About using Zoom.
- Zoom is FREE. You do not need the paid version to attend a meeting to which you are invited.
- Most people will be able to download, and use Zoom easily.
- Zoom meeting invitations usually arrive via email.
- **Zoom should be installed on your device prior to attending a Zoom meeting**. Otherwise, Zoom will download when you try to join your first meeting, which doesn't take long, but may delay you a bit.
  - Computers – download Zoom from Zoom.us using a browser like Google Chrome
  - Tablets/iPads/phones – download Zoom app from your app store. Look for the icon of a little white camera on a light blue background like this

To Join a Meeting from the email invitation:
- Close any programs you were using with the camera
- Open the email invitation
- Click on the link next to Join Zoom Meeting
- Use the Meeting ID and password included in the meeting invitation email
- Agree to using camera and audio
- If you have trouble with the camera or audio, chances are good that settings are off for privacy and you will have to modify the settings.
  - For example, on a Microsoft Windows 10 computer:
    - Click on Windows icon (4 boxes on the main menu bar)
    - Click on the Settings icon (gear)
    - In the Search box, type in Microphone
    - Select Microphone privacy settings from the list and make any necessary changes. Be sure to scroll down and read all of the choices. You may need to Allow Desktop Apps to access your microphone.
    - Repeat for Camera, if necessary
    - Should take effect immediately. If not, reboot computer.

Many Zoom meetings will have you enter a waiting room until the person running the meeting admits you. This is for security and prevents uninvited people from crashing the meeting.

Meeting best practices:

- Microphones pick up every little noise, including the click of the keyboard, throat clearing, etc. Most people mute themselves when not speaking to minimize background noise. This is especially important with lots of attendees.
- To Mute and Unmute yourself, click on the microphone icon at the bottom of your screen. You may need to move the mouse down there for the microphone icon to show up. Video works the same way.
- You can set your Zoom screen to show the person speaking by selecting that option from the upper right side of the screen.

Other tips:

- TIP #1: Some command options are "invisible".
  - Move your mouse pointer around the outside edge of the Zoom screen to make the commands appear. (For instance, on the outside edge of the box with your picture, there's a command that allows you to change how your name appears on the screen.)
- TIP #2: Mute yourself when not speaking. (The microphone picks up most background noises: typing on keyboard, dogs, kids, husbands in the other room, etc.)
  - In the lower corner of the Zoom screen, click on the little microphone picture.
- TIP #3: There are a lot of YouTube videos that demonstrate the options during a Zoom meeting. Do an online search to find more information.

See you on Zoom!