

First Zoom Meeting of UUCSC Racial Justice Group

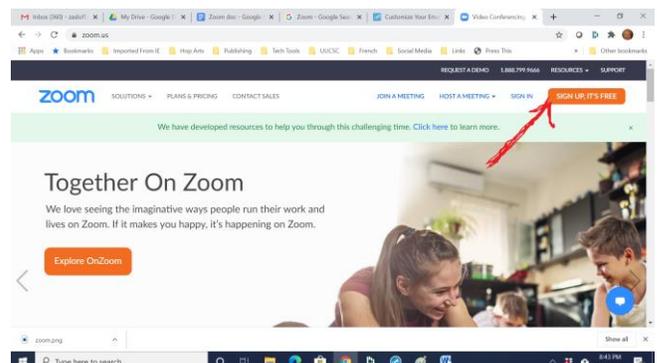
## Getting started with Zoom

Before you get started with Zoom, you need to make sure you have a webcam. You don't have to worry about this if you're on a laptop, smartphone or tablet, since they already come with front-facing cameras baked in. However, if you have a desktop, you'll need to buy yourself a webcam. Popular options include the Logitech C310 and Microsoft Lifecam HD-3000.

## Steps to Zoom

1. You want to attend a meeting, but don't know where to begin. Start with downloading Zoom.

**On a COMPUTER OR LAPTOP:** Go to Zoom.com and download the App(application), by clicking the orange button at the top and following the prompts on the screen.



**OR**

**On an iPad or iPhone:** Go to the APP store. Search for Zoom and download it to your device. (**Click Get**)

**OR**

**On a Tablet or Android Smart Phone** (Google, Samsung, Moto G): Go to Google Play Store. Search for Zoom and download it to your device.

You will be asked for your personal information (It is safe to give it up.) and to create a password. You will need this password, if you want to set up a meeting, but will not need it to join a meeting that you have been **invited** to with a link.

**2.** When it is time for your meeting, or a few minutes before, go to your email invitation and click on the link in the message.

**OR**

Click on a link in the calendar on the UUCSC website.

**OR**

Click on the link at the top of the Newsletter for the Monday 10am check-in.

The meeting site will come up. Click on **Open Zoom Meeting** button. Be patient until you connect. When you are connected, you will see yourself on the screen.

**3.** When you see yourself on the screen, click the **Join with Video** button, and wait.

The person who invited you will let you into the meeting.

**4.** Notice the microphone icon in the corner of your picture. You can mute it in the upper right corner of your picture and just listen. Unmute it, if you want to talk.

**5.** Mouse over or tap near the bottom of the Zoom screen to see other interactive options, like chat and a list of participants in the meeting,

**6.** In the upper right corner of the Zoom screen, you can click to adjust how you view the meeting – try it!

| <b>COMMON PROBLEMS</b>   | <b>SOLUTIONS</b>   |
|--|--|
| Window or light behind you makes you a silhouette.                         | Sit facing window or light.  |
| Background noise.  | Mute your microphone, unless you are speaking.   |
| Zoom video screen suddenly disappears, but you can still hear the meeting. | Look in the tray at the bottom of your computer screen for a small blue video camera. Click on it.                           |
| Zoom does not connect at step one.   | Make sure you have downloaded Zoom in advance. If it asks you to, download it now.   |
| Things are not working right.  | Close your browser and start over by clicking on the link in your email or on the newsletter for Monday's 10:00 am check-in. |

***A virtual meeting is better than not meeting at all!***