

## Quick Guide to Zoom

### Tips:

- Please plan on joining the Friday trainings at least 10 minutes ahead of the start time. This will give you enough time to download the Zoom app if you need to or ask for help.
- If you need help joining the Friday trainings, please call Marty Dean at 336-416-2033.

### How to Set-up a Zoom Account:

- If you have a computer or smartphone, we recommend setting-up a Zoom account.
- On a computer, go to [zoom.us/signup](https://zoom.us/signup) and enter your email address. You will receive an email to activate the account.
- You can also download the Zoom app to your phone.
- You can update your Zoom account by adding a profile photo, set your time zone and change your password by signing into Zoom and clicking on Profile in the upper right side of the screen.

### Using Zoom for the Friday Morning Trainings:

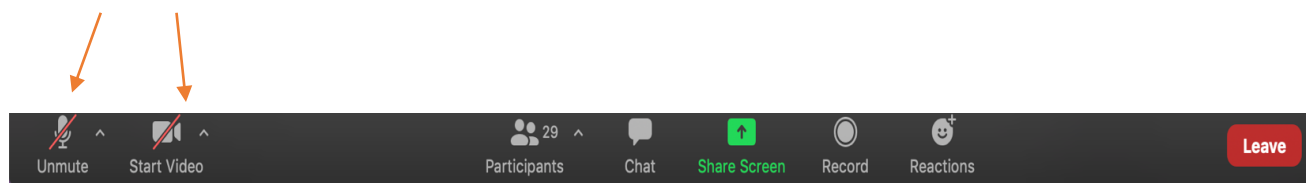
Before each training, you will receive information about how to join the meeting using Zoom. This information will include a link to the Zoom meeting, the meeting's ID, a phone number and passcode.

There are 3 ways to use Zoom for meetings. You can use:

- A. computer, tablet, Ipad or smartphone
  - B. a phone,
  - C. both a computer/tablet/ Ipad and a phone.
- A. If you want to use a computer, tablet, Ipad or smartphoe; there will be a link and a phone number for you to use to join the meeting. If your device's microphone and speakers work, you can use them to listen and speak at the training as well as view presentations and handouts. Your device's camera can also be turned-on so that other people can see you.
  - B. If you do not have a computer, please call the phone number that you are given for the training. We will do our best to make sure that everyone has handouts before Friday so that you will be able to see the same materials as people who are using computers.
  - C. If your computer/tablet/ Ipad does not have a microphone and speakers that work, you will have to call the phone number so that you can hear and speak. You can still use your device to see handouts and presentations that are being used.

### Muting and Unmuting Lines:

- During the training, we are asking everyone to mute their devices and phone lines unless they are speaking. We are also able to mute you but ask for your help with this.
- If you are using a phone to listen and speak at the training, please use \*6 to mute and unmute your line.
- If you are using a computer, tablet or Ipad to view and listen to the training, there will be a control panel at the bottom of your screen.
- You can use the panel to unmute yourself when you want to speak. If you want other people at the training to see you, you can click on “start video.” If you want to stop people from seeing you, you can click on the same button to stop the video.

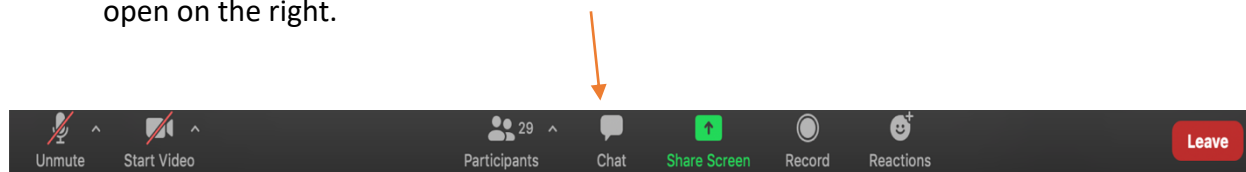


### Using the Chat Function:

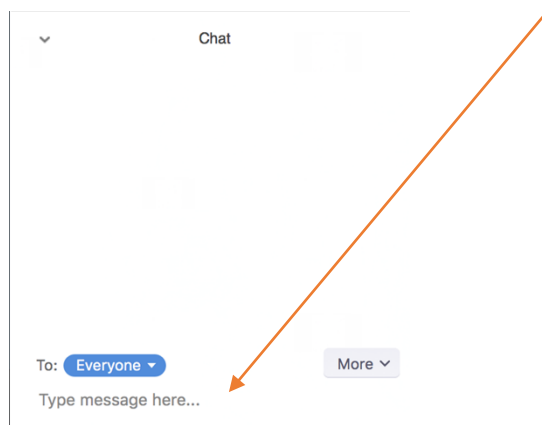
When you are using a computer to participate in a Zoom meeting, you can use the chat function to send messages to the whole group or privately to individuals.

The steps are:

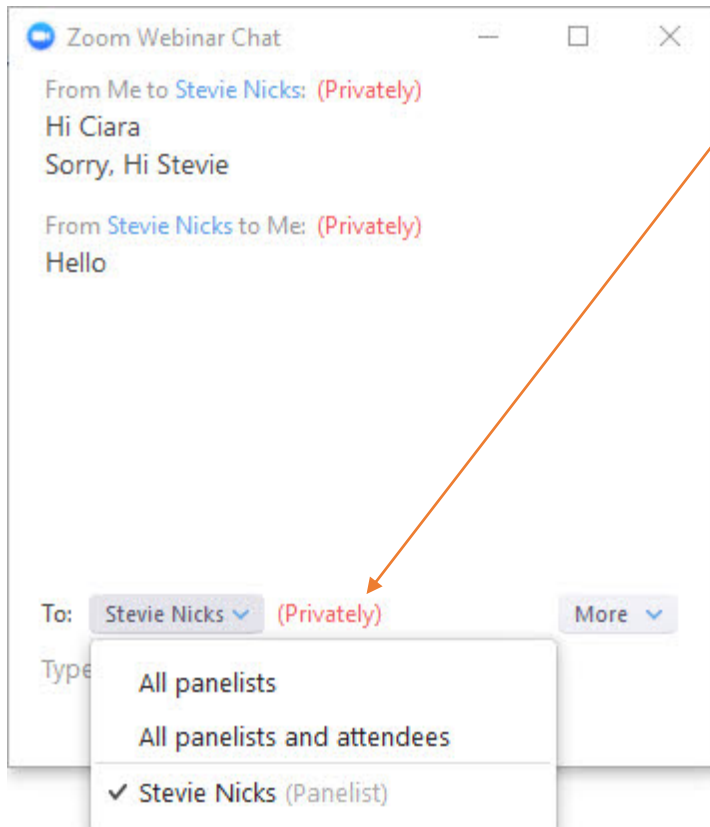
1. Click “chat” in the control panel at the bottom of your screen. The chat window will open on the right.



2. Type a message into the chat box if you want to send a message to the whole group.



3. If you want to send a message to a specific person, click on “To:” and a list showing everyone who is at the meeting should drop down. Select the person you want to chat with and type in your message. The word “privately” written in red should appear.



When new chat messages are sent, the chat button in the control panel will flash orange. Click the button to view the chat window.

#### **Additional Information about How to use Zoom, including Videos:**

- How to Use Phone to Join Zoom Meeting - [https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h\\_bed3d657-6064-4c52-8cc7-42eff6315e4f](https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone#h_bed3d657-6064-4c52-8cc7-42eff6315e4f)
- How to Join a Meeting - <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
- How to Use Zoom App for Smartphones - <https://support.zoom.us/hc/en-us/articles/360028936531>

