

# Guide to Using Zoom

## Getting Started

ZOOM is a video conferencing program for the computer that will allow you to hold video conferencing meetings. You can use it for a personal video calls, attending classes and meetings, making voice calls and much more, it works on computers, tablets and smart phones almost automatically!

This guide is meant to help you to get ZOOM setup. The good news is – its very easy!

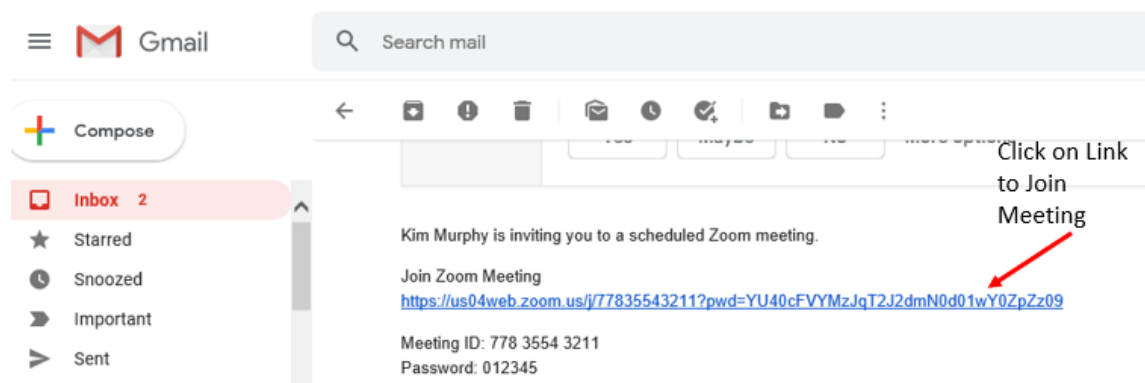
There are two ways to join a ZOOM meeting

1. Click on a ZOOM meeting link
2. Setup a ZOOM account

Everything about the ZOOM program is designed to walk you through the process as simple as possible

**THE EASY WAY TO SETUP ZOOM:** Click on a ZOOM Meeting Link

A ZOOM meeting invite will be sent to you via email. Sometimes, a person may share a meeting link with you via a calendar invite to your email. Here is what the email looks like and the attached link.

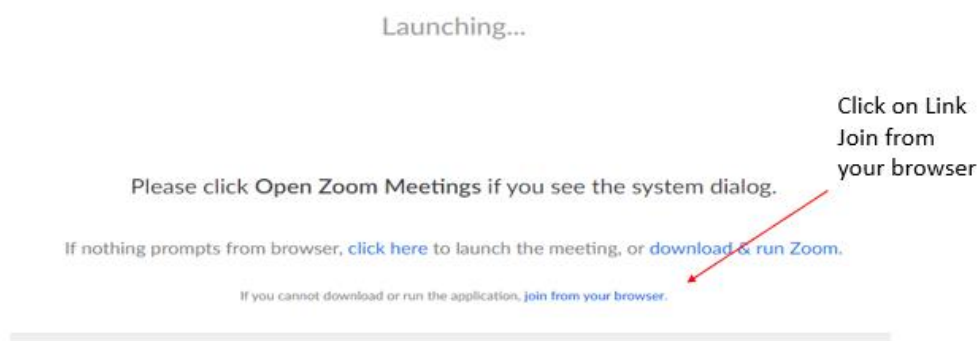


To join the meeting, all you need to do is click on the link under “Join Zoom Meeting” and follow the prompts. This method allows you to join the meeting as a guest.

When you click the link, a new window will appear saying that ZOOM is launching your meeting. We are going to “Join from Browser” to make this much simpler. Here’s what the next screen looks like

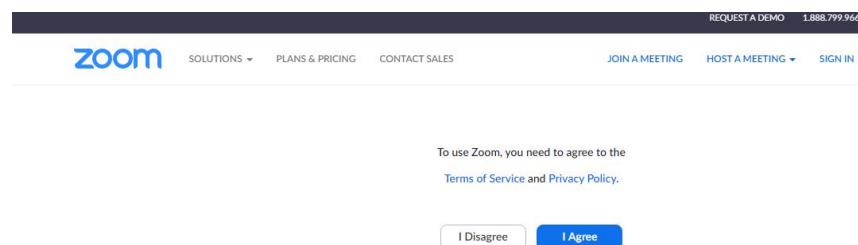
## STEP 1

This message will pop up. Click the link “**join from your browser**”



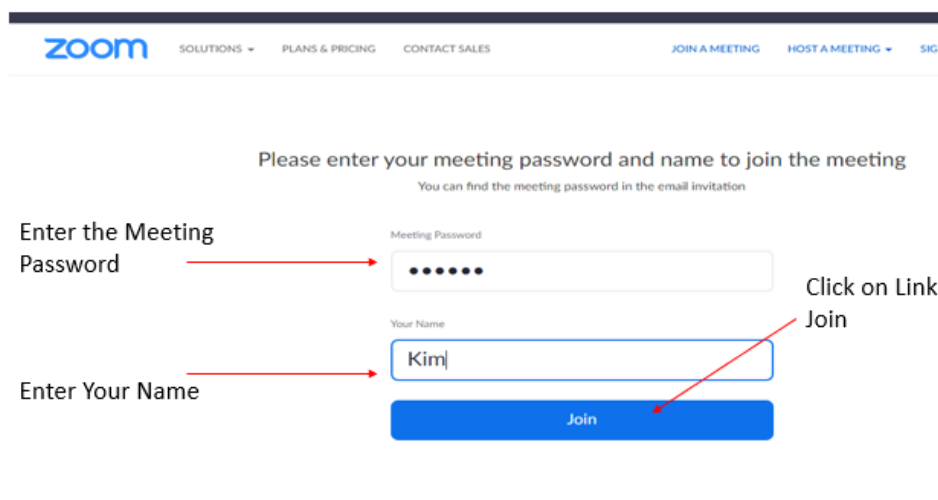
## STEP 2

The following screen may appear, click on Agree



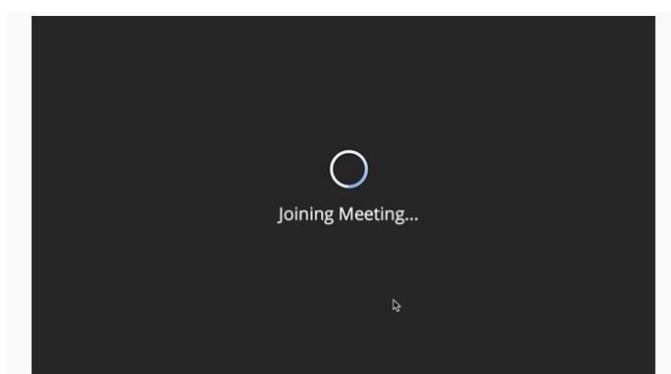
### STEP 3

On this screen you will be asked to enter the **Meeting Password**, then you will enter your **Name** and lastly click on **Join**



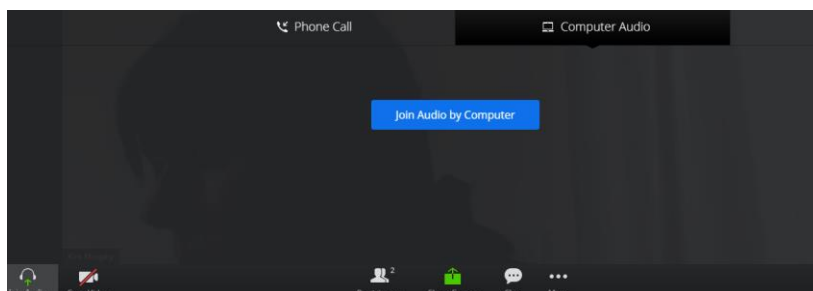
### STEP 4

Your meeting will now start to load



**STEP 5**

Now you will get the following screen, click on **Join Audio by Computer**



That's it. You are now in the ZOOM meeting.

Once you're in the meeting, if you want to display your video and also turn your microphone on, look for the following two buttons at the bottom left hand of your screen. If the icons look like the picture below, your Mic and Camera are on.



If your Mic and Camera are off, you will see the following symbols



Click on the icons to toggle on and toggle off your Mic and Camera

If you have any problems getting connected, drop me an email to

[mctrainer99@gmail.com](mailto:mctrainer99@gmail.com)