

# Zoom Conferencing

**Zoom Video Conferencing** is a video/audio conferencing program. It allows you to see people while having a discussion or receiving training. It does require a WiFi or internet connection. Using a laptop or desktop computer, an iPad or android tablet all work well. Smartphones and android phones can be used, but images are very small, and when using Zoom you apparently have to tap the screen to get the menu to show. Devices with a camera are preferred, but it is possible to join and use audio only.

**Downloading Zoom to device:** *This is a free app.* You can register for a free account which will allow you to host/conduct a 40-minute meeting free. However, you do not need to sign up for a free account to participate in a Zoom meeting or conference.

## STEPS:

- Go to your internet screen. Type in **Zoom.us/download**.  
It is a good idea to make sure the device you are using is plugged into a power source during conferencing as it does pull on battery power.
- Follow the directions on the screen to download and install the app. Enter your email when requested (it may say “business” email as this program was intended for business purposes). You can sign up with Google or Facebook.

**The Invitation:** BEFORE the Zoom meeting, you will receive an “Invitation” via email inviting to the meeting along with the time, date, etc. Within that *Invitation* will be a “Join” website link. There will also be some telephone numbers which can be used to call-in to join the meeting should you be joining by phone. **DO NOT** trash this invitation as you will need it to get into/join the meeting. Prior to the meeting date, take a few minutes to read over or be familiar with some of the basic **Zoom Etiquette & Best Practices** techniques – see separate page by that name.

**Meeting Day:** Make sure your device is connected to a power source, booted/turned on and ready to go approximately 10 to 15 minutes before the actual start time of the meeting. Locate your invitation so you can easily click on the “join” link or dial the phone number. Some meeting Invitations may actually give/suggest the “time-window” in which you should log into the meeting. If not, approximately 5 minutes should be sufficient.

## Steps:

- Log into your device and into the previous email **Invitation**.
- “**Click**” on the *Join Meeting* website as listed in the Invitation. Follow the directions on the screen; you will get a message about launching the meeting, then momentarily “*your host will let you in soon*”.
- In a short time, you will see yourself on the screen in a frame; it will suggest you check your video (picture) and audio (sound/voice level and whether microphone is on or muted). You may be asked to “join computer audio.” You want to answer “**yes**”.

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- The picture you see on the screen is how you will be seen by other participants attending the meeting. You may want or need to adjust the camera on your device (top edge/of computer frame/screen or sometimes side edge of tablet/iPad). Refer to suggestions on ***Zoom Etiquette & Best Practices*** handout.

Notice there are small icons generally at the bottom of the screen (microphone, a camera-like object, verbiage such as “participants”, “chat”, etc.). You can use earphones/plugs.

Refer to the ***Zoom Etiquette & Best Practices*** techniques for additional reminders and helps.