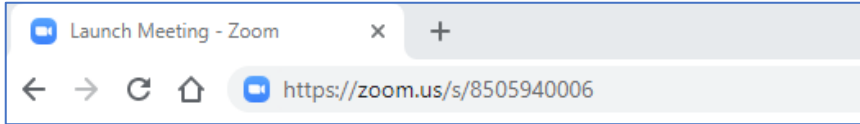


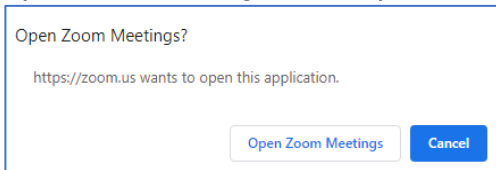
## JOINING A ZOOM MEETING

1. **Starting Zoom** - Receive email with a link that begins with <https://zoom.us/> followed by numbers and letters. You can either click this link or copy and paste it into your internet browser:

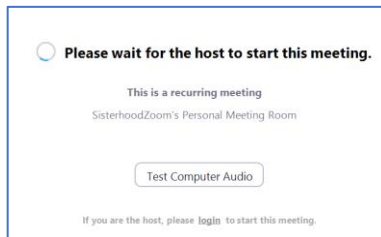


2. **First Time Users** - If you have never used Zoom before, you will see instructions for downloading the Zoom program. Follow those instructions.

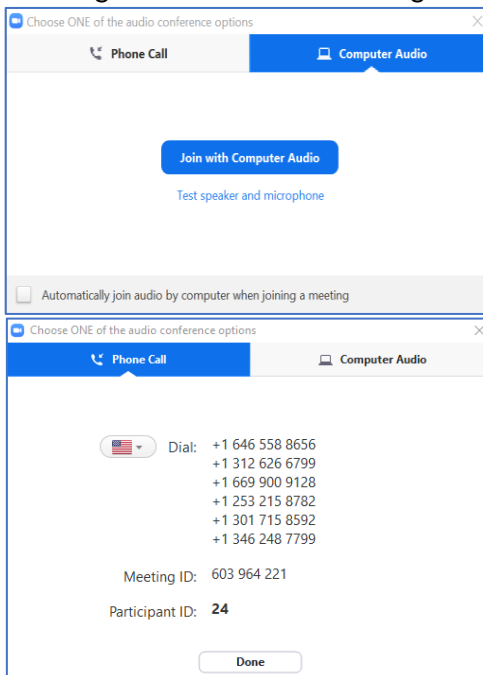
3. **Open Zoom Meetings** - Click Open Zoom Meetings when you see this window:



4. **Waiting for Host (if needed)** - If the host has not started the meeting yet, you may see this window and you will wait for the host to arrive.



5. **Choosing Audio** - Once the meeting starts, you will choose the type of audio you want to use:

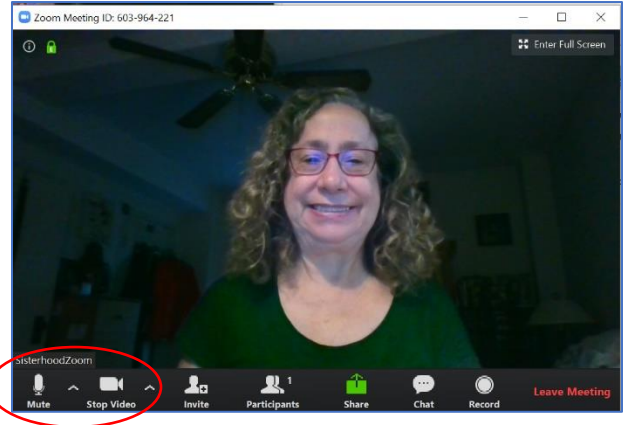
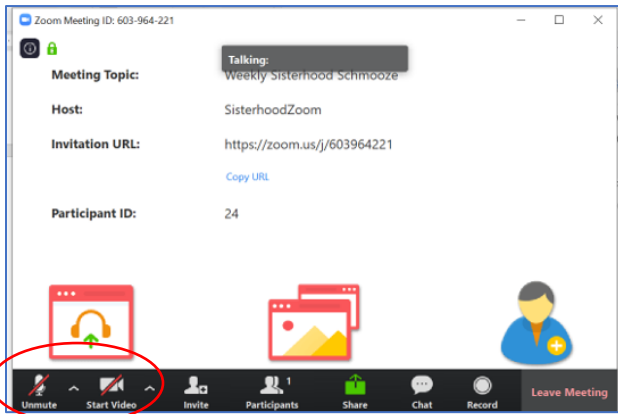


**Using Your Computer Audio (Recommended)** - It is recommended that you click the "Join with Computer Audio" button. When you do that, check your computer's volume.

**Using Your Phone** - If you are having difficulty with your computer audio, you can use the telephone to call in to the meeting. Press the Phone Call tab, and use one of the numbers listed. You will be asked to enter the Meeting ID (note that these numbers apply to the specific meeting).

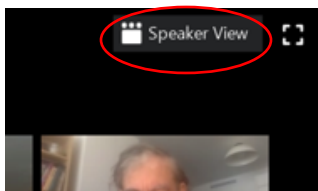
## JOINING A ZOOM MEETING

6. Mute/UnMute and Video – The final step for joining the Zoom meeting is to ensure that you can be heard and seen. At the bottom of the Zoom screen (you may have to hover your mouse around the bottom of the screen), you will see a row of pictures, starting with a microphone and a video camera. Both may have lines through them, which mean you are muted and have no video. Click each of these to ensure you are unmuted and on video:



7. Staying on Mute in Meeting – In a Zoom meeting with many people, the Host may choose to keep everyone on Mute, until it is their time to talk. You will know you are muted when there is a red microphone in the corner of your picture. You can unmute yourself by clicking on the icon in the bottom of your screen, by pressing the space bar, or by hovering your mouse on your picture until you see the mute/unmute link.
8. Gallery Vs Speaker View – When in a Zoom meeting with many people, you have two options for viewing the attendees – Gallery and Speaker View. You can switch back and forth by looking at the link in the upper right-hand corner of the screen.

Gallery View allows you to see multiple, equally-sized faces displayed on your screen and the person speaking will have a framed face. When you are in Gallery View, you will see the option to switch to Speaker View in the upper right-hand corner of your screen:



Speaker View is when the speaker's face appears larger than the other faces. When you are in Speaker View you will either see "Gallery View" or a grid of dots in the upper right-hand corner of your screen, which allows you to switch to Gallery View.

In either case, the number of faces displayed depends on the size of the screen and whether any documents are being shared by the Host.

When you are in a meeting with many people, it is recommended that you set your screen to Speaker View so that you can clearly see the person speaking.

