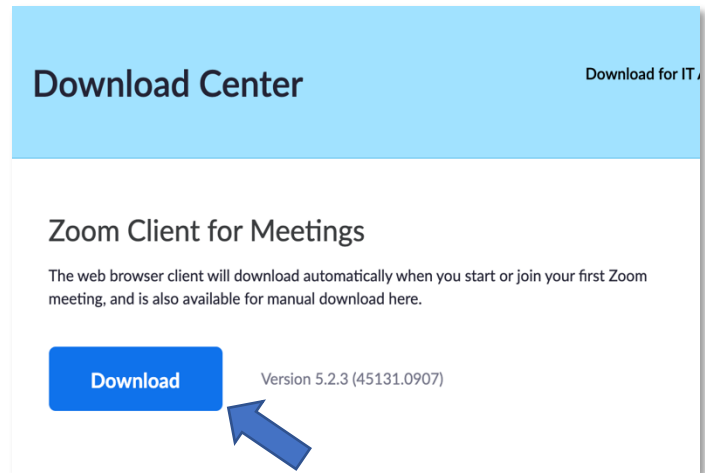


How to Download and Operate Zoom on a Computer

1. Download Zoom here:
<https://zoom.us/download>.

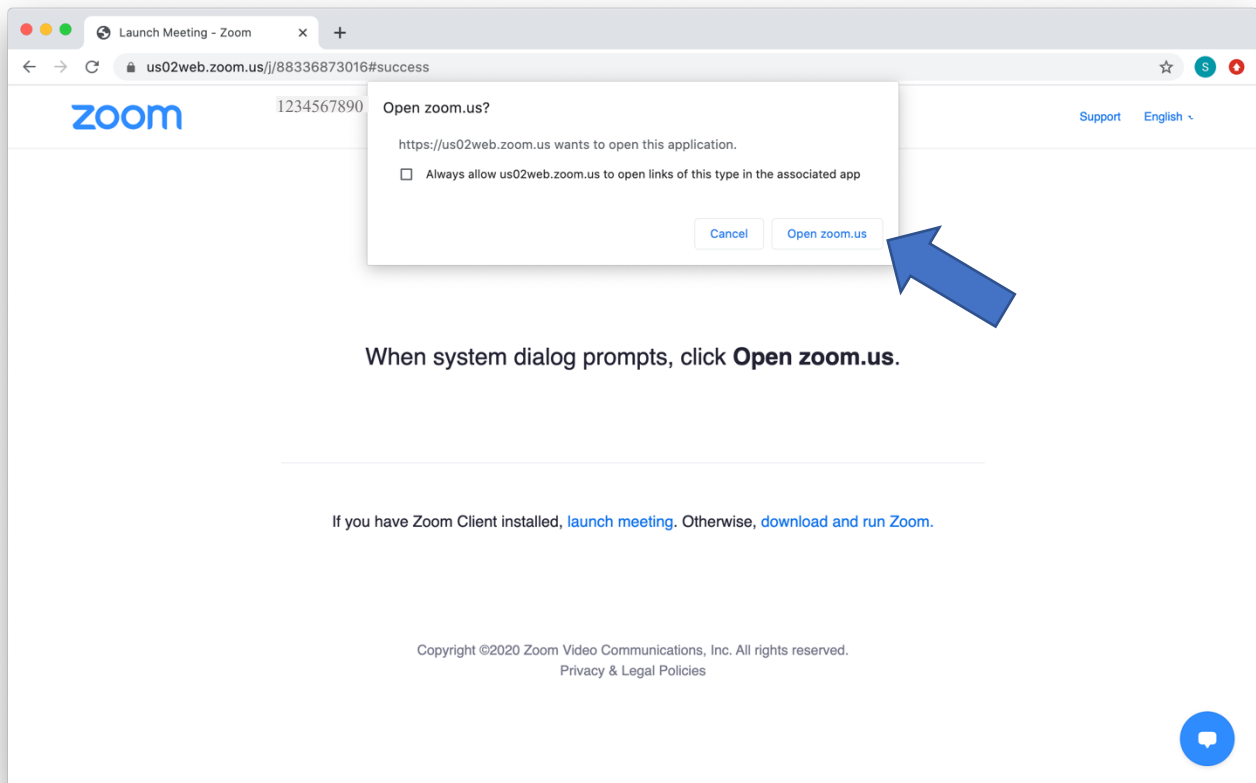
2. Once it is completely downloaded, go back to the meeting invitation. **Click on the meeting link when you are ready to join the meeting.**

The meeting link will look like this:
<https://us02web.zoom.us/j/#####>.
The numbers at the end of the link are the meeting code.

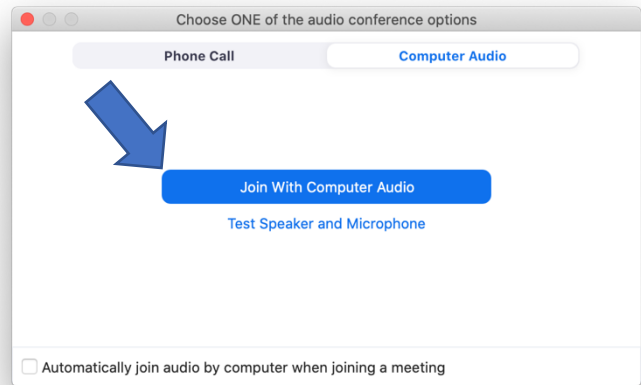


Eg. If the meeting link is <https://us02web.zoom.us/j/1234567890>, then the meeting code is 1234567890.

3. A new window will open and then a small window will pop up that asks you if you'd like to join with zoom. **Click the button that says “Open zoom.us”.**



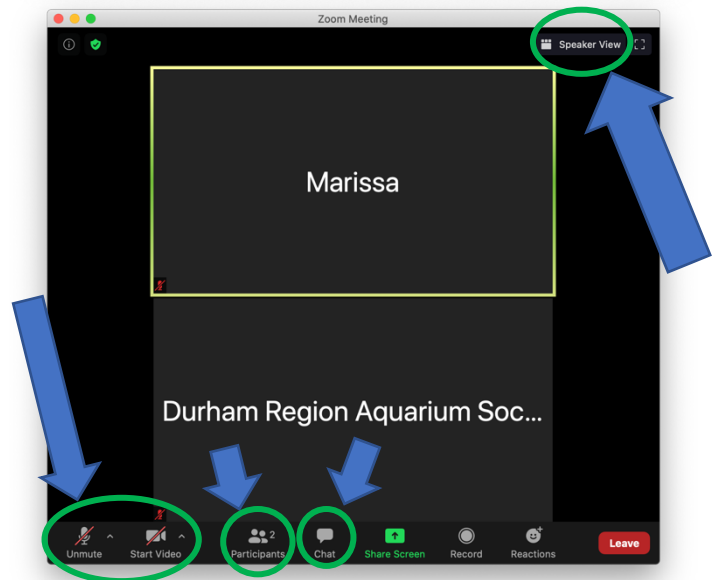
4. **After that, Zoom will open.** A smaller window will open asking if you'd like to join with computer audio. **Click the button that says Join with Computer Audio.** Or, you test your speaker and microphone before joining. Once you join, you will be put into a waiting room until the Host admits you into the meeting. you will see the screens and faces of those that are in the meeting!



To change who you see, **click on the button** in the top right corner of the screen. There are two different options: **speaker view** (see only the speaker) or **gallery view** (see most people all at once).

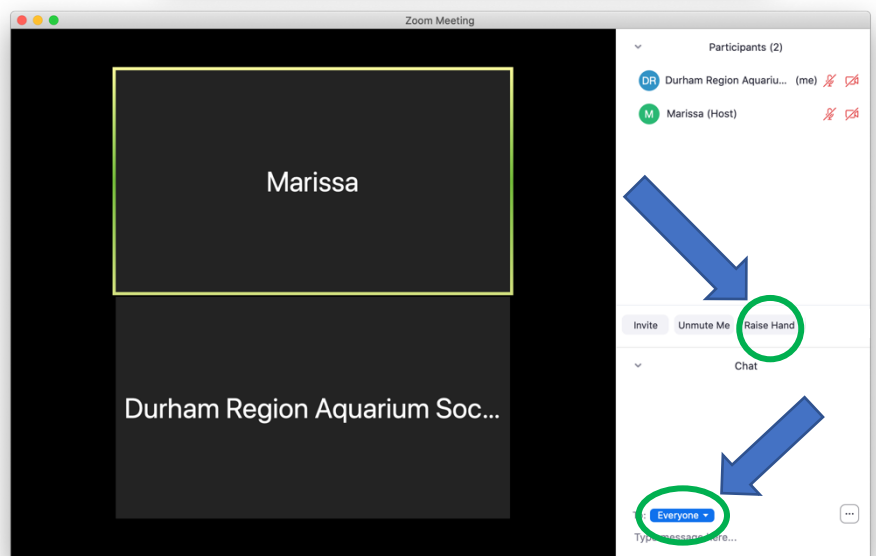
5. When zoom opens, **your microphone and camera will automatically be on.** If you'd like to turn it off, press the microphone icon to turn off the microphone, and the video icon to turn off the video.

6. To use the **chat** and **raise hand** function, click on **participants** at the bottom of the screen. To access **only** the chat function, click the **chat** button.



7. When you enter the chat/participants function, you will have the option to **raise your hand**. Use this function if you'd like to ask a question or make a comment and the Host will call on you to speak.

8. The chat has two modes: **chat to everyone** and **chat privately to another person** in the meeting. To change that function, click on the arrow beside "Everyone" and a list of names of people in the meeting will appear. Click on the person you'd like to chat with privately and you're all set!

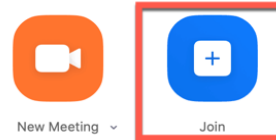


How to Download and Operate Zoom on a Mobile Device

Using the app

1. **Download the zoom application** to your mobile device prior to the start of the meeting.

2. Press the **Join** button.



3. Enter the **meeting ID**.

Eg. If the meeting link is <https://us02web.zoom.us/j/1234567890>, then the meeting code is 1234567890.



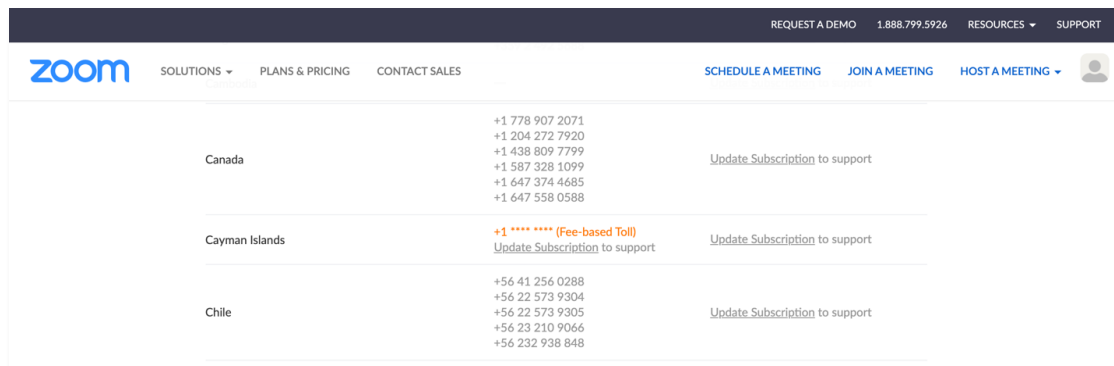
4. **Type your name** underneath the meeting ID if your name is not already there.

5. Press **Join**.

Using a Phone for Audio in a Zoom Meeting (Calling in to the Meeting)

1. Note the **meeting ID** from the Zoom invitation.

2. Call the phone number that matches your region. These are the phone numbers for Canada. Use any one of these phone numbers (preferably one from your general region, but any should work). These phone numbers can be found at <https://us02web.zoom.us/u/kbbk4v9vTV>.



3. The automated operator will prompt you to put in the **meeting ID**, followed by the **pound key**.

4. You will be put on hold until the Host admits you into the meeting.

5. Once you are in the meeting, you can mute yourself by using the mute button on your phone or device, as well as put the volume on speaker phone as you would be able to do with any other phone call.