

ONE-TIME SETUP:

1. Go to <https://zoom.us> on a device that has a webcam – preferably a laptop, but a cell phone or tablet works too.
2. Create an account. Click SIGN UP, IT'S FREE. If you have a Google or Facebook account, leave the email address blank and click "Sign in with Google" or "Sign in with Facebook." Alternatively, you can create an account using an email address and password.
3. Download and open the app and sign in. Use the same Google/Facebook account or email/password you used to sign up.
4. If you're planning to use a headset or headphones, test them now. Make sure the audio input and output are set correctly. Go to <https://zoom.us/test>.

TO JOIN THE PROGRAM OR MEETING:

1. Click the 'Click Here to Join' link. You can also open the Zoom application, click Join Meeting, and enter the Meeting ID (This is not a phone number.)
2. Call using Internet Audio. You will also see an option to dial in. We recommend you use Internet Audio as the sound quality is much better than when you dial in by phone.
3. Be sure to give the app permission to use your microphone and camera.

DURING THE MEETING:

1. Turn on video. We really do want to see you!
2. Mute yourself when not talking. Click the microphone button to mute or un-mute. The host has the ability to mute or unmute individuals or the group. Please be mindful that too many people speaking at the same time makes it difficult for everyone to hear.
3. Find the icon that says, 'Gallery View' and click on it. This allows you to see the others on the call, not just you and the current speaker. You can scroll left and right to see everyone.