

How to ZOOM

HOW TO DOWNLOAD ZOOM:

On a laptop or desktop computer:
Visit www.zoom.us/download 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.

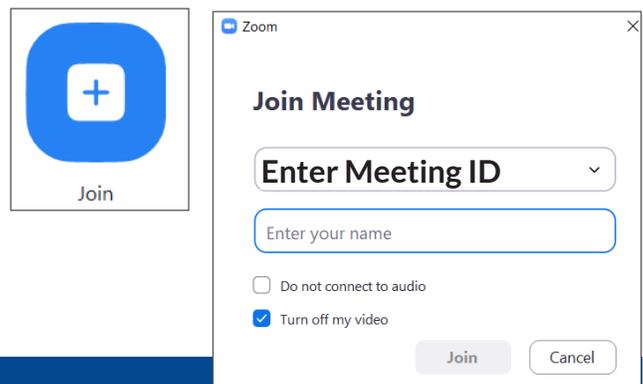
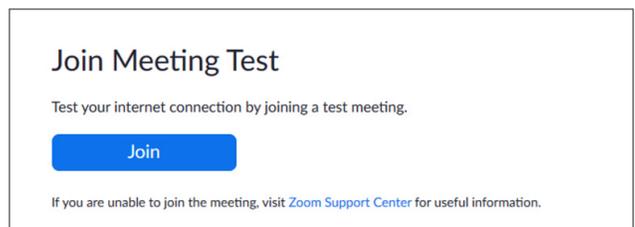
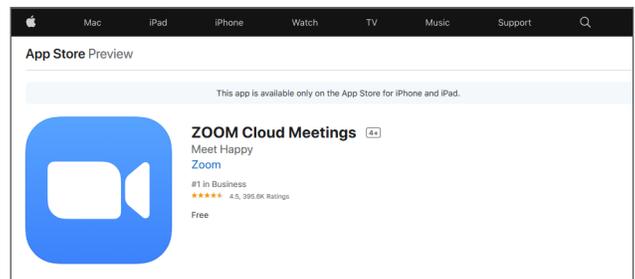
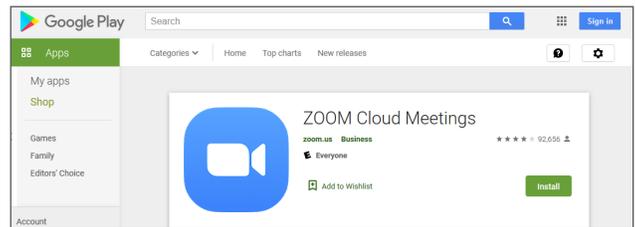
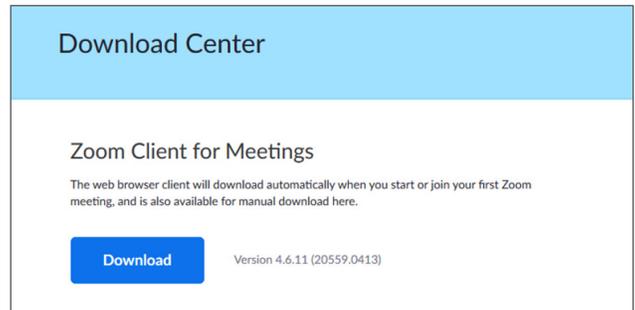
HOW TO TEST ZOOM:

On ANY device, visit www.zoom.us/test 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.

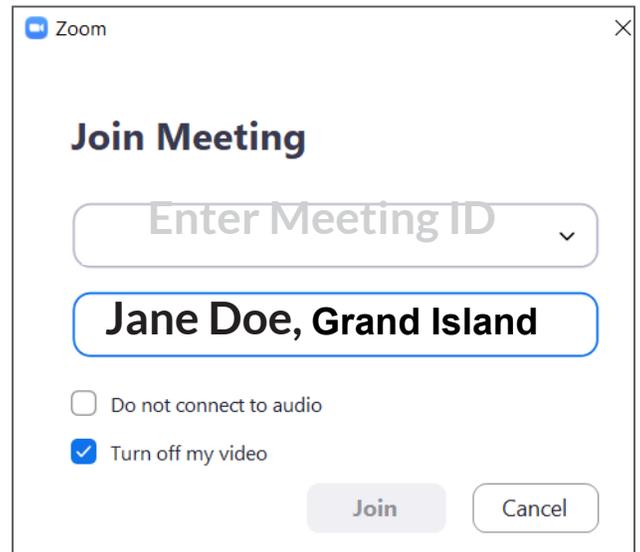


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HOW TO SIGN IN:

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.

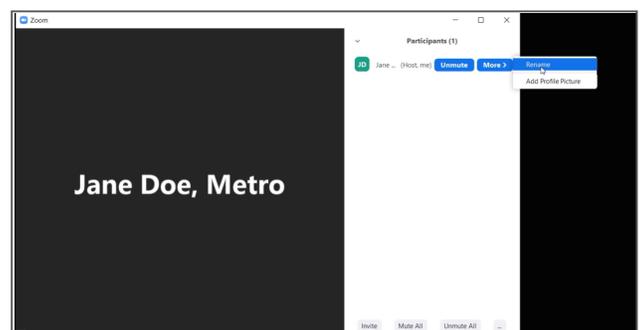
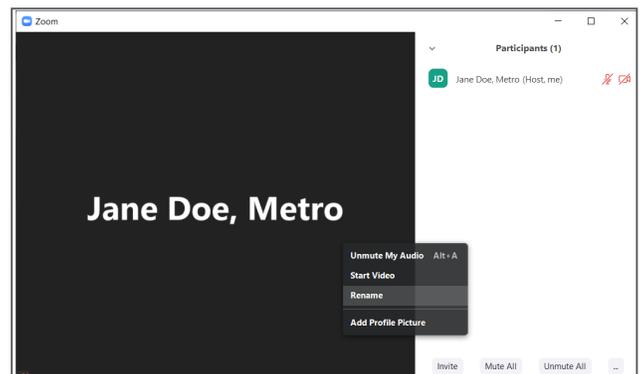
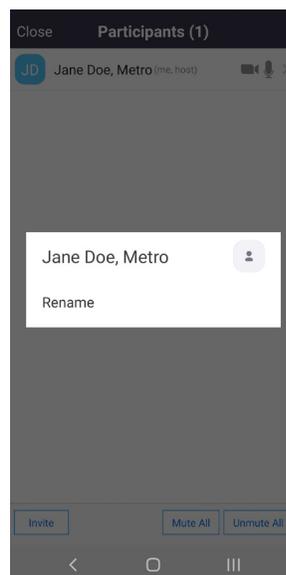


HOW TO RENAME:

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.

