



# Using Zoom on a Chromebook



Zoom, the popular video chat platform, works with iOS, Android, and Windows operating systems. While you can use Zoom in your browser, for the best experience, you should download the app on your devices.

The best app for Chrome devices is called **Zoom for Chrome PWA**, and you can download it from the Google Play Store. We'll go over the steps on how to add this app to your Chromebook and join your first meeting!

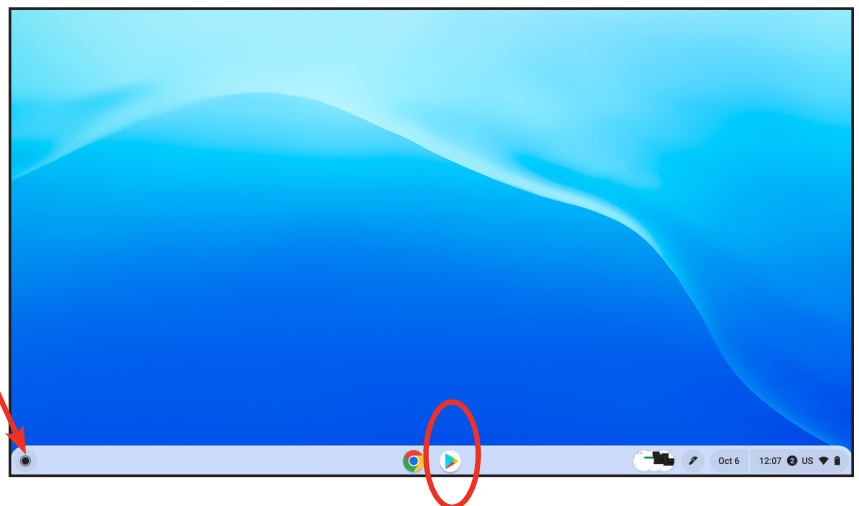
**If you need more support, call the Senior Planet in Montgomery Tech Hotline, Monday - Friday, 9am - 8pm Eastern: (240) 753-0676.**

## Installing Zoom for Chrome PWA

- 1** Make sure that you are signed in to your Chromebook, and you are not browsing as a Guest.

Click on the **Play Store** icon at the bottom of your screen.

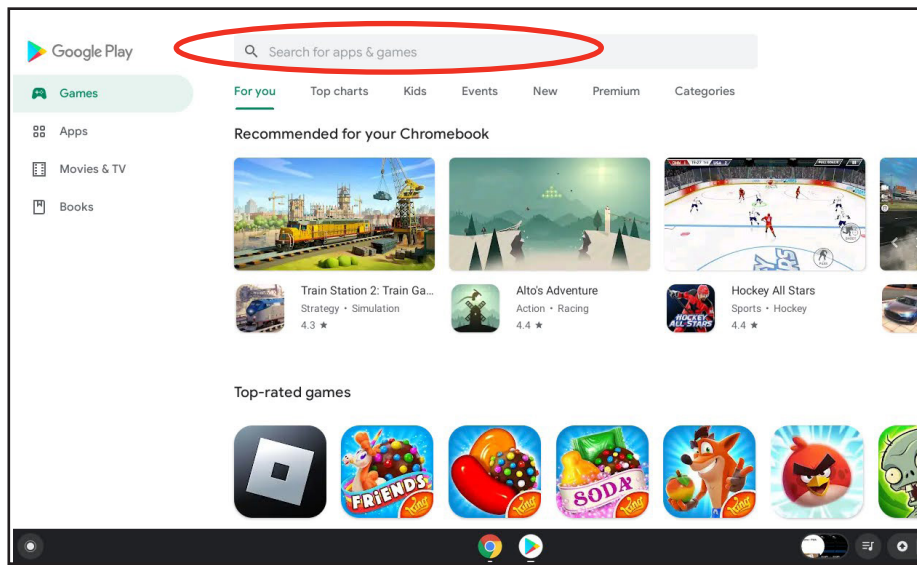
If you don't see it, click the **App Launcher**—the circle in the bottom, left-hand corner of your screen—and look for it there.



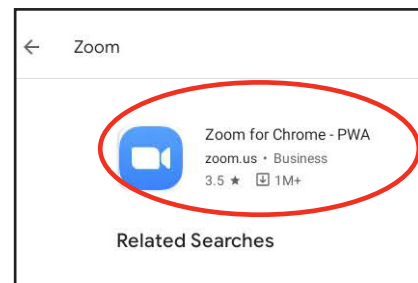


# Installing Zoom for Chrome PWA, Cont'd

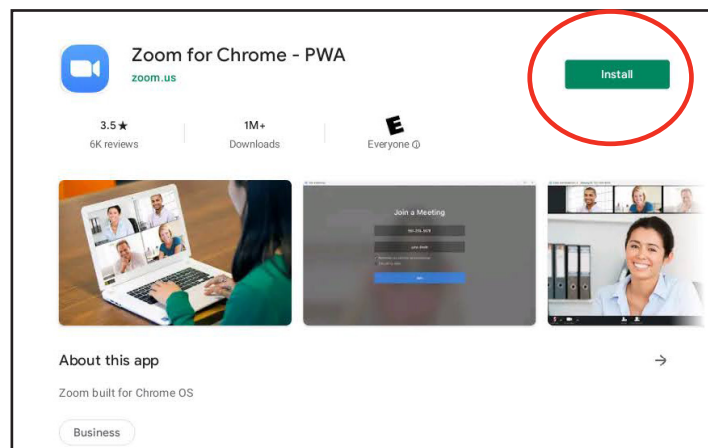
- 2 Inside the Play Store, click in the search bar at the top and type “Zoom for Chrome PWA.” Then, hit **Enter** on your keyboard.



- 3 Click the search result that says **Zoom for Chrome PWA**.



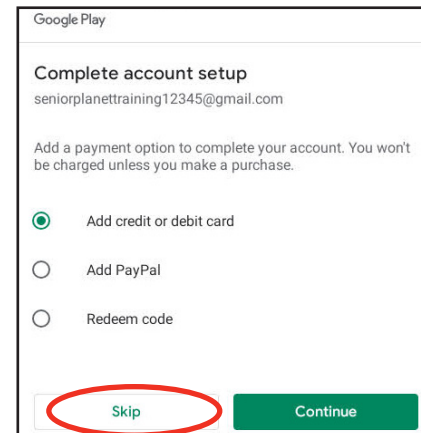
- 4 Next click the green **Install** button.



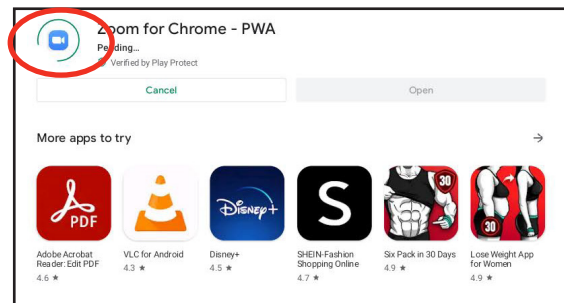


## Installing Zoom for Chrome PWA, Cont'd

- 5 You may be prompted to enter payment information for your Google account. Since this is a free app, you don't have to give this information. Click **Skip**.



- 6 During installation, your screen may look like the image on the right. The green circle around the Zoom icon shows the download progress.

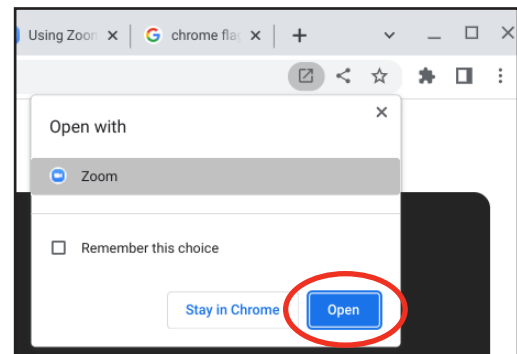


- 7 When installation is complete, click **Open**. The Zoom app will open. From there, you can enter the Meeting ID and password to join a meeting, or start your own meeting!



## Joining a Zoom Meeting with a Link

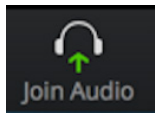
When you click on a Zoom link on a website or in an email to join a meeting, choose to use the Zoom app, rather than the browser version. Click **Open** in the pop-up window in the top, right corner of your screen.



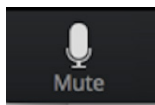


# Exploring Zoom Meeting Controls

Depending on your device, Zoom's meeting controls may be located in different areas of your screen. To use the different controls, look for the icons below, including the **More** icon (on the next page).



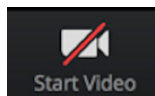
You may need to select this icon to select the source audio so that you can hear and be heard on the call.



Click on the microphone icon to **Mute** yourself.



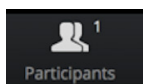
When you see this icon, your microphone is muted. You must select it to **Unmute** yourself.



Select this icon to start your video.



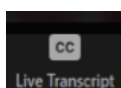
Click **Stop Video** to turn your camera off.



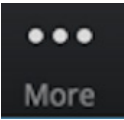
This icon tells you how many people are currently in the meeting.



If the host allows it, you can share your screen by selecting the **Share Screen** icon. Doing so will allow other participants to see a link or application you want to share.

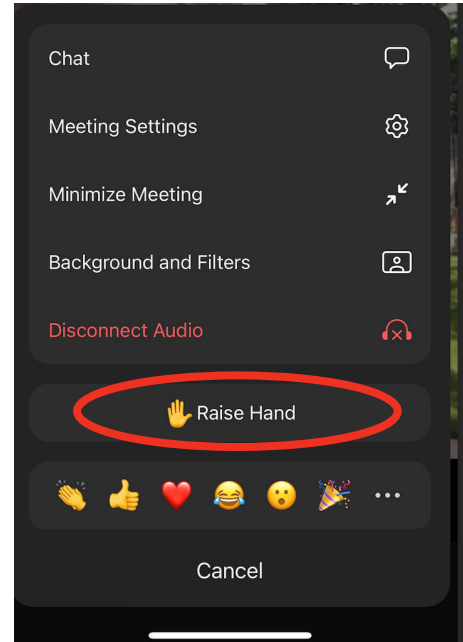


If Closed Captioning (CC) is available, select the **Live Transcript** icon to view or hide the captions. Use your trackpad to move the captions around on your screen.



Tapping the **More** icon will bring up several options, including:

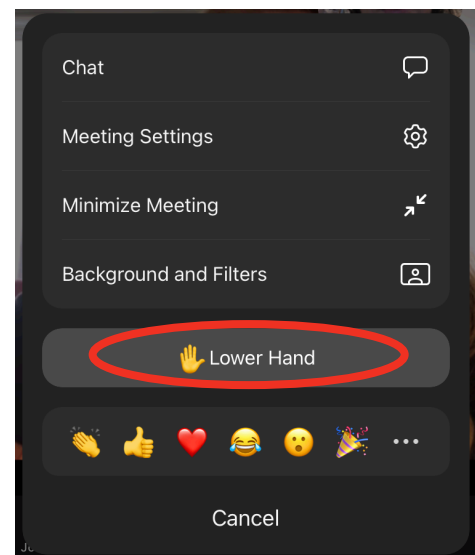
- Raise hand
- Chat
- Meeting Settings
- Minimize Meeting
- Virtual Background
- Reactions (emoji)
- Tap **Cancel** to close the More menu and return to the meeting



Select this button when you're ready to leave the meeting.



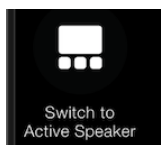
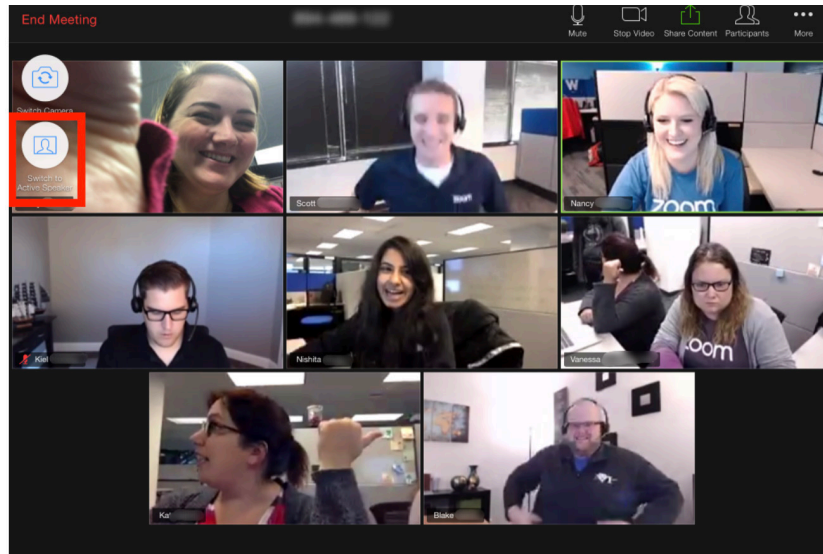
Remember to lower your “hand” once it’s been recognized by the host!



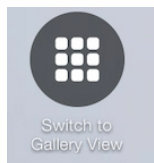


# Zoom Video Calls

When the meeting is in progress, choose between **Gallery View** or **Active Speaker**. The image below is Gallery View. This allows you to see thumbnails of all participants in the meeting. If there are lots of participants, you may have to scroll to the right to see everyone!

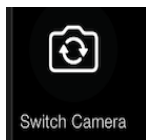


Choose this icon to switch to active speaker view. You will only see the person who is currently speaking.\*



Choose this icon to return to gallery view.\*

*\*You won't see the above icons on a smartphone. Instead, scroll to the right or left to switch between speaker and gallery view.*



On a mobile device, ensure that others can see you by making sure your video is turned on and that you're using your selfie camera. Tap this icon to switch the camera.

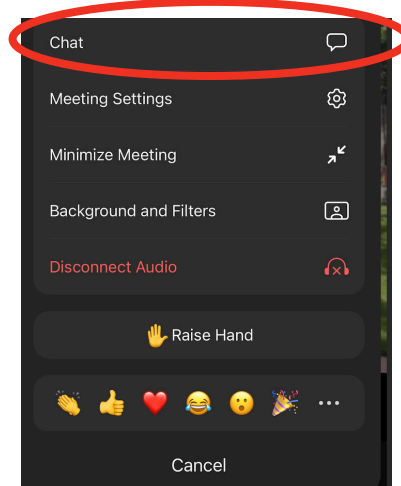


# Using the Chat Feature

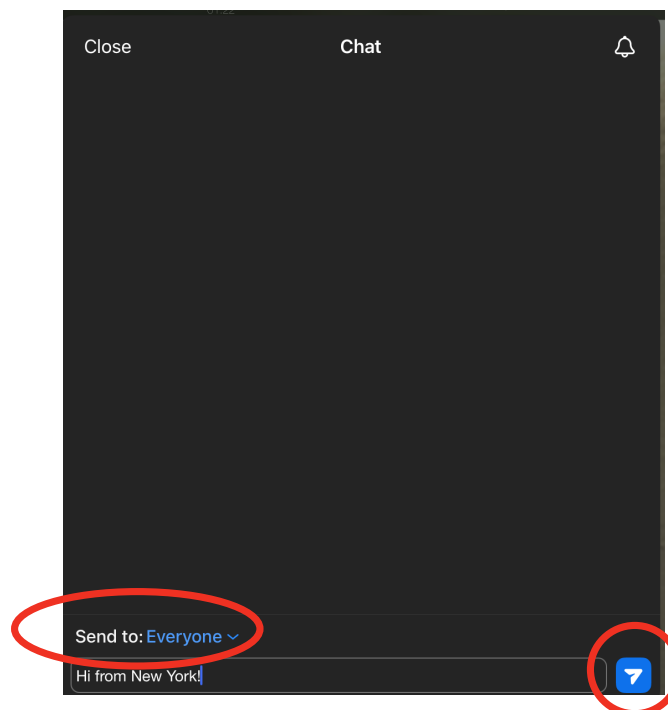
- 1 If you don't see the Chat icon on your screen, select the **More** icon from the Menu bar.



- 2 Select **Chat** from the menu.



- 3 Type your message and then select the **Send icon**. Click **Close** in the top, left-hand corner of your screen to close the chat window. Note that Chat defaults to sending your message to **Everyone**.





## Successful Video Chat Tips

- **Background** – Make sure what the camera can see in the background is clean and uncluttered. Try to find a neutral space as a backdrop, like a wall or a door. You want the focus to be on you.
- **Camera position** – Your camera should be at eye level. When using a laptop for video calls, lots of people make the mistake of pushing the camera back – don't do this! Try using a stack of books or magazines to get your computer at the right height.
- **Lighting** – The room you choose should have good lighting. You might consider putting a lamp next to your computer facing your face to make sure that you look your best too!
- **Eye contact** – Remember to make eye contact with the other participants. This means looking directly into the camera – not at the image of yourself!
- **Rehearse** – Do a dress rehearsal to make sure that you know how to set everything up. You'll want to know how to position your camera, how to use the technology, and what the background looks like on camera.
- **Noise** – Find a quiet space! Normal, everyday sounds can be very distracting on video. For example, if you live on a noisy street, sit as far away from the window as possible.
- **Hand gestures** – If you use your hands a lot when you talk, try to keep these gestures to a minimum. If there is a delay or a lag in the connection, it can look worse if your hand is blocking your face.