

HOW TO USE ZOOM

- To be able to use zoom, first you need to install the application on your computer--see below.
- If you choose to use a phone or tablet, you will need to download the application first. Unfortunately, we cannot provide instructions for this.
- Then to access a meeting, you need to join a meeting, using the second set of instructions.

Installation Instructions (PC / Mac)

1. Use your web browser (Chrome, Firefox, Explorer, etc) to go to <https://zoom.us/download>
2. Under “Zoom Client for Meetings” click download
3. Double-click on the downloaded file
4. After it installs, you should see a window like the following:



5. **You do not need to create an account**, but if you wish to do so you may click Sign In, then look for the very small text in the bottom-right that says “Sign Up Free”
 - a. Alternatively, you can create an account at <https://zoom.us/signup>
6. If you do not have a meeting to join right now, then you may close the window

Joining a Meeting Instructions (PC / Mac, phone, or tablet)

1. Most meeting invitations come with a link that will automatically connect you. Look for the text that says “Join Zoom Meeting” and there should be a link just below it or next to it. Click the link, and skip to Step 4.
2. You may also receive a Meeting ID without a link. The meeting ID is in the format:
123 456 789
3. Go to <https://zoom.us/join> and either copy-paste or type in the 9-digit Meeting ID number. Then click Join.
4. If you have already used Zoom, you will be automatically connected. If not, you will be asked to type in your name, then press Join Meeting.
5. If you have a camera, you will see a preview of what your camera sees. You may join the meeting with or without your video. You can always change your mind later.
6. Next you will be prompted to either Join with Computer Audio or test your speaker and microphone. We suggest that you join with Computer Audio (just click Join With Computer Audio); however, you are free to test your setup if you want.
7. Once you are in the meeting, the most important controls are along the bottom of the meeting window. If you do not see them, move your mouse to the bottom part of that window and they will appear.
8. Starting from the left you should see “Mute/Unmute” and “Start/Stop Video”. At the far right you have “Leave Meeting” in red text. Use these during the call to mute your microphone, turn off or on the video, or leave the meeting (respectively.)

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