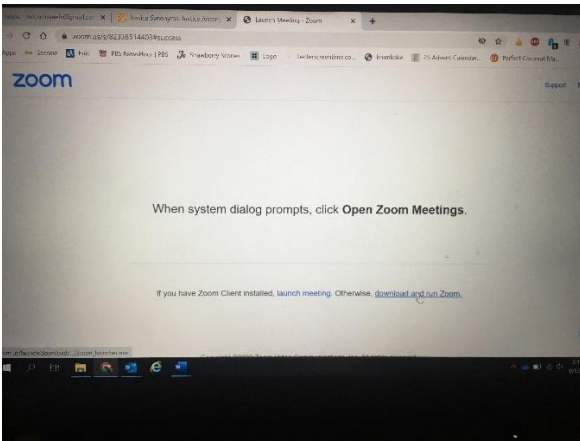
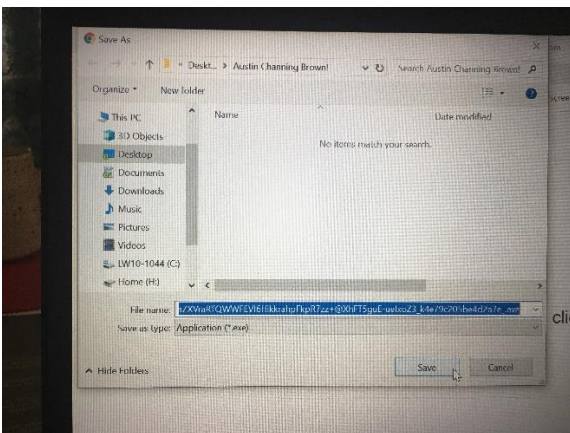


Christa's Zoom Tutorial

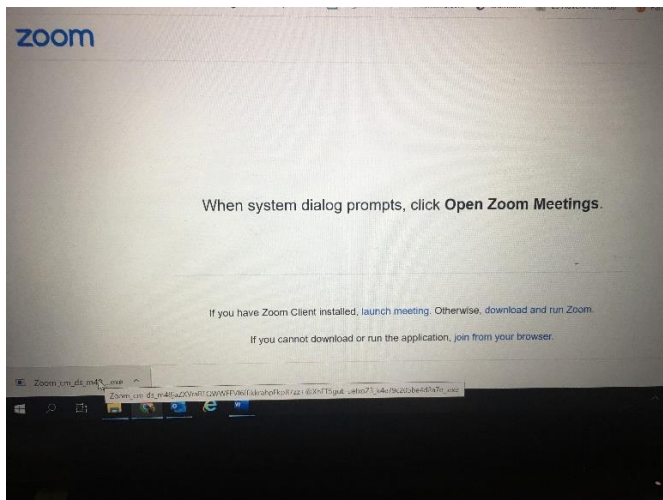
1. Click the Practice Zoom Session Link that I sent you. This screen will open up. Click “download and run Zoom”:



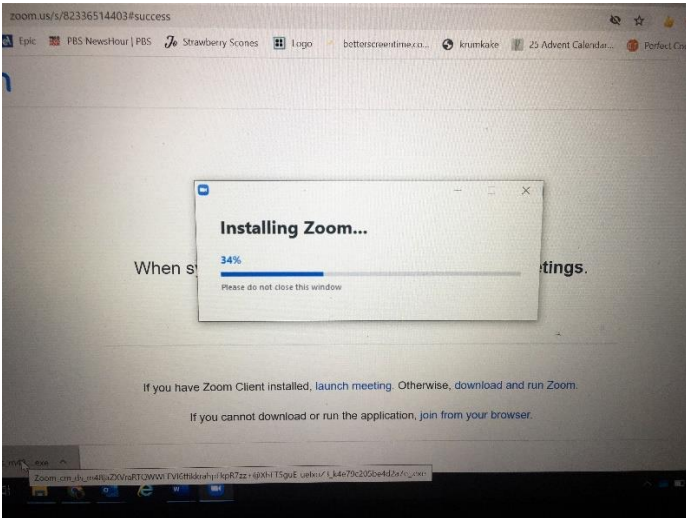
2. This screen will pop up and you will click “Save”:



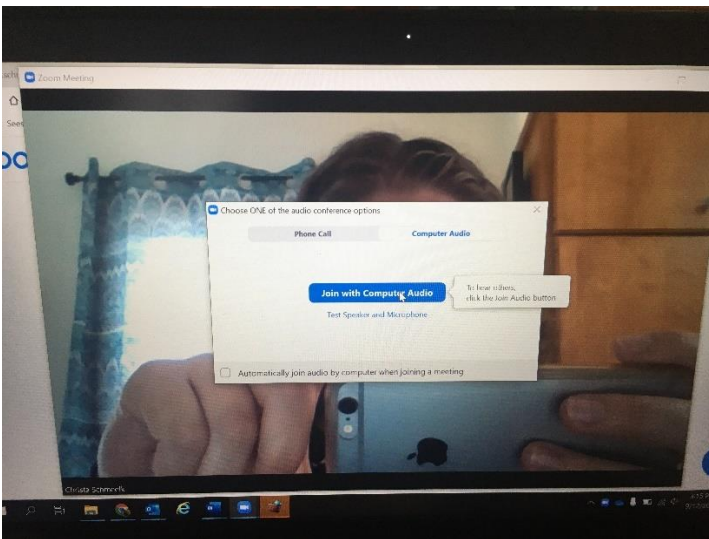
3. This screen will come back. Look at the bottom left hand corner and click where my arrow is:



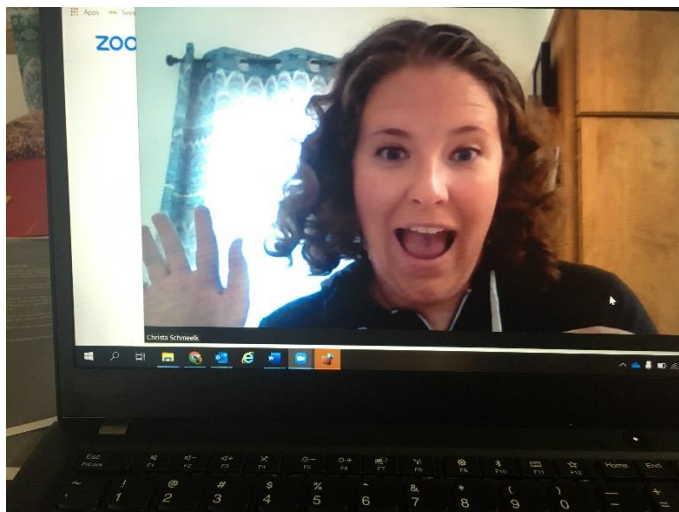
4. You will see this screen – wait until Zoom finishes installing:



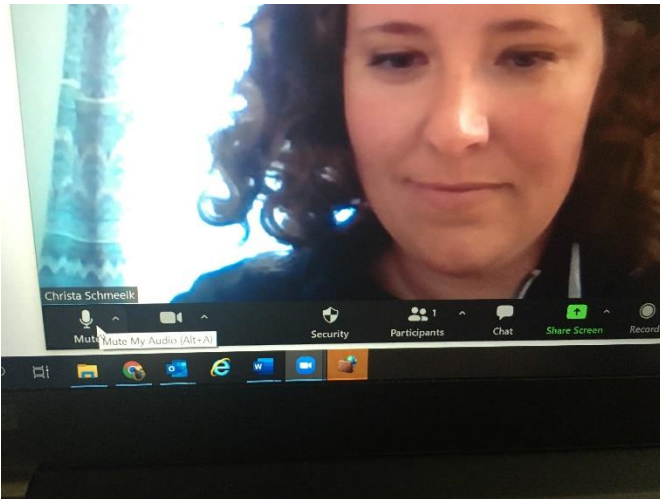
5. Ok! Almost there. Click “Join with Computer Audio”:



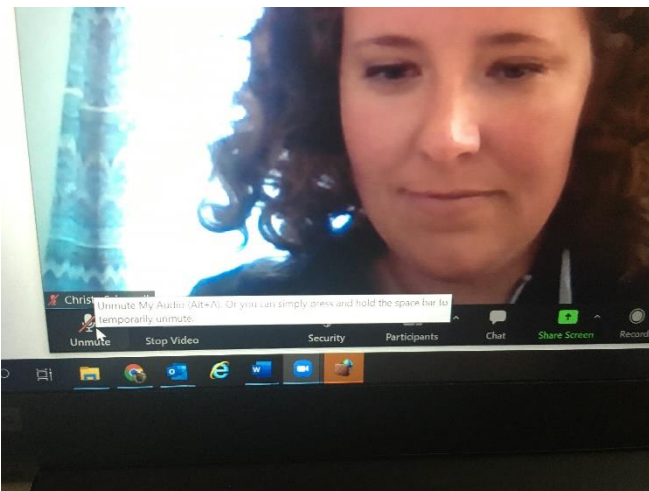
6. YOU DID IT!



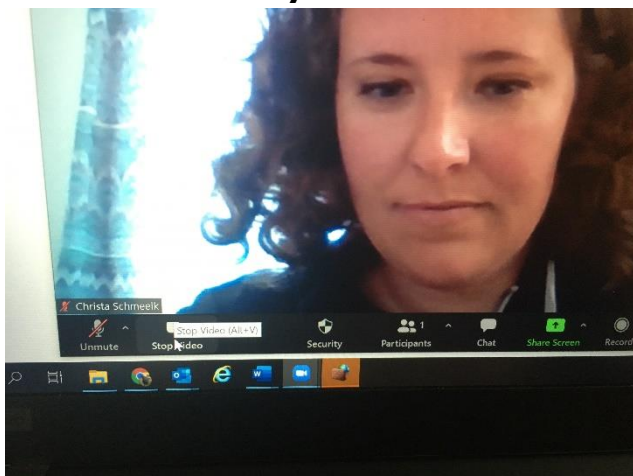
7. Now for a couple functions. Take your mouse and scroll down to the bottom of your screen and a bar of icons will pop up. All the way on the left is the mute button. It looks like a microphone. See where my arrow is?



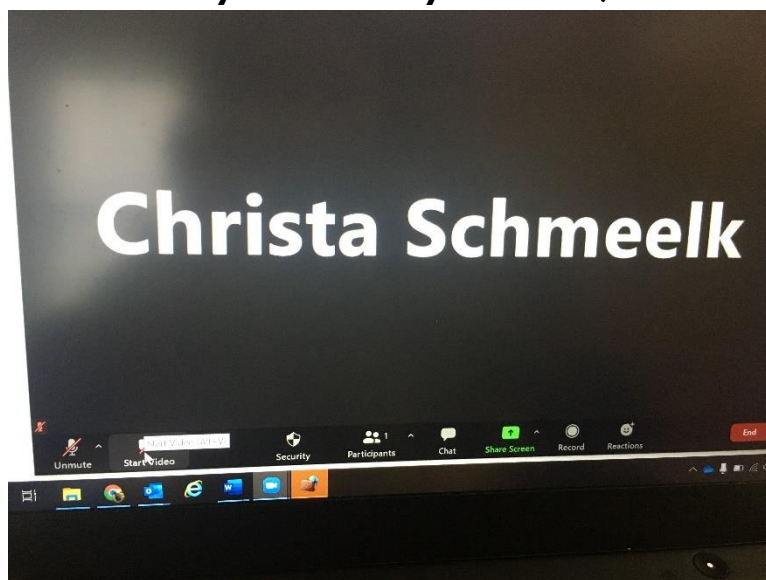
8. Click mute and now none of us can hear you. If you have to talk to someone off screen, have background noise happening, or aren't talking currently, this is how you know we can't hear you:



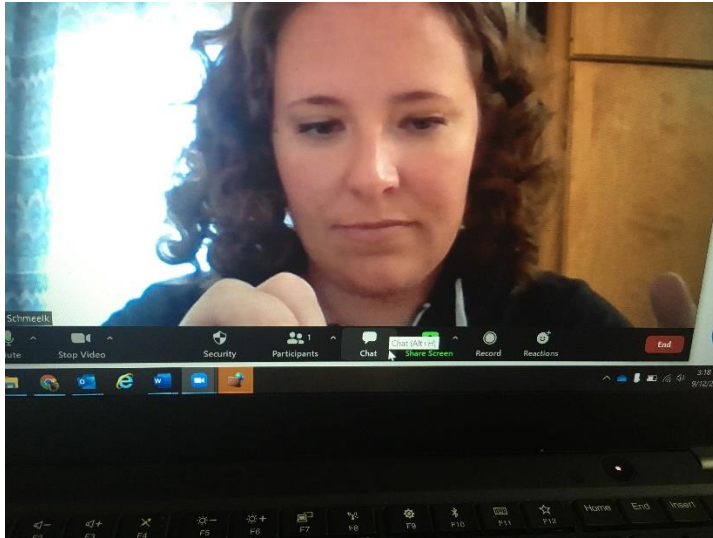
9. Next to the microphone/mute button is a video camera which is the button for your video feed:



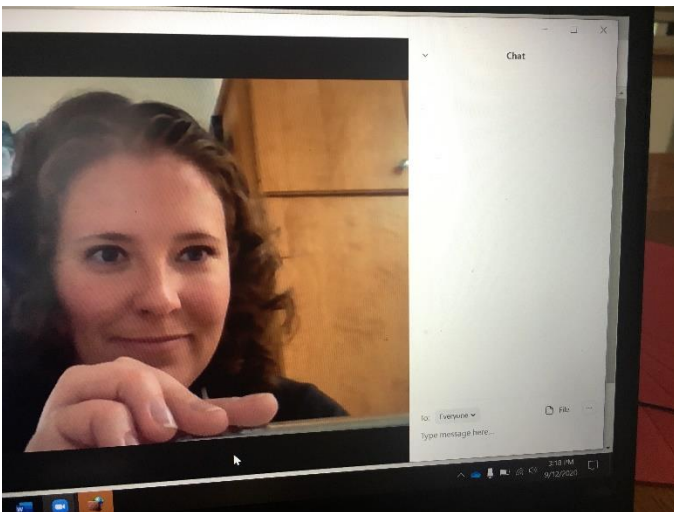
10. Click the video camera and your video feed goes away. If you have to go away from camera to go to the bathroom or want us not to see you for any reason, this is how you do it:



11. I'm not sure if we will use this function, but I also wanted to show you the "Chat" option. Notice where my arrow is:



12. If you click the chat bubble, you will see a chat screen will pop up at the side and you can type a question.



13. Grid view and Speaker view: While we are in a meeting if you put your mouse to the upper right hand corner, you can choose "Grid view" which allows you to see the entire group at once. Or you can choose "Speaker View" which shows the person who is speaking on most of the screen.