

What is Zoom?

- Zoom is a platform that allows for video conferencing and online meetings.
 - A quick download may be necessary if you haven't "ZOOMed" before.
 - It is available on mobile and desktop platforms (iOS/Android/Windows/Mac/Chrome).
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Directions for Joining a Meeting

1. Find the Zoom Meeting link (on a post or an email invitation you received)
 2. **Click** the *Zoom meeting link*.
 3. The Zoom app should launch automatically.
 - Or, if it is your first time using Zoom, it may prompt you to download and install.
 - Your browser might ask you to *Allow* or *Open Zoom Meetings*.
 - Permission may be asked to grant Zoom access to your camera and microphone.
 - Select *Join Audio* or *Use Computer Audio* if asked.
 - *Alternate method to join meeting using Zoom Meeting ID.*
 1. **Open** Zoom app .
 2. **Click** *Join Meeting*.
 3. **Enter** the join *meeting id* (a 9 digit number) that we posted with invite to connect to our meeting using either your computer or mobile device.
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Directions for Creating a Meeting

1. Sign into your Zoom account
 2. Click My Account
 3. Click Schedule a New Meeting
 4. Fill in the form for a new meeting
 - Choose the Topic (name of the meeting)
 - You can write a Description
 - Set the date and time
 - Set the duration
 - Be sure the time zone is correct
 - Check the meeting options (most have been preset)
 - Click Save
 5. On the next page that appears after creating the meeting
 - Scroll to invite attendees and click copy the invitation
 - The invitation will appear
 - Click Copy Meeting Invitation
 - Paste the invitation information into an email
 - You can also copy the link and paste to Schoology
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Directions for starting the meeting:

1. Sign into your Zoom account
2. Click My Account
3. Click on Meeting from the Menu on the left
4. Click Start This Meeting
5. The Zoom application should start then follow the prompts
6. You can share your screen, mute yourself, manage the participants, stop your video all from the menu at the bottom of the screen

Zoom Etiquette

1. Space
 - a. Find a quiet space where there won't be any distractions.
 - b. Consider where you are sitting while on camera. Take a look at what can be seen by everyone on the call with you.
2. Being Heard
 - a. You unmute yourself when you want to be heard. Be sure to be watching the screen to see who has unmuted to know who is looking to speak next.
3. Food and Drink
 - a. If you wouldn't eat it in class, then don't eat in the call. Drink plenty of fluids to stay hydrated but don't slurp noisily.
4. Guests
 - a. We love our pets but during class they stay at home. On the Zoom call, they should not be interfering with class.
 - b. Your family may not be happy to be seen walking in the background of your video. Be sure that you are somewhere where they can't accidentally be seen or heard.

Zoom Tips

1. Use headphones- Headphones will help reduce background noise as well as make listening to the call easier.
2. Stay muted- Unless you are speaking, you should be muted. This reduces background noise for everyone as well as feedback.