

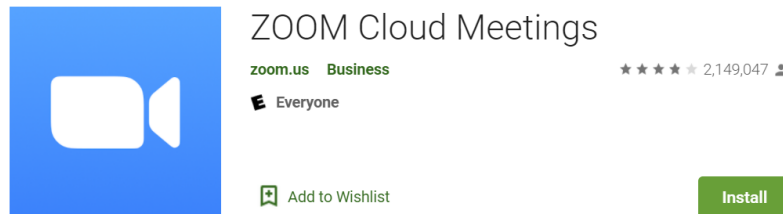
Zoom Meeting/Webinar Instructions for attendees

1. How To Download App - App is free.
iPhone and Android

Downloading Zoom for Android: (If you do not know what you have, check for the Apple Sign on any of your devices and if there is none then it is probably an android)



1. Locate your **google play store**:
 - a. Go to your play store, the icon looks like a triangle pointing to the right with the colors red, green, yellow and blue in it like the one above. (If you are a kindle fire user, select the **Appstore**. icon.)
 - b. If you do not know where this is, go to your home screen and a search bar will be on top. You can search for the **play store** there.
2. Search **Zoom Cloud Meetings** in the play store. There should be a search bar at the top of the screen. Once you have searched **Zoom Cloud Meetings** a blue icon with a camcorder will pop up and beside it will say **Zoom Cloud Meetings**. For Kindle users, select the **"Get App"** button and the "download" button to download the app.



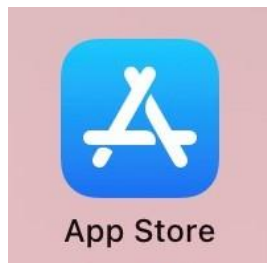
3. Tap the **install** button.
4. There will be a pop-up box and in that box check **continue**.
5. If you have password on your phone/tablet it may ask that you enter that, if prompted please enter the password and then press **OK**.
6. It may take a moment to complete the download.
7. Once it is downloaded you will be prompted to **Open in Play Store**, then hit **Open**. Now you should be in the app and see **Join a Meeting**.



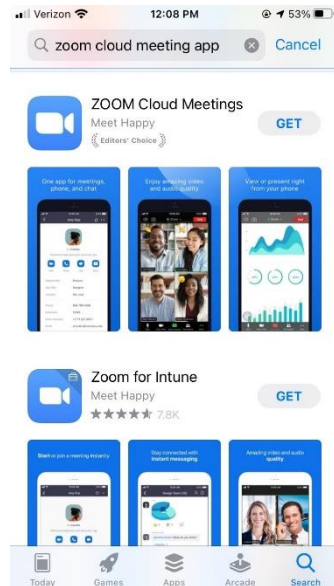
You **do not need to sign up for an account** to use Zoom.

Downloading the Zoom App for Apple iPhone or iPad:

1. Locate the **App Store**: The Icon picture is a blue square with a white A inside of it.



- a. If you cannot locate it scroll over as far left as you can go, and a search bar will pop up on the top of the screen. Search **App Store**.
2. Once in the app store locate the **search icon** which will be on the lower right-hand side of your screen and will have a magnifying glass as the icon. Search **Zoom Cloud Meetings**.
 3. Hit **Get**.



4. You may be prompted to enter in your **Apple password, fingerprint, or face ID** to download the app.
5. It may take a moment to complete the download.
 - a. Once it has downloaded you can hit **Open**. Now you should be in the app and see **Join a Meeting**.

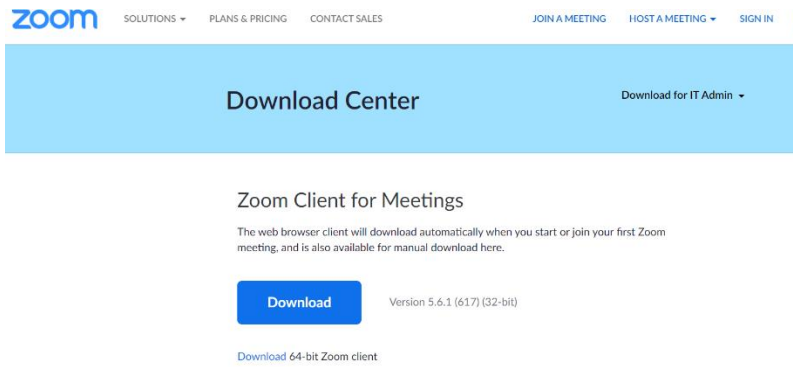


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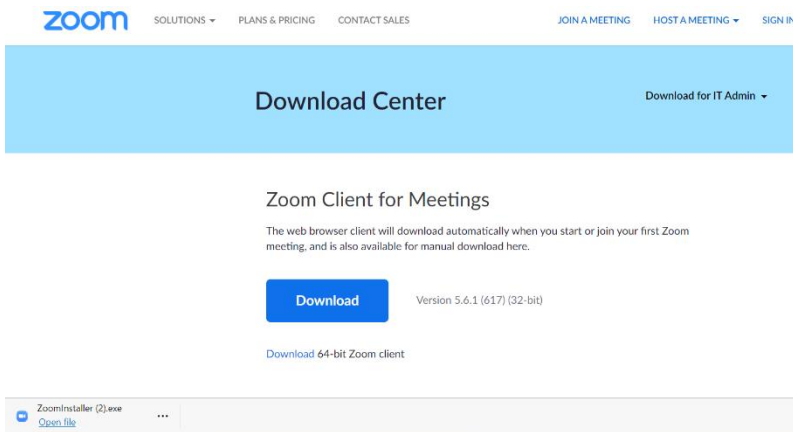
Computer? (extension or download needed)

Downloading Zoom for Computer:

1. **Choose your internet browser.** This could be Google Chrome, Safari, Firefox etc.)
2. Visit this link <https://zoom.us/download>
3. You will see a big blue rectangle that says **Download**. Click this button. Your computer may get a pop-up box asking you to verify the download or if it is safe to download.



4. Once you click download you will notice that there is a box on the lower left side of your browsing screen. This is the zoom file being downloaded to our computer. **Double click on this Zoom Install File.**



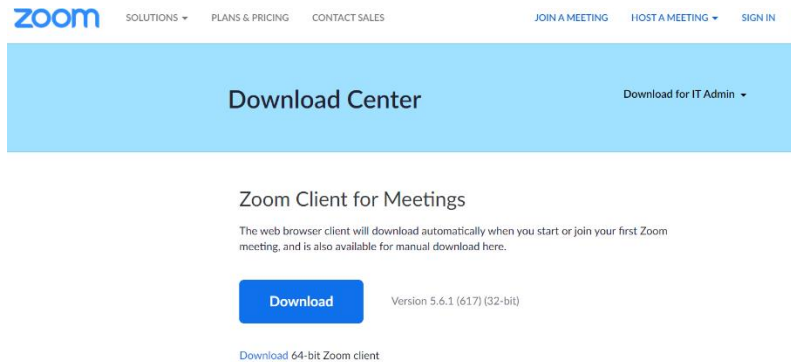
- a. *If you are using a mac computer, you will follow all the steps above and then will be prompted on the computer to follow specific directions.*
 - b. *Once you have finished those steps it will be the same process as below.*
5. Once Zoom has been installed a pop-up box will show in the middle of your screen and show to **Sign In or Join a Meeting.**
 - a. You **do not need to sign up for an account** to use Zoom.



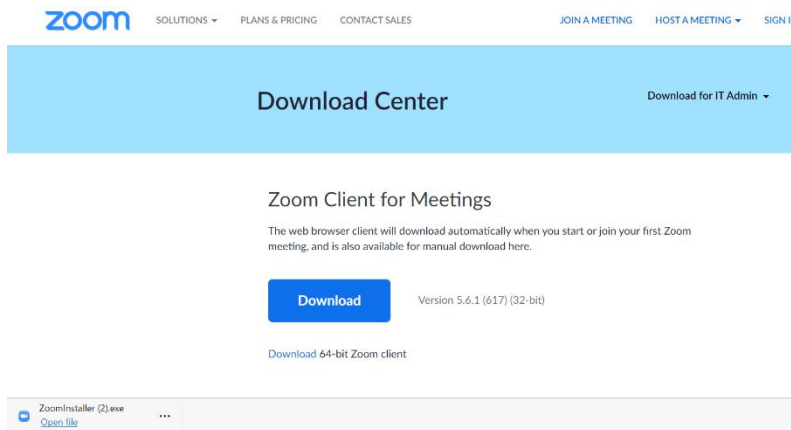
When you are going back to Zoom after you have completed the steps below you may find that you have the desktop app for Zoom. If you do not you can search for Zoom in the lower left-hand side of the screen. Generally, there is a magnifying glass icon to indicate a search function. Type Zoom into the search bar and the app should show up below.

How to Update Zoom Application (if needed)

1. Open web browser, go to <https://zoom.us/support/download>
2. Click the 'Download' button on the most recent version available, read the steps, and continue until it is installed



3. Once you click download you will notice that there is a box on the lower left side of your browsing screen. This is the zoom file being downloaded to our computer. **Double click on this Zoom Install File.**



- a. *If you are using a mac computer, you will follow all the steps above and then will be prompted on the computer to follow specific directions.*
 - b. *Once you have finished those steps it will be the same process as below.*
4. Once Zoom has been installed a pop-up box will show in the middle of your screen and show to **Sign In or Join a Meeting.**
 - a. You **do not need to sign up for an account** to use Zoom.

How to Join a Zoom Meeting/Webinar

Join from web browser (Google Chrome, Microsoft Edge, Internet Explorer, Safari, or Mozilla Firefox)

1. Open web browser, go to join.zoom.us
2. Enter your **meeting ID**, which is provided within email invite, then click **Join**

Join Meeting

Meeting ID or Personal Link Name

Enter Meeting ID or Personal Link Name

Join

*Note: For Google Chrome, if this is your first time joining, you will be asked to open Zoom to join the meeting, click **Open Zoom** to begin meeting.

For Safari, click **allow** when asked if you want to open zoom.us

For Mozilla Firefox, if this is your first time joining, you may be asked to open Zoom or the Zoom installer package. To skip this step in the future, check **remember my choose for zoommtg links**, then click **Open link**.

Join from email

1. Open your email invite, click on the meeting link to join meeting
2. Depending on your default web browser, you may be prompted to open Zoom

Join from computer or laptop (Windows/Mac)

*Note: you can download Zoom onto your computer or laptop by visiting <https://zoom.us/download>

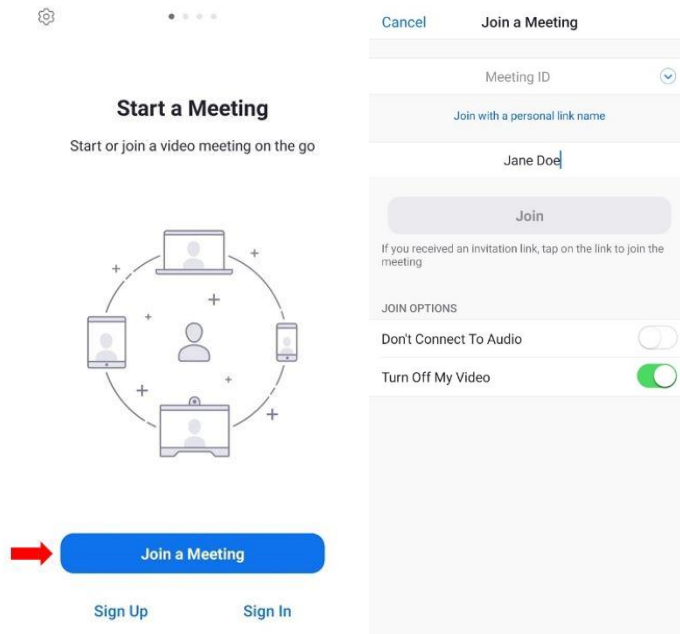
1. To join a meeting without signing in with an account -
 - a. Download and Open Zoom
 - b. Click **Join a meeting**, enter the **Meeting ID** and your **display name**, select if you would like to connect audio and/or video, then click **Join**
2. To join a meeting with an account -
 - a. Download and open Zoom
 - b. Click **Sign in**, enter your email address and password, select if you would like to connect audio and/or video, then click **Sign in**

Note: To create an account, tap **Sign up**, then enter required information

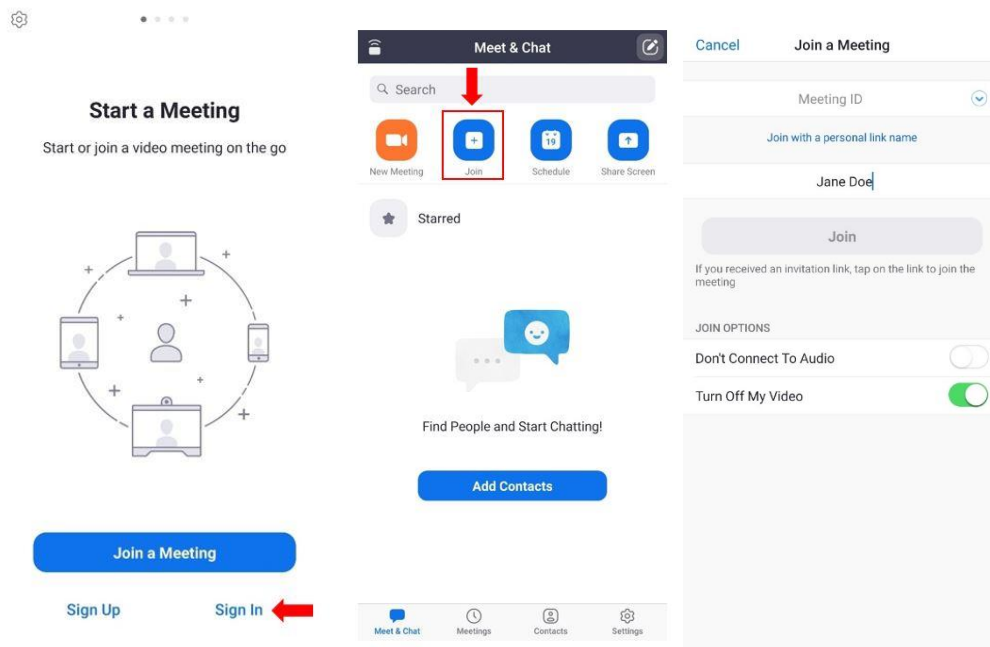
Join from smart phone (iOS/Android)

*Note: you can download the Zoom mobile app from Google Play Store or Apple app store

1. Download and open the Zoom mobile app
2. Join a meeting without an account -
 - a. Tap **Join a meeting**, enter **meeting ID** provided within email invite, enter **your display name**, select if you would like to connect audio and/or video, then tap **Join meeting**



3. Join a meeting with an account -
 - a. Tap **Sign in**, enter your **email address and password**, then tap **Sign in**. Select **Join**, enter **Meeting ID** and **display name**, select if you would like to connect audio and/or video, then click **Join**



*Note: To create an account, tap **Sign up**, then enter required information

How to turn off live transcription/closed captionings from from computer or laptop (Windows/Mac)

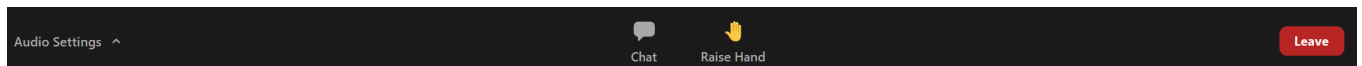
1. On the lower bar in the Zoom app when you are in a meeting, Select "Live Transcript" at the bottom of the screen and click "Hide Subtitles"

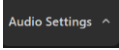
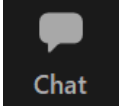
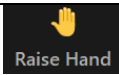
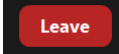
How to turn off live transcription/closed captionings from a smartphone (iPhone/Android)

1. Sign in to the Zoom mobile app while not in the meeting, you will have to leave the meeting
2. Tap "Settings" .
3. Tap "Meetings".
4. Toggle "Show Closed Captioning (when available)" to off.

1). Where to find controls:

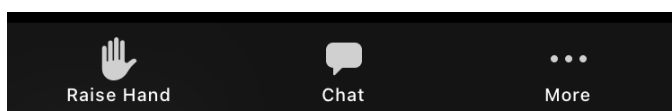
For computers: Most controls will be located at the bottom of the screen.



	Audio	Select the up arrow (^) next to 'Audio Settings' to view and change your audio settings (ex: phone audio, computer audio).
	Chat	This icon will allow yourself to chat with the panelists.
	Raise hand	Here you can 'raise your hand' as a non-verbal way to communicate with the host of the meeting.
	Leave meeting	In the bottom right corner, click the red 'leave' button to exit the zoom meeting.

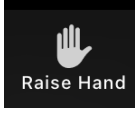
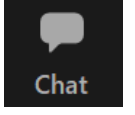

For smart phones and tablets: To see your controls, tap the screen. Most of the attendee controls appear at the bottom of your screen.

*Note: For folks using a smart phone, if you joined without video you may need to 'swipe' left and then tap the screen for control options.



'Leave' is located at the top right corner of your screen. 'Leave' will be in red and will allow you to exit the meeting.

2). Types of controls:

	Raise hand	Here you can 'raise your hand' as a non-verbal way to communicate with the host of the meeting.
	Chat	This icon will allow yourself to chat with the panelists.
	More	Here you can find additional settings like 'minimize webinar' and 'disconnect audio'.

3). **Speaker views.** *Active Speaker view* allows you to only see the person who is speaking. *Gallery view* allows you to see more participants at once.

For computers: You can switch from active speaker to gallery view by looking at the top right hand corner of the screen. When in gallery view you will be able to see all the participants on the meeting while active speaker view allows you to see just the person who is speaking. Gallery view will look like a grid while active speaker view will look like a picture frame.

For smart phone users: Switch from speaker to gallery view, place a finger on the screen and 'swipe' left. To get from gallery view to speaker view simply place a finger on the screen and swipe right. You can view up to 4 participants who are on the meeting at the same time when using a smart phone. You can continue to 'swipe' left to view more participants if needed.

For tablet users: You will need to tap the screen and select the 'gallery view' option. This will be located on in the top left hand corner of the screen and will look like a grid. To switch back to 'active' speaker views on a tablet, once again tap on the screen. Select the 'active speaker' icon that is located on the upper left of the screen and looks like a picture frame. For tablet users, you can view up to 9 participants when in gallery view. You can continue to 'swipe' left to view more participants if need.

***Note:** Some chromebooks controls will mimic what is displayed on a computer. Please refer to the computer control directions.

Resources -

1. <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting>
2. <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-video-tutorials>
3. <https://support.zoom.us/hc/en-us/articles/207279736>
4. How to Chat Apps Powerpoint
5. Later for Host Tips - https://support.zoom.us/hc/en-us/articles/360021921032-Zoom-Room-meeting-controls-and-settings?mobile_site=true#h_9ea0bc4a-5221-4959-89b2-9d24fa22c9ee
6. Make sure Zoom is up-to-date <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>