

Zoom Instructions

1. Download the Zoom app to your smartphone, tablet or computer. Go to: <https://zoom.us/download> and from the Download Center, click on the download button under “Zoom Client for Meetings.” This application will automatically download when you start your first Zoom meeting.
2. To join a Zoom meeting
 - a. Open your invitation e-mail for the meeting.
 - b. Click on the link that says: Join the Zoom Meeting (usually highlighted in blue. If it isn’t, select the link address and copy and paste it into a new browser window).
 - c. You may be asked to download or run Zoom. Click on that to enable it.
 - d. Click yes to both the audio question and video question so your camera and microphone are on.
 - e. If you see a place that says, Join Meeting with Video, click on it.
 - f. The host will then let you in the meeting.
 - g. Once you are in, you should be able to see and hear the people on your screen. If they can’t hear you, your audio may not have properly activated. Go to the bottom left of your Zoom screen (upper screen if using an I-Pad) where there is a microphone icon. If there is a red line crossing it, click on it to un-mute. If the camera icon has a red line crossing it, click on it to be seen.
3. The number of people you can see on your screen will vary depending on the device you are using. A computer allows you to see 25 people and smartphones and tablets are usually 4 people. You can see the others by scrolling to the next screen.
4. There are many helpful YouTube videos. Just Google “How to Use Zoom.” Here is a good video on “Joining a Zoom Call for the First Time; Fun and Easy Online Connection” <https://www.youtube.com/watch?v=9isp3qPeQ0E>
5. In the upper right-hand corner, there are viewing options: Gallery View (see everyone) or Speaker View (see person speaking enlarged), along with Exit Full Screen.
6. Additional tips:
 - a. When joining for your first time, start 15 minutes early to get logged in and ready.
 - b. Try to have good lighting in front of you for best appearance. If possible, have a nice-looking background that isn’t distracting. Limit interruptions: phone, pets, etc.
 - c. If your sound isn’t clear or has feedback, you may need to mute your sound and call in by phone on one of the numbers in the email to use your phone’s sound instead.
 - d. Type your name in your window by clicking on the 3 dots in the upper right corner of your image and click on rename.
 - e. Background sounds are amplified. Mute yourself when not talking. Remember to unmute the microphone icon when you want to speak.
 - f. If you have a question, wave, or type it in the Chat Box (Chat icon).
 - g. Smile 😊