Quick Start on How to Use Zoom

Before the meeting:

- You will need a smart phone, tablet, or computer with camera and headphones or speaker.
- If you are on a smartphone or tablet, download and install the Zoom app. Or simply click the link if you have it and it will prompt you to install Zoom.
- Find the link or the Zoom ID of the meeting you wish to join. The ID is a 9 digit number but may be 10 digits. It may or may not have phone numbers associated.
- If calling from areas with poor internet access, you may wish to join as audio only.
- Plan on joining early to handle any technical difficulties before the meeting starts.

To Join the Meeting:

- Click on the link provided, start the app and select “Join a Meeting”, or go to https://zoom.us/join and enter the meeting ID.
- You will be asked for a name to use. If you wish to preserve your anonymity simply use your first name and an initial. For international meetings you may wish to add your city or nation.
- There are options for audio connection. “Call Using Internet Audio” should work.
- Please click on the “mute” icon when you join.

Participant Controls:

- Depending on which device you are using, your controls may be located in different places on your screen. Here are the major icons:
  - Mute button. Please mute when not speaking
  - Video button Start/Stop video
  - Participants
    - Clicking on this brings up a list of who is in the meeting including you.
    - This icon is one of your controls on the participant screen.
    - Click on it to virtually raise your hand to request to speak.
    - Click on it again to lower your hand after you speak.

The chat room may also hold a link to a paypal or other electronic payment method. Please use that if you wish to donate to the meeting but donations are NOT required.

*Give yourself permission to try something new!*