

Quick Start on How to Use Zoom

Before the meeting:

- You will need a smart phone, tablet, or computer with camera and headphones or speaker.
- If you are on a smartphone or tablet, download and install the Zoom app. Or simply click the link if you have it and it will prompt you to install Zoom.
- Find the link or the Zoom ID of the meeting you wish to join. The ID is a 9 digit number but may be 10 digits. It may or may not have phone numbers associated.
- If calling from areas with poor internet access, you may wish to join as audio only.
- Plan on joining early to handle any technical difficulties before the meeting starts.

To Join the Meeting:

- Click on the link provided, start the app and select “Join a Meeting”, or go to <https://zoom.us/join> and enter the meeting ID.
- You will be asked for a name to use. If you wish to preserve your anonymity simply use your first name and an initial. For international meetings you may wish to add your city or nation.
- There are options for audio connection. “Call Using Internet Audio” should work.
- Please click on the “mute” icon when you join.

Participant Controls:

- Depending on which device you are using, your controls may be located in different places on your screen. Here are the major icons:



Mute button. Please mute when not speaking



Video button Start/Stop video



Participants

Clicking on this brings up a list of who is in the meeting including you.



Raise Hand

This icon is one of your controls on the participant screen. Click on it to virtually raise your hand to request to speak. Click on it again to lower your hand after you speak.

The chat room may also hold a link to a paypal or other electronic payment method. Please use that if you wish to donate to the meeting but donations are NOT required.

Give yourself permission to try something new!