

# HOW TO CONNECT ON ZOOM



Zoom is a web-based video conferencing service that allows you to virtually meet with others - either by video or audio-only or both, all while conducting live chats.

Here are some Zoom basics and features:

**Downloading Zoom:** Download the Zoom App. You can download Zoom from the App Store, Google Play Store, or from [Zoom.us](https://zoom.us).

**Creating an account:** To sign in, you can use your Zoom, Google, or Facebook account. If you don't have an account, click **Sign Up Free**. When signing up for a new Zoom account be sure to create a username and password you can easily remember.

**Joining a Meeting:** After signing in, you will see the *Home* tab, where you can click these options: *New meeting, Join, Schedule Meeting, and Share Screen*. To join a meeting click **Join** and enter the Meeting ID. If required enter the Meeting Password given by the host, then click **Join**.

**Hosting a Meeting:** To begin a meeting click **New Meeting**. You will have to provide your meeting guests with your *Personal Meeting ID*. Your **Personal Meeting ID** can be found by clicking the *Meetings* icon, there you will see a 9-11 digit number, you can also find your meeting password here.

## SHARE SCREEN

Host and attendee(s) can screen share by clicking the Share Screen icon on their desktop, tablet and mobile devices.

## PASSWORDS

To make sure that only people you want to be in meetings can access them, Zoom has now enabled passwords.

## CALLING IN

Attendee(s) can join a Zoom meeting via phone with the number provided in the Zoom invitation.

## VIDEO CAMERA

Use the video chat feature by enabling your camera. If you wish to not share, simply disable your camera.

## MUTE

This feature allows for attendee(s) to mute their audio to help prevent disruptive noisy feedback throughout the meeting.

