

# Getting Started with Zoom on a Computer

## Well before the meeting (at least an hour if you are not familiar with Zoom or Video Conferencing)

- 1) The first step is for you to download and install the Zoom app. Point your browser to [zoom.us](https://zoom.us) (NOT zoom.com, no .com in the address!).
  - a) In the upper right there is a menu item labelled *RESOURCES*, click on it.
  - b) Next click on *Download Zoom Client*.
  - c) Select the top option "Zoom Client for Meetings". This will download the installation program
  - d) Installation instructions will vary depending upon your computer's operating system.
    - i) On a Windows system run the program ZoomInstaller.exe. You will be asked if the installer can make changes to your system. Select Yes. The app will launch after it is installed.
    - ii) On a Mac use the Installer program to open Zoom.pkg (this should happen automatically when the file downloads).
- 2) Launch the Zoom app
  - a) You have a few choices for how to sign in; a Zoom ID, SSO, Google, or Facebook.
  - b) To create a Zoom ID select "Sign Up Free" (lower right corner on Windows, to the right of Sign In on Mac). A window will open in your **browser** which will ask for an email address and a password.
  - c) Once you are signed in click on the very tiny "gear" symbol on the upper right of the Zoom screen. (Windows Version) You will find audio and video menus that will let you test your camera, speakers and microphone. Be sure to pull off that piece of tape you put over the camera lens last year to keep NSA from spying on you. Be sure your sound has not been turned off by your significant other. Once everything is working you are ready to "Join" a meeting.

## Just before meeting time:

- 1) Open the Zoom app
  - a) Select the *Join* option.

You will be asked for the 9 digit meeting id, which you will receive via the meeting invite. Enter id and press the *Join* button

You may be asked about using your computer's audio and video. Unless you have special equipment, accept the defaults.

- b) You should see small images of all the participants at the screen edge
- c) Once the meeting starts you can speak and your face will appear full size on everyone's screen. Comb your hair, warn people that may be walking or talking behind you, etc.

Here is a link to a video on how to join the meeting: <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

I plan on having everyone's microphone muted to start. If you want to speak, you will need to "raise your hand". There is will be an icon at the bottom of the screen for this. More info can be found at this link: [https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar#h\\_12b8d38d-8d78-4e5b-95f9-f43bac647f2b](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar#h_12b8d38d-8d78-4e5b-95f9-f43bac647f2b)