

Zoom Training Outline

Before the Meeting:

- Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app at https://zoom.us/download#client_4meeting or on the app store. Pre-downloading the Zoom app beforehand will save time.

Joining a Meeting

- Go to Zoom’s main page, click “Join Meeting” at the top of the page and type in the Meeting ID/Password.

1. **Via the Zoom APP on Windows/Mac Computer:** Click “Join a Meeting” in your app. Sign in to Zoom and then click **JOIN**.



- Enter your **MEETING ID** (this is the number associated with an instant or scheduled meeting from the teacher. The meeting ID can be a 9, 10 or 11-digit number), and enter your display name (could use your child’s name or initials). You do NOT need to be signed in to Zoom. Your meeting will work without having your own sign in. Select your computer audio and click **JOIN**.
2. **Via the Zoom WEBSITE (GOOGLE OR ANY INTERNET DATA SITE) on Windows/Mac Computer:**
 - In your web browser, type in “join.zoom.us”. Enter in your MEETING ID provided by the teacher. Click JOIN. When asked if you want to open “Zoom.us” click ALLOW or OPEN LINK.

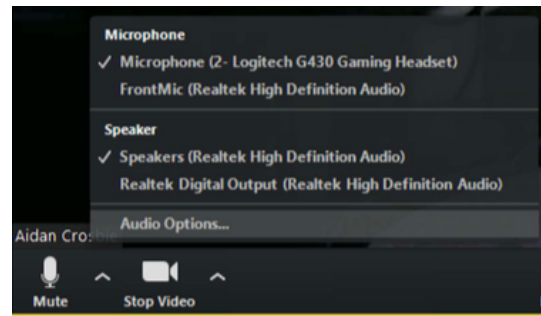


During the Meeting:

You as the parent/caregiver have a few controls during the meeting. Here are a few common ones:

- Once you are in, move cursor or mouse over your screen. Tabs will pop up. If you want to talk, “unmute” your mic. If you want video, click the video camera button .

- Arrow up next to Mute: Different headset/speaker options. So if you are not hearing the meeting, or the meeting is not hearing you – try some other options in that menu. When the audio is mute it will have a red line across the mic.
- Video Start/Stop. Click to turn on or off your video
 - Arrow up – Camera options



Important: When you join, your mic sound will be muted, this is just to block any background noise in the beginning or just for privacy. But once you click the unmute button you are able to talk

Fun addons:

- Next to the video symbol is a carrot pointing upwards, if you click that and click Choose Virtual Background, you can add a cool background to you.

Viewing the other Participants

- On your Zoom screen at the top right corner, there are two buttons. The far right is to make Zoom full screen. The other helps with the order of participants. There is gallery view where you can see everyone. Speaker view- whoever is talking, their box will enlarge.

Other Tips:

- Always be on MUTE, then unmute yourself to speak
- Send a chat to let the host know you have a question or comment
- Lighting – light yourself up – no light/windows behind you
- Be centered in the screen – use your image to make sure others can hear you, see you
- Use your telephone if you can't hear your computer speaker well – or others cannot hear you well. You can use computer for video and phone for audio. Call in numbers should be included in invite.