

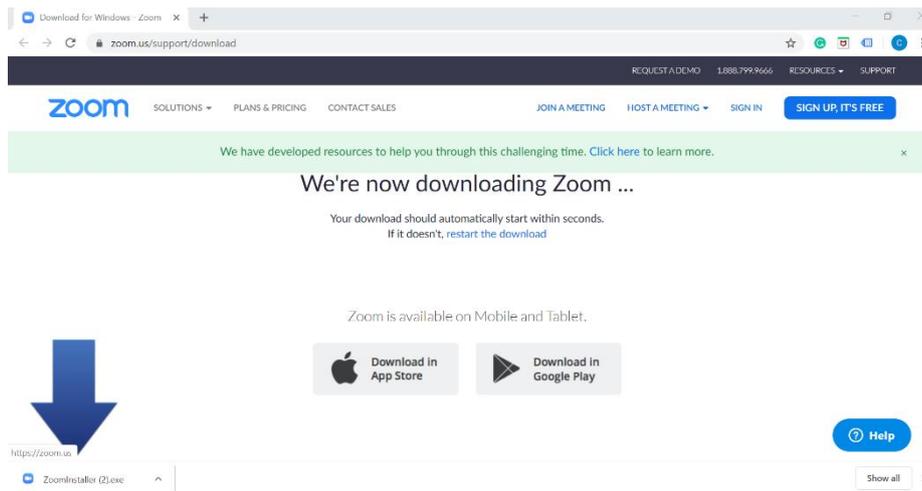
How to use Zoom

What you need to get started:

- An internet connected computer, laptop, or device
- Your meeting ID number or URL of the meeting
- A headset

Getting to Zoom for the First Time:

Before your first class you need to install the software: The desktop version of Zoom will give you the best results and functionality. Students who plan to join Zoom meetings from a mobile device should also download the free Zoom mobile app.



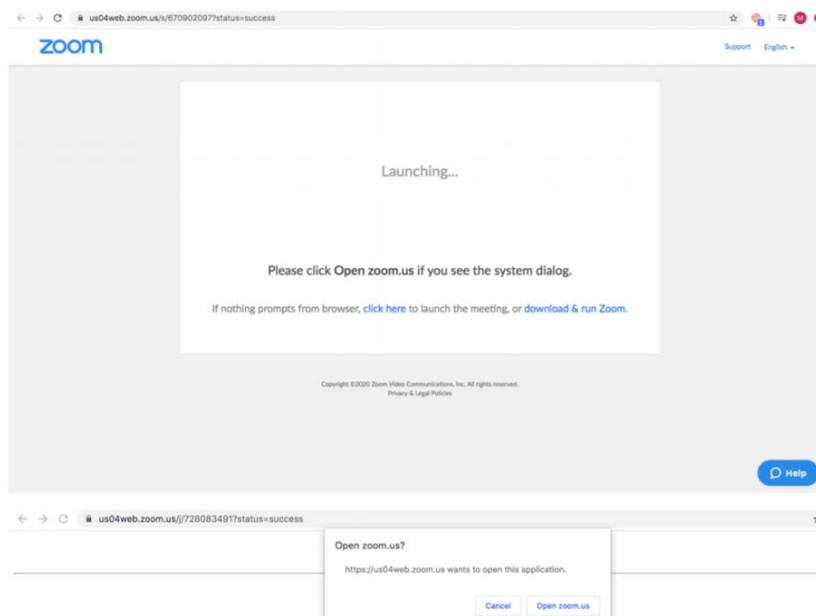
After Zoom downloads, follow the directions on your computer to install the application.

NOTE: You will only need to install the Zoom application once.

Once the app is installed, you will be asked to if you want to join the meeting with video. Choose “Join with Video.”

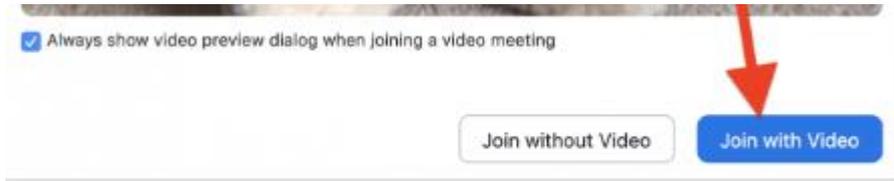
Step 1

Before each class, your teacher will share the link for your virtual class. Click the link or URL to the Zoom room. Click “Open in Zoom.US”. You will be redirected.



Step 2

Once the app is installed, you will be asked if you want to join the meeting with video. Choose **“Join with Video.”**



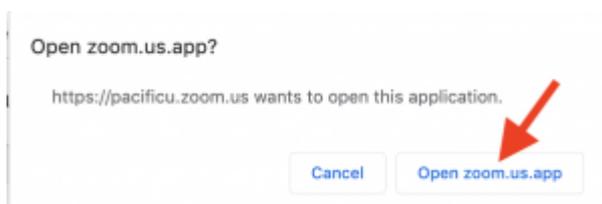
Next, you'll be asked if you want to join with audio. Click on the big blue button that says **“Join with Computer Audio.”**

Tip: If you don't want to be prompted for this the next time you join, check **“Automatically join audio by computer when joining a meeting.”**



Getting to Zoom the Second Time

The next time you follow a link to Zoom, you may be prompted to **“Open zoom.us app.”** Click on **“Open zoom.us app.”**

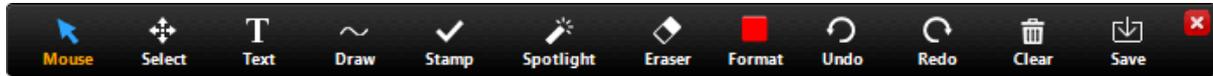


You'll have to follow the steps again to join your video and audio, and then you'll be taken to the meeting.

Now enjoy your virtual class!

The Zoom Basic Annotation tools:

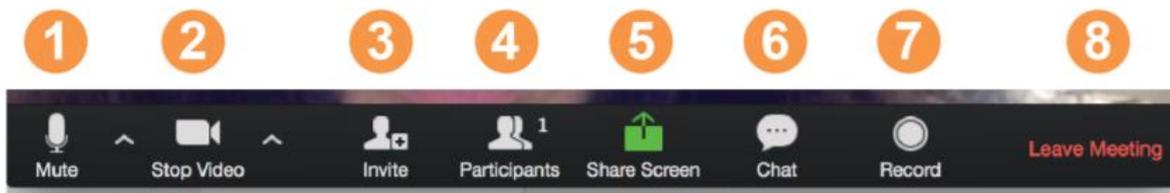
Zoom has basic annotation tools (text box, free form draw/pen, shapes, and highlighter) Access these tools by selecting the Annotate option when you're sharing your screen.



The Zoom Menu Bar:

The Zoom menu bar appears at the bottom of the Zoom window once the meeting begins. If you don't see the menu bar, move your mouse slightly and the bar will appear. (The bar disappears after a few seconds when in full-screen mode.)

With the Zoom Menu Bar you are able to do the following:



1. Mute/unmute your audio (not the audio of the participants). You can also select you audio input here by clicking the up arrow next to the microphone icon.
2. Start/stop your video. You can also select you video input here by clicking the up arrow next to the video camera icon.
3. Invite more people to join by email, IM, or meeting ID
4. View a list of participants
5. Share your desktop (everything you have open) or select a specific application to share (e.g., Microsoft Word)
6. Send a message to one person (using private chat) or to all participants
7. Record the meeting (if you have been granted permission)
8. Leave or end the video meeting

15 Minutes Before your class:

- Find a quiet space with strong WiFi that is free of distractions.
- Test your headphones, microphone, and camera to make sure the class can hear and see you.
- You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.
- Close any windows or programs open on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible, and prevents potential embarrassing moments if you happen to share your screen.

Video Tutorial on Joining a Zoom Meeting

Here is a quick video tutorial from Zoom on how to join a meeting and modify some of your Zoom settings:

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>