

HOW TO USE ZOOM

You need a computer with speakers and a microphone (tablets, cellphones, and most laptops will have a headphone jack) *** You will need to make sure that you have a headset, earphones with a microphone (like the ones that came with your cell phone) to help make these gatherings easy.

To download Zoom to your computer

1. IF YOU WANT ZOOM FOR YOUR COMPUTER, go to
 - https://zoom.us/support/download?_ga=2.199377774.1529266461.1585355921-879099377.1551397282
2. IF YOU WANT ZOOM FOR YOUR iPhone, download the app at:
 - <https://apps.apple.com/us/app/id546505307>
3. IF YOU WANT ZOOM FOR YOUR Android phone, download the app at:
 - <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

HOW TO JOIN A ZOOM MEETING

When you receive a zoom invitation, there are a number of ways to join the meeting:

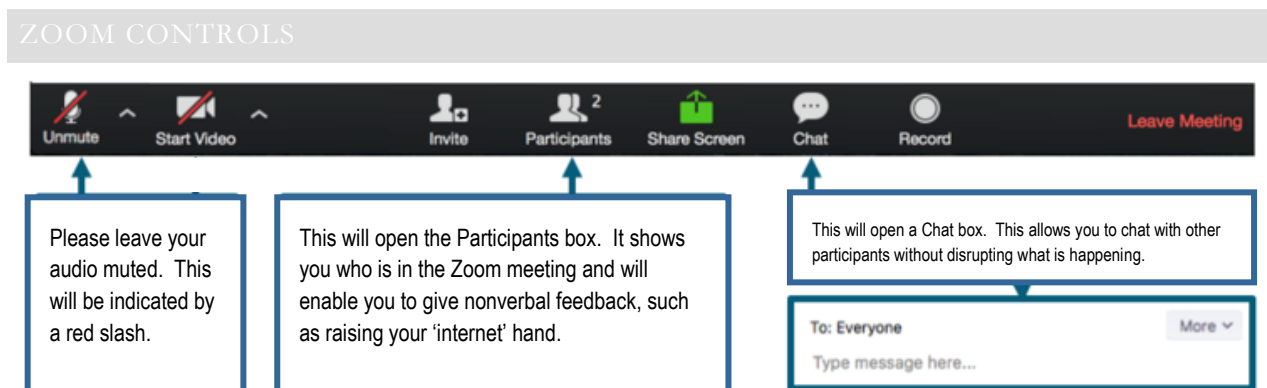
1. Click the link provided in the email.
 - Click on “Join a Meeting”
 - Enter the meeting ID number, which will be provided in the email you received.
 - You may have to enter a password. This will have also been provided in the email you received.
2. Open Zoom on your computer and click ‘Join a Meeting’
 - Enter the Meeting ID number.
 - You may have to enter a password
3. Open Zoom on your tablet or cellphone
 - Enter the Meeting ID number.
 - You may have to enter a password

FOR ALL THESE INSTANCES: Please ‘mute yourself’ when you enter the meeting, unless you are already muted.

ONLINE MEETING ETIQUETTE:

1. Make sure you have headphones on. You will need something with a microphone. The earphones that came with your cellphone work really well for this. It will make your experience more clear and will eliminate ambient noise for others in the meeting. Microphones in tech devices can pick up a cat’s purr, the shuffling of feet, and someone in another room.
2. Make sure you are in a well-lit space if you are joining the meeting by video – natural light aimed at your face is best, backlighting is not good. We communicate a lot with our body language; we need to see you. You are not a super-villain.

3. Whenever you are not speaking, it is good form to keep your microphone muted. You will find a mute button on the bottom left of your screen. This is especially handy if you need to sneeze, have a drink of water, or eat something.
4. If there are people in the meeting who are calling in, it is good form to say who you are when you do start speaking – whenever you start speaking. It is also good form to explain to those calling in if something visual happens that they can't see (like if someone's cat suddenly walked across the screen and showed everyone its tail)
5. Maintain eye contact with the screen. Try not to get up and move around too much.
6. The person who called the meeting is chairing – trust that they will watch for hands up and indications that someone else wants to speak. Let them lead.
7. Speak directly and clearly.
8. There is usually a way for you to make sure your name is clearly displayed for everyone in the meeting. Look for a way to make sure it says your name.



There are a number of ways for you to actively participate in Zoom meetings.

If you would like to learn more, we suggest these YouTube videos.

1. Join A Meeting:

https://www.youtube.com/watch?v=hIkCmbvAHQQ&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSXe&index=3&t=0s

2. Joining and Configuring Audio & Visual

https://www.youtube.com/watch?v=-s76QHshQnY&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSXe&index=8&t=0s

3. Meeting Controls

https://www.youtube.com/watch?v=ygZ96J_z4AY&list=PLKpRxBfeD1kEM_I1IId3N_XI77fKDzSXe&index=9&t=0s