www.friendsofthesandias.org

Zoom Basics

- You can join a meeting using only your browser; however,
 Zoom works best if you install the appropriate Client for
 Meetings software on your computer or smart phone.
- You don't have to have a Zoom account; however, creating one is free and allows you to host your own meetings.

www.friendsofthesandias.org

Zoom Basics

- Zoom download webpage
 - https://zoom.us/download
- Helpful tutorials
 - https://gadgets.ndtv.com/apps/news/how-to-use-zoom-tutorial-join-host-schedule-windows-mac-2211782
 - http://www.clark.edu/its/documentation-and-resources/quick-referenceguides/clark-zoom-quickstart.pdfhttp://www.clark.edu/its/documentationand-resources/quick-reference-guides/clark-zoom-quickstart.pdf

www.friendsofthesandias.org

Zoom Basics

- Join meeting by clicking on URL in announcement
- Follow instructions for downloading and installing free app (if not already installed)
- Make sure camera and microphone are enabled
- Use dial-in number if you plan to speak but your computer doesn't have microphone (fees may apply)

www.friendsofthesandias.org

Zoom Basics

- YouTube tutorials
 - Good treatment of how to join a meeting https://www.youtube.com/watch?v=9isp3qPeQ0E
 - Mac-specific details for enabling camera and microphone https://www.youtube.com/watch?v=iagJnvy6lLY

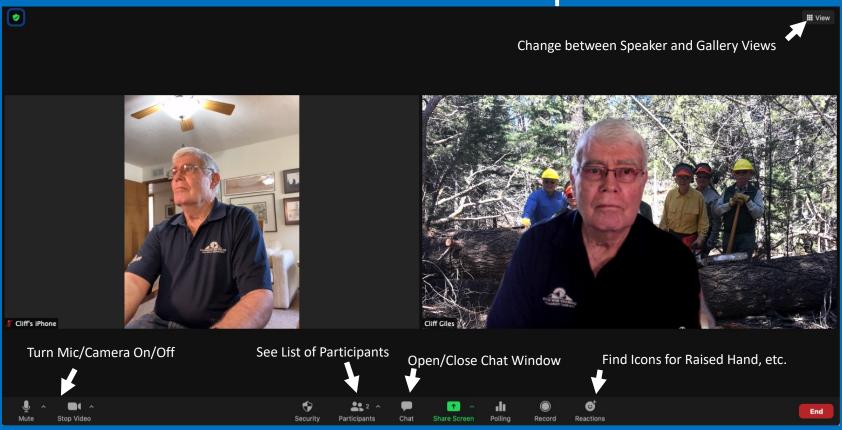
www.friendsofthesandias.org

Zoom Best Practices

- Keep microphone muted except when speaking
 - · Trick: use the space bar to unmute while speaking
- Use Chat to ask questions during presentations; delay oral questions until speaker has finished
- Physically raise your hand or click on the raised-hand icon to ask to speak
- Disable camera if you don't want to be seen (or your background seen)

www.friendsofthesandias.org

Zoom Basics - Computer



www.friendsofthesandias.org

Zoom Basics – Smart Phone or Tablet

