

GETTING READY TO USE ZOOM FOR THE FIRST TIME

STEP 1: Create an account. Visit [Zoom](#) and sign up to create a free account. Be sure to note the email you used to create the account as well as the password!

STEP 2: Download Zoom Client. Visit the link below (for your respective device) and download the free software/app

[Windows/Mac](#)

[Chromebook](#)

[iPhone](#)

[Android](#)

JOINING A ZOOM MEETING

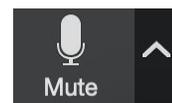
There are several ways to join a Zoom meeting:

Existing link (WE WILL BE USING THIS OPTION). Click on a Zoom meeting link provided via email, and the software/app should automatically open

Joining a meeting through the software/app. Open the software/app. Click 'Join a Meeting'. Enter the provided meeting ID

COMMON MEETING ACTIONS

Mute/Unmute. It is recommended that you keep your connection on 'Mute'. To toggle between mute and unmute, press the mute/unmute button in the bottom left



Video. It is recommended that video be on during official meetings. Video can be turned on by pressing 'Start Video' in the bottom left; video can be stopped by pressing 'Stop Video'. To those new to using Zoom - don't forget when you have toggled your video on!



Chat. To send an message to the group, click 'Chat', type a message, and send to the group

