Zoom Guide

Zoom is a web-based video and phone conferencing platform. Follow these steps to join a Zoom meeting on your computer or mobile device (tablet, iPad, or smartphone). You can also join a Zoom meeting by phone only, but we recommend joining by computer or mobile device for a more complete experience with video and text chat capabilities.

Joining a Meeting

- Each Zoom meeting has a unique weblink, meeting ID, password, and phone number.
- In most cases, you can just click on the weblink to join the meeting.

Upon joining the Zoom meeting, all attendees are placed into a "waiting room" and will be admitted by the meeting host. We will admit participants as quickly as possible and appreciate your patience if there is a brief delay.

Visit Joining a Meeting on the Zoom Help Center for a short video on joining a meeting and additional instructions for different computers and operating systems. See below for special new user instructions.
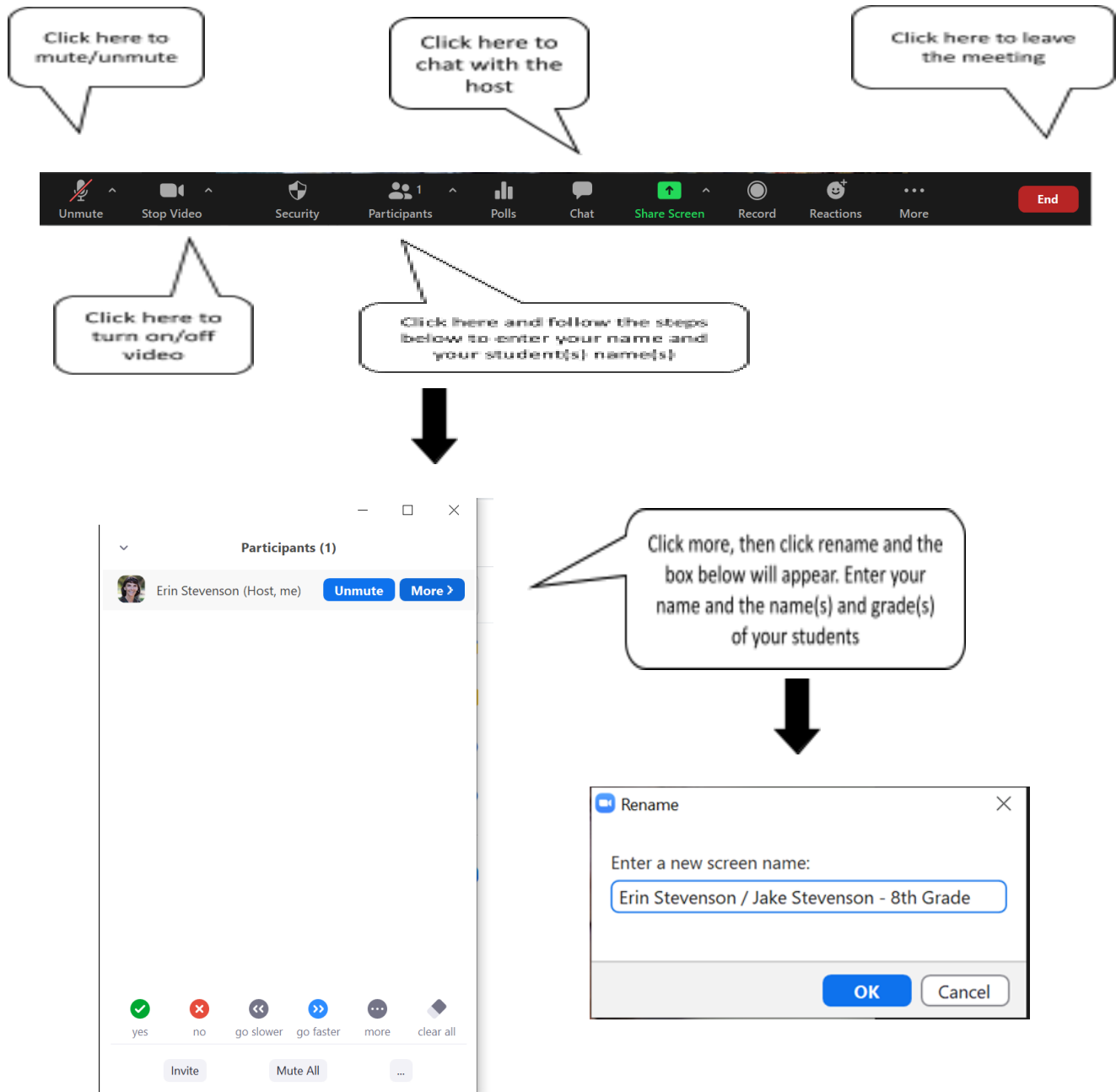
Participating in a Meeting

There are controls to mute and unmute your audio, turn your video on and off, chat with the meeting host, add your name and the name of your student(s) to identify yourself to other attendees, and more. Please see the following page for a convenient visual guide.

- **Add Audio:** When you join a meeting, you will be asked whether you want to add audio through your computer or phone. Either is fine, but if you don't have a stable internet connection, it's helpful to join by dialing in to the meeting at (408) 638-0968. After dialing the number, you will be prompted to enter the Meeting ID 984 6765 3382.
    - When your audio is on, and you are "unmuted", others can hear you. When you are not speaking, you should mute by clicking the microphone or phone icon. You will see a red line through the microphone or phone icon when you are muted. The meeting host may also mute you. Click the microphone icon again to unmute.
- **Add Video:** From your meeting screen, click on the video camera icon.
    - When your video is on, others can see you. If you don't want to be seen, click the video camera icon. You will see a red line through the video camera icon when your camera is off. Click the video camera icon again to turn video on.
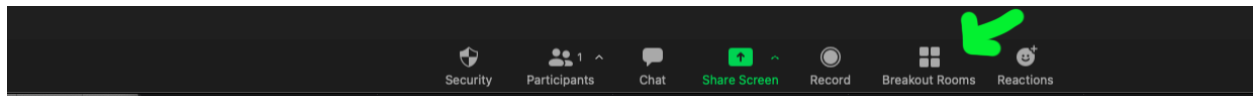
See Attendee Controls in a Meeting on the Zoom Help Center for instructions for different types of computers and operating systems.

Zoom Visual Guide

Click here to mute/unmute

Click here to chat with the host

Click here to leave the meeting

| Unmute | Stop Video | Security | Participants 1 | Polls | Chat | Share Screen | Record | Reactions | More | End |

Click here to turn on/off video

Click here and follow the steps below to enter your name and your student(s) name(s)

Participants (1)

Erin Stevenson (Host, me) — Unmute — More ›

yes   no   go slower   go faster   more   clear all

Invite   Mute All   ...

Click more, then click rename and the box below will appear. Enter your name and the name(s) and grade(s) of your students

Rename

Enter a new screen name:

Erin Stevenson / Jake Stevenson - 8th Grade

OK   Cancel

To Join a Breakout Room

1) Click on Breakout Room

2) The breakout rooms will popup on your screen, click on join next to the class of your grandchild or special friend.

Special instructions for first-time Zoom users:

- If you're using Zoom for the first time, you will be prompted to download and install the Zoom client or application program. Follow the steps provided to download.
- You can also use Zoom via a web browser (no client installation) by visiting www.zoom.us in a web browser and clicking Join A Meeting in the top right corner:

zoom   SOLUTIONS ▾   PLANS & PRICING   CONTACT SALES   JOIN A MEETING   HOST A MEETING ▾   MY ACCOUNT

- Enter the meeting the meeting ID 984 6765 3382 and password Welcome when prompted

Join a Meeting

Meeting ID or Personal Link Name

Join

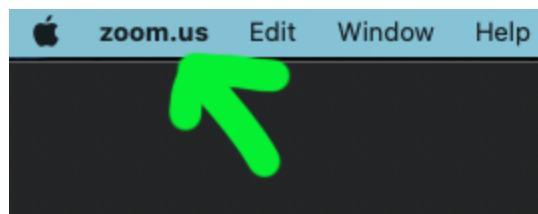**Additional Tips and Guidelines for Zoo Meetings**

- Try the steps outlined above before the scheduled event, in case you run into any issues.
- If you use the video camera feature, try to set the view so that your full face is visible and there is no glare or light fixture behind you. Raise your computer or device to the level of your face for a more natural view. One way to do this is to put a large book under your laptop.
- Mute yourself when not speaking by clicking the microphone icon. This will reduce background noise during the meeting.
- Click on the chat icon to Chat via typed text with the meeting host if you have technical questions. (Chat is turned off in some meetings.)

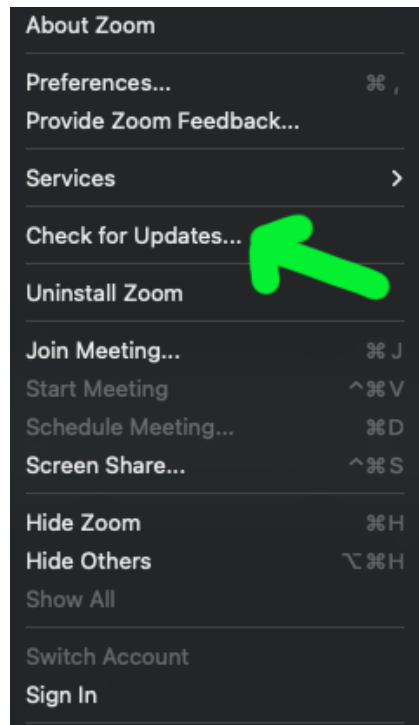For more information, visit the Getting Started section of the Zoom Help Center.

Update Zoom App on Mac
For Grandparent and Special Friend Day, you will be able to choose your own breakout room. To have this capability, please make sure Zoom is up to date.
1) 1)Open Zoom App
2) Click on zoom.us

zoom.us   Edit   Window   Help

3) Click on Check for updates and update, if needed

Update Zoom App on PC

1. Open Zoom App
2. Click on your icon/initials on the top right of the zoom screen
3. Click on Check for Updates option