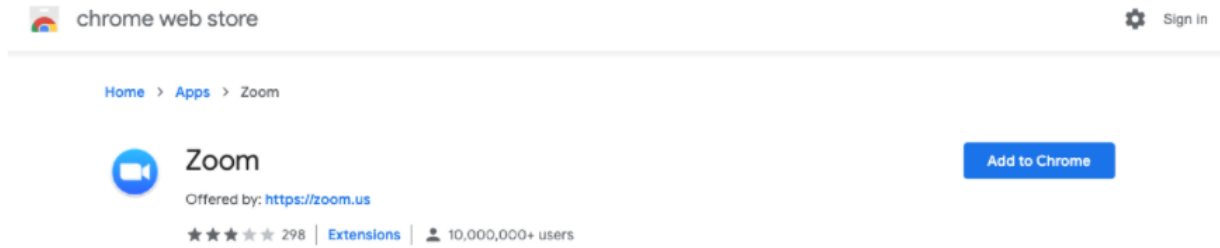


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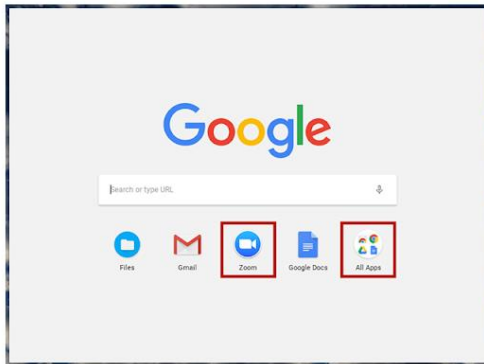
Zoom Instructions for Chromebook Users

Download & Install Zoom

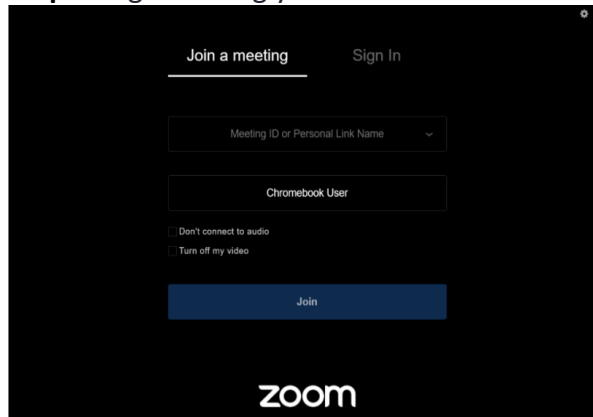
Step 1: Install the Zoom app from the [Google Chrome store](#).



Step 2: Go to the app launcher and click on Zoom.



Step 3: Sign in using your school-issued Zoom credentials.



Step 4: Join a *test meeting* to ensure your camera and mic are connected and that your internet connection is stable. Once you're connected, you'll be able to immediately begin participating in your Zoom online classes.

8/24/2020

Before a videoconference:

Step 1: You will need your chromebook and headphones. You will have the opportunity to check your audio immediately upon joining a meeting.

Step 2: You will receive an email or notice for a videoconference or conference call from whoever put together the meeting. The notification will include a link to “Join via computer” as well as phone numbers for a conference call option. It will also include the 9-digit (usually) Meeting ID.

Inviting you to a scheduled Zoom meeting.

Join Zoom Meeting
<https://zoom.us/j/351191532>

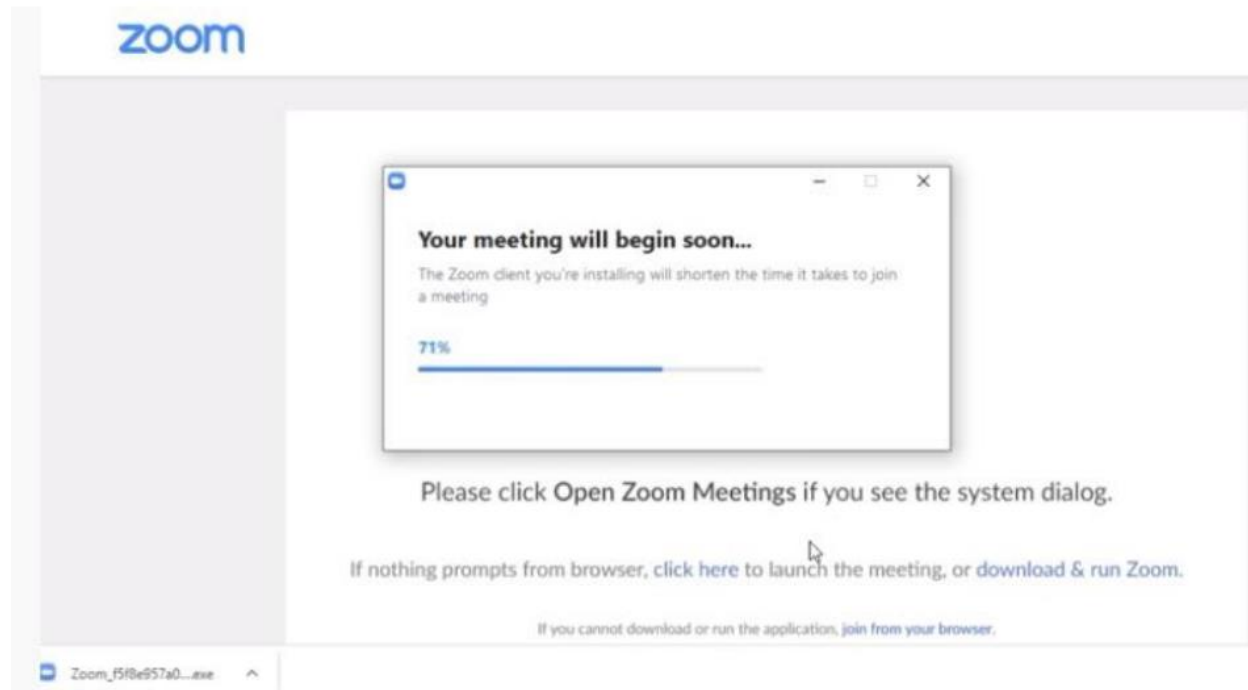


Meeting ID: 351 191 532

One tap mobile
+13462487799,,351191532# US (Houston)
+16699006833,,351191532# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
+1 253 215 8782 US
+1 301 715 8592 US
+1 312 626 6799 US (Chicago)
+1 646 558 8556 US (New York)

Meeting ID: 351 191 532
Find your local number: <https://zoom.us/u/aOQdmEVMD>



8/24/2020

After you have successfully downloaded and installed Zoom you are ready to join a Zoom meeting:

1. At the start time of your meeting, click on the link in your invitation to join via computer. *Remember, you may be instructed to download the Zoom application if you have not already downloaded it.*
2. After your program is downloaded, you will be prompted to enter your name and then click on “Join Meeting.”
3. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

Tips:

You may also join a meeting without clicking on the invitation link by going to join.zoom.us on any browser and entering the Meeting ID provided by your meeting host.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided in your invitation.
2. Enter the **Meeting ID number** (also provided in your invitation) when prompted using your touch-tone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen



Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View Participant list – opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand
- Change your screen name that is seen in the participant list and video window
- Share your screen
- On your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” shows the active speaker. “Gallery view” tiles all of the meeting participants.

8/24/2020

How-To-Zoom Video

This video provides step-by-step instruction on how to register and log-on to a Zoom meeting.

https://www.youtube.com/watch?v=GnPNmy3R_g

