Overview

ZOOM provides a remote conferencing service that combines video conferencing, online meetings, chat, and mobile collaboration. ZOOM works on Windows, Mac, iOS, and Android.
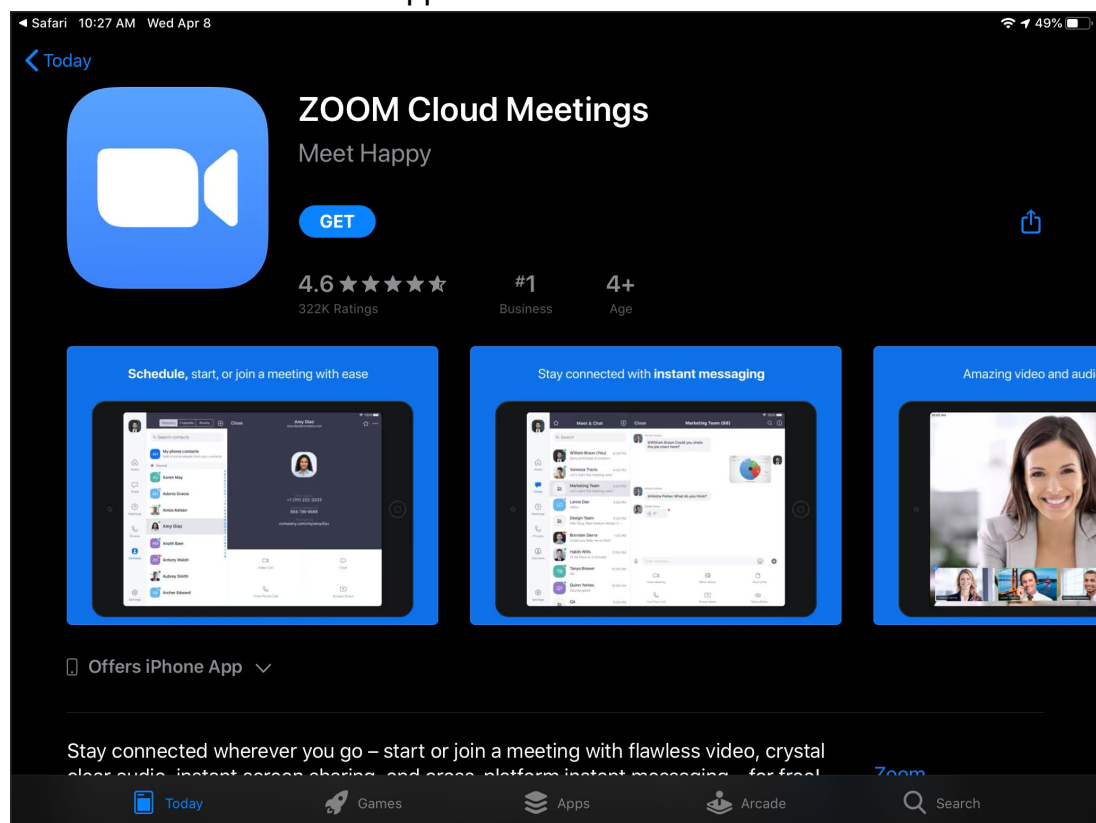
Installing ZOOM

ZOOM Installation links

Select the appropriate link for your device to download ZOOM. There is a Tulare County specific site for Windows and Mac Operating Systems. Here are the links we recommend you use:

- Windows and Mac : https://tularecounty-ca.zoom.us/download *(download the ZOOM Client for Meetings)*
- iOS: https://itunes.apple.com/us/app/id546505307
- Android: https://play.google.com/store/apps/details?id=us.ZOOM.videomeetings

Install ZOOM on an iOS device
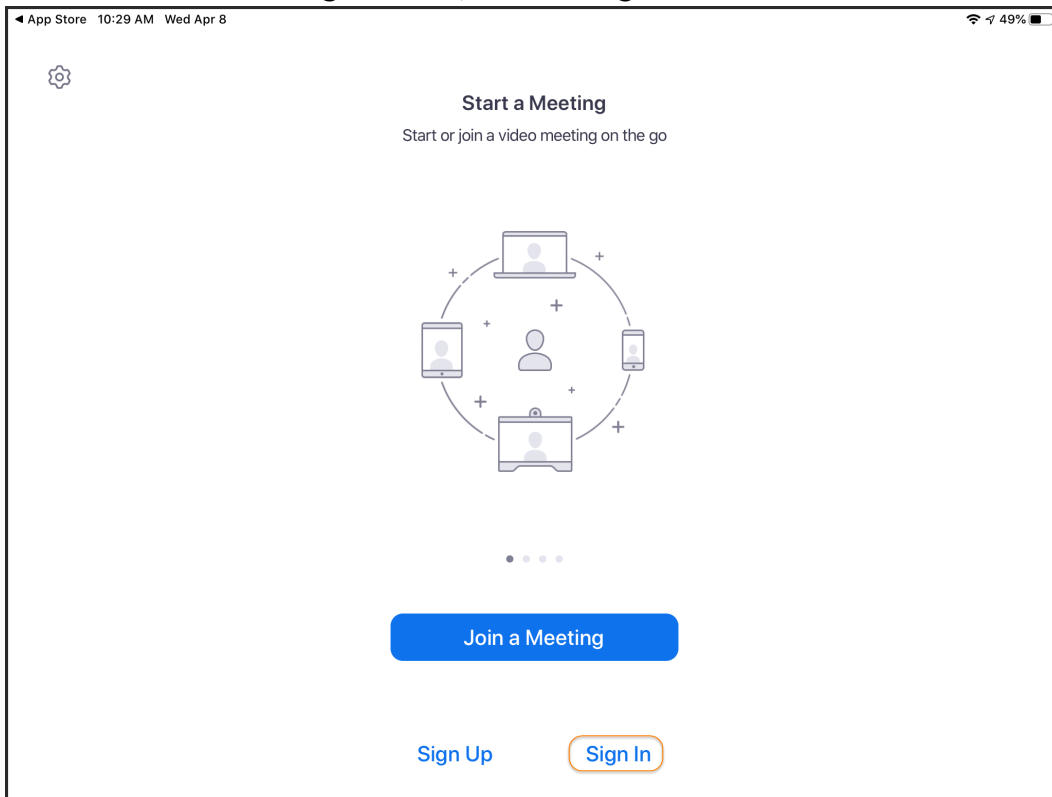
1. Download ZOOM from the App Store:
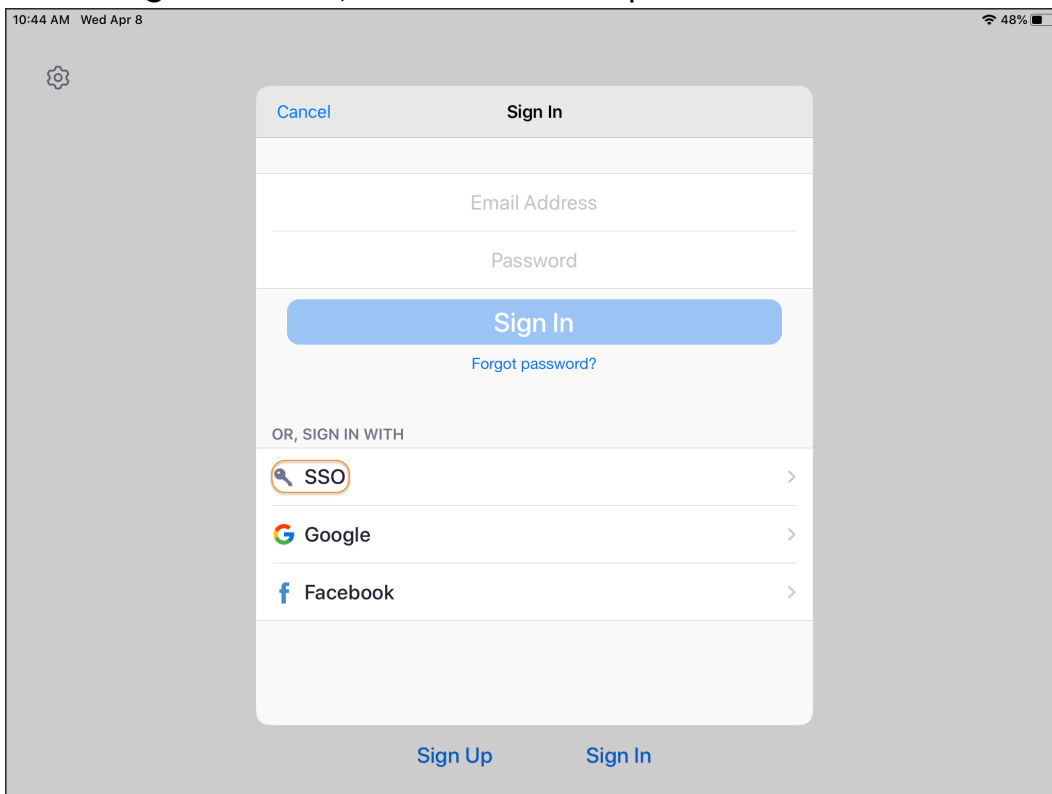
2. Select **"Install"**:

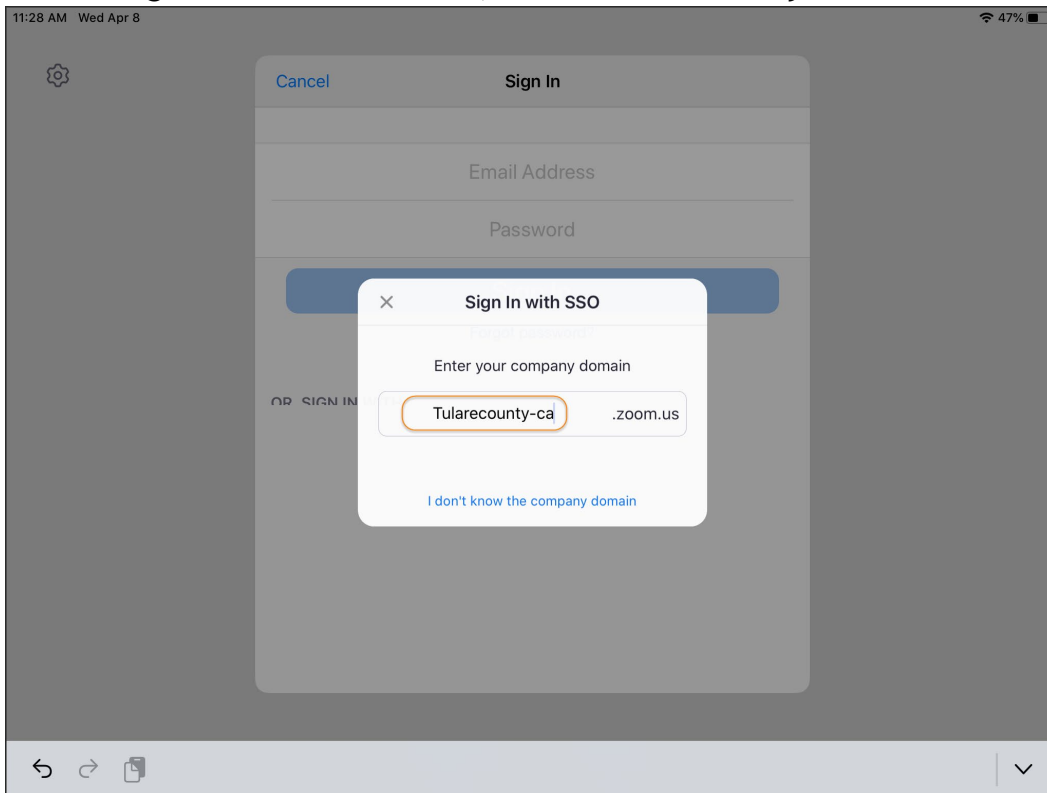3. If prompted to sign in with your Apple ID, enter the password and then select **"Sign In"**:
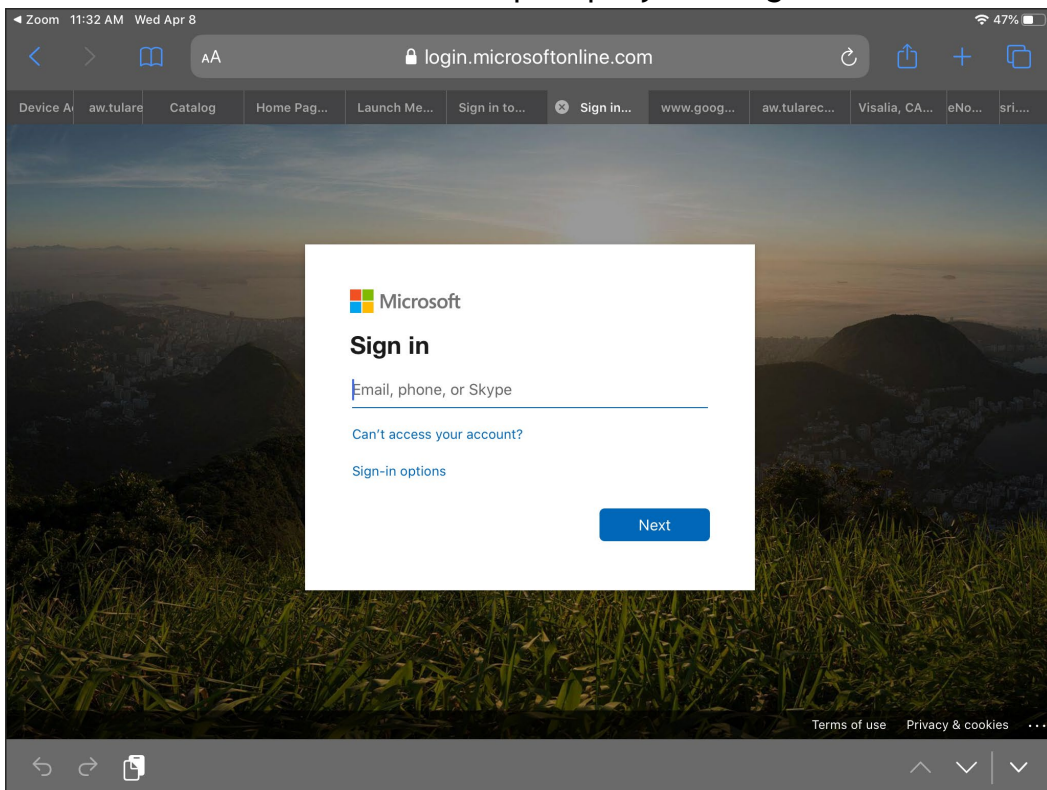
4. At the **"Join a Meeting"** screen, select **"Sign In"**:

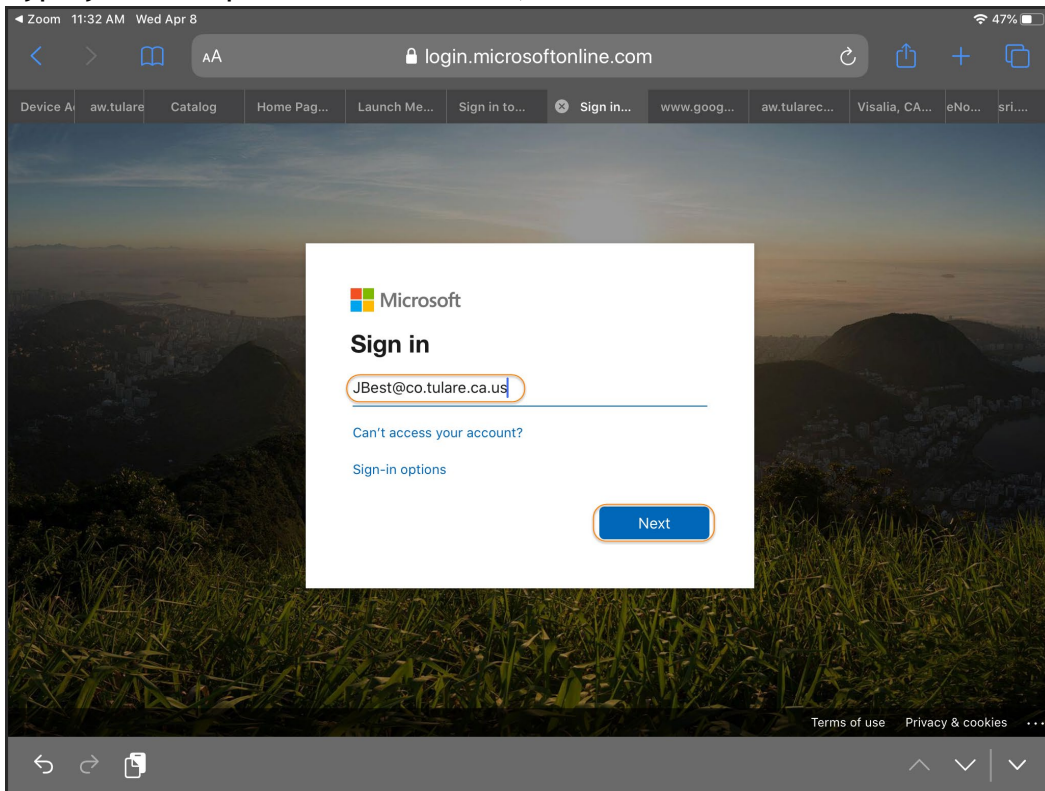5. At the **"Sign In"** screen, select the **"SSO"** option:

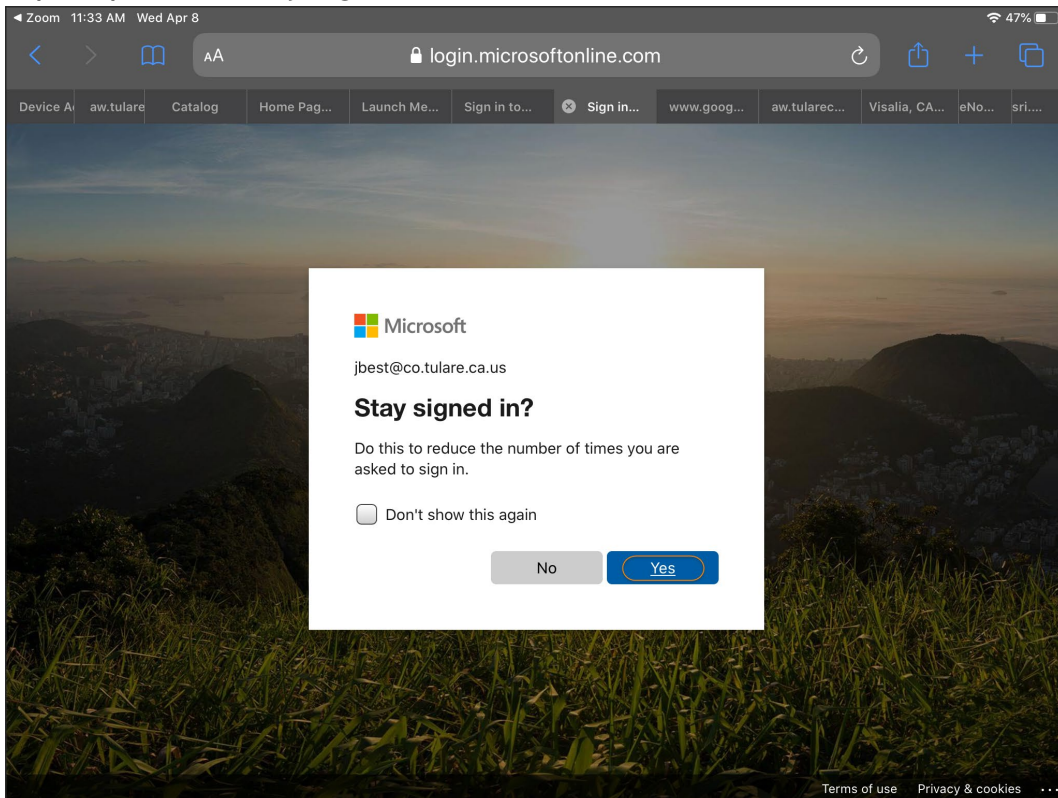6. At the **"Sign In with SSO"** screen, enter **"Tularecounty-ca"**:

7. Your default browser launches and prompts you to log in to Microsoft:
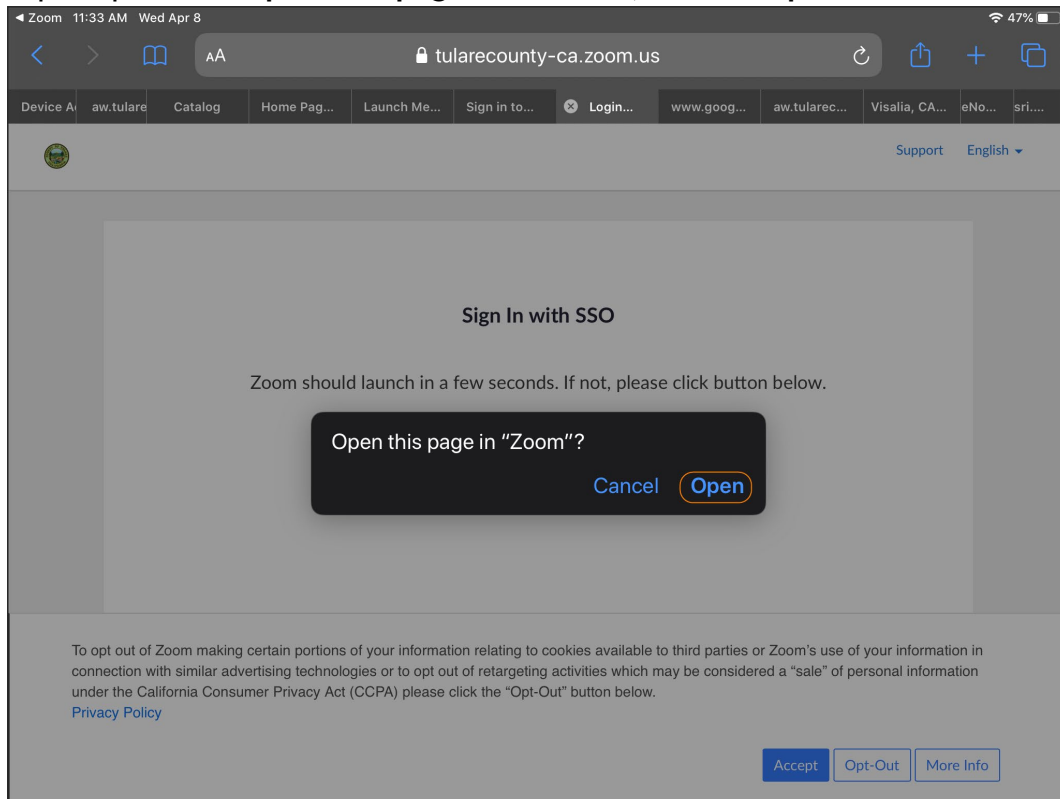
8. Type your GroupWise email address, and then select **"Next"**:

9. If prompted to **"Stay signed in?"**, select **"Yes"**:

10. If prompted to **"Open this page in ZOOM?"**, select **"Open"**:

11. If prompted to allow ZOOM to send notifications, select **"Allow"**:
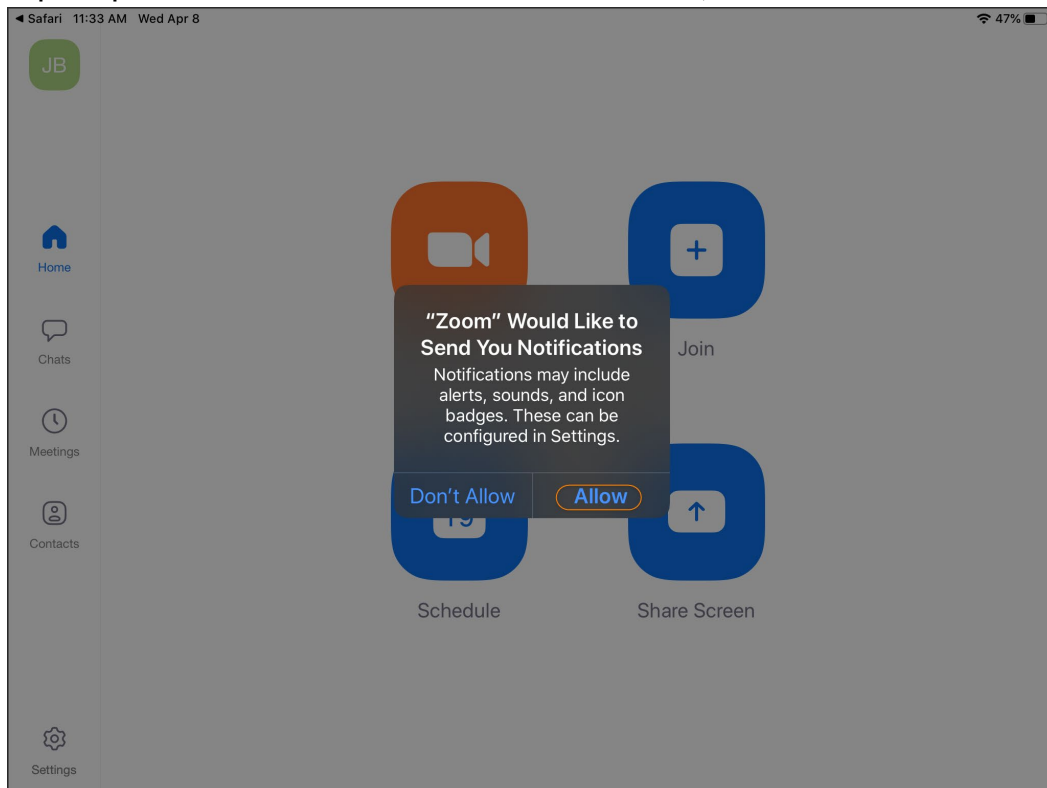
12. If prompted to allow ZOOM to access your Calendar, select **"OK"**:
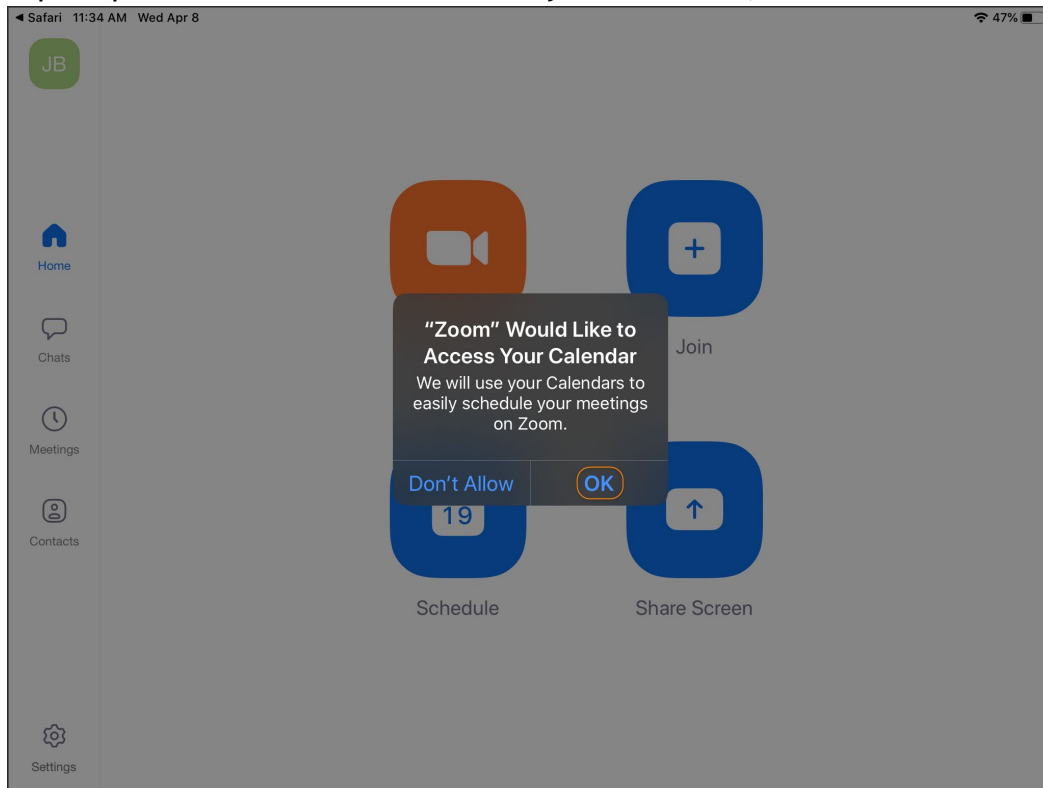
13. If prompted to use ZOOM with Siri, select **"OK"**:

14. Once connected, the ZOOM App looks like this:

Joining a Meeting

Join using a Meeting ID

Use a meeting ID to join a meeting.

- Open the ZOOM Application.
- Select the blue "**Join a Meeting**" button:

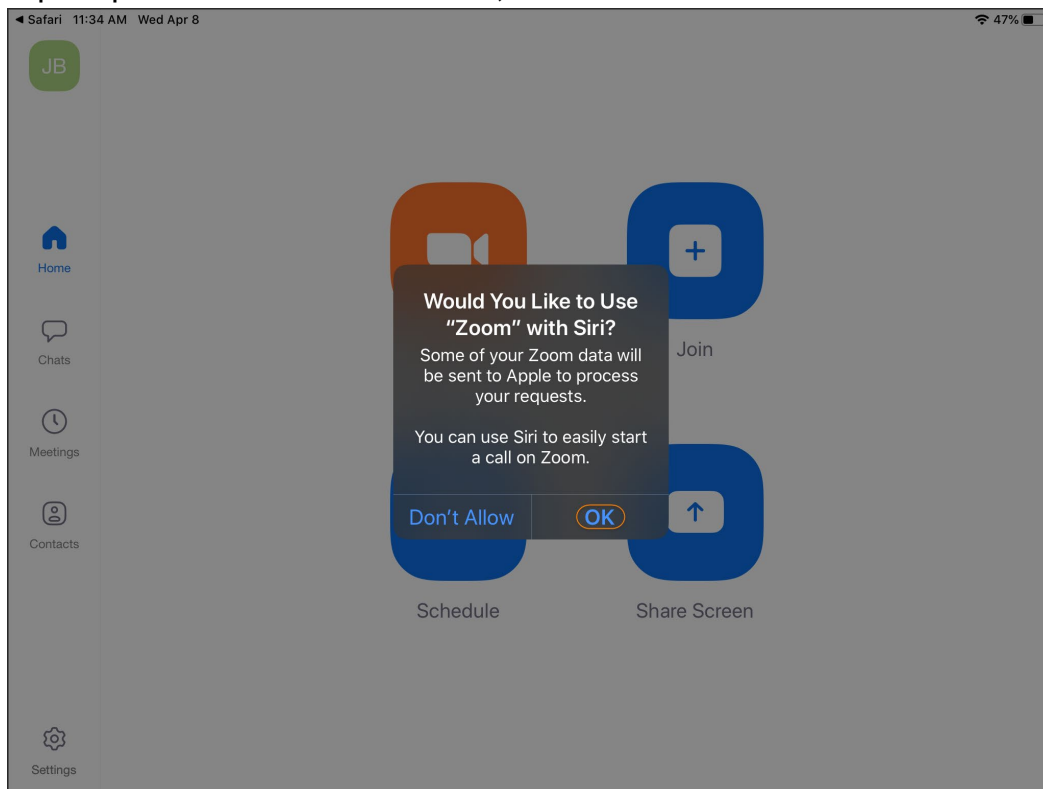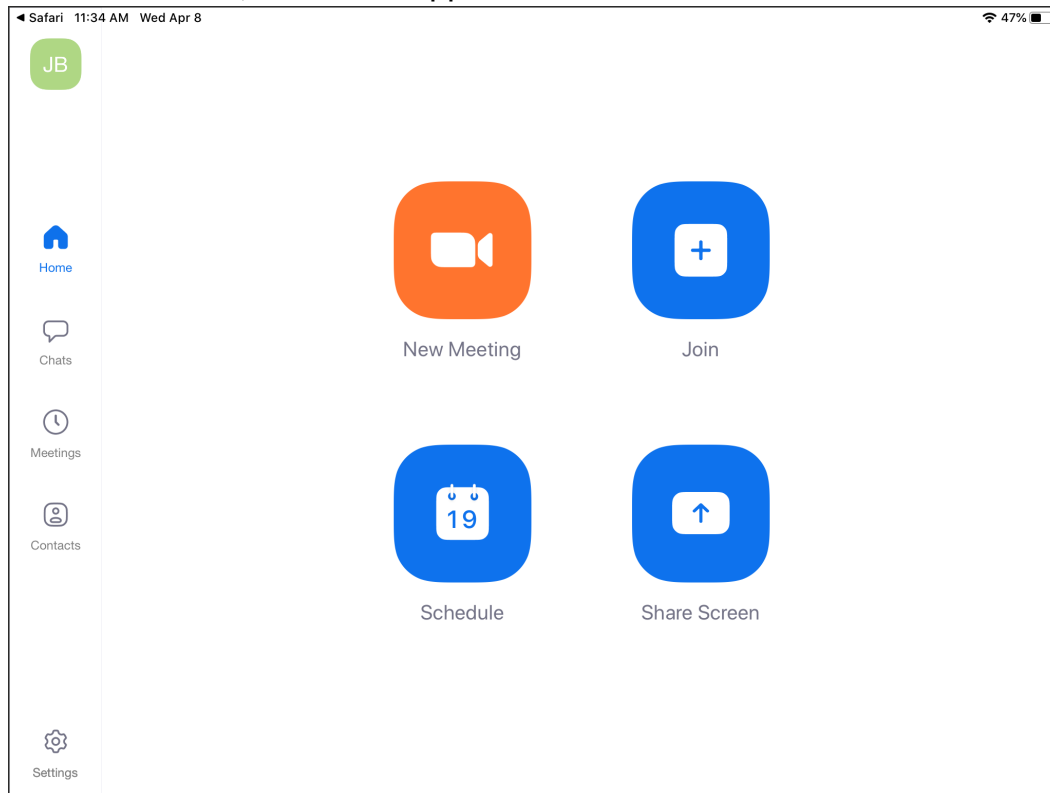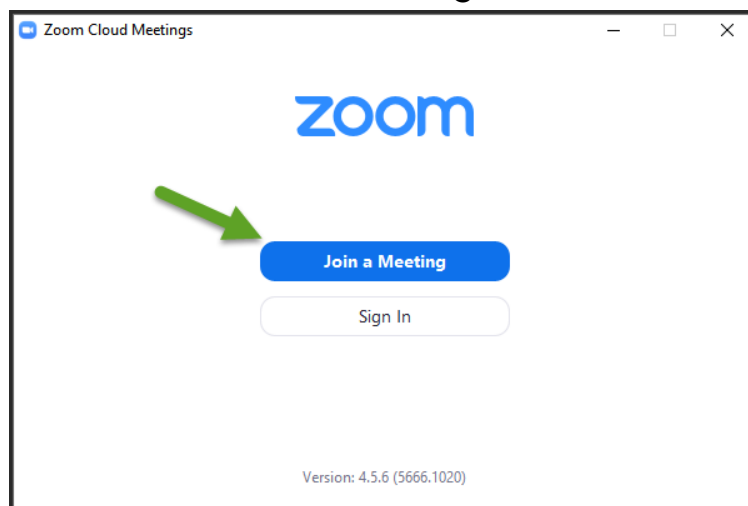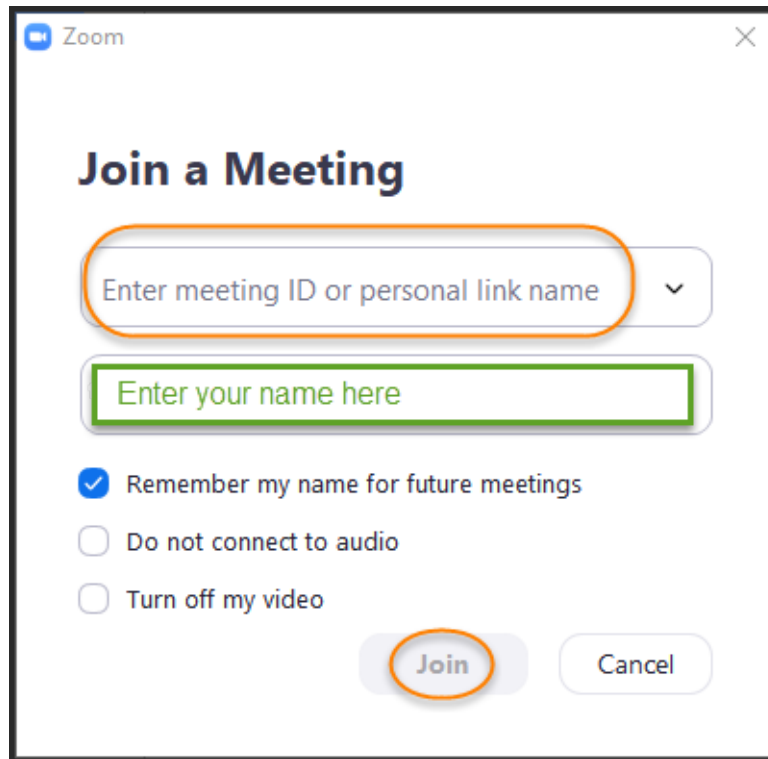- Enter your **"Meeting ID"** and **"Your name"**.
- Select **"Join"**:

Join using a Link

If you were sent a link to join a ZOOM meeting, or if you found it posted online, select the link and follow the on-screen instructions to join. ZOOM Meeting links look something like this:

Join using your Tulare County credentials

You can now sign-in with single-sign-on (SSO) using your Tulare County network credentials (your Active Directory user name and password).

This is the recommended option. **Note**: If you need to sign up for a ZOOM account, please do so through the following Tulare County specific portal link: https://Tularecounty-ca.ZOOM.us

To join a meeting using your Tulare County credentials, do this:

- Choose "**sign in with SSO**" on the ZOOM login screen.
- When prompted for the domain, enter the following: **Tularecounty-ca**

- That takes you to a Microsoft web page. Enter your full Tulare County e-mail address (E.g. AEmployee@co.tulare.ca.us), select **"Next"** and then enter your Tulare County AD password.
- The waiting room is now mandatory for participants not signed in with a Tulare County account.
    - To admit participants to your meeting, select "**manage participants**" and then select attendees to "**admit**".

Note: For all County related work, use a ZOOM account associated with your Tulare County e-mail address. Similar to County policy regarding e-mail and mobile devices, do not use your personal account for work and do not use your work account for personal use.

Tips for using ZOOM

- If you are using an external camera and/or microphone, plug them in before opening the ZOOM application. We recommend using a headset if possible.
- Only one microphone and speaker system should be active per physical location. Otherwise, the two systems may cause a loud screeching sound.
- Be sure to mute yourself when you are not speaking.
- Use the Chat feature to ask questions without interrupting the speaker.
- You cannot record unless you are the meeting host, or the meeting host allows you permission to record.
- ZOOM sessions without a ZOOM Pro user signed in will be limited to 45 minutes. Using your Tulare County account to access ZOOM removes this limitation after you join.
- Here are some useful keyboard shortcuts:
    - Mute or unmute audio: **Alt + A**
    - Start or stop video: **Alt + V**
    - Pause or resume screen sharing: **Alt + S**
    - Pause or resume screen recording: **Alt + P**
    - Switch camera: **Alt + N**
    - Raise or lower hand: **Alt + Y**