



This is how you ZOOM ...

Do I have to download the ZOOM app to join a meeting or class?

No although it may work better (and be more convenient) if you do.

It is a free app for you to use to join meetings. You can connect without the app by entering <https://zoom.us/j/7012256747> into your browser. (blue numbers are the meeting ID #)

How to make a connection

Download the “ZOOM” app on any device (go to your “App Store”)

Here we go

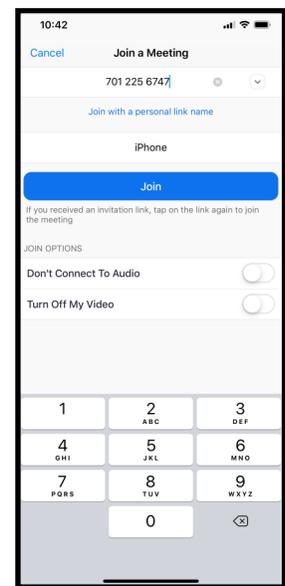
1. Click on the app



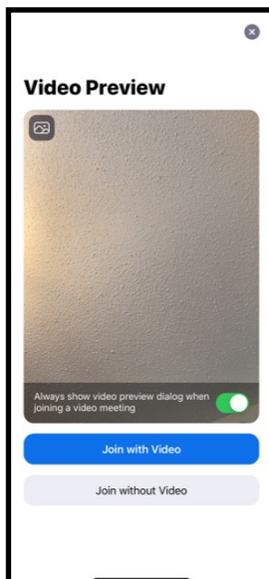
2. Click on “Join a meeting”



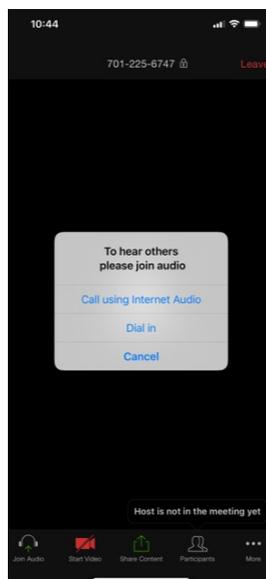
3. Fill in the meeting ID# & click “join”



4. Click on “Join with Video” or “Join without Video”



5. Click on “Call using Internet Audio”



Congratulations!

You are ready for your meeting / class!



TIPS when using ZOOM ...

- **If you have not used ZOOM before**, please log on a few minutes early to allow for the minor "set up" details to be taken care of on your computer.
- **Using earphones and making sure your microphone is muted when not talking** will maximize your ability to hear and limit feedback issues. (Note: the microphone can be muted by moving your cursor to the lower left of your computer screen once you are in the ZOOM room. You will see the microphone icon pop up. If you tap it you will see a circle with a red line through it - this means you are muted. Simply tap again if you want to unmute and speak to the group.)
- **We will appreciate seeing your face in the room** - in the lower left-hand corner you will also see a camera icon - tap on that and you will activate your camera.
- **There is a chat area** where you can type comments to Everyone - or, if you click the drop-down arrow you can send a note privately to anyone else in the room.
- **I may be sharing a PowerPoint on the screen** - so I recommend joining us from a computer instead of a phone if at all possible - it will make viewing this presentation much easier.
- **I might attach a worksheet** that will help you follow along with the presentation. Feel free to print or modify electronically to add your own notes. Whatever is helpful for you as a learner is best.

Session length: I will log on 5 minutes before our scheduled start time and will stay on for 5 minutes following to answer lingering questions.