How to ZOOM

HOW TO DOWNLOAD ZOOM:

On a laptop or desktop computer: Visit <u>www.zoom.us/download</u> and click on the download button at the top of the page. Download and install to your machine.

From a cell phone or Android tablet, search for and install the Zoom app in the Google Play Store.

On an iPhone or iPad, search for and install the Zoom app in the App Store.

Download Center Zoom Client for Meetings The web browser client will download automatically when you start or join your first Zoom neeting, and is also available for manual download here. Version 4.6.11 (20559.0413) Download Google Play ٩ Sign in ø ¢ Top charts New Categ Home My apps Shop ZOOM Cloud Meetings Games oom.us Busines: **** 92,656 \$ E Everyone <u>ا</u> Install É App Store Preview This app is available only on the App Store for iPhone and iPa ZOOM Cloud Meetings 4+ Meet Happ Zoom #1 in Business ***** 4.5, 395.6K Rating Free

HOW TO TEST ZOOM:

On ANY device, visit <u>www.zoom.us/test</u> and click on the Join button. This will launch the Zoom application on your device and let you test the controls: audio, video, chat and more.

HOW TO JOIN A ZOOM:

There are two different ways to join a Zoom meeting. Either click on the link provided for the meeting, or

From the Zoom application, select JOIN and type in the Meeting ID and - if prompted - the password.



Join Meeting Test

Test your internet connection by joining a test meeting.

Join

Join

If you are unable to join the meeting, visit Zoom Support Center for useful information.

Join Zoom Meeting https://zoom.us/j/92361773562?pwd=MmNCNTJvUGNWSzNHRHB5c2NrK1I4dz09			
Meeting ID: 923 6177 3562 Password: 030882			
+ Join Meeting			

Enter your name

Do not connect to audio
 Turn off my video

Enter Meeting ID

Join

 \sim

Cancel



HOW TO SIGN IN:

Provide your name when you sign in, using the format **FIRST NAME LAST NAME**, **City where you reside**.

If Zoom launches the meeting automatically without letting you adjust your name, you can rename your profile during the meeting.

Zoom		×		
Join Meeting				
Enter Meeting ID 🗸				
Jane Doe, Grand Island				
 Do not connect to audio Turn off my video 				
	Join	Cancel		

HOW TO RENAME:

From a laptop and within a Zoom meeting, right click on your profile image and select the option to RENAME. You can also view the Participant list, hover over your name and select MORE > RENAME.

From a phone or tablet, click on your name from the participants list and choose "Rename."

Then rename yourself using the format FIRST NAME LAST NAME, City where you reside.







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HOW TO USE THE CONTROLS:

NOTE: Not all of these options will be visible on all devices or accounts.

- 1. Mute/Unmute your microphone
- 2. Start/Stop Video
- 3. Security features
- 4. See the list of meeting participants
- 5. Open the chat panel
- 6. Allows the host to share content on screen
- 7. Record a meeting
- 8. Allows you to react with applause or a thumbs-up over your profile image during a meeting.







