

Connecting to a ZOOM Call – It's Easy!

Zoom is an Internet-based application which requires your webcam and computer speakers. Go to: www.Zoom.us to download. If Zoom is not on your computer, it will automatically download the app. If it asks permission to connect to your speakers and camera - answer **yes** – **allow**.

Check to see if your computer has a camera.

- At the top of the frame of your computer screen you will see a rectangle – that's the camera. Be sure it is not covered – when the call is active you'll see a tiny green light.
- Go to your File Manager (your applications) and look for camera – click on it. Or if you see where your camera is located click on the application to open it.
- If you see an option that asks permission to view camera – click **yes** or **allow**.
- Depending on your computer it might ask if you want audio – click **yes** or **allow**.
 - Go to your device settings to select integrated audio if on a computer.
 - If using your computer close all other tabs.

Zoom on your smartphone or tablet is really simple. Download the application and your phone will use the camera and microphone. If using a phone or tablet set it on a stable surface don't try to hold it in your hands during the meeting. You might want to plug it in to keep it charged. Set it at eye-level with the camera.

(This is an example) – Emailed invitation will look like this:

“Betty Johnson” is inviting you to a scheduled Zoom meeting.

Topic: Betty Johnson's Zoom Meeting

Time: Apr 23, 2020 05:00 PM Eastern Time (US and Canada)

Join Zoom Meeting – this is the link (this is an example)

<https://us02web.zoom.us/j/85098898644?pwd=UGxuREdOOwX6WFJ5c0FFJxUT09>

Meeting ID: **123 4567 8910**

Password: **032121**

Write down the meeting ID and password – however, it might connect automatically.

All you have to do to join the meeting is click on the link. You can ignore any other dial-in phone numbers that may also be in the invitation. They don't apply to you.

Lighting is important, you will be on camera. Have the light source on your face. Daylight is good or turn on a lamp in front of you. Turn up the volume on your computer to mid-range.

Pay attention to what is in your background it might show up on camera.