WHAT IS ZOOM

Zoom is a video chat and conferencing app that allows you to connect with one or more people live using your device's audio and video.

If someone wishes to video chat with you using zoom s/he will email you a link or give you a meeting number and password to access a particular session.

Here are step-by-step instructions to get you started.

COMPUTERSKILLS
PROGRAM

ZOOM INSTRUCTIONS

DOWNLOAD THE ZOOM APPLICATION

1. Download the **ZOOM** application from https://zoom.us/support/download. For mobile devices, download and install the **ZOOM APP** from the **PLAY STORE** or the **APP STORE**.

2. Go to your **DOWNLOADS FOLDER** and double click the installation file.

3. Follow the prompts to install the application on your computer.

SIGN UP FOR A FREE ACCOUNT

1. Open a browser and go to http://zoom.us. Click the **SIGN UP, IT'S FREE** button on the top right corner of the window.

2. Enter your **DATE OF BIRTH** by selecting it from the drop down menu options in the middle of the screen then click **CONTINUE**.

3. Enter your email address in the **YOUR WORK EMAIL ADDRESS** field and click **SIGN UP**.

4. Log into your email and open the zoom confirmation email. Click on the **ACTIVATE ACCOUNT** button . The sign in page will open automatically.

5. Enter your **FIRST** and **LAST NAME**.

6. Enter a new **PASSWORD**. Must be at least 8 characters and have at least one upper case, one lower case, and one number.

7. Enter the **PASSWORD** again in the confirmation field. Click **CONTINUE**.

8. Click the **SKIP THIS STEP** button on the next page.

TEST YOUR ZOOM APPLICATION

1. Click on the **START MEETING NOW** button. The Zoom application will open along with a small notification window.

2. Click on the **JOIN WITH COMPUTER** button.

3. Click the **START VIDEO** icon on the bottom left of the Zoom window. Your video should now be active.

JOIN A ZOOM MEETING FROM AN EMAIL LINK

If someone wants you to join a meeting, most often, they will send you an email with a link that allows you to directly connect to that meeting.

1. Open your **EMAIL APPLICATION**, find the Zoom meeting email and click on the **LINK**.

2. Click **JOIN WITH VIDEO**. Once the host gives you permission to join the meeting a small notification window will open.

3. Click J**OIN WITH AUDIO**. You should now see the video of your host in the Zoom window. Your video feed will appear at the top of the screen in a smaller window.

JOIN A ZOOM MEETING USING A MEETING ID & PASSWORD

1. Secure the Zoom **MEETING ID** and **PASSWORD** from the organizer of the meeting.

2. Open the **ZOOM APP** and click the **JOIN** button.

3. Enter the **MEETING ID** in the pop up window and press **ENTER**.

4. Enter the **PASSWORD** and click **JOIN**.

5. Click **JOIN WITH VIDEO**. Once the host gives you permission to join the meeting a small notification window will open.

6. Click **JOIN WITH AUDIO**. You should now see the video of your host in the Zoom window. Your video feed will appear at the top of the screen in a smaller window

Note: If you don't see the video or hear audio check to see that the start video and audio buttons are selected in the lower left corner of the zoom window.