# TIPS for JOINING a ZOOM MEETING or CLASS

**Zoom classes are interactive virtual classes on a Computer or SmartPhone.**

**TO JOIN a ZOOM MEETING or CLASS on a COMPUTER:**
**If your computer has a camera and microphone on it, you have everything you need to join the class. Simply click on the link in the email for the meeting or class you want to join.**

**(FIRST TIME ONLY NOTE: If you have *never used Zoom* before on this computer, click the link on the screen to**
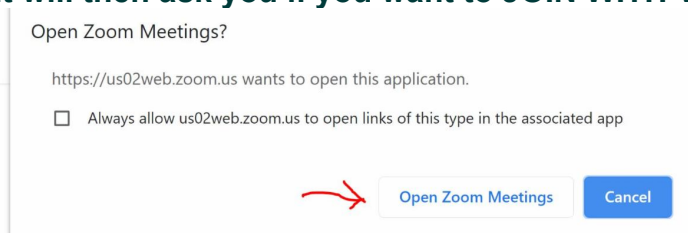**download and run Zoom**
**as shown below to install the app - follow your computer's prompts to install the app - it will take only a few minutes & you won't have to do this step again in the future. It will ask you if you want to enter a screen name - anything you want to have shown on the screen - or you can accept the default computer name. I may also ask you if you want to choose to login with one of your accounts - USE YOUR EMAIL. At that point, go BACK to your EMAIL and re-click on the link in the email to JOIN the class or meeting. It is recommended that you do this at least 15 minutes before the**

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

**meeting/class.)**
**Once the app has been installed, use the LAUNCH MEETING option. When you click the launch meeting link, it will ask you if you want to OPEN ZOOM MEETING? - click on the open button.**
**It will then ask you if you want to JOIN WITH VIDEO - click on the button for joining Video.**

Open Zoom Meetings?

https://us02web.zoom.us wants to open this application.

☐ Always allow us02web.zoom.us to open links of this type in the associated app

→ Open Zoom Meetings    Cancel

Join with Video    Join without Video

**Next, it will then ask if you want to JOIN WITH AUDIO - click on the button to join with audio and you are in the class!**

*If your computer does not have a camera or microphone, inexpensive ones that simply plug into the computer can be purchased on Amazon or at Walmart. SEE RECOMMENDATIONS BELOW!*

**TO JOIN a CLASS on a SMART PHONE:**
**A Smartphone that already allows you to access your email can also be used to access the class. First, access this email on your phone, scroll to the link to the class you want to join, then follow the same steps as shown above for installing or joining a class on a computer. HOWEVER, different phones may have different options and prompts that will be used, depending on the phone. If it asks the first time using ZOOM whether you want to download the app from ZOOM or from your phone's app store, use the phone's app store (such as Google Play or Apple Play). They are free. If it asks you to put in a method of payment, just click the SKIP option. Once the app is installed, go BACK TO YOUR EMAIL and click the link to JOIN again then choose the LAUNCH option.**

**EQUIPMENT/ACCESSORIES to CONSIDER:**

**IF YOU HAVE A COMPUTER that DOESN'T HAVE a CAMERA or MICROPHONE:**
*RECOMMENDED:*

# Logitech C270 3MP 1280 x 720pixels USB 2.0 Black Webcam

**About $40 on *Amazon*. Also available from *Walmart* and *Best Buy*.**
**All offer free shipping. There are similar cheaper products of other brands at all 3 stores, and the "china specials" may work, but also may not.**


**IF YOU WILL BE IN A LOCATION WHERE THERE MAY BE NOISE (other people, dogs, etc.) a decent HEADPHONE SET can be helpful.  But be sure to get the correct type.**
*RECOMMENDED for COMPUTERS with a USB port:*

Plantronics Blackwire 3225 USB-A Headset, On-Ear Mono Headset, Wired

**at *Amazon* $60**
*RECOMMENDED for Phones/Tablets Headphone:*

# Plantronics Blackwire C225 Headset **on *Amazon* $30.**


**If you are considering buying a computer just for email, Zoom meetings, Internet access, but don't have high-power computer needs, you may want to consider a Chromebook computer. It's less expensive, and is designed for online activity, not doing a lot of computer applications. They come with a camera and microphone and  use an existing WI-FI connection, which you may already have for your cable service. These are being used by some of the schools for virtual learning and are available for $250 to $350, depending on the brand and accessories. These are all available on Amazon, Walmart, and Best Buy. The brands available are made by common brands (HP, Dell, Acer, Lenovo, Samsung) which are fine. Use CHROMEBOOK as the search box for the online store.**