HOW TO USE ZOOM

Zoom is a program that runs on your computer, phone, or tablet. You can download this program from the Zoom website. If you have received an email invitation to a Zoom meeting, click the link that says, "Join Zoom Meeting." If this is the first time you have used Zoom, this link will take you to a website where you can download the Zoom program or app, depending on the device you are using.

DOWNLOAD ZOOM

On iPhone or iPad: Go to the Apple App Store and search for "Zoom Cloud Meetings." Click "Get" to download and install the Zoom app.

On an Android phone or tablet: Go to the Google Play App Store and search for "ZOOM Cloud Meetings. "Click "Install"

On a computer: Go to the website www.zoom.us/download, click "Download" in the "Zoom Client for Meetings" section.

After Zoom is installed, you can download it on your computer. Double click the file called ZoomInstaller.exe to install the program.

We recommend asking a family member or friend with computer experience for assistance to download and use Zoom.

JOIN A MEETING

Go to the Zoom website: Go to the website www.zoom.us/join, and type the meeting ID for your Zoom meeting. If the meeting requires a passcode, you will also be asked to type this in.

When you are on the Zoom website, if you are asked if you want to open Zoom, click "Open Zoom.us." Zoom opens, showing you a preview of your camera image.

Then click either "Join with Video" or "Join without Video." If you use video, other people in the meeting will see you. If not, they will just see your name. Next, Zoom asks about audio. Click "Join with Computer Audio" so you can hear and be heard in the meeting.

PARTICIPATE IN A MEETING

Once you have joined the meeting, you can see and hear other people. If you are in. a large meeting, make sure your microphone is muted. Your computer microphone is pretty sensitive, and if you are unmuted, it can pick up a lot of background noise. The mute button, which looks like a microphone has red line through it, you are muted, and no one in the meeting can hear you. Click the button if you want to unmute yourself to talk in the meeting.

Only one person in the meeting can talk at a time. Zoom indicates who is speaking by highlighting their image with a yellow square.

Click "Leave Meeting" on the bottom right corner to leave the meeting.