Guide to Using Zoom

**How to Sign-Up to use Zoom on Computer:**

Step 1: Open your internet browser by clicking on the internet icon. Zoom is compatible with the following internet browsers (icons are shown below): Opera, Google Chrome, Safari, Mozilla Firefox, Internet Explorer and Microsoft Edge.

Step 2: Once your browser is open, type www.zoom.us into your search and hit enter. The search bar is shown below.

Step 3: The image below is what will come up when you go to
www.zoom.us
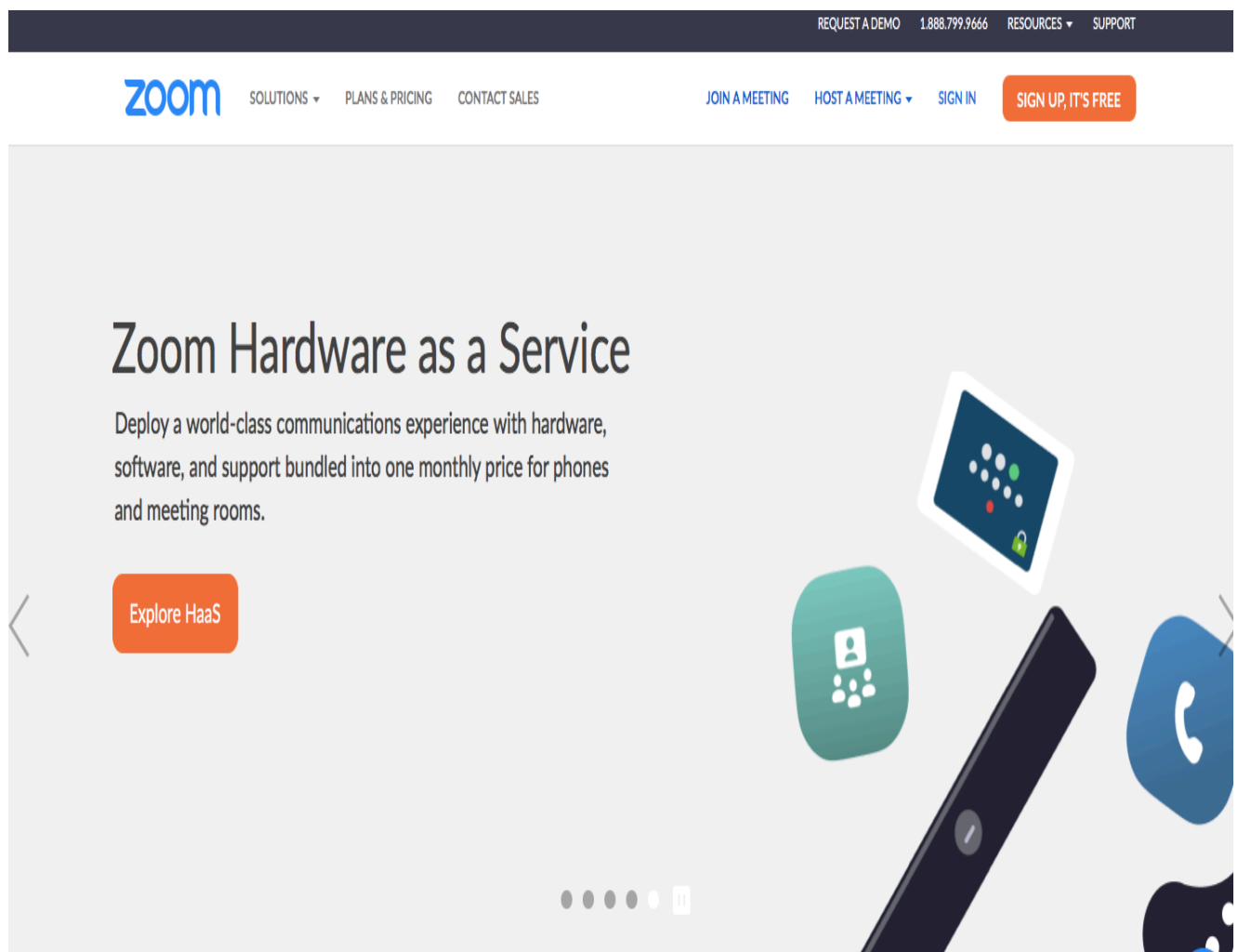
Step 4: Click the orange "Sign Up, IT's Free" button. It is located at the top of the webpage and looks like the image shown below.

Step 5: It is going to ask you to confirm your date of birth. This is a protected and safe process. Enter your date of birth by clicking on the Month, Day, and Year. Once you are done click continue.

For verification, please confirm your date of birth.

| Mar ⌄ | Day ⌄ | Year ⌄ | Continue |

This data will not be stored

Step 6: It is going to ask you to enter your email address. Please use a current email address because Zoom will email you meeting reminders and send you updates which you will need to access meetings
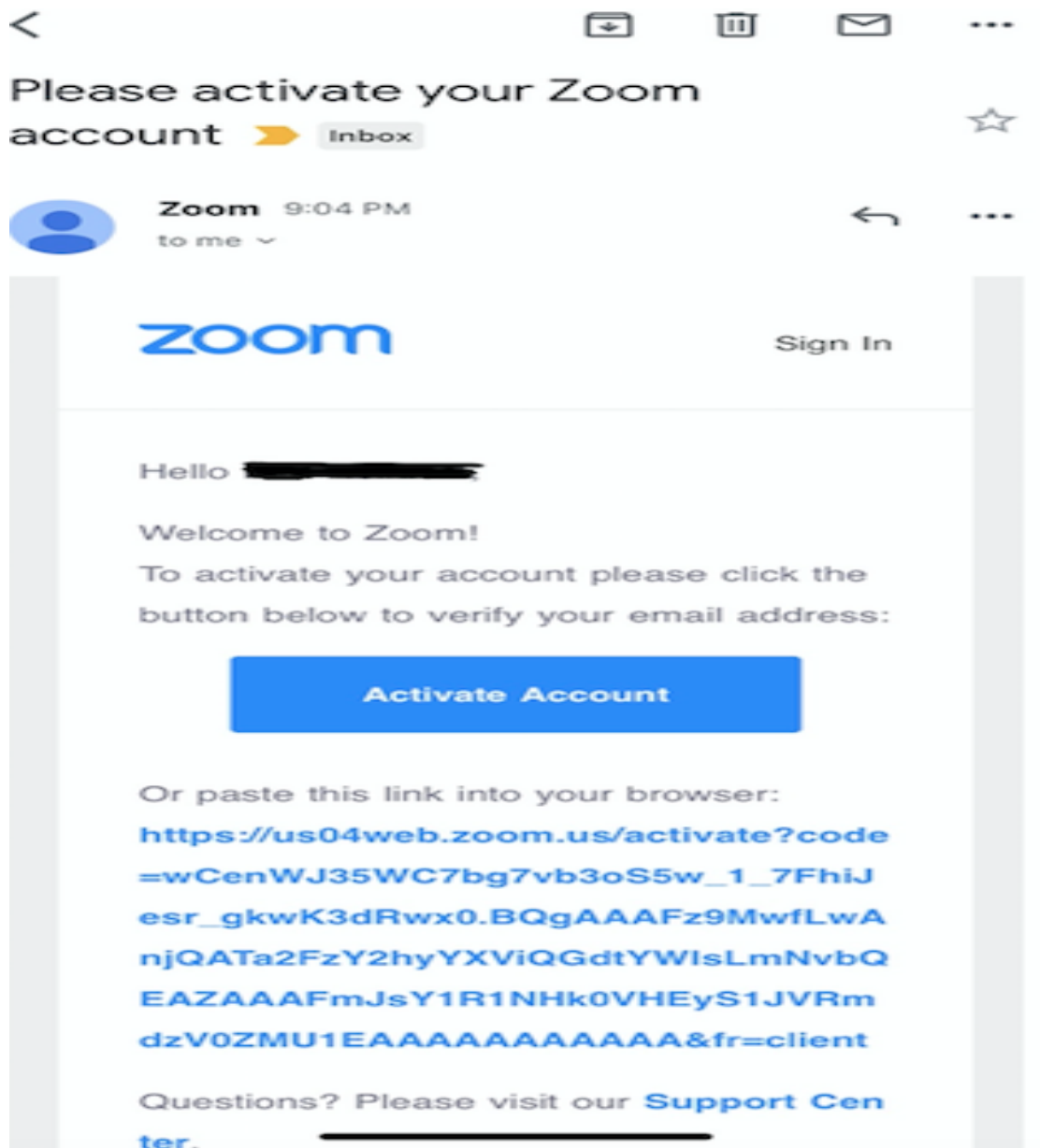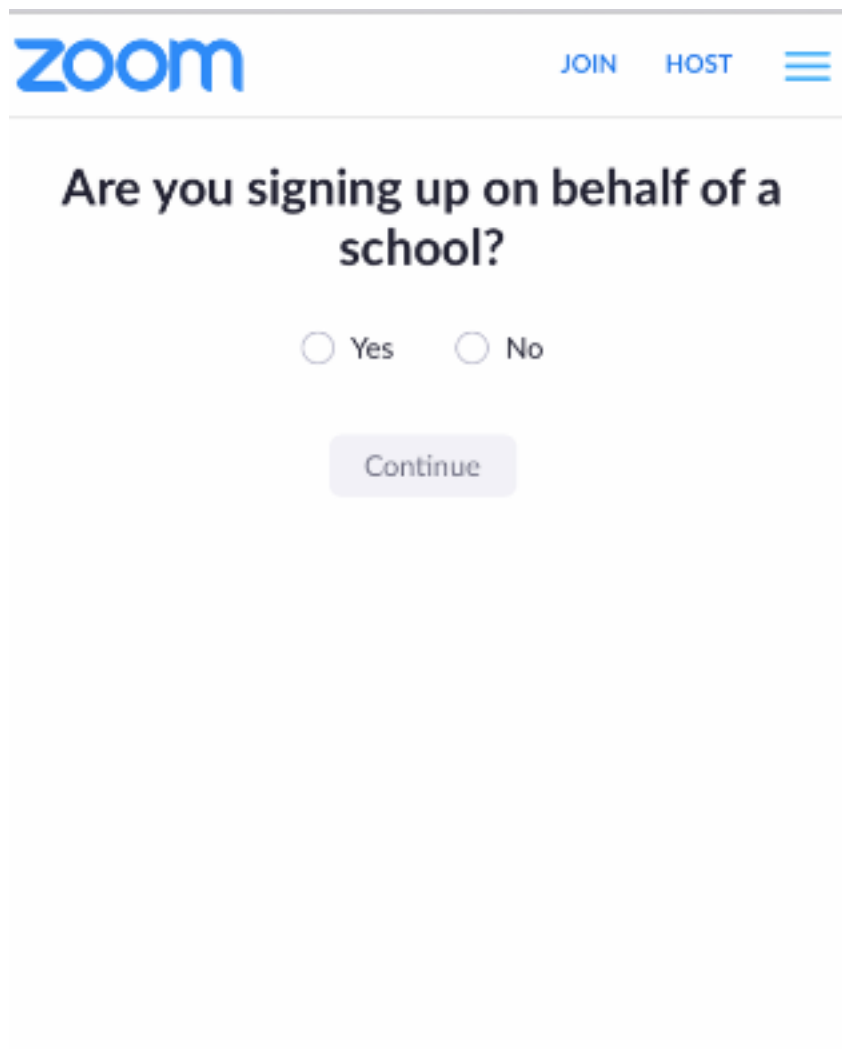
Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.

Sign Up

Step 7: Once you enter your email, Zoom will send you the following email to activate your account. You will want to click on the blue activate account button. Doing this from your email will work fine.

Step 8: You will be asked the if you are signing up on behalf of a school, click yes if you are, click no if you are not and click continue.

Step 9: You will then be asked to enter your name, enter your name correctly because this will show up on your Zoom Call to show who you are. Create your password, it will need to be 8 characters long, have at least one upper case, and 1 number, write it down and store it somewhere safe. Click the orange continue once you have entered your information.

Step 10: The next step will ask you to invite colleagues, this is not necessary nor will it apply to you at this time, so click skip.

Step 11: The final step will ask test meeting, this is not necessary, so you can exit out of your browser, you are signed up and ready to use Zoom.
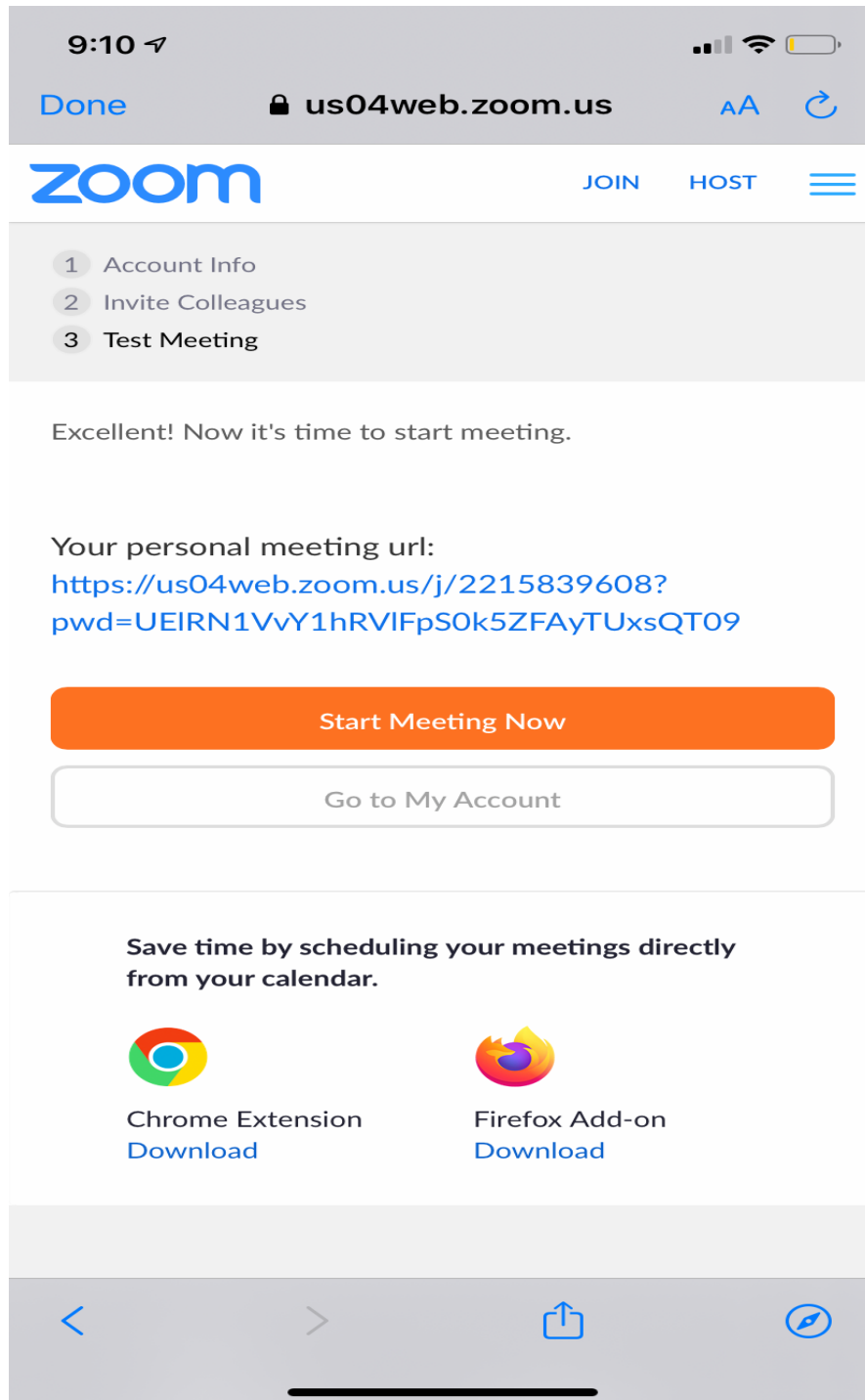
How to Enter Zoom Meeting

Step 1: When you are invited to a Zoom meeting, the meeting scheduler will invite you by sending the invite to the email address you entered when you created your Zoom account. An invitation will look like the following:

Test Test is inviting you to a scheduled Zoom meeting.

Topic: Test
Time: Aug 9, 2020 10:00 PM Pacific Time (US and Canada)

Join Zoom Meeting
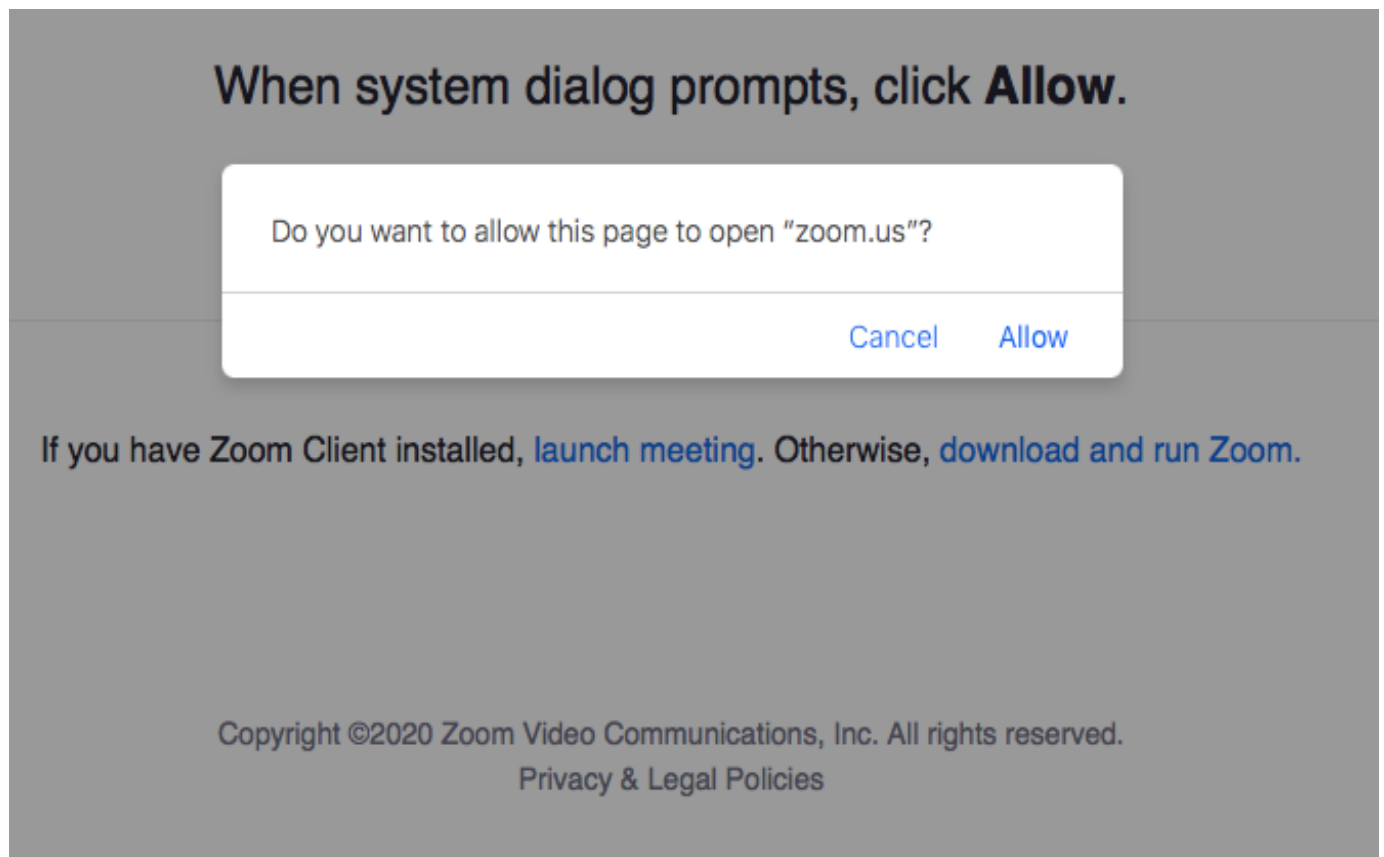https://us04web.zoom.us/j/72802588308?pwd=bDhxVnhwVysxWHNxOFpmTnpUbWZuUT09

Meeting ID: 728 0258 8308
Passcode: maQ7uA

Step 2: To join the meeting, you will want to click on the Join Zoom Meeting Link, shown above and highlighted in blue.

Step 3: When you click on the link, the following screen will show up. You will want to click allow to enter the meeting.

When system dialog prompts, click **Allow**.

Do you want to allow this page to open "zoom.us"?

Cancel   Allow

If you have Zoom Client installed, launch meeting. Otherwise, download and run Zoom.

Step 4: Once you click allow, the following screen will show up. You will want to click Join With Computer Audio.
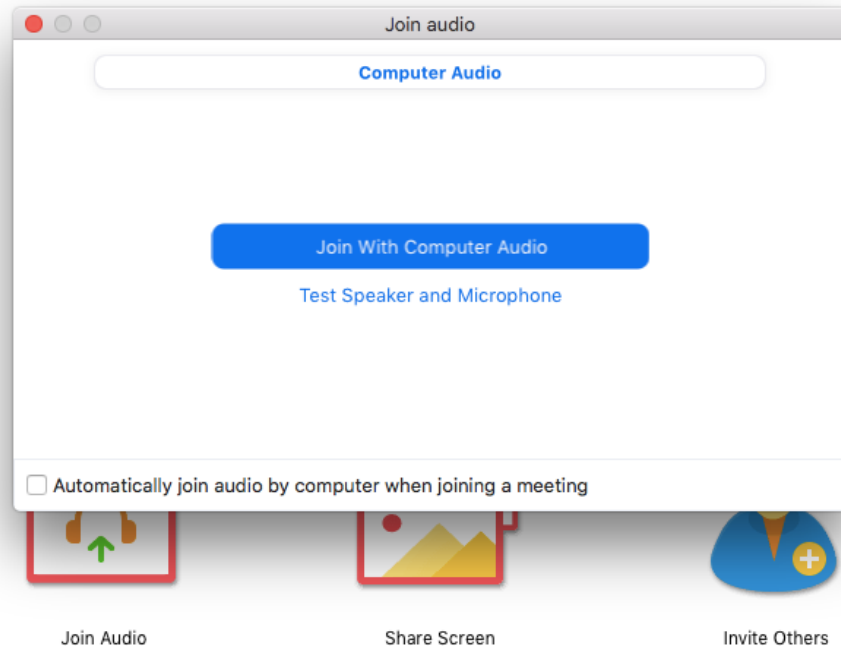
Step 5: Once you click Join with Computer Audio, you are in the Zoom Meeting and will be able to see the host and other participants for the meeting.

Step 6: On the bottom of the meeting you will see Mute and Start Video: If you see a red line through either Mute or Start Video that means they are disabled. If you click on them, it will unmute you or show your video. Depending on the type of meeting, it is good to be on mute unless you are talking, it cuts down on background noise. If you do not want participants to see you on video, click on the Start Video so that it has a red line through it.
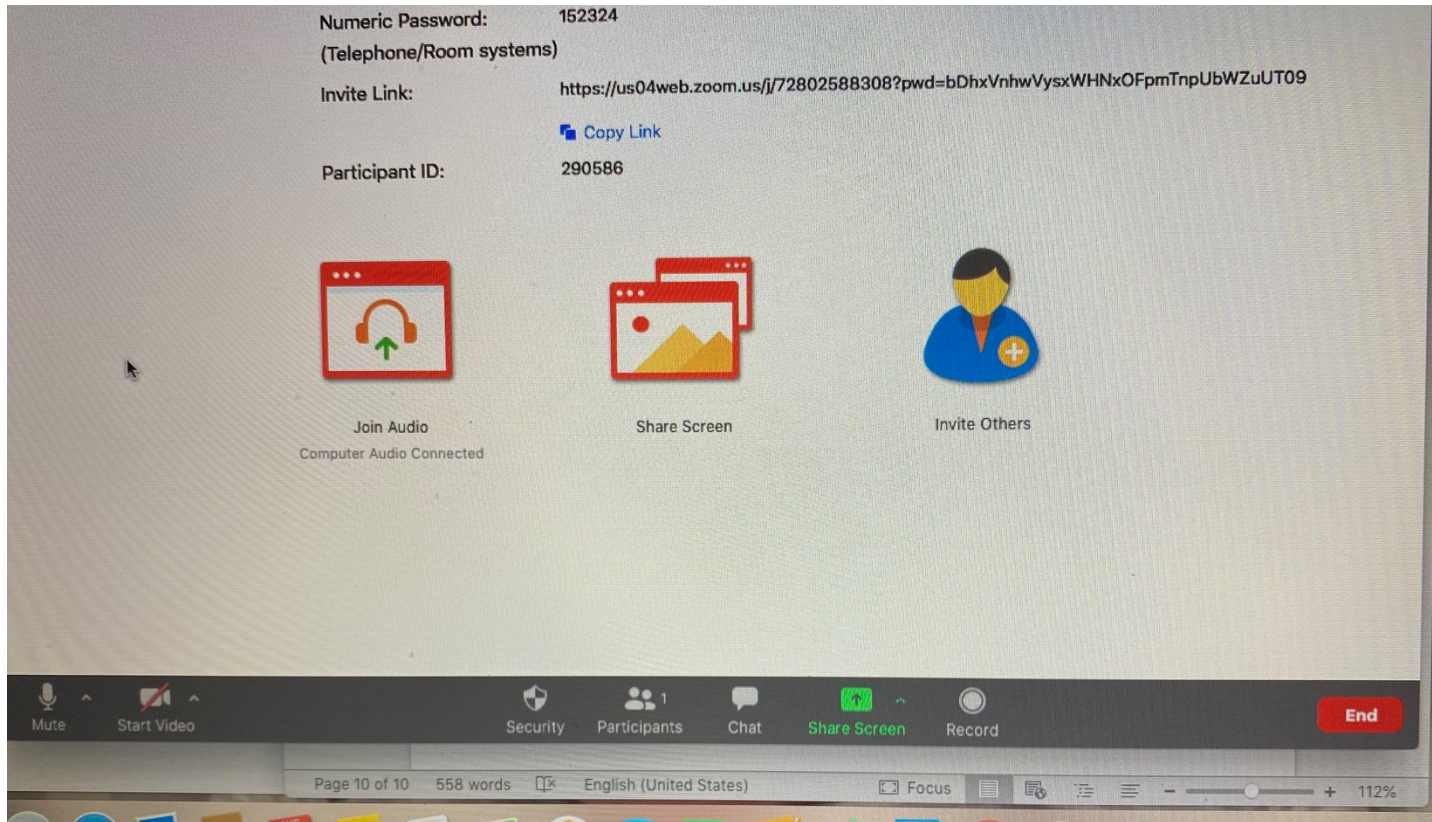
Step 7: When you are ready to be done with the Zoom Call, click the Red End button shown above, this will allow you to exit the meeting.

Step 8: If you are kicked out of the meeting, for any reason, simply repeat the first seven steps and it will allow you to enter back into the meeting.