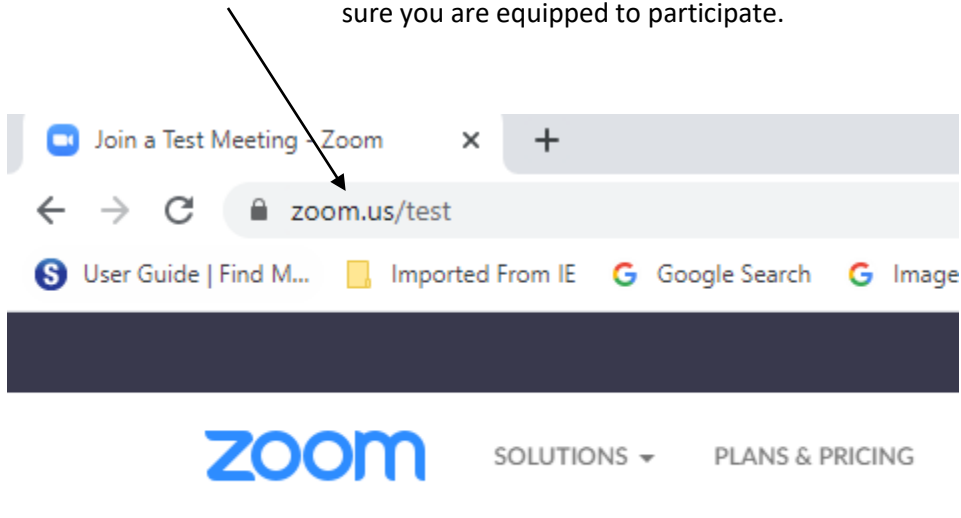


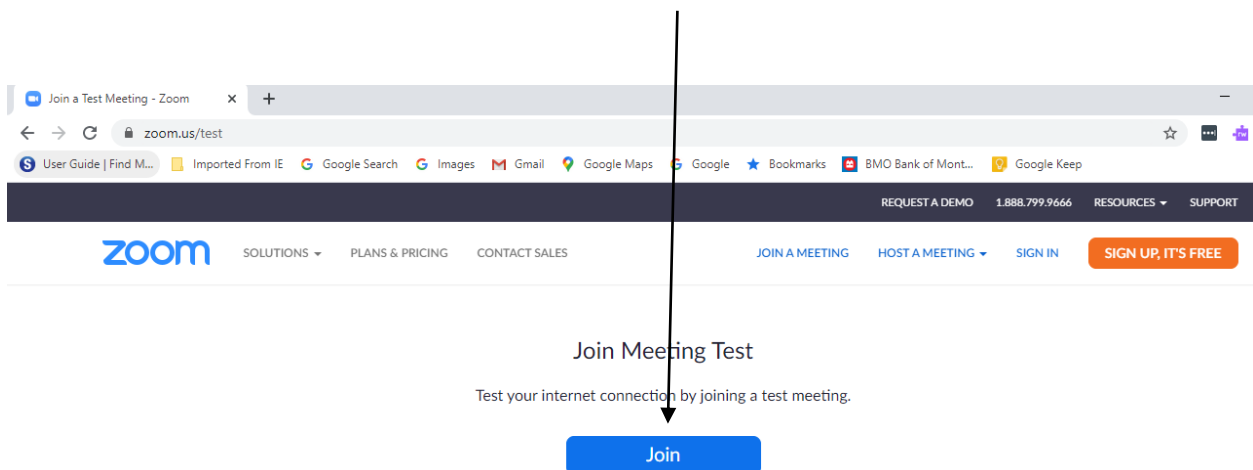
## How to Use Zoom

If you have never used Zoom before, this is the place for you! These instructions cover how to get Zoom started on a desktop computer, a laptop, or a tablet. Your screen might look slightly different depending on your device but the principles are the same.

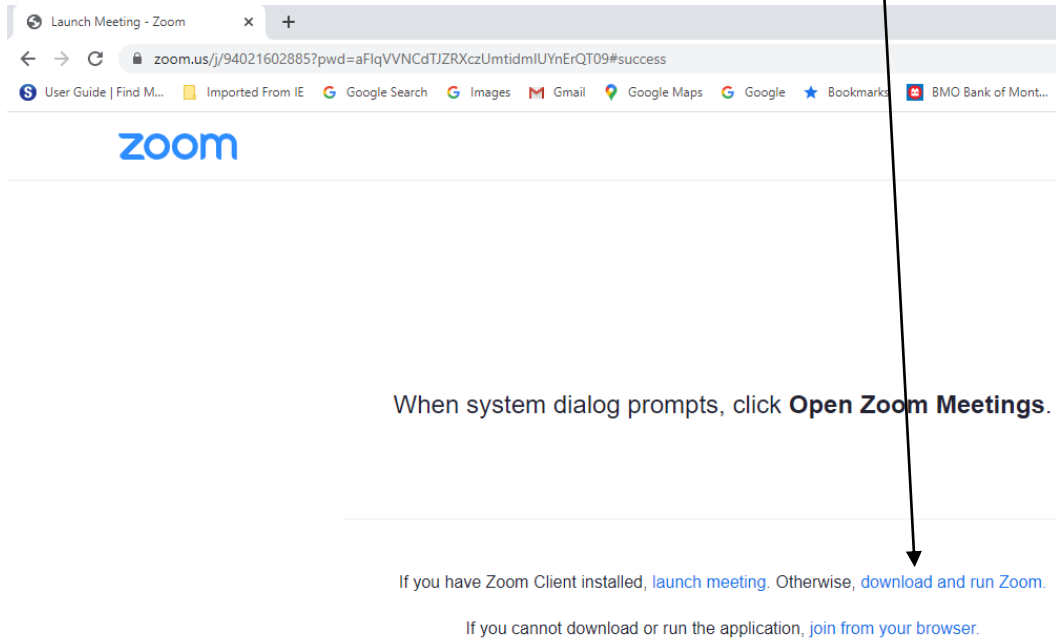
First, go to your internet browser (Google Chrome, Internet Explorer, Safari, Microsoft Edge, etc.), and type in [www.zoom.us/test](http://www.zoom.us/test). This will test your computer's camera, microphone, and speaker to make sure you are equipped to participate.



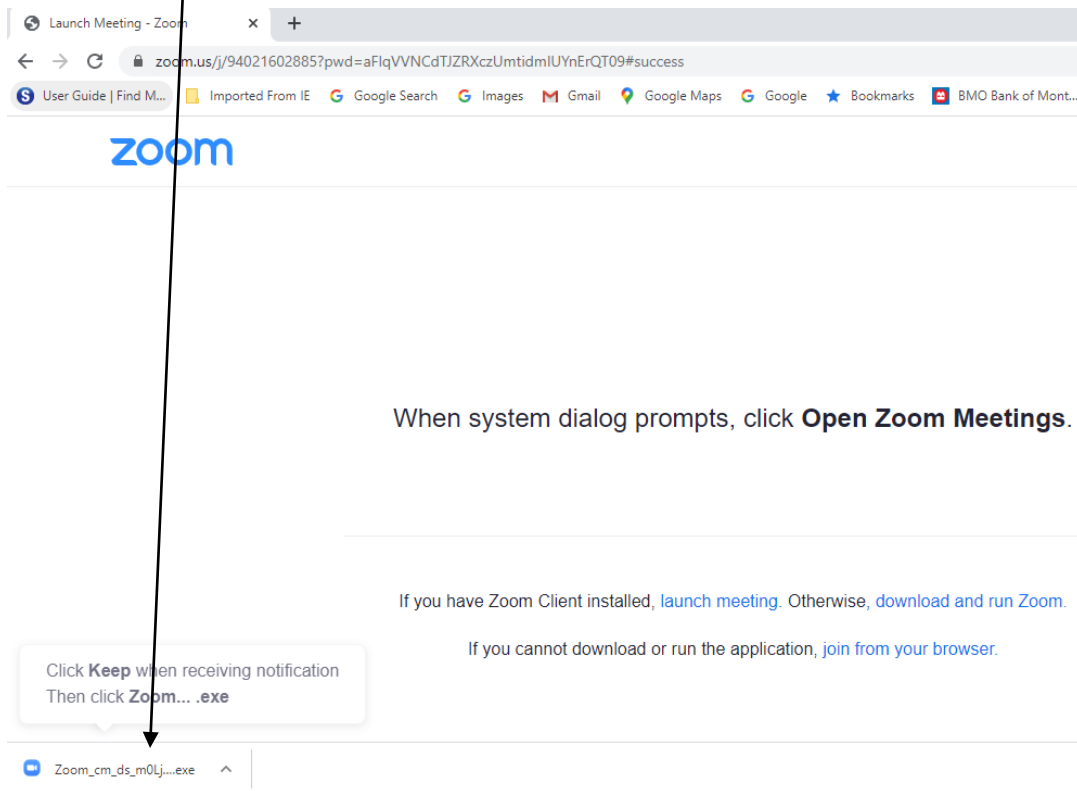
Below is what you will see. There is no need to **'SIGN UP'** just to participate in a Zoom meeting, but you must sign up for a free account if you plan to **'host'** a meeting on Zoom in the future. For these instructions we'll assume you do not sign up. Click on **Join**.



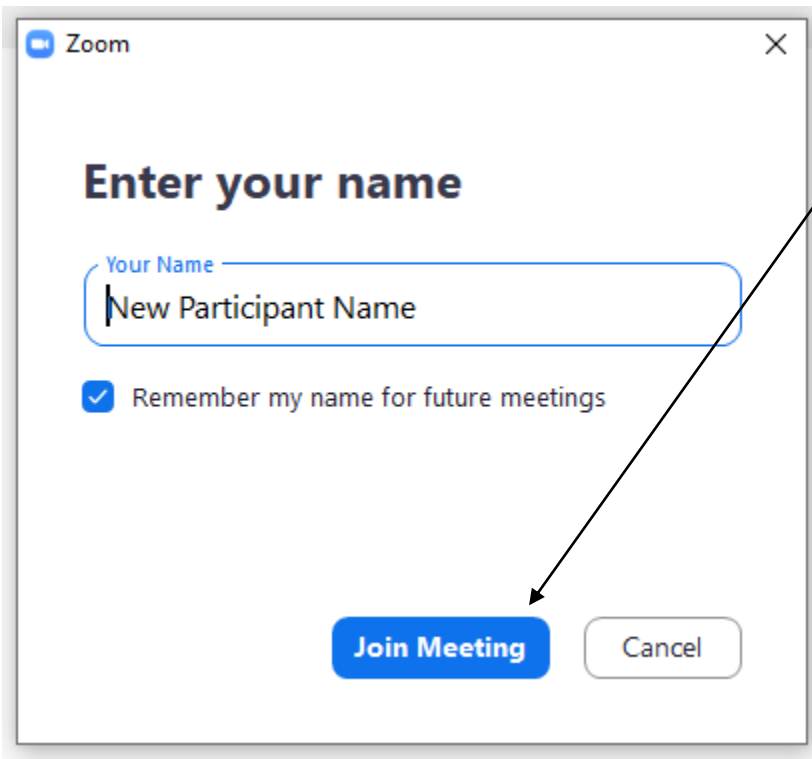
Although you can participate in a Zoom meeting just using your internet browser, SLR strongly recommends that, because of recent changes in Zoom, you should click here to download the Zoom software onto your device.



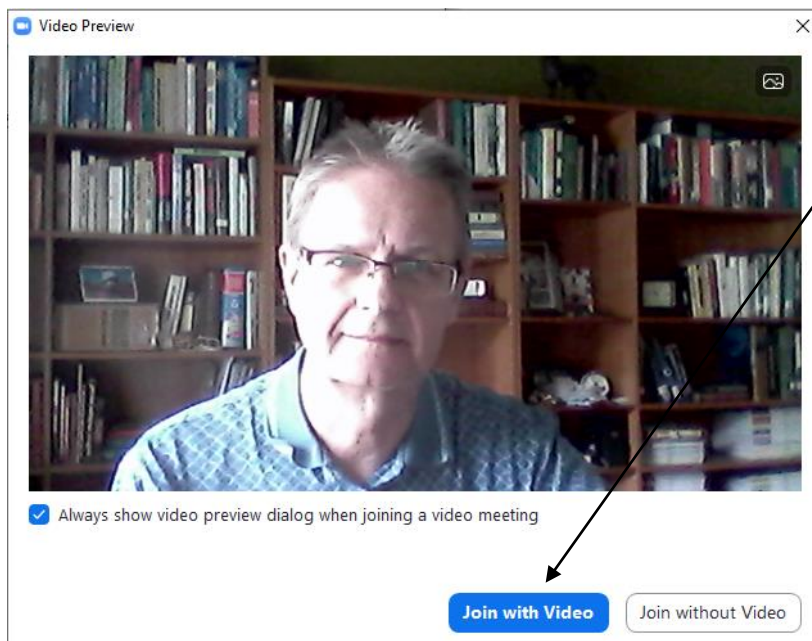
Depending on your computer setup, Zoom might download and start running by itself, or you might need to find this downloaded file on your desktop – typically, it's in the bottom left corner. Click on it.



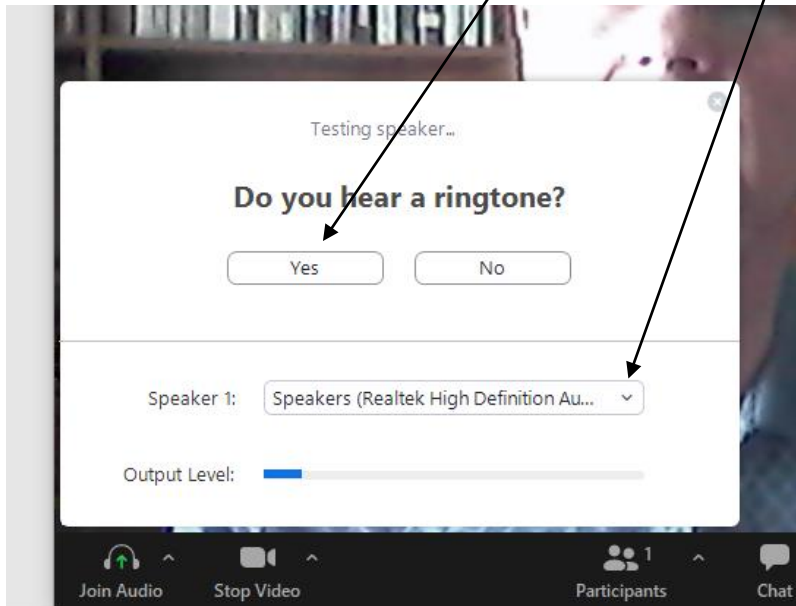
A dialog box should appear that says 'Installing Zoom' and when it's complete it will ask you to enter your name. This is the name people will see under your video. Then select **Join Meeting**.



The next screen looks for your computer's Camera (Video) and Audio equipment. If it asks for your permission for Zoom to use your Computer's camera or audio, say yes. Select **Join with Video**



Next, you should hear a ringtone. If so, click **Yes**. If not, click **No**. If you don't hear a ringtone, you might have to look on your keyboard or in your computer settings to make sure the volume on your device is high enough. You might also have to select a different Speaker here.



Next a new dialog box (not shown here) will open and it will ask you to **Speak and pause, do you hear a replay?** Here, you need to say something out loud to test your microphone, and if the computer heard you, it will replay what you just said. If you heard it played back, click on **Yes**. If not, click on **No**. Again, you might need to select a different microphone in the dropdown box that is provided or get help to make sure your volume is set high enough. If you click **Yes**, this new dialog box appears and you need to click on **Join with Computer Audio**.

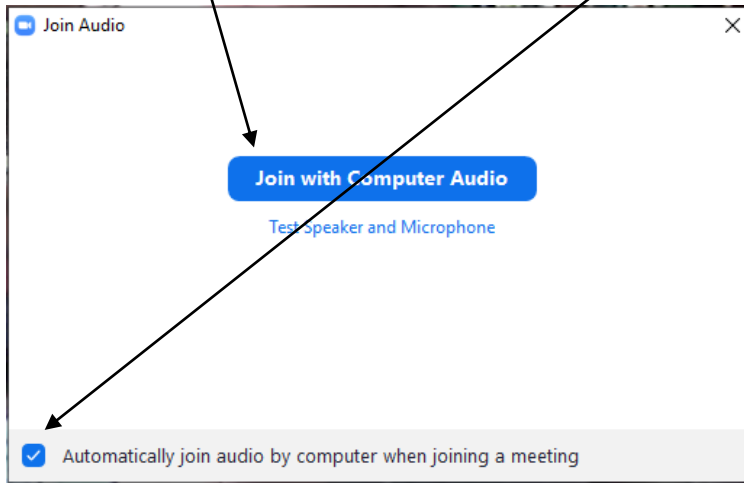
## Speaker and microphone looks good

Speaker: Speakers (Realtek High Definition Audio)  
Microphone: Microphone (Realtek High Definition Audio)

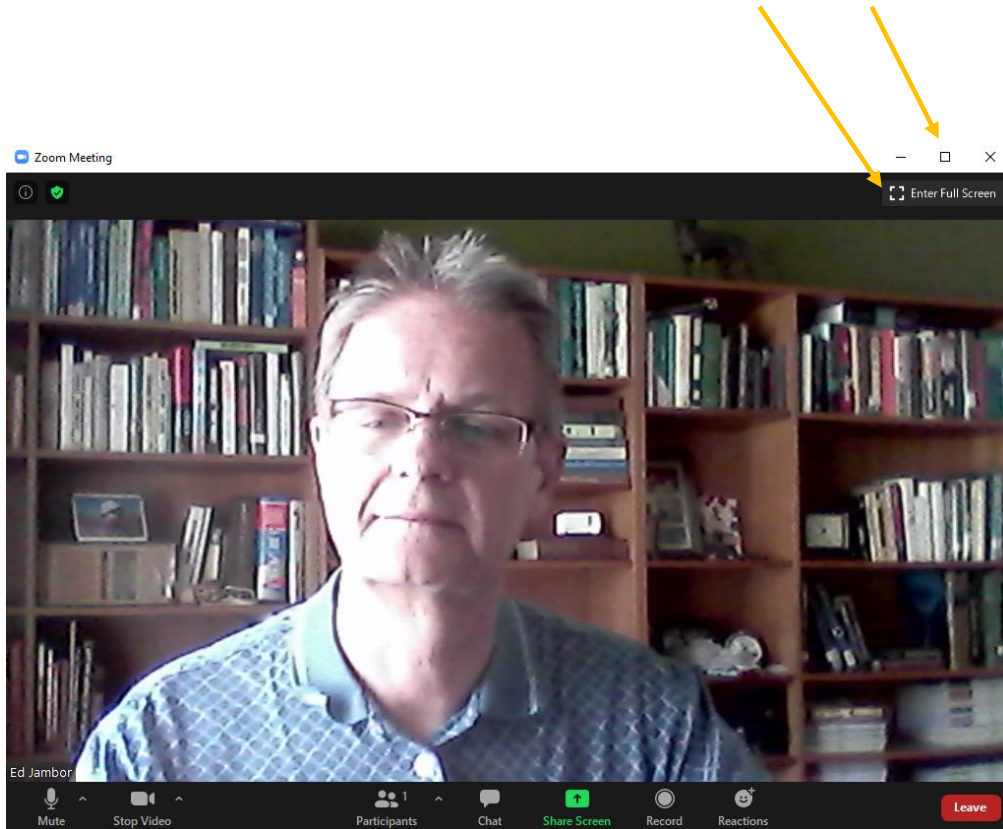
Join with Computer Audio

It will ask you this again, but before you click on it, select this box at the bottom to **Automatically join** audio by computer when joining a meeting.

Now, click on **Join with Computer Audio**.



Now the main Zoom screen opens up and you've joined the test meeting! It's recommended that you click on either of these two buttons each time you are in a Zoom meeting to get the Zoom meeting to fill your screen. This will prevent you from accidentally clicking somewhere 'outside' the Zoom screen and inadvertently opening something else 'on top' of Zoom. Click here or here:



Once your Zoom screen is open, you'll notice that if you move your mouse anywhere on the video, a footer bar of Controls appears at the bottom. After a while the bar disappears and then you just move your mouse again (or touch the screen if you are on a tablet) and the Control bar will open up again.

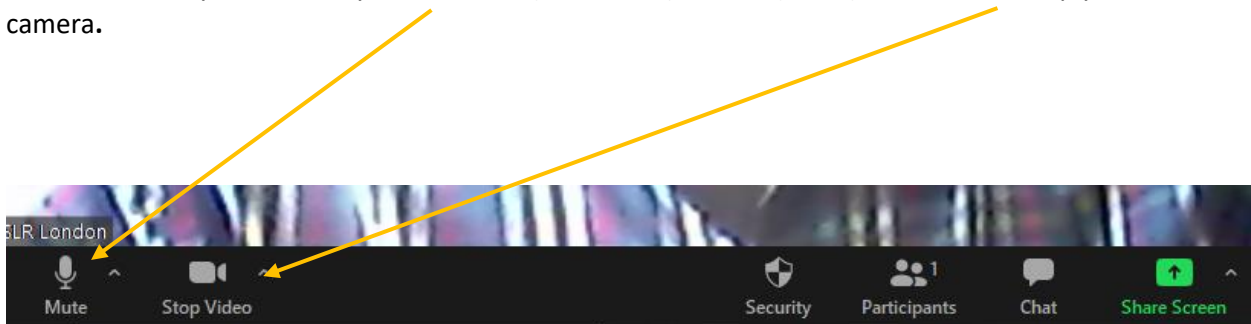
To access all of Zoom's controls, hover your mouse over the video image and the footer area full of controls will pop up.



Note the Controls. First is the **Mute** button which will turn off your microphone. When the host or Class Leader asks you to mute yourself, this is where you can do it. Later you select **Unmute** (or at the start, **Join Audio**) when the Class Leader selects you to speak next.

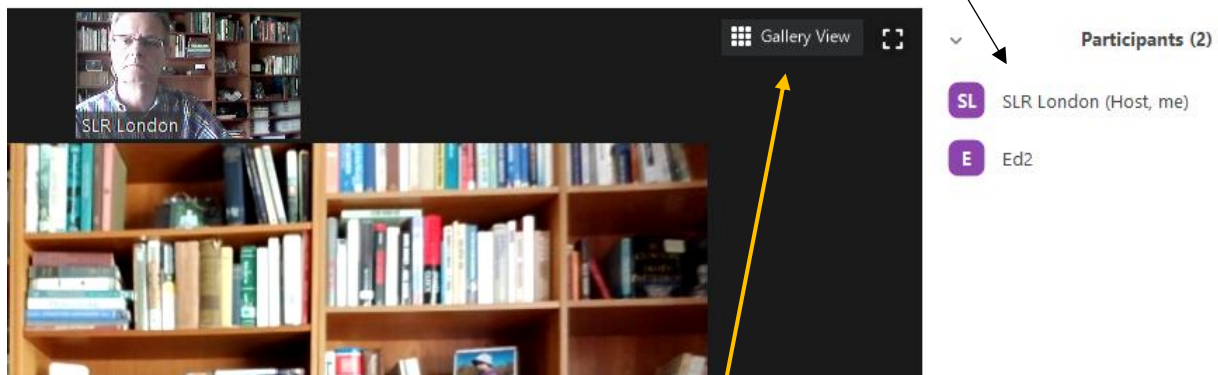
Next there is the **Stop Video** icon. If you haven't joined with Video yet, this will have a line through the camera and it will say **Join with Video**. If you see 'Join with Video' and a line through the camera, that means no-one can see you. Make sure you select 'Join with Video' if you see it. If this icon says 'Stop Video' then everyone can see you and you select this only if you need to stop everyone from seeing you temporarily.

It is here where you can turn your Audio on (**Join Audio**) and off (**Mute**), and Start or Stop your **Video** camera.





The next icon says **Participants (1)**. In this case it says (1) because there is only one participant during the test, but during a regular Zoom meeting you will see how many participants have joined. If you click on 'Participants', it will open a new sidebar panel on the right-hand side to show you the name of all the participants and whether or not anyone is Muted.



Once you have multiple participants, if you click on **Gallery View (or Speaker View)**, in the top right of your window you can toggle between showing all the participants at once or have the main screen show only the speaker who is currently speaking. We recommend you keep it on **Gallery View**.

The next time you want to use Zoom, the Class Leader or host will have sent you a link in an email. Find the link in the email that says **Join Zoom Meeting**. Click on the link to join the meeting.

**Lydia Keras**

to me, Jeff, Lynn, Susan, Michael, margaret.cowan@rogers.com, Frank ▾

Good afternoon,

In preparation for our meeting on Thursday, I am sending you a proposed Agenda. If you would like to :

Lydia

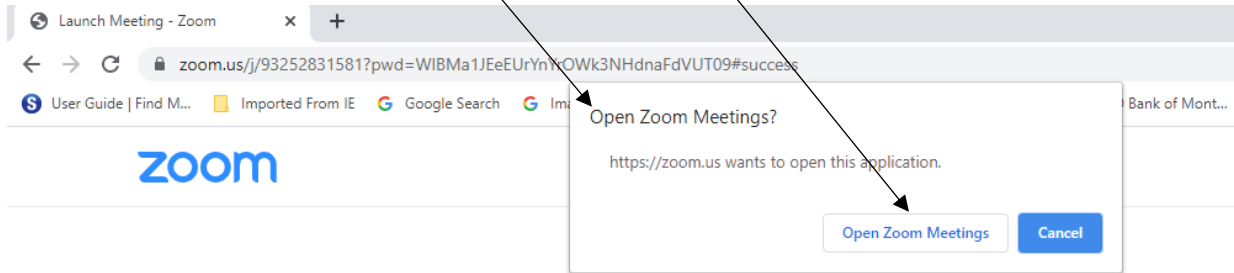
Join Zoom Meeting

<https://us02web.zoom.us/j/83966298266?pwd=cWJlZ2ZnUzh5MWJUNjB3enlCaWJUUT09>

Meeting ID: 839 6629 8266

Password: 237431

Since you have already downloaded the software, now, every time you join a Zoom Meeting, it will ask you if you want to **Open Zoom Meetings?** Click on this to open your Zoom application and you're in!

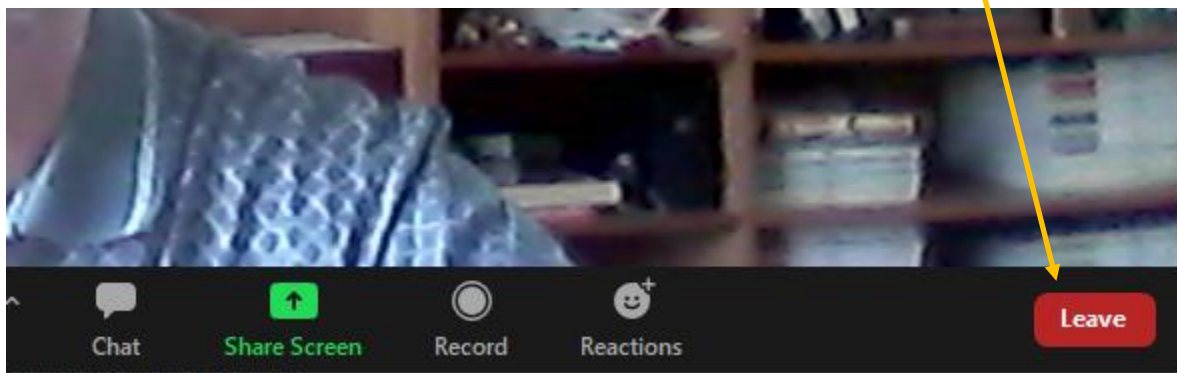


When system dialog prompts, click **Open Zoom Meetings**.

If you have Zoom Client installed, [launch meeting](#). Otherwise, [download and run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

Finally, if you need to leave the meeting before the host closes it, you can click here in the bottom right hand corner of your Zoom window.



If you have any questions, you can email [slrzoom1@gmail.com](mailto:slrzoom1@gmail.com) with your question and make sure to leave your phone number so we can reach you. Please be patient during the early part of this process – it will be a learning experience for all of us!