



Zoom is a remote conferencing service that combines video conferencing, online meetings, chat, and mobile collaboration.

STEP 1: DOWNLOAD ZOOM APP

Go to: <https://zoom.us/> to sign-up and download Zoom app.

STEP 2: ACTIVATE ACCOUNT

Open email from Zoom and click the link activating your new account.

STEP 3: JOIN A MEETING

Sign-in from computer or smartphone and select "Join A Meeting" and enter meeting ID number, i.e. "(497 654 922)" or click a live meeting link, i.e. "<https://zoom.us/j/497654922Meeting>"
You can also join a Zoom meeting via teleconferencing/audio conferencing (using a traditional phone). This is useful when: you do not have a microphone or speaker on your PC/Mac, you do not have a smartphone (iOS or Android) while on the road, or you cannot connect to a network for video and VoIP (computer audio)

STEP 4: ENABLING AUDIO AND VIDEO

Select "Open Zoom" to launch app and enter meeting. Select "Join with Video" to be visible to others in meeting room or select "Join without Video" to remain invisible to others. Select "Join with Computer Audio" to enable microphone and to hear chatroom communication. Select "Join without Computer Audio" to disable access to microphone. *You can also initially join meeting with audio and video and mute yourself or turn off camera at any time by selecting the corresponding icons of the microphone and camera.

STEP 5: LEAVE MEETING

If the meeting is over, the Host of the meeting can end it for everyone, or if you wish to leave before the meeting ends, select "Leave Meeting" to exit.

Get familiar with these icons so you'll understand their functions and are able to use them when needed.

For step-by-step video instructions on using zoom, please visit: support.zoom.us



Control Meeting

- Mute/unmute room microphone
- Change video display layout
- Speaker view: displays active speaker
- Gallery view: shows all attendees in grid
- View and manage meeting participants
- Share content from your laptop or mobile device
- View meeting chat messages. You can even enable chat messages for the room display.
- Start recording to the cloud. (Once the meeting is over, a link to your recording will be emailed to you.)
- Leave the meeting or end the meeting if host
- Invite others into the meeting