INSTRUCTIONS FOR USING ZOOM VIDEO CONFERENCING SOFTWARE

1. Using the information from the emailed invitation, click on the link with the meeting ID.

2. Follow the instructions on the window that opens:

3. Answer any questions and follow the directions to set up Zoom on your computer or iPad. (It may ask about audio and video settings.)

4. Once you have entered the meeting, you will see several options on the screen. (If using an iPad, these options are temporarily visible when you touch the screen.)

    a. Microphone – allows muting or unmuting

    b. Audio – shows how you are connected and allows you to test the audio settings

    c. Video – allows you to turn on or off webcam

    d. Settings – includes options to change other items (you probably won't need this)

    e. Participants – will show all in the meeting and allow options for each participant

        i. Raise Hand – use to make comments. Once you hand is raised, the button will change to 'Lower Hand'. Once recognized to speak, you'll need to click it to lower your hand.
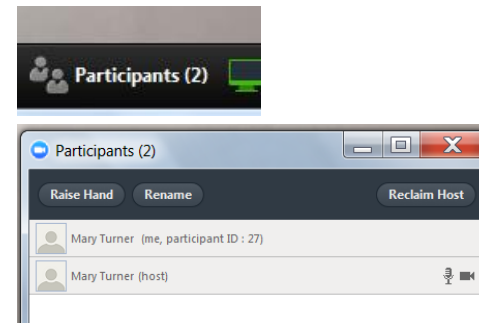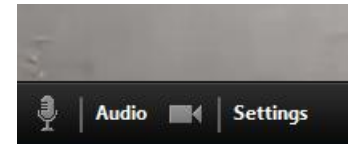
ii. Rename – if you want to change your 'identifier'. (Ex. when logging in on iPad, it assigns the name of the iPad which may not be what you want to use.)

(You will notice that your participant record will not show any icons on the right. That is normal.)

5. There are two different views that can be utilized for a meeting: Speaker View and Gallery.

   a. Speaker View: shows small thumbnails of each participant with a full screen view of the person who is speaking
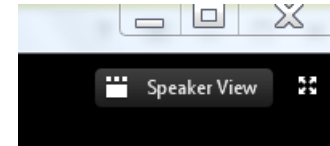
   b. Gallery View: shows thumbnails of each participant and the border around the individual is highlighted when he/she is speaking.
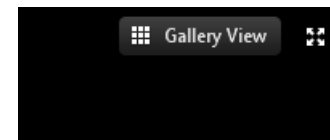
   (This is basically a toggle switch and shows the opposite of the current view. i.e. when in Gallery View the icon will show Speaker View.)

   c. The arrows box on the far right will enlarge whatever view you have selected to full screen.