



**Independent
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ZOOM Information and Instructions

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What is Zoom?

Zoom is an internet-based video conferencing service you can use to virtually meet with others. It enables people to meet over the Internet through their computer, tablet, or cell phone. It is the tool used by many businesses and agencies, including the Independent Living Centre of Waterloo Region, to host virtual meetings, conversations, and social activities.

Do I need any special equipment?

You will need access to either a desktop computer, laptop, tablet, or cell phone to access the Zoom program. To use all the features of Zoom, you also require a Web/computer camera and microphone (see "[Can I use Zoom without Internet?](#)" if you do not have a microphone).





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Do I have to be online?

Yes, if you are using the Zoom software, video features and/or computer audio. (see "[Can I use Zoom without Internet?](#)" If you do not have Internet access).

Can I use Zoom without Internet?

Yes, it is possible. You can access the audio only features of Zoom by calling in to a special number provided to you by the event organizer. CAUTION: this is not a toll-free number and long-distance charges may apply.

For more information, contact Dan Lajoie, Virtual Programs Coordinator – dan@ilcwr.org or call 519-571-6788 ext. 7497.

How do I join a Zoom event?

The event organizer will send you a web link to join the Zoom event. This link will likely be included in the email you received about the event.

Do I have to download any software?

Technically, no. You can join the Zoom event from your preferred web browser, e.g. Google Chrome, Microsoft Edge, Firefox, Safari. When you click on the event link, a new tab will open in your browser.

NOTE: you will be asked if you want to download the software when you click on the event link as this is the preferred method for using Zoom. However, if you are unable to or choose not to download the software or app for mobile, click the link: "If you cannot download or run the application, join from your browser."



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Where can I download Zoom?

You will be provided a link to the download site when you click on a Zoom event invitation link.

You may also visit [the official Zoom download website \(https://zoom.us/download\)](https://zoom.us/download) and press the “Download” button for a Zoom Client for Meetings.

For tablets and cell phones you can get the mobile app for Android and iOS from your favourite app store.

Do I need to sign up for an account with Zoom?

No, you can access Zoom without an account. With that said, having an account provides many features including the ability to schedule your own meetings.

To sign up for a Zoom account visit the [official Zoom website \(https://zoom.us/\)](https://zoom.us/).

Does Zoom support accessibility features?

Yes, Zoom is quite robust when it comes to accessibility. For more information visit the [official Zoom accessibility website \(https://zoom.us/accessibility\)](https://zoom.us/accessibility), or contact Dan Lajoie, Virtual Programs Coordinator – dan@ilcwr.org - 519-571-6788 ext. 7497.



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Using Zoom

When you click on your first Zoom event invitation link you will be prompted to download the software (see “[Do I have to download any software?](#)” and “[Where can I download Zoom?](#)” for more information.)

If the meeting has not yet started, you will be notified to wait until the organizer starts the meeting.

Once the organizer starts the meeting/event you will be asked for permission to use your computer’s audio and video.

When the Zoom window opens, your camera and/or audio may be turned on or off depending on your settings and the settings of the organizer. The buttons to turn on your camera or microphone are in the bottom left corner of the Zoom window.

There are many features that can be used during a Zoom event including screen sharing, emojis, chat and special backgrounds. There are many resources online to help you learn about and discover all Zoom features. A good place to start is the [official Zoom Help Centre](#) (<https://support.zoom.us/hc/en-us>) website which includes many resources and training videos.

For more information or additional support

There are many resources online to provide information and instructions on using Zoom the best place to start is the [official Zoom Help Centre](#) (<https://support.zoom.us/hc/en-us>) website.

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