

How to use Zoom:

You don't need to sign-up for a Zoom account to join a meeting. Only the host needs an account. Here is a link with a **helpful one-minute video on how to join a meeting** once you receive the invitation. <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting> There will be a brief download of the zoom program onto your computer the first time you use it. You can manually download it here ahead of time: <https://zoom.us/support/download>

Download to your smartphone or tablet:

Download the zoom app for apple: <https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

Download the zoom app for android:

https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_US

Tips:

- 1) Your computer will need a **camera and microphone**. Most laptops have them already installed. If you have a set of headphones with a microphone (or a headset), it can be helpful to use those to cut down on background noise. If you **don't have a camera-equipped computer**, don't fret, just use one of the numbers in the "meeting invite" to call-in to the meeting by phone.
- 2) **Testing.** Even if you've done this before, it is not a bad idea to test your sound and microphone before the meeting. Here is a quick and easy link to do that. <https://zoom.us/test>
- 3) **Muting.** When you join the meeting your video feed will be live but your sound may automatically be muted depending on how the host set up the meeting. You will need to hover over your face on the screen to unmute, or click the "participants" tab at the bottom. It is helpful to keep yourself muted when not speaking to cut down on background noise for everyone else. If you are joining by phone, keep this in mind, too. Make sure that you know how to mute your phone when you're not speaking.
- 4) **Gallery view vs. speaker view.** During the meeting all of our little faces will be on your screen. You can adjust this depending on what you'd like to see. "Speaker view" is the default, which shows whoever is currently speaking in a large window on your screen with the rest of the group along the top. "Gallery view" will show everyone in the middle of your screen in smaller boxes. You can switch back and forth between these two.

More information: If you're interested in learning more, here are a few links with more information:

https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac#h_32134caa-8e41-4ed8-9519-98f0129cd25b

Video tutorials: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>