

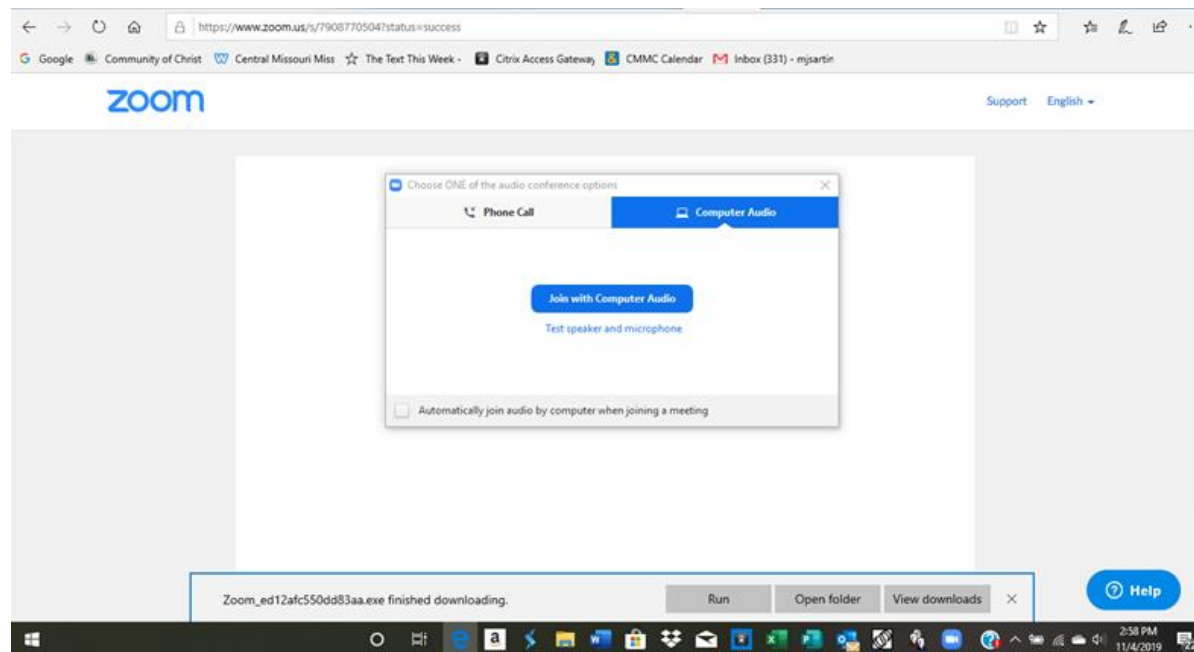
Joining a ZOOM Meeting

Click on the link on Facebook or an email invitation.

The first time you use ZOOM, you will download the ZOOM app. Depending on your computer's settings, you may need to "save" and then "run." Follow the instructions given.

Also the first time, you will be asked to provide your name. This will be shown on the screen with your picture so everyone who joins the meeting will know who you are.

You will see a screen that asks if you want to join with computer audio. If you don't want to see this question each time, click on the "Automatically join..." in lower left corner of box. There is also a link to test your speaker and microphone. It is good to do that the first time you join to make sure everything is working correctly. Click on the "Join with Computer Audio" button.



After those steps you have hopefully joined the meeting on ZOOM successfully.

ZOOM – Basics for Getting Started



Click to mute your microphone. This is helpful when you are not speaking to avoid feedback. There will be a red line through symbol when muted. You can also temporarily unmute by holding the space bar down.

If this says "Start Video" be sure to click to do that.

Click on "Participants" for options such as raising your hand, answering yes/no questions, etc.

"Chat" will let you type a message to the whole group or an individual in the group.

In this view whoever is speaking is the main picture. Switch to Gallery view is you want all pictures to be the same size.

Click to leave the meeting