

# Zoom Instructions

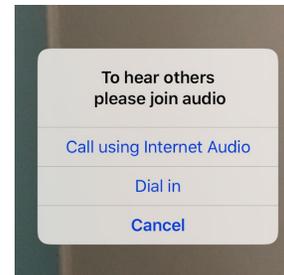
For Smartphone or Tablet Devices:



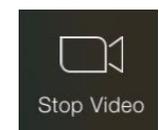
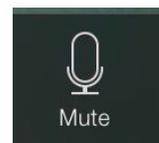
Download Zoom Cloud Meeting App on your smartphone or tablet by searching for Zoom on your device's app store. You only need to download this app to your device once.

After the app is downloaded to your device, you can join the meeting by entering the meeting ID number that was given to you. If there are dashmarks, you do not need to include them when you type

Answer yes to the access camera questions your device asks you. When prompted: "To hear others please join audio", select "Call using Internet Audio"



To mute your audio or to turn your video off while staying in the Zoom app, tap the device's screen and look for the mute icon and/or video icon.



On your tablet you can access Gallery View (which lets you see everyone who is in the meeting) by tapping on the screen and looking for Gallery View. On your phone, you can swipe left for Gallery View



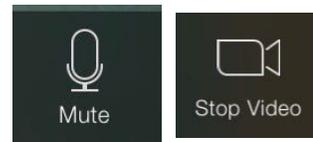
For Computers:

## Computer Download

You can download Zoom to your computer by going to <https://zoom.us/download>  
Download the Zoom Client for Meetings.

Once you have the software downloaded on your computer, open the program on your computer. When it asks you to join a meeting, provide the meeting ID you were given. If there are dashmarks, you do not need to include them when you type

To mute your audio or to turn your video off while staying in the Zoom program, look for the mute icon and/or video icon.



If you do not have a computer or smartphone or tablet, you can call +1 301 715 8592 and then when asked enter the meeting ID number you were given.

## Good Video Conferencing Etiquette

- Wear Headphones.
- Mute yourself when not speaking, especially when there is a lot of background noise and/or four or more people on the conference call/video.
- If you need to step away, turn your video off.

