Guide to Using ZOOM

Use this guide to help you set up ZOOM, the easy-to-use video conferencing software.

The Upper St. Clair Township Library's ZOOM account will send you an email with a link to an upcoming online class.

Here is what the email looks like:

Hello!

Thank you for registereing for Virtual Babies & Toddlers Storytime on Tuesday, July 21 at 9:30 a.m. Miss Deb will be sharing great rhymes and songs for your little one.

Here is a link to the lyrics of the rhymes which will be used for the program: http://www.twpusc.org/library/Babies%20&%20Toddler%20Rhymes.pdf

Please join Miss Deb over Zoom, using this link and password:

https://zoom.us/j/95904918838?pwd=NHI4RndxazVFS05wZWlhZERMTTc1dz09

Meeting ID: 959 0491 8838
Passcode: 1A7H4q

If you have any difficulties connecting, please call the library at 412-835-5540 ext. 2940

Thank you for using LibCal!

CONNECTING WITH ZOOM OPTION 1: Click on a ZOOM Meeting Link

- Click on the link under "Join Zoom Meeting" and follow the prompts. You will be joining the meeting as a guest. *If the link does not work, copy and paste it into your browser to connect to the class.*

- A window will pop up. Click "Join from browser"

- Type in your name and click "Join"

Your meeting will load and you will be able to join the USC Library class.
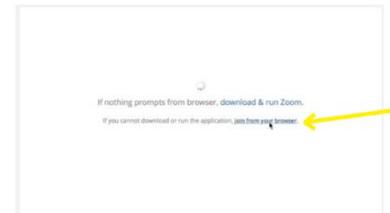
CONNECTING WITH ZOOM OPTION 2: Using the ZOOM App

You can download the ZOOM app directly to your computer's desktop or onto a tablet or other mobile device.

- Once you have downloaded the ZOOM app you can either create a user ID or log in using a Google or Facebook log in.

- To join a meeting simply click on the link that is sent to you in the email from the Library.

- Your computer or mobile device will open the app for you and load the meeting.

When joining a meeting, you may see a new popup window that will prompt you to enter a password. This is where you will type the one provided. If you are joining via direct link, you may not need a password.

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Joining a ZOOM meeting works for any computer, tablet, or smartphone. Using your device's camera, ZOOM will automatically use the right settings.

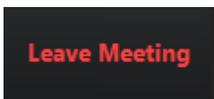This is what it looks like when you are in a meeting:

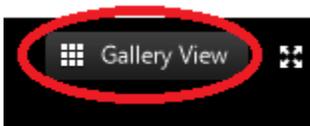Important Buttons to Know

Microphone & Video:

- A red slash through the icon lets you know either the video or microphone are turned off.
- Click on each icon to turn them on or off.

Leave Meeting:

- Located on the lower right side of the meeting window, this button will end the meeting.

Gallery View:

- Located on the top right side of the meeting window, this button will show everyone in the meeting.
- If you click on it, the view will change to "Speaker View." This viewpoint will show just the person who is talking.

Need help? We are happy to assist you in connecting to Library programs and classes via ZOOM. Please call or email Colleen at 412-835-5540 ext. 2940 or milesc@einetwork.net for additional information.