

Instructions for Using Zoom



Step 1: Receiving the Meeting Invitation

You will be required to enter your email address when registering for a virtual class. After registering, you should receive an email within 7 days containing a Zoom link to access the class. Be sure to save this link.

Step 2: Downloading the Zoom App

The Zoom application can be downloaded onto a smart phone, tablet, laptop, or desktop.

Option 1: From a smartphone or tablet

On Apple Products, search for “Zoom” in the App Store.
On Android or other products, search for “Zoom” on Google Play.

The icon for the app should look like this:



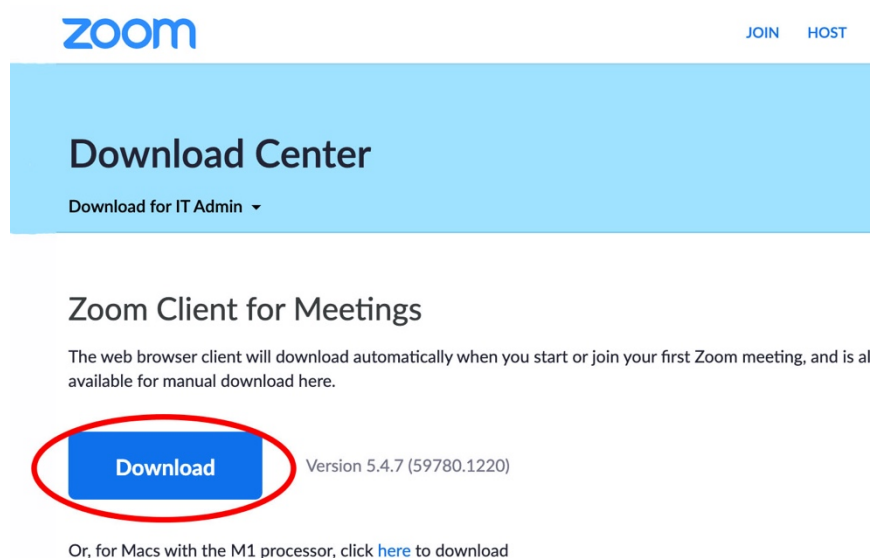
Once downloaded, the app should appear on the home screen of your phone or tablet. When you open the app, it should ask for permission to utilize your microphone and camera. Allow access to both.

Zoom can only access the microphone and camera when you are in a meeting.

Option 2: From a laptop or desktop

In the browser, go to <https://zoom.us/download>
Click the ‘Download’ button under “Zoom Client for Meetings”

After clicking the button, the software should begin to download to your computer. Follow the prompts to finish installing Zoom.



Step 3: Joining the Meeting

Option 1: From phone or tablet

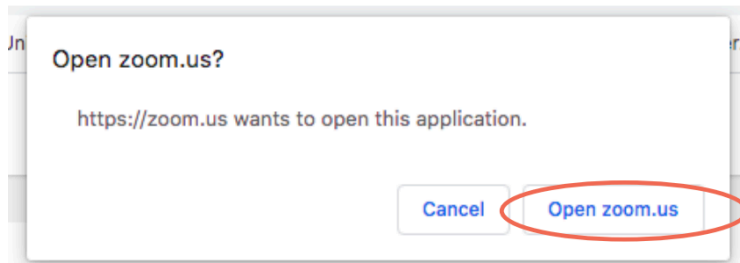
Click the link from your invitation email or copy and paste the link URL into your search bar. If the Zoom app is installed, the meeting will launch automatically. If it is not installed, you will be prompted to install the application.

Once the application loads, your camera should turn on and you will see the Video Preview. Once video is showing on your screen, you can join the meeting by clicking the 'Join without Video' button.

Next, you should be prompted to turn on audio. You will not be able to hear others until you join audio. To connect your audio, choose the option that reads "Call Using Internet Audio."

Option 2: From laptop or desktop

Click the link from your invitation email or copy and paste the link URL into your search bar. If the Zoom app is installed, a new window should appear and you will see the following pop-up message:



If you do not see this message, check to see if you have disabled pop-ups.

Clicking "Open zoom.us" will launch the Zoom app. You may see a message asking for your name. Type in your name and click the 'Join' button.

After clicking join, the "Video Preview" should show up and your webcam will turn on.

Next, you will need to connect your audio. Your computer should prompt you to connect using computer audio. You can choose "Test Speaker and Microphone" to test if your audio is working.

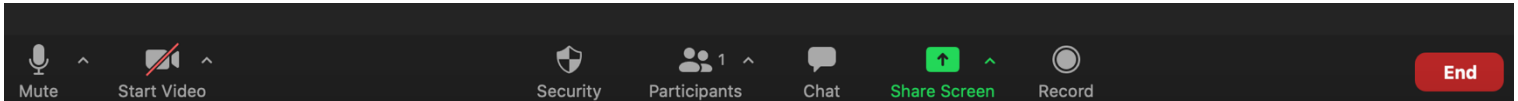
At this point, you should be able to see and hear the other participants who have joined the call.

** The Video Preview may not be an option if your event is being held via Zoom Webinar, a common option for large events.*

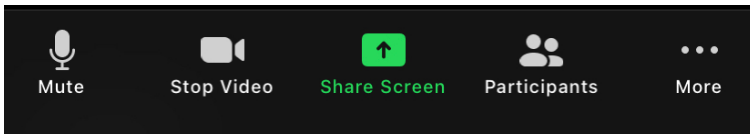
Step 4: Learning Zoom Controls

To participate in the meeting, you may need to know what the controls can do.

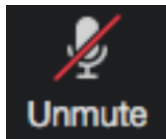
On a desktop, the main control bar will look like this:



On mobile devices, the main control bar will look like this:



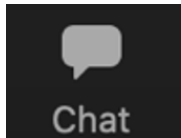
Mute & Unmute:



The mute function is very important in order for all participants to hear properly. You will want to keep your audio muted so that other participants can't hear background noise (your dog barking, for example).

Tapping the microphone button allows you to switch between muted and unmuted. When you are muted, the microphone should have a red line through it.

Chat:

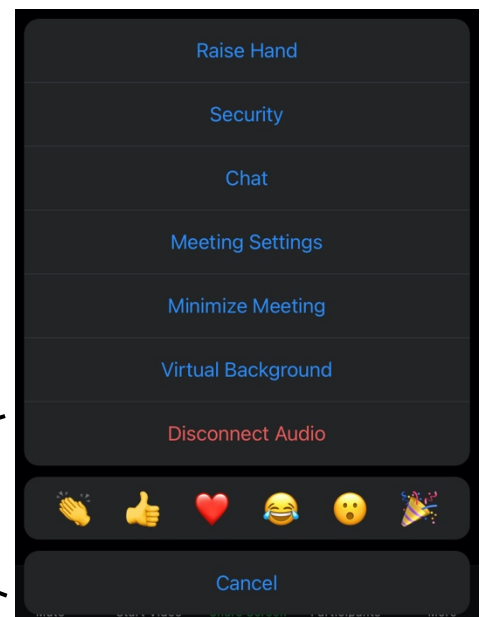
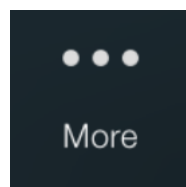


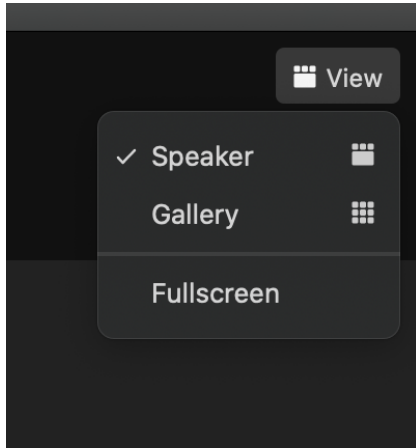
The chat function allows you to ask questions or make comments throughout the meeting if you prefer to keep your microphone muted. You are able to send chats to the entire group or to one person specifically.

When you click the chat button, a side bar should appear where you can see all group chats. At the bottom is a type box for you to type your own comments and questions.

On a laptop or desktop, you can access the chat by clicking the button showing a text bubble.

On mobile devices, you will need to click the three dots labeled "More" and then click "Chat" in the list that appears.





Different Views:

On a laptop or desktop computer, Zoom will automatically show the video of whoever is speaking. To see everyone at once, you can click the 'View' button in the top right corner and switch to "Gallery View"

You can also right click on any person's video and pin the video. This means you will see their video even when someone else may speak.

On a mobile device you can swipe left and right to change views. The first screen shows the video of whoever is speaking. The second and following screens show a grid of up to four participants. In meetings of more than four people, you cannot view all participants at once on mobile.