

## Zoom Tutoring Checklist

This checklist is designed to help tutors navigate the Zoom platform. The following instructions address features available to tutors who have been invited to use Zoom on a computer.

Before you begin you should be able to:



### Join a meeting from email link

- ❖ Open your email browser. (Outlook, Gmail, Yahoo, etc)
- ❖ Look for the meeting invitation in your inbox.
- ❖ Click the link provided in the invitation.
- ❖ The Zoom application will launch asking to **Open zoom.us**. Click **Allow/Open zoom.us**.
- ❖ Then the meeting will start.

Literacy DuPage is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://zoom.us/j/971>

Meeting ID:

Password: - - - -

One tap mobile

+13126266799,,97151428121#,,,0#,.470472# US (Chicago)

+16465588656,,97151428121#,,,0#,.470472# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID:

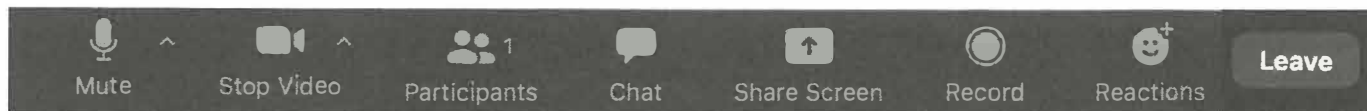
Password: . . . . .

Find your local number: <https://zoom.us/j>

Cancel Allow



## Use the Meeting Controls Menu



The **meeting controls menu** includes the following features:

1. Mute
2. Stop Video
3. Participants
4. Chat
5. Share Screen
6. Reactions
7. Record
8. Leave Meeting

## Test and connect audio before joining a meeting

- ❖ It is important to properly connect your audio before to your tutoring session. If you haven't enabled Zoom to automatically connect to computer audio, you can test your speaker and microphone before the meeting.
- ❖ To check audio in the meeting, select the up carrot (^) to the right of the Mute button to open the audio menu. Select a microphone or speaker here or select audio options to test each mic or speaker.

