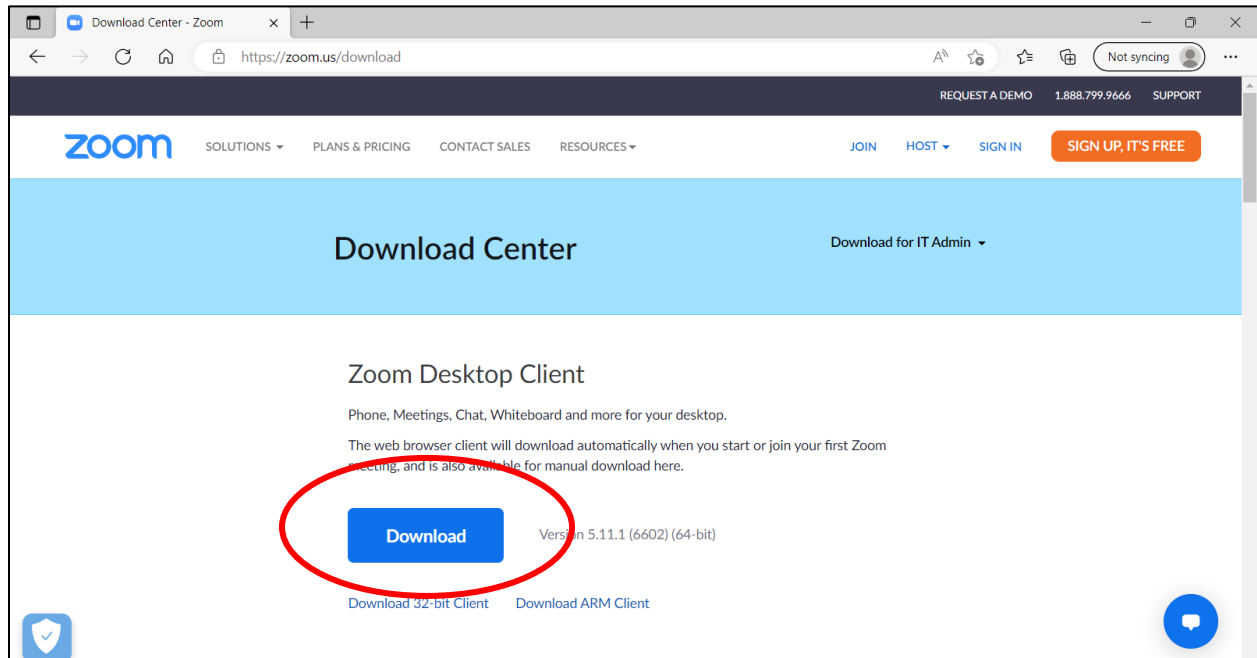


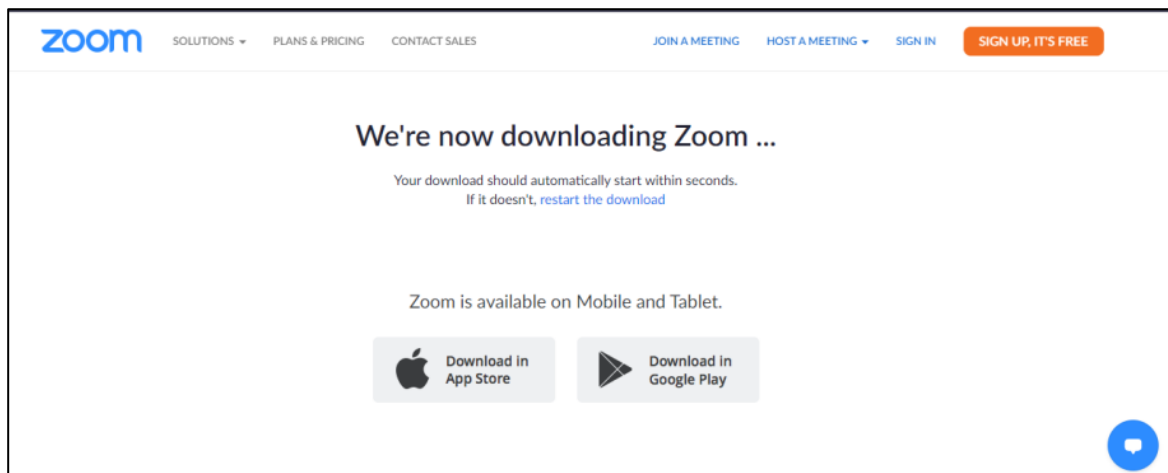
Zoom for Computers

Downloading the Zoom Program

- Open your internet browser
- Type in zoom.us/download in the url bar (at the very top of the screen)
- You will arrive at this screen seen below.



- Click the blue “Download” button under Zoom Desktop Client.
- The Zoom program will then begin downloading. You should then click on the .exe file to begin the installation process. You will get a screen as shown below.



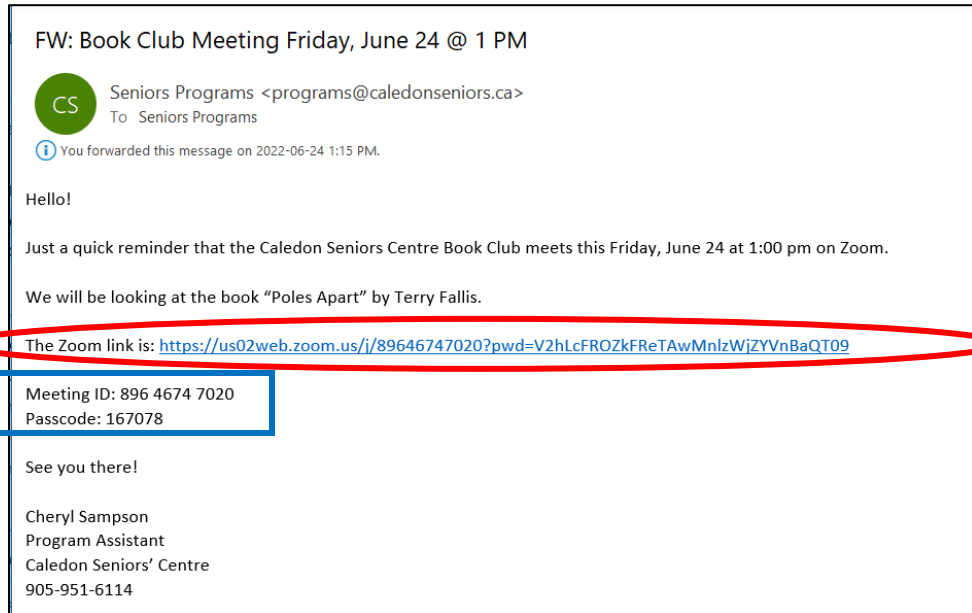
You can join Zoom meetings that other people have created without making a Zoom account. However, if you wish to set-up meetings, you will have to create an account. Make a password only for Zoom and write it down!

How To Join A Meeting

There are few ways to join a meeting.

From a Link in an Email

You will receive an email invitation from the organizer of the meeting

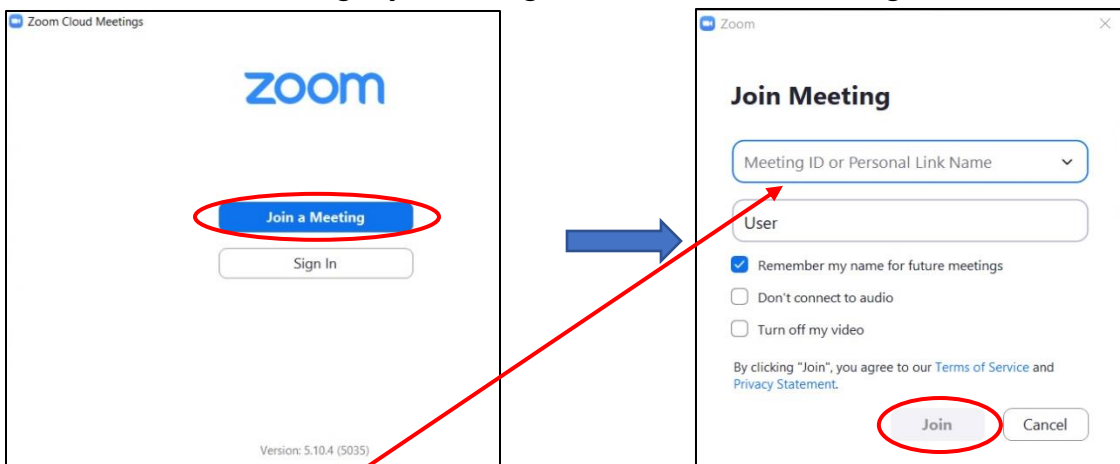


Click on the blue link and it will open the meeting in the Zoom program.

Manually

Open the Zoom program

Click "Join a Meeting", you will get a new Join Meeting window



Type in the Meeting ID (found in the email below the Zoom link)

Type in your name in the User bar below the meeting id

Click Join button

If a password is required, a window will appear, type it in, click join meeting.

A screen with a preview of your camera will appear. You can click the "Join with video" button to turn your camera on when you join the meeting.

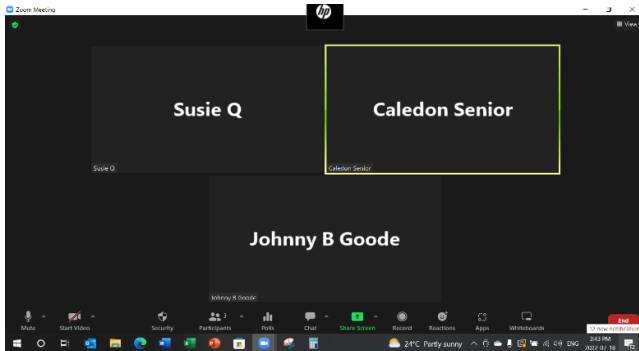
When you enter the meeting click “Join with computer audio” to hear everyone.

Screen Views in a Meeting

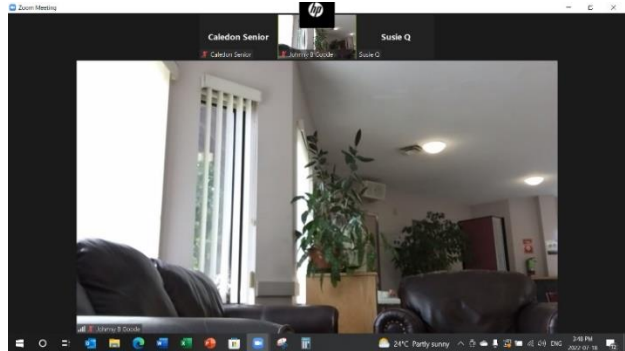
There are 2 different views to choose from to see people:

Gallery View: you will see everyone in a grid (or as many as the screen will show)

Speaker View: the person talking will be the main screen & others are at the top



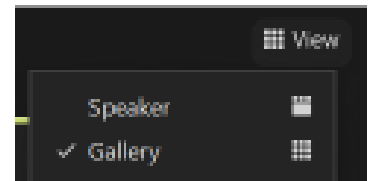
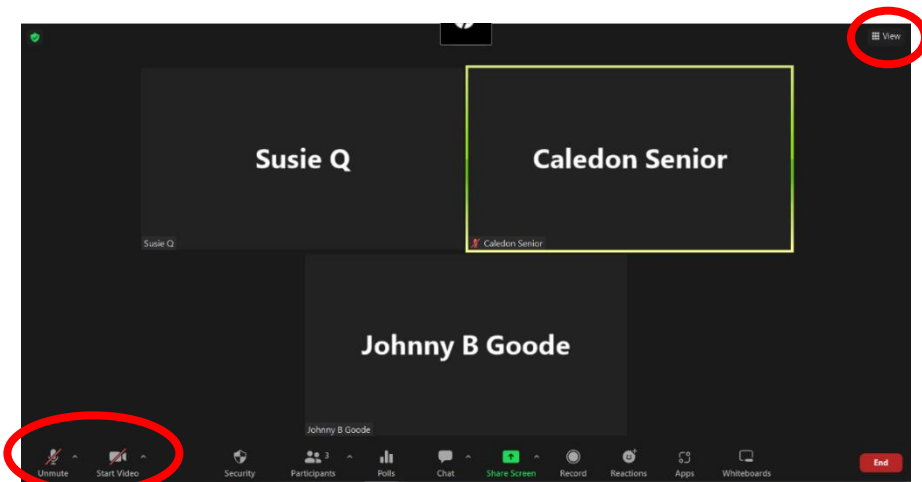
Gallery View



Speaker View

You can change between the 2 views anytime during a meeting.

- Click “View” in the top right corner of the screen
- A new window appears with 2 different views, click the one that you want to use and the screen will change.

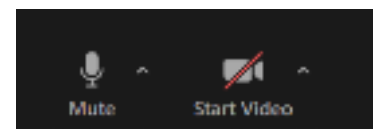


How to Turn On/Off Sound and Video

At the bottom left corner of the screen, you will see 2 icons -- a microphone and video camera. Simply click the icon to turn it off or on.

It is off if there is a red line through it.

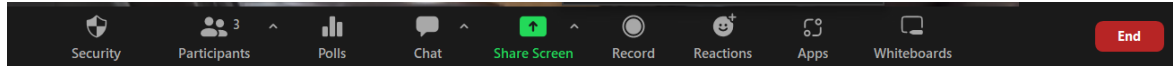
If no sound, a “muted” icon will show on your picture



ON

OFF

The toolbar along the bottom of the screen will disappear if not being used. To see the toolbar, point your cursor in the middle of the screen.

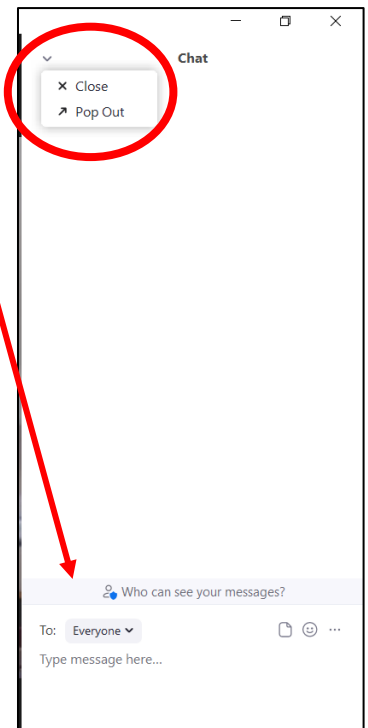


Participants

- Click “Participants” to see a list of all the people who are in the Zoom call

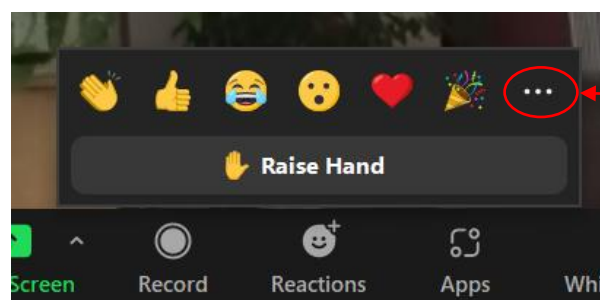
Chat

- Click “Chat” and a new window appears on the left side of the screen.
- You can type a message here that everyone can see or send it to a person in the Zoom call
- To remove the Chat screen, click the arrow in top left corner to get the drop-down window
- Click on “Close”



How To Add Reactions

- Click on “Reactions”
- A small window appears with some emoji options, click the 3-dot icon to see more options
- Click “Raise Hand” to put a hand on your picture in the Zoom call
- To remove the “Raised Hand” from your screen you have to click on “Reactions” and click on “raise hand” again.



3-dot icon

How To Leave The Meeting

- Click the red “End” button at the far right edge of the toolbar along the bottom of the screen.
- A new window will appear at the bottom right corner.
- Click the red “Leave Meeting” button.

