



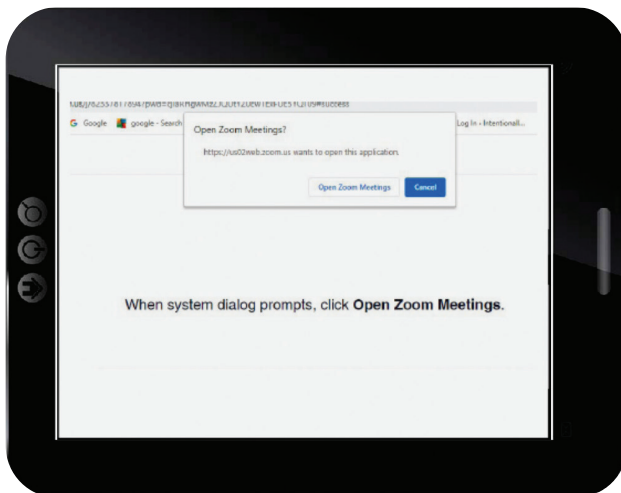
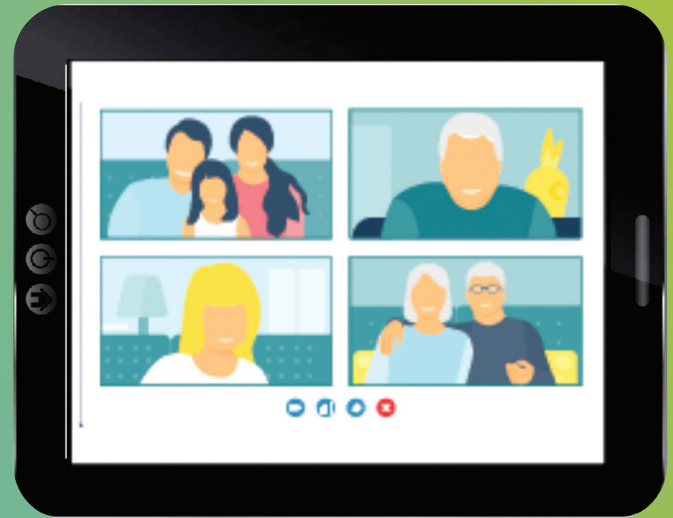
ZOOM *with* EASE

Learn How To Use Zoom



What is ZOOM?

Zoom is a video conferencing tool and has traditionally been used for business meetings. Now, it's commonly used for family and friends to connect. You can use it on a desktop computer, a laptop, iPad, or even on your phone. **Read on to start Zooming!**

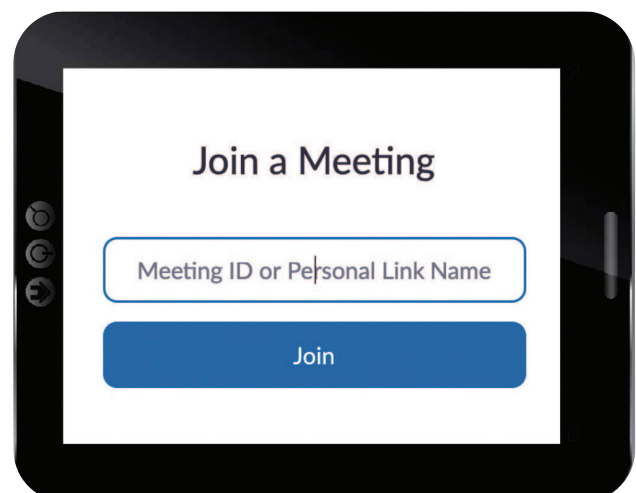


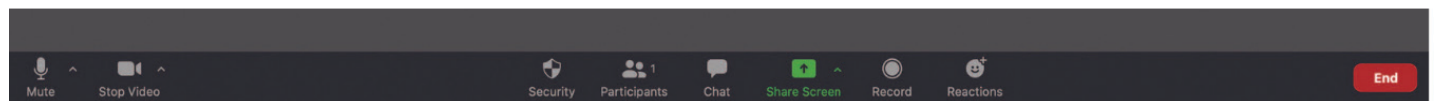
Have you been invited to a zoom call?

GOOD NEWS – You **DO NOT** need a Zoom account to join the call. You can simply click on the link sent to you through an email and join using the **BROWSER** on your computer.

How to JOIN?

Click link in email to **Join a Meeting** tab. You can also link directly from the email.





MUTE/UNMUTE

By activating this button others on the video will be able to hear you.
(Please mute if there is background noise)

VIDEO

This button activates your camera so people on the call can see you.

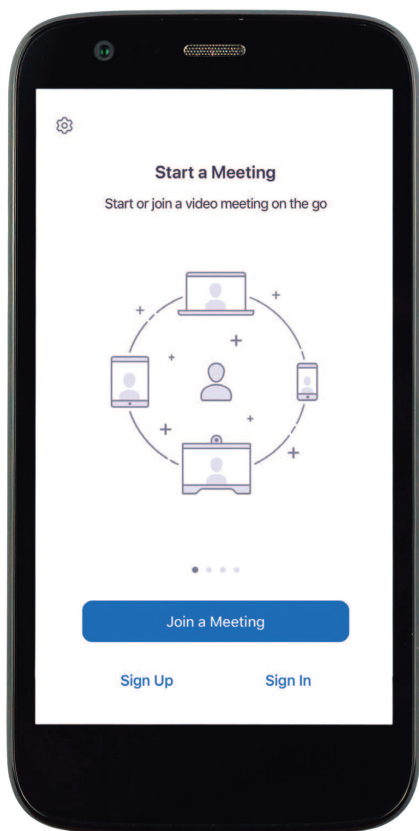
CHAT

You can “chat” online in addition to speaking. For example if you wanted to send a message to one person in particular or the entire group while someone else is talking. Not needed most of the time.

REACTIONS

An option to add emojis to the conversation.

Note: You may see other icons on your screen, however, they will not be necessary for your call.



JOINING ON YOUR PHONE

If you are joining on your phone, you will need to download the Zoom app onto your phone. In order to do that you will need to open a FREE account. For an Apple phone, go to the App store to get the application. For any other phones you'll need to go to the Play Store. Type in Zoom and look for this icon.

To join a meeting click the button on your screen.

CLICK ON THE LINK IN YOUR EMAIL

Now that the app is installed it should open immediately.

BEFORE YOUR VIDEO CALL...

CONNECT EARLY

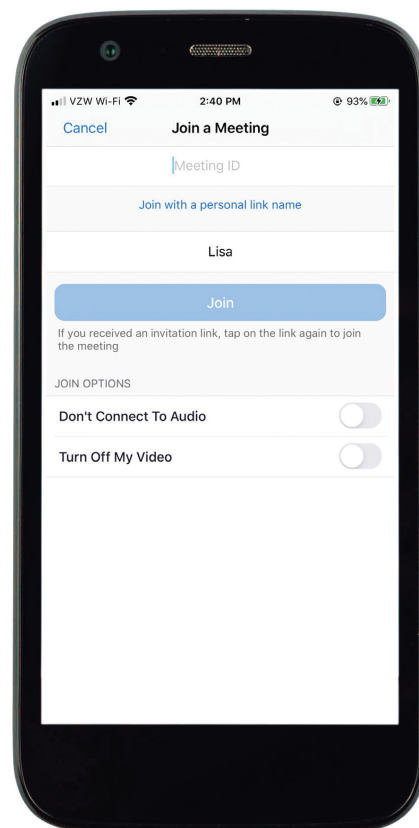
To make sure you have the correct audio and video set up.

TURN YOUR CAMERA ON

If you want to use the camera, set it up at eye level or slightly higher. If you are going to be on for an extended period of time, you may want to prop your phone up instead of holding it in your hand.

SET UP

If you can, set up in a quiet area of your house. Background noise can be very disruptive – one tip is when you are not speaking – hit the MUTE button to minimize noise during the call.



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