Zoom quick instructions and tips

Thanks to Elders Action Network

Join by computer

- Close any program on your computer that uses your camera, for instance Skype.
- Have a headset available if possible to minimize feedback – your cellphone earbuds will work well.
- Click the **Zoom link** that's been sent to you in an email, and Zoom should automatically and quickly download to your computer.
- In Downloads on your computer, click Zoom_launcher.exe. Zoom should direct you to this with a large orange flag.
- Once Zoom has launched, a screen should pop up asking for your name. This will identify you during the meeting.
- You should now be part of the meeting. Click the green button that says "Join Audio By Computer".

Join by tablet or smartphone

- If you choose to use your tablet or smartphone, be sure to download the Zoom app ahead of time.
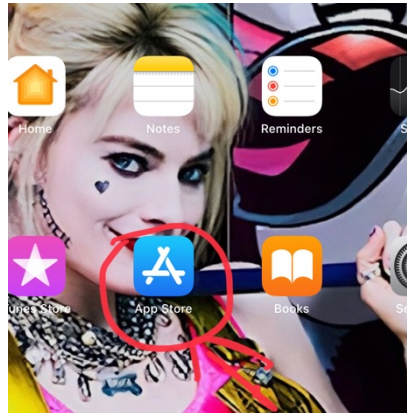- Once you have downloaded the Zoom app, follow the "Join by computer" instructions above.

Join by telephone

- First, dial the phone number provided in the Zoom email.
- When prompted, dial the meeting ID number that is also provided.
- Your phone will be automatically muted once the meeting starts. If you want to speak, press *6 to unmute.
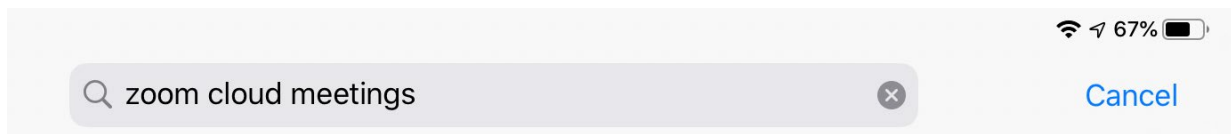
How to download the Zoom app

This will be helpful if you wish to install it in advance. All screenshots were taken on an iPad but the process is the same on Android devices.

- Go to the App Store on your phone or tablet. This is the Google Play store on Android and the App Store on iOS.

- There should be a search box at the top of the screen. Type in **Zoom** or **Zoom cloud meetings.**

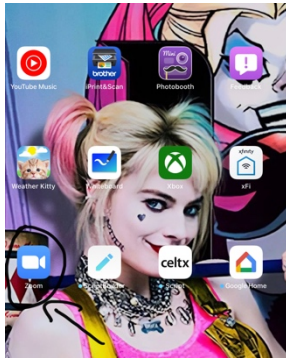- You should then get a screen like this:

Click on the app shown above. (It won't have the box that says "open" if it's not installed.)
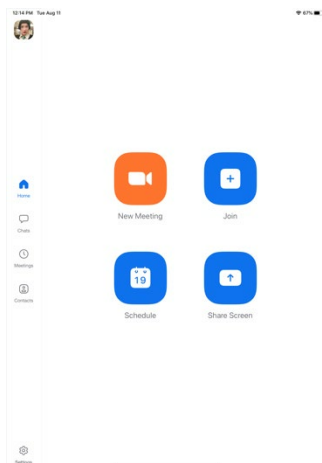
- You will be taken to the screen for the Zoom app. Click on the button that says "get" or "install" and the app will install. (You May have to click on a box to approve the install or enter your device password depending on your security settings.)

- Once the app is installed you will see an icon like this on your device.

- Tap on it to open the app. You will see a screen like this:

If you are clicking on an email link the app will open with the meeting screen.