

How to ZOOM "Video Conferencing"

This should be easy! (If it's not, I'll be happy to help!)

How to Register with Zoom:

Step 1: Go to: Zoom.us

Step 2: Type your E-mail Address in the box next to the orange box that says "Sign-up for free."

Step 3: Go to your E-mail to find a message from Zoom

Step 4: Click the box (in the E-mail) that says "Activate Account."

Step 5: It should take you to the Zoom page that says "Welcome to Zoom"

Step 6: Type in your first and last name and create a password. Hit continue.

Step 7: Following this step it will prompt you to go to "Start my meeting."
However, you will not need to do so because we will E-mail you the link when it's time to meet.

It's time to meet, now what?

That was pretty easy, right? Now that you're registered with Zoom here's how we will gather.

- On the day of our meeting, I will send out an E-mail with the link to our meeting and/or give you a code.
- At the time of our designated meeting, you will simply click on the link.
- It may ask you, do you want to open "[zoom.us?](https://zoom.us)" Select Allow.
- Click "Join Audio Conference by Computer."
- You should now see yourself with the use of your camera. If not, look at the bottom of the screen and select "Start Video."
- If for any reason you can not see us, you may need to double check that your computer does have a camera.
- Likewise, you should notice that when talking the microphone should say "Mute" which means it's currently live and we can hear you.
- If for any reason you can not hear us, consider turning up the volume on your computer.

As we gather, a few things to note about video conferencing:

- 1- We can hear and see you! Pick a space that will not have a lot of background noise. Let people in the house know you're going to be on a video call.
- 2- While we want to encourage conversation, I would suggest that everyone

would simply keep their microphone off until you want to say something. This will help keep down the disruption of background noise and the loud breathing. 3- When you do want to say something, you might visually hold up your hand (as you would in school) just so that we see that you're trying to get in the conversation. There are many other ways to do this through the use of technology, but let's just start here.

Zoom on the Smart Phone

If you're interested in using Zoom on your phone, simply download the blue "Zoom" App. Follow all the Zoom registration instructions, as stated above, and then using your phone open your E-mail to the link provided by whoever is hosting the meeting and it should take you directly to video conferencing on your phone. It's that simple!

Zoom on Any Phone, Audio Only

Finally, you can also use a call in number to join in the meeting audio only. In the email from the host, you will see a phone number that you can dial into. You may need the phone number, meeting number and password that can be found in the host email.

The whole point of using Zoom is to make this more convenient for you. There could be a variety of reasons why your device may have challenges using Zoom and those may need to be addressed separately. Do yourself a favor, try it out before the meeting! Make sure your video and audio is working. If you want to make sure that it's working correctly, let us know and we try to call you.