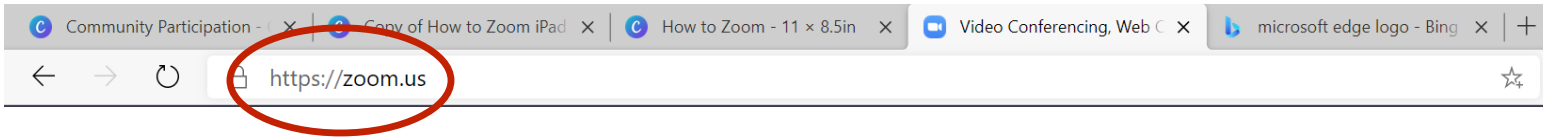
How to Zoom

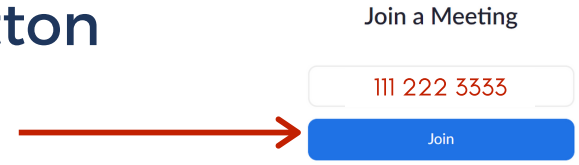
STEP 1 Go to zoom.us



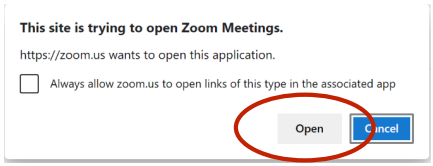
STEP 2 Click on "Join A Meeting"



STEP 3 Type in Meeting ID number in the box and click blue "Join" Button

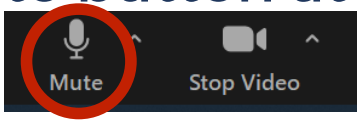


STEP 4 Click White "Open" button



STEP 5 Click **Join with Video**

STEP 6 Click on mute/unmute button at the bottom to talk.



ETIQUETTE FOR

Zoom Sessions

JOIN THE SESSION IN A QUIET ROOM

BACKGROUND NOISES CAN BE PICKED UP IN A ZOOM CALL. PHONE CALLS & CONVERSATIONS CAN BE HEARD BY EVERYONE IF YOU ARE UNMUTED.

MUTE WHEN YOU ARE NOT SPEAKING

WHEN THERE ARE A LOT OF PEOPLE ON A ZOOM CALL, EVERYONE TALKING AT ONCE CAN BE LOUD.

RAISE YOUR HAND OR WAVE BEFORE YOU SPEAK

WHEN YOU WANT TO SPEAK RAISE YOUR HAND OR WAVE SO THAT EVERYONE GETS A CHANCE TO SPEAK DURING THE SESSION.

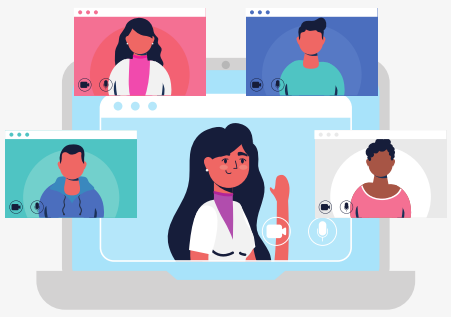
STAY MUTED DURING VIDEOS AND MUSIC

WHEN PEOPLE ARE UNMUTED WHILE VIDEOS OR MUSIC ARE PLAYING IT CAN BLOCK OUT THE SOUND FROM THE VIDEO AND BE DISTRACTING TO OTHERS.

DON'T INTERRUPT OTHERS

IT'S IMPORTANT TO LET EVERYONE HAVE THEIR TURN TO SPEAK. WAIT UNTIL THEY ARE DONE UNTIL YOU SPEAK.

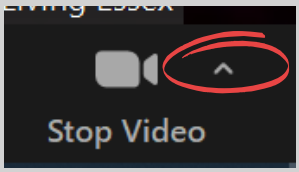
BE YOURSELF AND HAVE FUN



HOW TO
ADD ZOOM BACKGROUND (LAPTOP/DESKTOP)

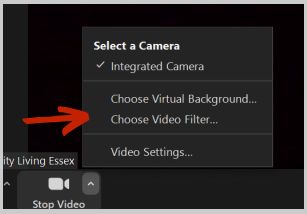
STEP 1

CLICK SMALL ARROW NEXT TO START/STOP VIDEO BUTTON



STEP 2

IN THE MENU, CLICK "CHOOSE VIRTUAL BACKGROUND"



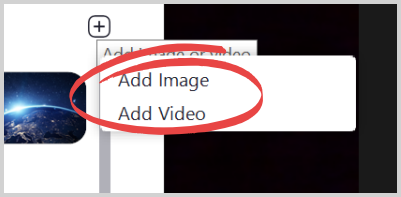
STEP 3

TO ADD AN IMAGE TO USE CLICK THE + BUTTON



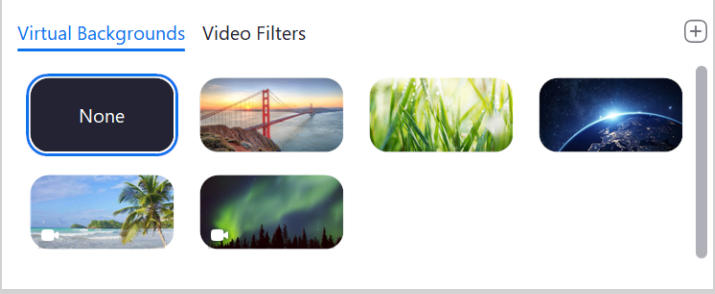
STEP 4

CLICK "ADD IMAGE" OR "ADD VIDEO" AND OPEN THE PICTURE YOU WANT.



STEP 5

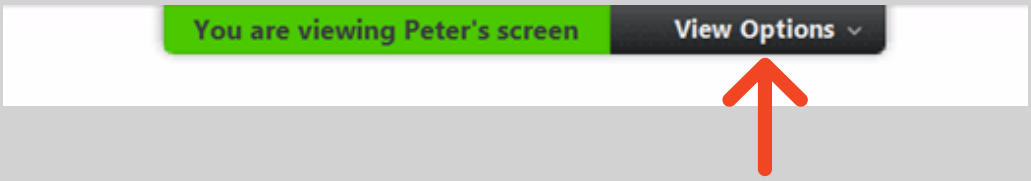
CLICK THE BACKGROUND THAT YOU WANT TO USE AND CLOSE THE WINDOW BY CLICKING THE 'X' BUTTON.



HOW TO
ANNOTATE (LAPTOP)

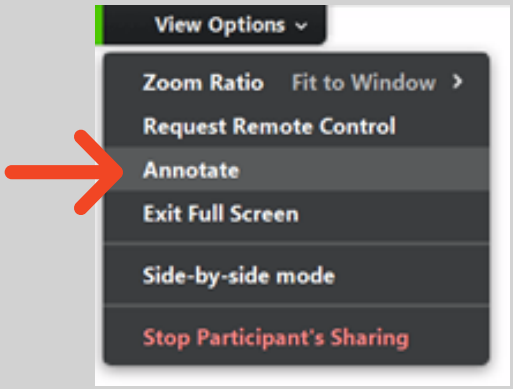
STEP 1

CLICK GREY "VIEW OPTIONS" AT THE TOP OF THE SCREEN



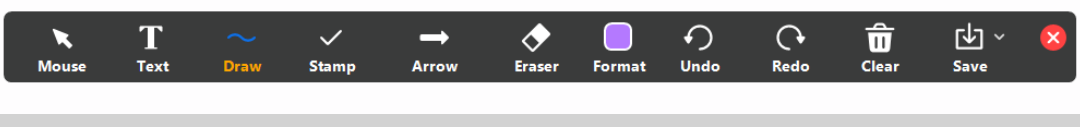
STEP 2

IN THE MENU CLICK "ANNOTATE"



STEP 3

USE THE OPTIONS TO DRAW/WRITE ON THE SCREEN

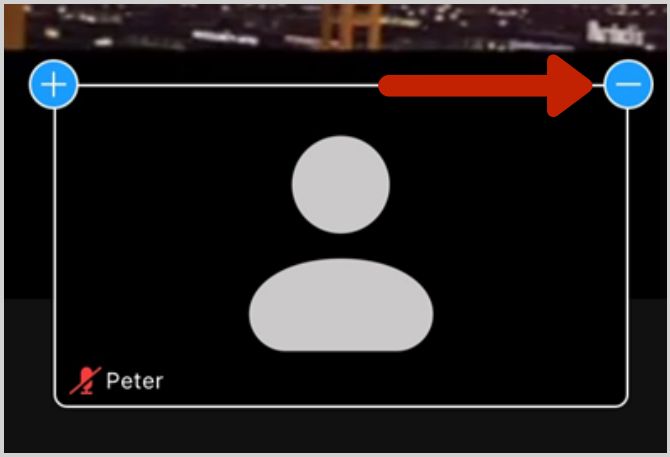


HOW TO

HIDE YOUR VIDEO WHEN WATCHING A MOVIE (LAPTOP)

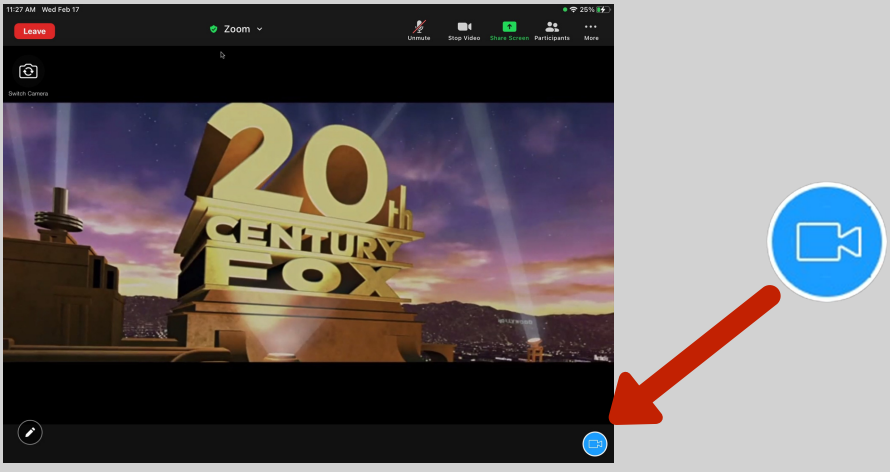
STEP 1

TAP THE BLUE DASH (-) IN THE RIGHT CORNER OF THE PARTICIPANTS VIDEO.



STEP 2

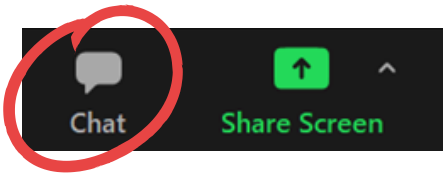
WHEN YOU WANT TO SEE THE VIDEOS AGAIN, TAP THE BLUE CAMERA BUTTON IN THE BOTTOM RIGHT CORNER OF YOUR SCREEN.



How to Use Chat on Zoom: Laptops

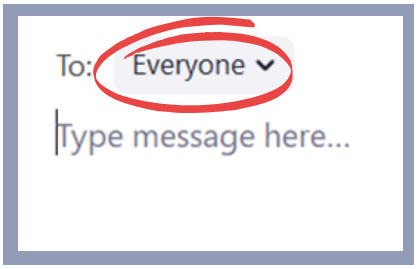
STEP 01

Click "Chat" in the meeting controls bar.



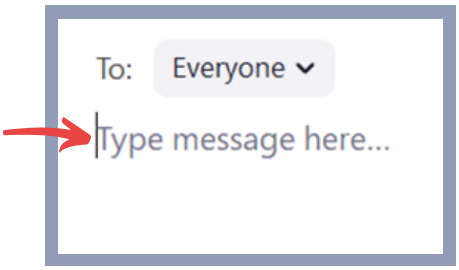
STEP 02

In the Chat box, click "Everyone" to choose who to send the message to.



STEP 03

Click the "Type Message Here" text box.



STEP 04

Type your message and press the "Enter" key on your laptop to send the message.

