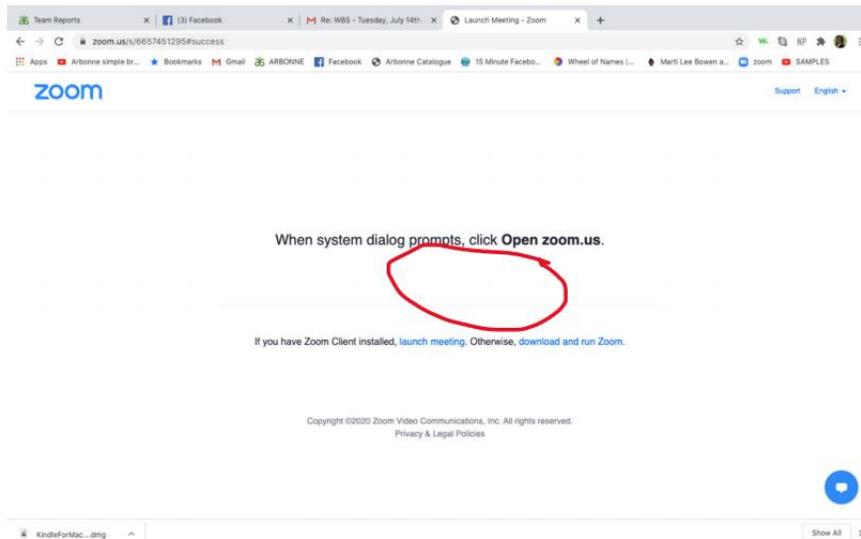


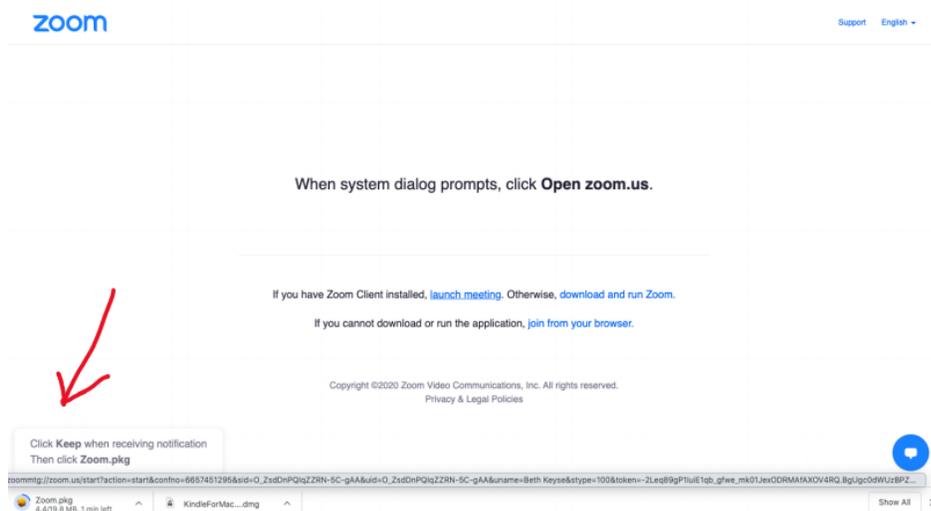
## Zoom Instructions and Short Help Guide

1. Click the Zoom link that is in the email. This link is only available by email to ensure security.
2. If you do not have Zoom on you computer/tablet/phone, it will prompt you to install. It is a free download.

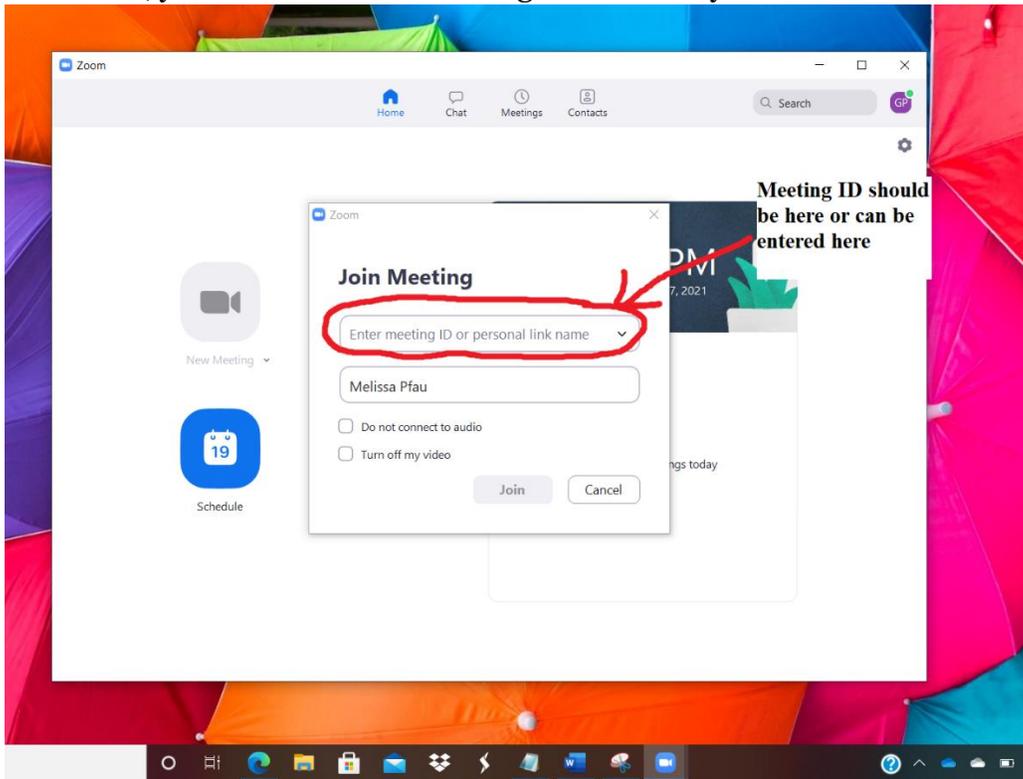
For Computers:



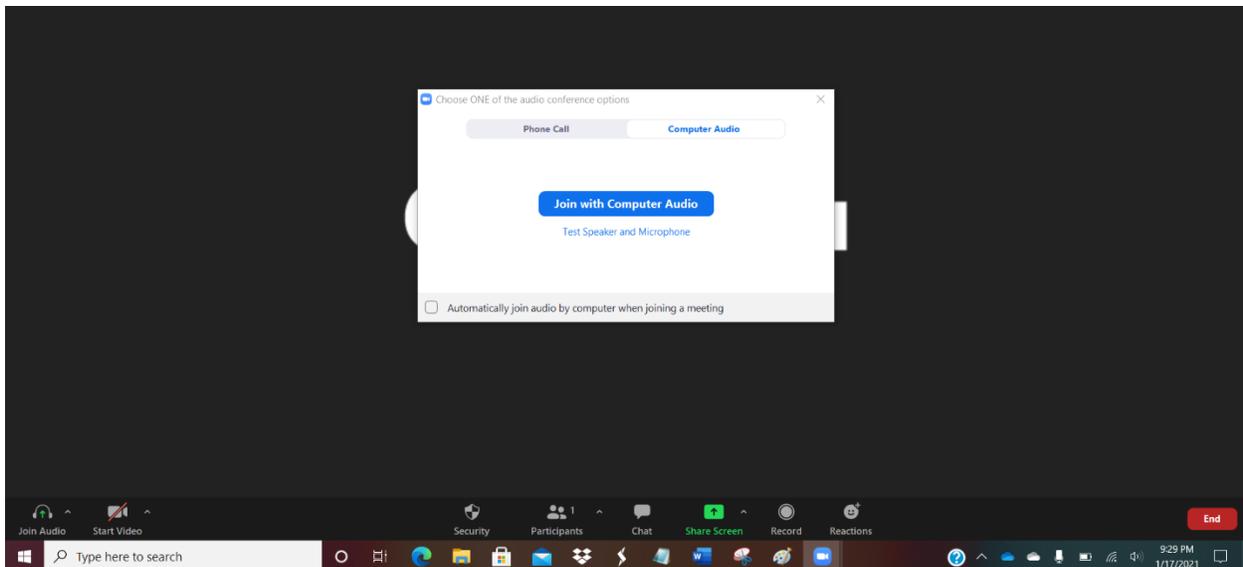
3. Your device will pull up a file or link that you will need to click to download. If there is a second window that says “Run” click this to start. Click through prompts that Allow access to Video and Microphone.

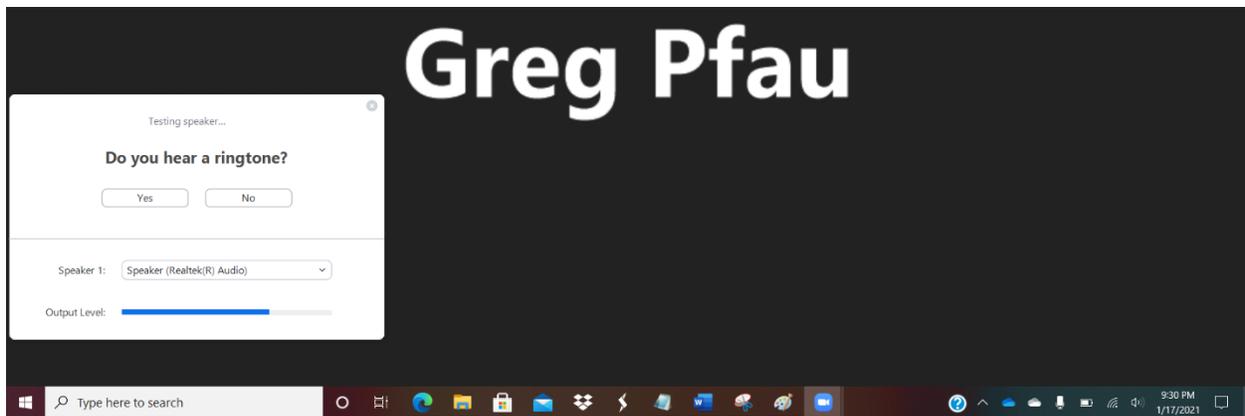


4. Once installed, the device will prompt you to Join Meeting. If not already entered in the box, you will enter the Meeting ID. Look in your email for this number.



5. Zoom will prompt you to **Join with Computer/Device Audio**. You can **Test your Speaker and Microphone**. Follow prompts for this.  
**For Computers:**





**For iPad or Android Tablets/Phones:**

Will prompt with: **“To hear others please join audio Call using Internet Audio / Dial In / Cancel”**. Click **Call using Internet Audio**.

- Attendee Controls: The attendee controls appear at the bottom of your screen if you're not currently screen sharing:

**For Computers:**

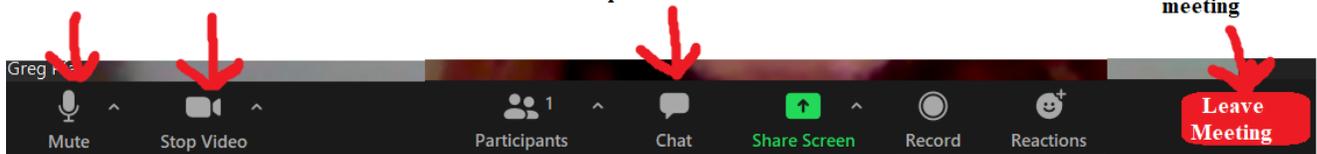
Click to

**Mute/Unmute self. Please stay muted.**

**Turn off your video if you wish**

**Click for chat - best way to ask questions.**

**Click to leave meeting**



**Mute / Unmute:** Mute and unmute your microphone.

**Audio Controls** (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.

**Start Video / Stop Video:** Turns your camera on or off.

**Participants:** See who's currently in the meeting and invite others. You can also access to these options:

- **Rename:** Hover over your name, click **More**, and choose **Rename** to change your screen name displayed to other participants.

**Chat:** Access the chat window to chat with other participants.

**Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

**Record:** Start or stop a local recording. Attendees do not have access to start a cloud recording.

**Note:** The host will need to allow local recordings in their account settings, then give you permission to record. If you don't have permission to record, use the in-meeting chat or audio to ask the host for permission.

**Reactions:** Meeting reactions, nonverbal feedback, and Raise Hand allow you to communicate issues or feedback to the host or presenter without disrupting the meeting. These reactions are shown on your video panel and next to your name on the participants panel.

**Leave:** Leave the meeting while it continues for the other participants. Only the host can end the meeting.

[Attendee controls in a meeting – Zoom Help Center](#)

**For iPads and Android tablets or phones:**

Same controls as above but are at the top the screen.



For Chat – click 3 dots, then click chat.

Zoom Basics:

[How to Join A Zoom Meeting for the First Time \(Zoom: The Basics\) - YouTube](#)

For help with using Chat feature please see the following videos:

For Computer: [Using the chat feature in Zoom - YouTube](#)

For Ipad/Mobile/Tablet: [Zoom Tips for iPad Users: CHAT - YouTube](#)

Zoom for iPad:

[How to Join a Zoom Meeting with an iPad - YouTube](#)

Join us at the next 2 Friday Fellowships and practice your Zoom skills and ask questions. Melissa Pfau will try to answer as best she can.

### Zoom Etiquette

If you are not speaking please keep yourself muted.

The chat feature is a great way to ask questions and get answers without interrupting the meeting. There will be a chat moderator and they will try to answer questions as best they can. If they cannot help you right away, they will write down your questions and pose them directly to the Host when it's time.

If you are sharing information please prepare your content in advance.

We are trying to keep this meeting as short as possible so we will focus our meeting on certain areas but not everything.