The Zoom Video Conferencing System

Note: It is essential that participants in these video/audio conferences are in a quiet environment. All background noises will be picked up on the meeting audio and will make it very difficult for other participants to hear and for the meeting to continue. It is strongly encouraged that participants mute their audio until they wish to speak.

The Zoom Video Conferencing System can be accessed through your computer, tablet, or smartphone, provided you have installed the zoom app on the device. It can also be accessed by telephone by using one of the phone numbers provided in the invitation.

How to access:

The following link is a short 1-minute video that explains how to join a Zoom video conference:

https://www.youtube.com/embed/vFhAEoCF7jg?rel=0&autoplay=1&cc_load_policy=1

Turn your computer audio on. Earphones are recommended (but not required) for audio quality. (Best results if you are in a quiet environment)

You will be given an Internet link that contains a meeting number; Click on the link or paste it into the address line of your web browser.
WINDOWS COMPUTER
A window will open and a Pop-up. Click on the “Open Zoom Meetings”

SMART PHONE OR TABLET
You will be taken to the web site and you will see this message: Click – “Allow”
The next screen will ask you a question: Click “Join Audio Conference by Computer”

Zoom will start and video of you will appear on the screen. [Or, cover your camera.] As each meeting member joins you will hear an audible tone and their video will appear at the top of the screen. A menu bar will appear at the bottom of the screen:

An explanation of the various options is shown below. Some are accessible by the meeting host only.

1. **Mute**: Allows you to mute your microphone. This is useful if you are experiencing a lot of background noise in your location – it will avoid disrupting the meeting.

2. **Stop Video**: Allows you to stop your video feed.