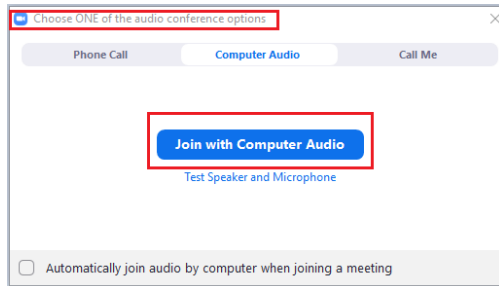


## How to use Zoom

### **Getting on the call:**

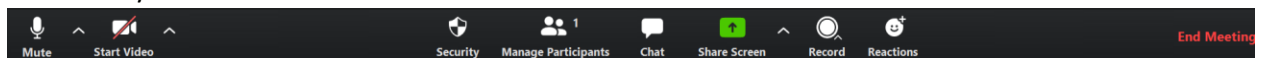
1. Go to the Zoom website at <https://zoom.us/>
2. If you have an account, sign-in. If you do not have an account, click the orange “sign-up, it’s free” button in the upper right-hand corner of the screen.
3. Complete the required information.
4. You may be asked if you would like to download the Zoom Client, the answer is **yes**. To use Zoom for many organizations, you will be required to have the Zoom client portal downloaded. This provided an additional safety factor for users and helps to protect against “Zoom bombing” (inappropriate content being shared by unknown users).
5. Once the portal is downloaded, all you need to do is click the link sent to you by the organizer.
6. This will open Zoom.
7. Upon entry you will be asked if you would like to “join by computer audio”. Click yes. Even if you do not have a microphone (standard issue in most computers and mobile devices) you can still hear the meeting.



### **Using the functions in Zoom:**

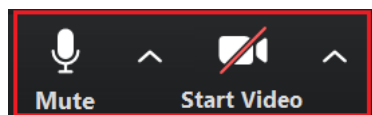
(The screen shots below are from a computer connection. The same functions are available on mobile devices but may be displayed differently.)

1. If you move your cursor or mouse onto the Zoom screen a pop-up toolbar will appear at the bottom of your screen:



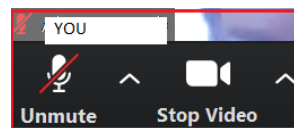
In the lower left-hand corner of the toolbar you will see a video camera and microphone.

Depending on your settings and technology, you will be able to turn these items on or off.



Can hear you

Can't see you



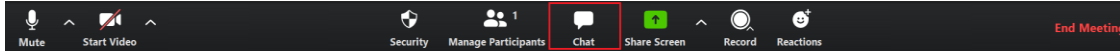
Can't hear you

Can see you

- a. Click the video camera icon to turn the video of yourself on or off.
- b. Click the microphone icon to turn on or off your ability to be heard by others. When Mute is displayed, your audio is ON and we can hear you. When Unmute is displayed, your audio is OFF, and we cannot hear you.

- c. Most meetings over 10 people will begin with everyone on mute. This is a setting selected by the host to ensure background noises and non-meeting conversations are not being overheard or disrupting the meeting. However, it is always best to check your microphone setting when getting onto a meeting.

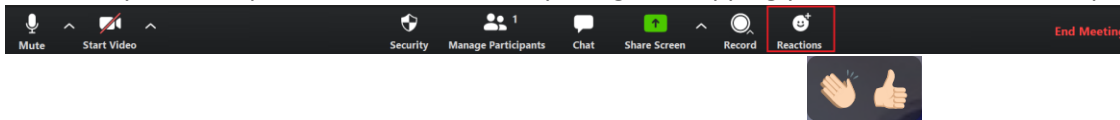
2. There is a chat box located in the center of the toolbar:



This is a great place to add comments or ask questions of the group. Most hosts will be monitoring the chat or ask someone to do it for them.

3. There are several different views you can choose from to see the participants. In the upper portion of the screen with the participant, you can choose your view. The gallery view allows you to see most of the participants (this depends on the number attending).

4. Reactions! In the center of the bottom of the screen is a reactions button. If you agree with someone you can express it with a reaction by using the clapping your hands or a thumbs up.



5. By clicking the Participants button you will also find some additional items like raise your hand, answer yes, no, thumbs up, thumbs down, etc. However, unless the host is on the corresponding page, they may not see these items.

**What happens if I don't have the internet, computer, mobile device or a microphone.**


Join us anyway! Zoom has a call-in feature that will allow you to join by telephone. This feature will allow you to hear the meeting content and contribute to the meeting via voice.

Your invitation to a Zoom meeting will always contain phone number and meeting ID.

Name is inviting you to a scheduled Zoom meeting.

Topic: **A Leader's Council Meeting**

Join Zoom Meeting  
<https://web link here>

Meeting ID: **123 456 789** 

One tap mobile  
 +12532158782,,6148291493# US (Tacoma)  
 +16699009128,,6148291493# US (San Jose)

Dial by your location 

+1 253 215 8782 US (Tacoma)  
 +1 669 900 9128 US (San Jose)  
 +1 346 248 7799 US (Houston)  
 +1 312 626 6799 US (Chicago)  
 +1 646 558 8656 US (New York)  
 +1 301 715 8592 US (Germantown)  
 888 788 0099 US Toll-free  
 877 853 5247 US Toll-free

Meeting ID: **123 456 789**  
 Find your local number: <https://web link here>

(You can also choose the call-in option if you are having trouble with your computer audio or microphone setting while being on the computer and attending the meeting.)