking and no one responds — check your mute!
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2. Start Video / Stop Video

Camera icon

- Click to turn camera on.
- Click again to turn it off.

Encourage:

- Camera on during meetings.
- Neutral background.
- Eye level with camera.

Professional = good lighting + steady camera.

3. Participants

Shows who is in the meeting.

- Click to see attendees.
- You can raise your hand from here.

This is helpful in larger webinars.

4. Chat

Speech bubble icon

- Type questions.
- Send message to:
 - Everyone
 - Host only (if available)

Encourage agents:

“If you don’t want to interrupt, use Chat.”

5. Reactions

Smile / Reactions icon

- Thumbs up 👍
- Clap 🙌
- Raise Hand 🙋

Great for quick feedback without interrupting.

6. Leave

Bottom right corner.

- Click **Leave Meeting** when done.
- If hosting: You’ll see **End for All**.