

ZOOM INSTRUCTIONS

Zoom first-time users:

1. Desktop and laptop computers:

- Go to <https://zoom.us/support/download>
- Download the Zoom software (innocuous software so your device can use Zoom effectively).
- Depending on your device, click the download, follow the prompts. It is safe to answer affirmatively to all questions (usually 1 to 3).

2. From the iPhone, tablet, or iPad:

- Use the same link above (or go directly to App Store or Google Play to obtain and download the app for Zoom)
- Like above, follow prompts responding affirmatively to download and install the secure Zoom software.

Join a Meeting

3. Now to join the Zoom meeting:

- Click the link to join the Meeting click the link above or copy-paste the link into your browser.
- One or two popup boxes may appear – click YES. (it may ask to access video, camera, etc. Answer each question affirmatively so you have full features)
- Likely you will be asked to “Join Meeting.” Answer - YES
- If you are not able to join the meeting at this point, call George Warriner at 512.632.6290. Be patient, he may be responding to other members.

4. I’ve joined meeting – now what??

- First – relax – you are there. The next steps are to enhance your experience.
- On the lower left side of your Zoom screen, you will see two boxes
 - Audio – click if a red diagonal line appears to turn on sound (or conversely turn it off). OFF is the recommended position during the meeting unless you are speaking.
 - Video – same as audio above. Usually, leave it ON so we all can see who is attending the meeting.
- On the top right side of the screen click – Speaker View or Gallery. Usually, you use the Gallery view so you can see everyone at the meeting.
- In the lower part of the screen is “Chat”. Use this to send everyone a written message—a useful feature to avoid interrupting a speaker.