

Zoom Tutorial for Video Conferencing

Preparing for our calls

Please find a quiet, private spot for the call, minimizing background noise. You are encouraged to sign in 5 minutes early to the gathering to make sure you are settled in and that your technology works prior to our call.

How to Use Zoom on a Desktop

- To enter the meeting
 - Go to your e-mail and open the highlighted **Zoom Us meeting invite link**.
 - You will be prompted to **download the Zoom Plug-in**, which should take less than 5 minutes to download.
 - Once it has loaded you can click on the **zoomlauncher** or **zoom.us application** to enter the meeting. You may be prompted to type in your preferred username.
 - You are now in the Zoom Meeting!
- Once you are in the meeting
 - When you enter the session you will be in **Speaker View**, which allows you to see the individual participants in a room at the top of the screen and the person speaking in the large center screen. You are able to change to **Gallery View** going to the right upper corner of the screen and clicking on the rubik's cube icon.
 - Find your own video image box at the top and to verify your username is the one you wish to use. If you would like to change your username, simply right-click on your video box at the top, and you will be given three options. Choose the option to **change username**.
 - At the bottom of the screen you will find an actions tool bar where you can click on the mic icon to **mute** your microphone and a person icon to **raise your hand**.

How to Use Zoom on a Smart Phone

- To enter the meeting
 - Begin by downloading the Zoom Cloud Meetings application ahead of time.
 - Retrieve your Zoom meeting link through your email.
 - Click on link and chose to open the meeting through the Zoom app on your iPhone.
 - Type in your preferred username.
 - Allow the Zoom app to access your camera and microphone for conferencing.
- Once you are in the meeting
 - Once you are connected to the meeting you will notice you have a few options at the bottom of the screen.
 - On the far left you have the option to **mute** your microphone by pressing on the mic icon.
 - To raise your hand, go to the far right and click on the more options button, "...", and hit "**raise hand**".

Happy Zooming!