

How to Use Zoom for Online Sessions

1. Download and Install Zoom

- Go to zoom.us/download.
- Download **Zoom Client for Meetings**.
- Install the application on your device.

2. Join a Zoom Meeting

- Click on the Zoom link sent to you via email or message.
- If prompted, click “**Open Zoom Meetings**” (or “**Launch Meeting**” if using a browser).
- Enter your **name** and click **Join**.

3. Set Up Your Audio and Video

- Click “**Join with Computer Audio**” to use your device’s microphone and speakers.
- Click “**Start Video**” (camera icon) to enable your webcam.
- Click the **arrow next to the microphone** to select your preferred audio input/output.

4. Use Zoom Controls During the Session

- **Mute/Unmute** (microphone icon) - Click to mute/unmute yourself.
- **Start/Stop Video** (camera icon) - Click to turn your video on or off.
- **Chat** (speech bubble icon) - Send messages to the host or participants.
- **Participants** - See who is in the session and raise your hand if needed.
- **Share Screen** - Click to present your screen (if allowed by the host).

5. Exiting the Meeting

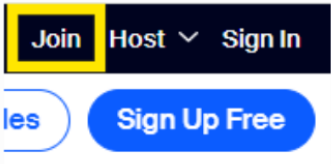
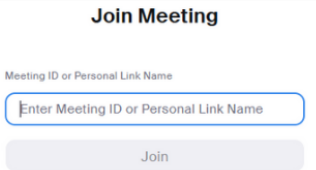
- Click “**Leave Meeting**” in the bottom-right corner when the session is over.

Troubleshooting Tips


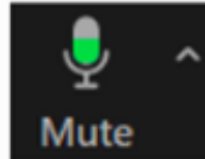
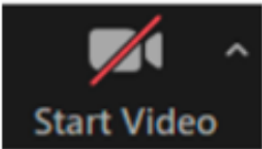
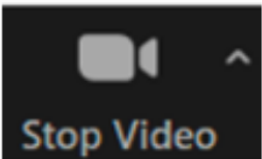
- Ensure your **internet connection** is stable.
- Use **headphones** for better audio quality and to avoid echo.
- Check your **microphone and camera settings** if they aren’t working.
- If you experience issues, restart Zoom or rejoin the session.

For additional help, visit [Zoom Support](#).

Logging in to Zoom

<p>Topic: Example Meeting Time: Dec 17, 2024, 03:00 PM Central Time (US and Canada) Join Zoom Meeting https://zoom.us/j/1234567890123?pwd=MeetingLink12345</p> <p>Meeting ID: 987 6543 2109 Passcode: 654321</p>	<p>To sign in on the computer or iPad, click on the meeting link provided by email.</p>
	<p>Go to zoom.us and click 'Join' in upper right corner</p>
	<p>Type in Meeting ID (found in email)</p>

Using Zoom

	<p>This button let's you turn your microphone (audio) on and off. If it looks like this, we CAN'T hear you.</p>
	<p>Click once to unmute. If it looks like this, we CAN hear you!</p>
	<p>This button let's you turn your video (camera) on and off. If it looks like this, we CAN'T see you.</p>
	<p>Click once to turn your camera on. If it looks like this, we CAN see you!</p>

