**How to Zoom #1:**

**﻿A Guide to prepare for ALL courses using Zoom**

Do you currently own a computer (or other device) or have you used any audio/video conferencing using Zoom, Skype or FaceTime to chat with your family members and friends?

If the answer is YES, then you are ready to participate in Zoom classes at ALL. After enrolling in ALL classes, your course coordinator(s) will send you a link in order for you to join each class.

If the answer is NO, then you need to first find out if you currently have a camera and a microphone on your desktop, laptop or tablet.

* If you own an older (more than 10 years) desktop computer then you probably **do not** have a built-in camera. Check the top edge of your monitor. A camera will have a small lens located at the top edge in the center. If you do not see a lens shaped like a small dot, then you can purchase a webcam ($30-$90 on Amazon) which will clip onto the top of your monitor and connect to your main computer. This camera is called a webcam and will also have a built-in microphone.
* If you own a laptop, a notebook or a tablet, you will generally find a built-in camera lens situated at the top edge of your screen towards the center. The microphone is usually on the side edge of your unit and has several little holes or slits.
* Another way to check would be to go to your Control Panel>Settings >System->Hardware->Device Manager and look on the list for a camera. To check for a microphone: go to Settings>System>Sound and click on microphone.
* For Mac users: Open Apple menu>System Preferences>Security & Privacy>Privacy>Camera and/or Microphone.
* Now that you have established that you already have a camera or you have purchased a separate webcam, then you are ready to Zoom.
* After you register for classes, you will receive a Zoom "invitation" link from each coordinator. The first time you click on an invitation link, you will be brought to Zoom where you will say yes to download Zoom. After Zoom downloads, you will be brought to the class.
* ﻿You only need to download Zoom once; after that, clicking on Zoom invitation links will bring you directly to class or other Zoom meetings.

To download Zoom ahead of time and play with it for free, go to https://zoom.us/support/download.

* Once you have registered and downloaded Zoom, go to your Apps where you will see a blue symbol which looks like a camera. Click on this and you are now ready to use Zoom.
* After enrolling in ALL classes, your course coordinator will send you a link in order for you to join a class, a lecture or any other meeting you may wish to attend.

If you have questions or need help with connecting to Zoom, please contact either of us for assistance.

***ALL ZOOM Team***

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