

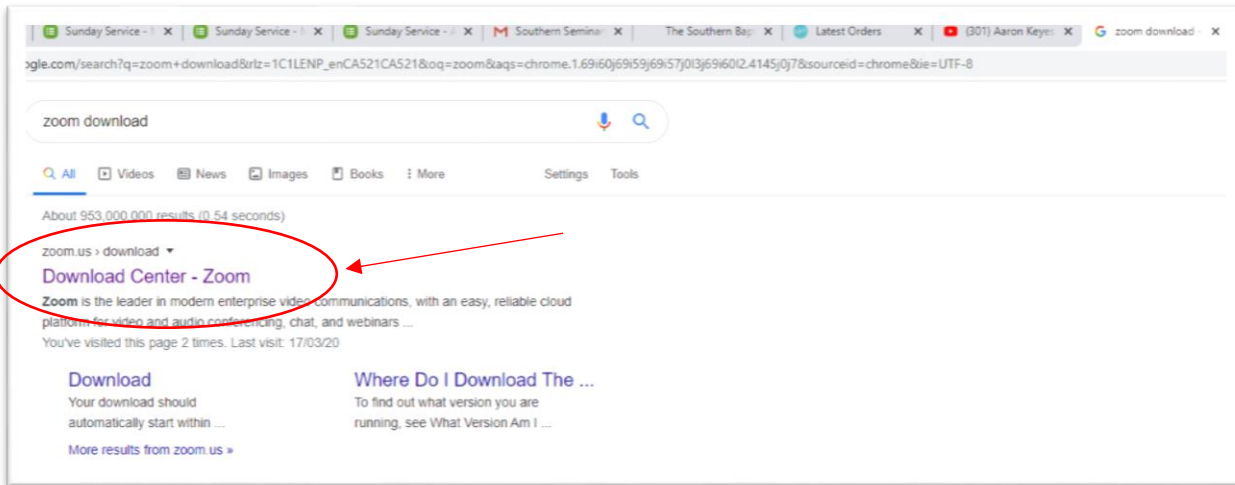
Instructions for installing ZOOM on a Computer

These instructions are for hosts only

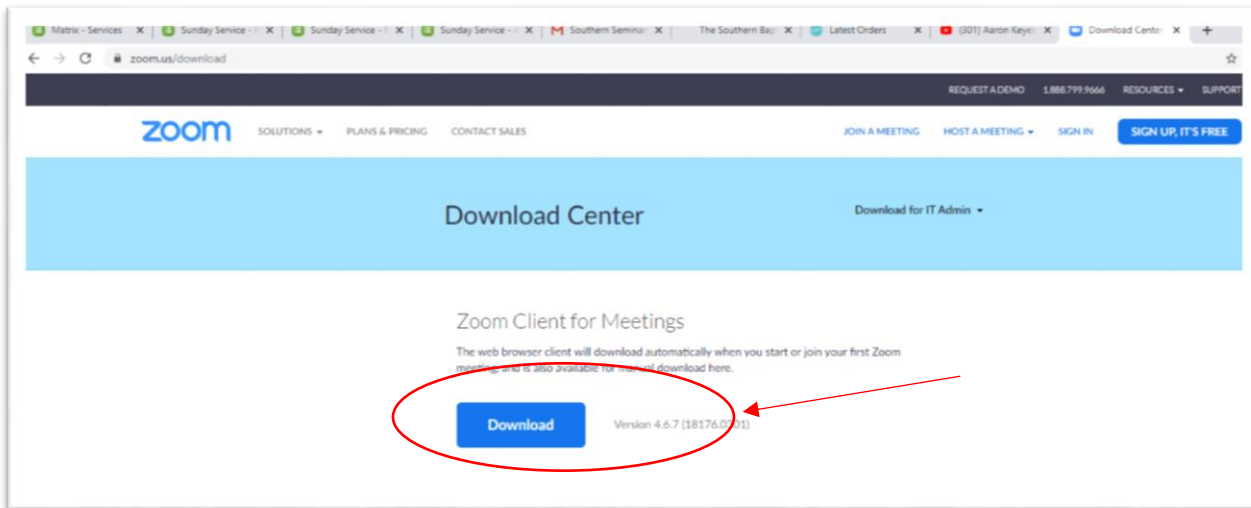
These instructions are for participants

These instructions are for both hosts and participants

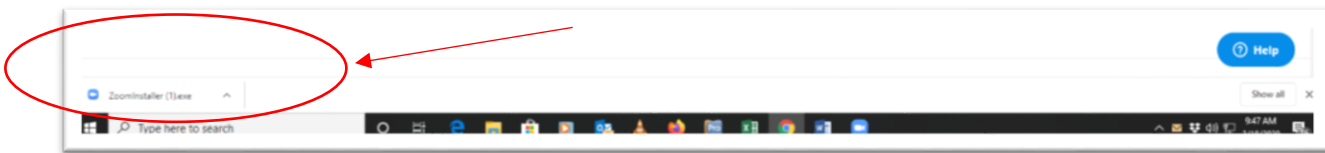
1. Go to zoom.us/download



2. Click on Download Zoom Client for Meetings



3. Click on Zoom Installer. Follow the prompts to "sign up" for the free account, using your email address.

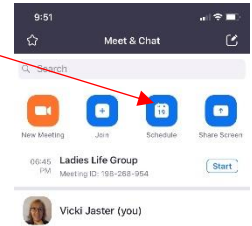


Instructions for Installing and Using ZOOM on a Tablet or Smartphone

1. Go to your device's "app store" and load ZOOM app:  and sign up for the free account, using your email of choice

2. Hosts schedule a meeting using this tab:

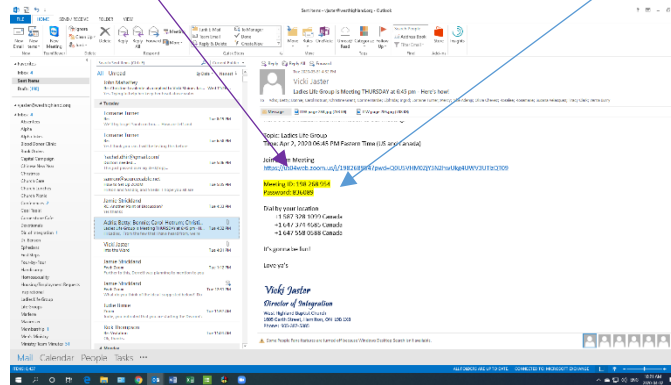
Adjust date, time, duration, time zone, (we advise that you) select "Meeting Password", tap Host Video on, Participant video on, Telephone and Device Audio (for Canada) on, etc. Click "Done" at the top and it will generate an email with the meeting information that you can address and send to your participants. When you go back to the app, you will see your scheduled meeting sitting in que for you to "Start"



3. To join a meeting,

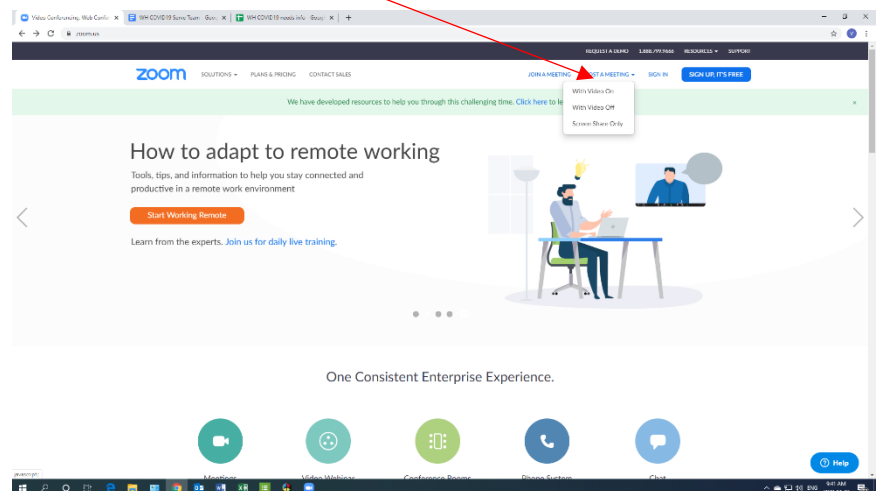
either tap the URL invitation in the email sent by your host and your app will open

Or open the app, select Join a Meeting, sign in and type in the Meeting ID and Password from the email



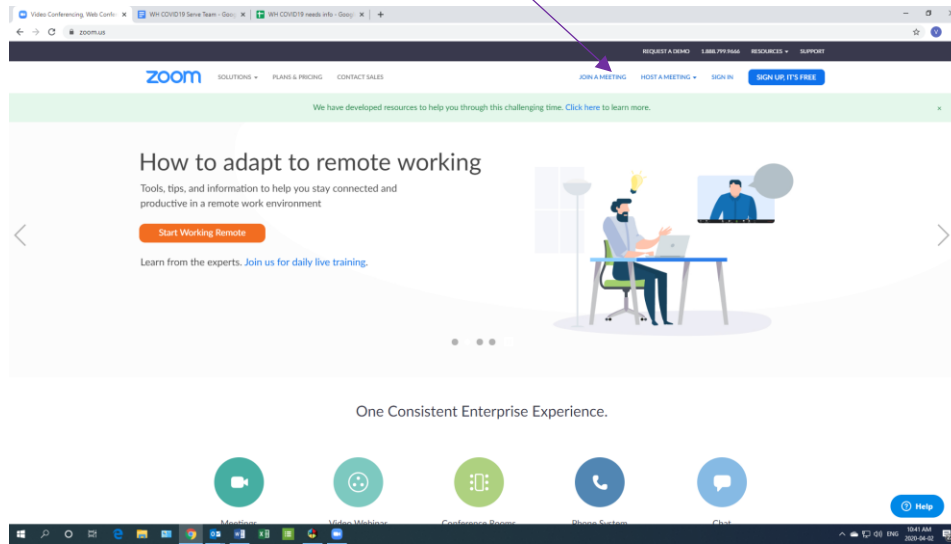
Instructions for Using ZOOM on a Computer

1. Once you have signed in, **Meeting Hosts** can click on **"New Meeting"** or **"Schedule a Meeting"** and select **"with video on."** Select the date and time, ensure you're on Eastern Canada, require a video, require a password, telephone and computer audio, enable join before host and whatever else you'd prefer.



2. Then click "Save" at the bottom. This will generate an "invitation" Click on the blue wording "Copy for Invitation" on the right near the top. Then start a new email and paste the contents. As I did in the illustration above, delete any extraneous information, yellow highlight the meeting ID and password, etc. You will see that there are phone numbers on the invitation (but not on my illustration above). Leave this in if someone will be calling in from their phone. When dialed, the member will be asked to put in the meeting ID and password and will then have audio access to the meeting.

If you are a **group member** simply click **“Join a Meeting”** where you will be asked to input the Meeting ID and password that was sent to you by your group leader in an email.



Other Pointers....

- If you are asked, in the connecting process, select **“Join Audio”** and **“Join Video”**
- When you are in the meeting, explore the **“views”** of these icons



- It is encouraged that everyone mutes while they are not talking to avoid Feedback in the meeting

- Share screen allows you to share something on a website, from RightNow Video, or a document to everyone else in the meeting....

- Chat allows you to have a **“private”** typing conversation with any one of or all of the participants

- When the meeting is over, you can click **End Meeting** or **Leave Meeting**

