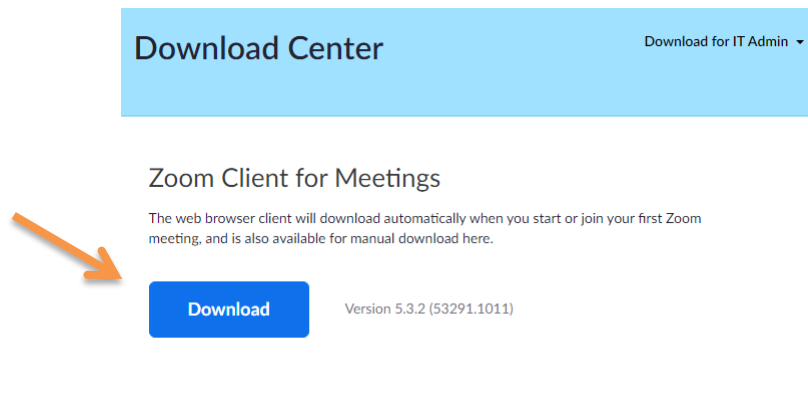
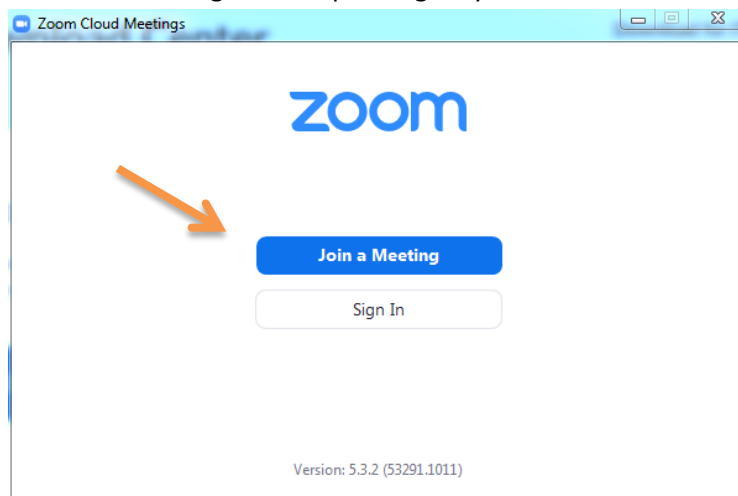


Getting Started with Zoom

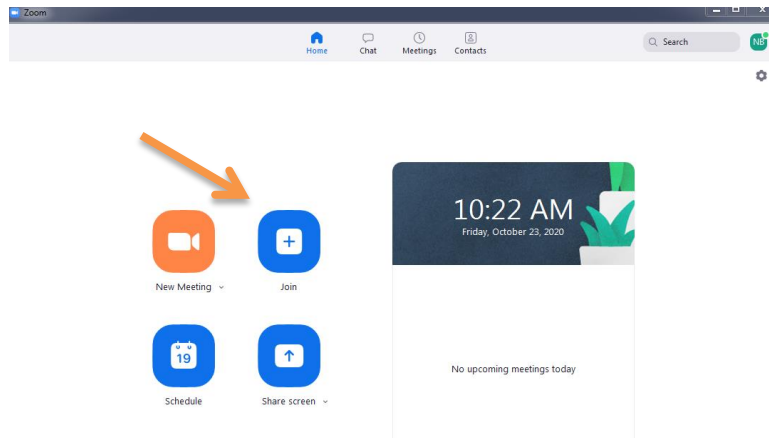
- 1) Zoom may be used on a cell phone or a computer. The computer must have camera and sound capability (most smartphones have this built in). Make sure your camera and sound are enabled (go to your settings to turn these on or off).
- 2) On the device you intend to use for the meeting, start by going to <https://zoom.us/download>. Click the blue “Download” button under Zoom Client for Meetings to access the installer. Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client. You will see something like this below. There will be an Outlook download as well, but this is only used by those who may want to use their M.S. Outlook account (most will want to ignore that option).



- 3) Once you have downloaded the application, open it. Choose “Run”. Your device may have security and may ask if you want to allow this program to run – click “Allow”.
- 4) You will next see this window or something like it depending on you device:

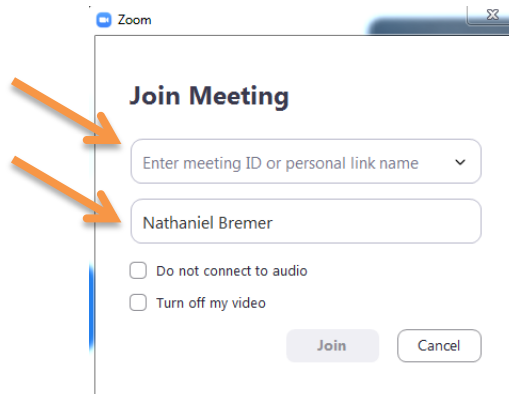


or



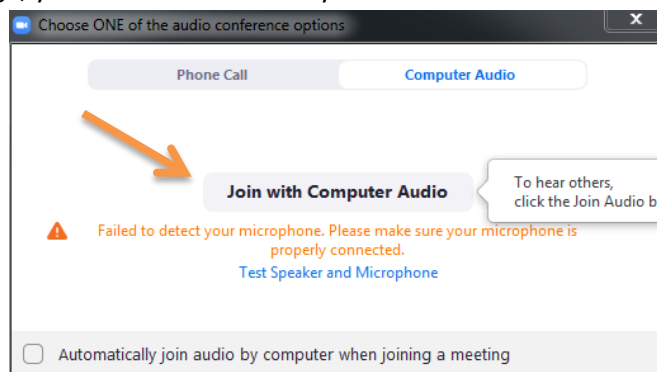
If you have an account you can sign in and join a meeting from there or you can join a meeting without an account. **Click “Join”**.

- 5) A “Join Meeting” login window will appear. Enter the meeting I.D. as supplied by the meeting administrator (nate in this case) and enter your name. The meeting I.D. will be sent to you in a different email. Once the meeting I.D. and your name is entered **click “Join”** (do not click off audio or video).



You may also be prompted to add a passcode which will be supplied with meeting I.D. in a separate email.

- 6) If you see the below message, you will need to enable your sound.



- 7) After joining, a message will come up asking you to wait until the host admits you to the meeting. The meeting administrator will do so when they are ready to start the meeting.
- 8) Once admitted by the host, you may again be prompted to join with computer audio, please enable this. There is a phone in option, but I have not had experience with this feature and it would defeat the purpose of using Zoom as it would be a replication of what we are moving away from (conference calling).
- 9) After this point you should see video of yourself. At the bottom of the screen there will be controls for the meeting, which we can discuss at the time of the meeting as needed. In the upper right corner a view button is available. Setting this to “Gallery” is something I like as I am able to see everyone in the meeting. The meeting

will automatically detect who is speaking and bring up their screen in the full view (best case scenario). There are other functions, but being new to this format further experience is required to make use of them. We can all assist one another as needed once into a meeting.