The Zoom Video Conferencing System

Note: *It is essential that participants in these video/ audio conferences are in a <u>quiet environment</u>. 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 <u>strongly   encouraged</u> that participants mute their audio until they wish to speak.*

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

How to access:

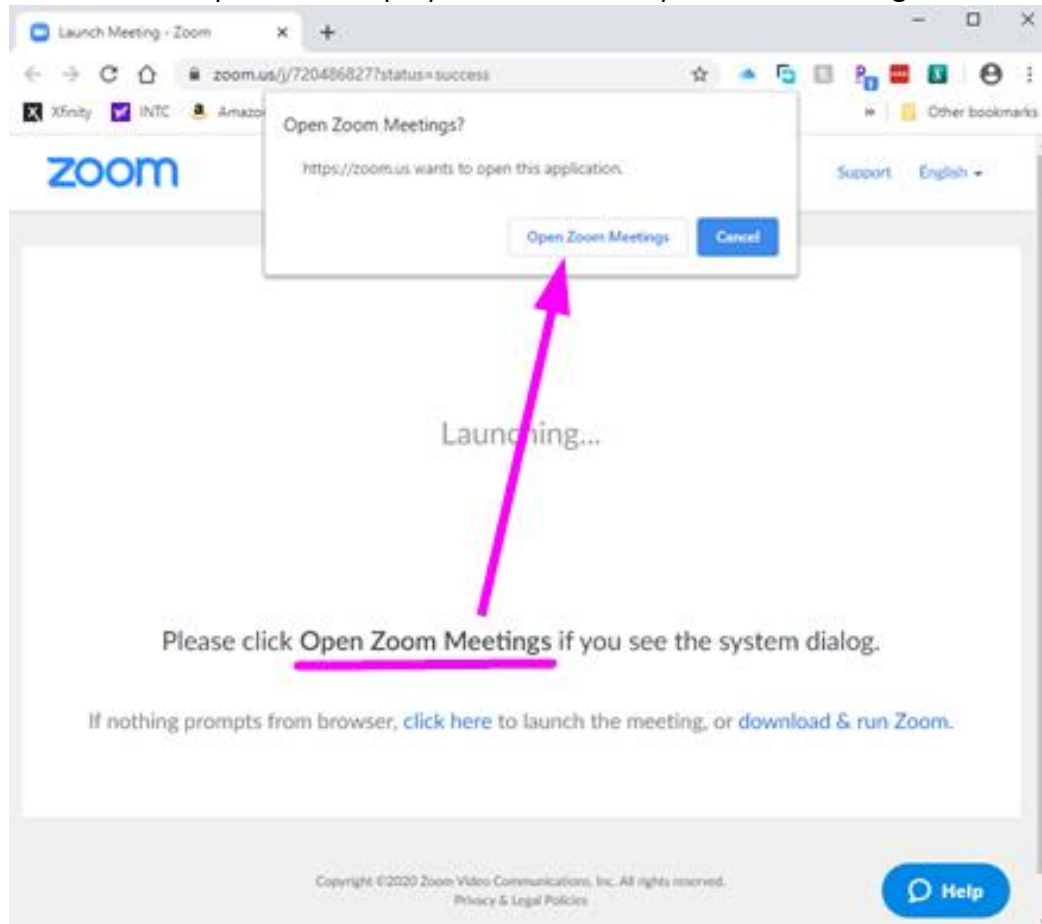The following link is a short 1- minute video that explains how to join a Zoom video conference:

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.
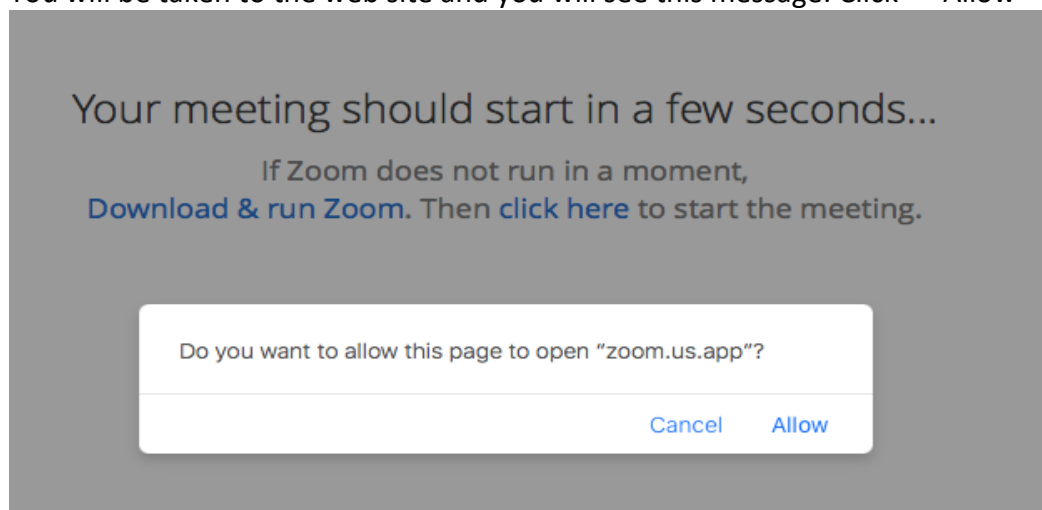
WINDOWS COMPUTER

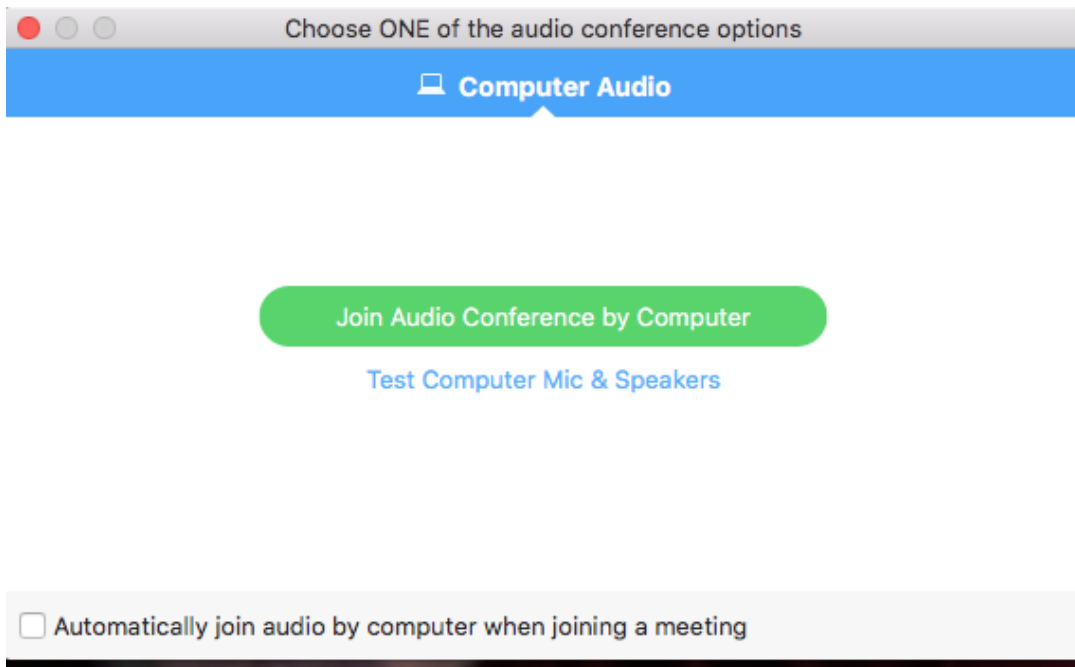A window will open and a Pop-up. Click on the "Open Zoom Meetings"

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.