

How to use:

zoom

1. Before each meeting you will receive the call info and you can choose to access via the methods in #2.

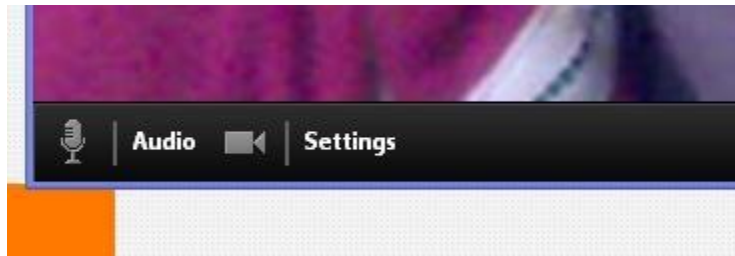
2. Choose your method: You have the option of using you PC, Mac, Smartphone or Tablet.

---If using your PC or Mac, you will simply click the url that was sent to you in the call info. If using your smartphone or tablet, access your app marketplace. Search for Zoom and download the app.

3. Join the meeting and choose your audio: As stated in #1 the meeting organizer will have emailed you the details including your meeting number. You will see this image below if you are joining via the web:



4. Adjust your video: If the organizer has the video set to automatically come on for participants you can turn your camera off, see the image below, the button will be on the bottom left (video icon) of your screen as long as it's not minimized.



*****It is helpful to the meeting organizer to mute your audio when you are not speaking. Microphones tend to pick up lots of background noise.

Helpful Tips:

Check your audio: <https://support.zoom.us/hc/en-us/articles/201362283-How-Do-I-join-or-Test-My-Computer-Audio->

Check your video: <https://support.zoom.us/hc/enus/articles/201362313-How-Do-I-Test-My-Video->