



Zoom Guide

Staying connected is important to us, and although we cannot all meet in person we can still come together through Zoom! Zoom is a user-friendly way to connect with others using online, video meetings. The following will show you how to get started and will provide some tips to help our Friends Annual Meeting run smoothly.

What you will need:

- Stable Internet Connection
- Device with audio visual capabilities – This can be a computer or laptop with a webcam and microphone, a smartphone, or a tablet.

The Resources:

1. Download the App
2. Join a Meeting
3. Test Meeting
4. Audio and Video Settings
5. How to Chat

1. Downloading the App:

You have the option of joining a meeting through your web browser or downloading the app on your computer, tablet, or smartphone. We recommend downloading the app on your preferred device prior to your scheduled meeting time.

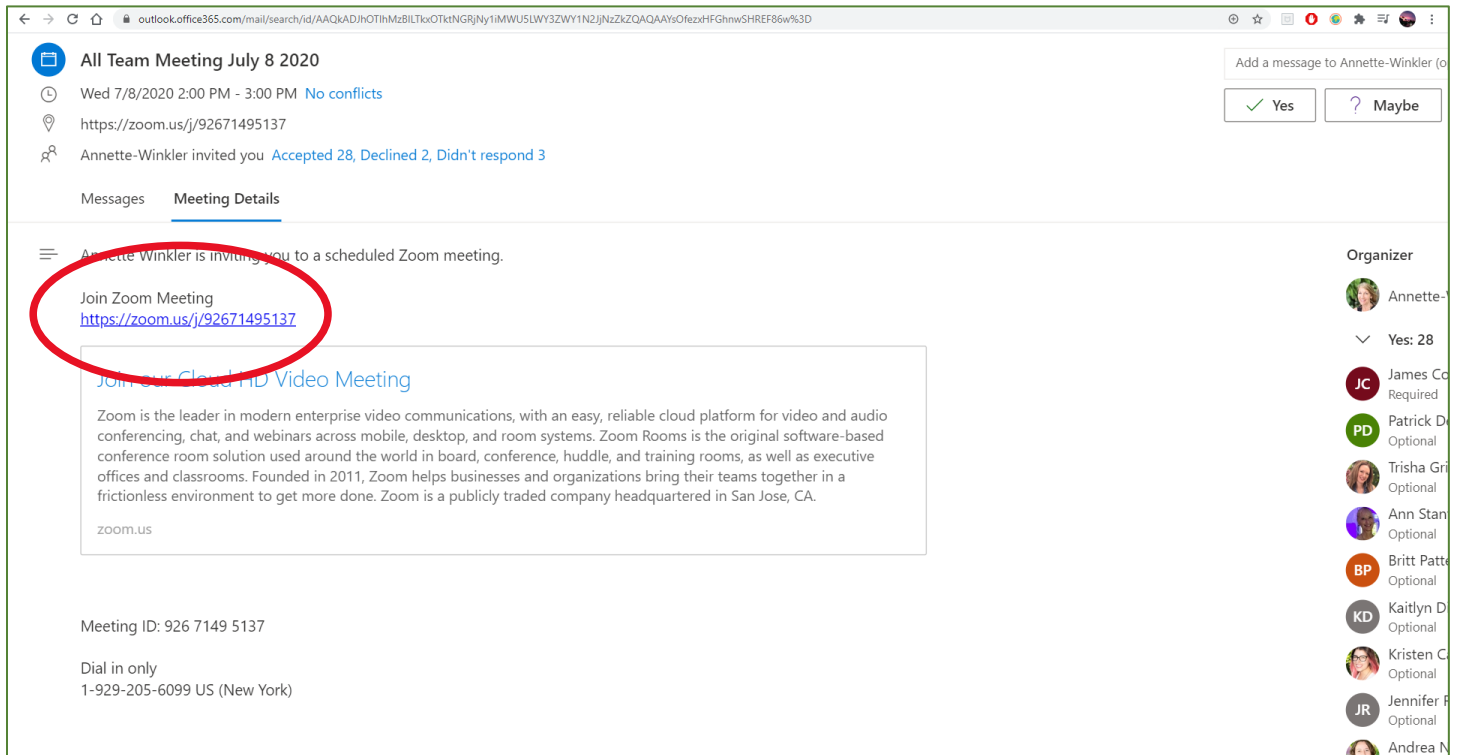
The first time you try to join a Zoom meeting you will be prompted to download the app. If you want to download the app ahead of time, go to <https://zoom.us/download> on your computer or go to your device's app store if you are on a smartphone or tablet. Select "download" if you are using a computer, "install" if you are using a smart device and follow the prompts to complete installation. *You do not need to create an account to participate in meetings.*

Note: there is also an option to access meetings without downloading the app. This option has limited functions and you may need to create an account to join from your browser. We suggest downloading the app.

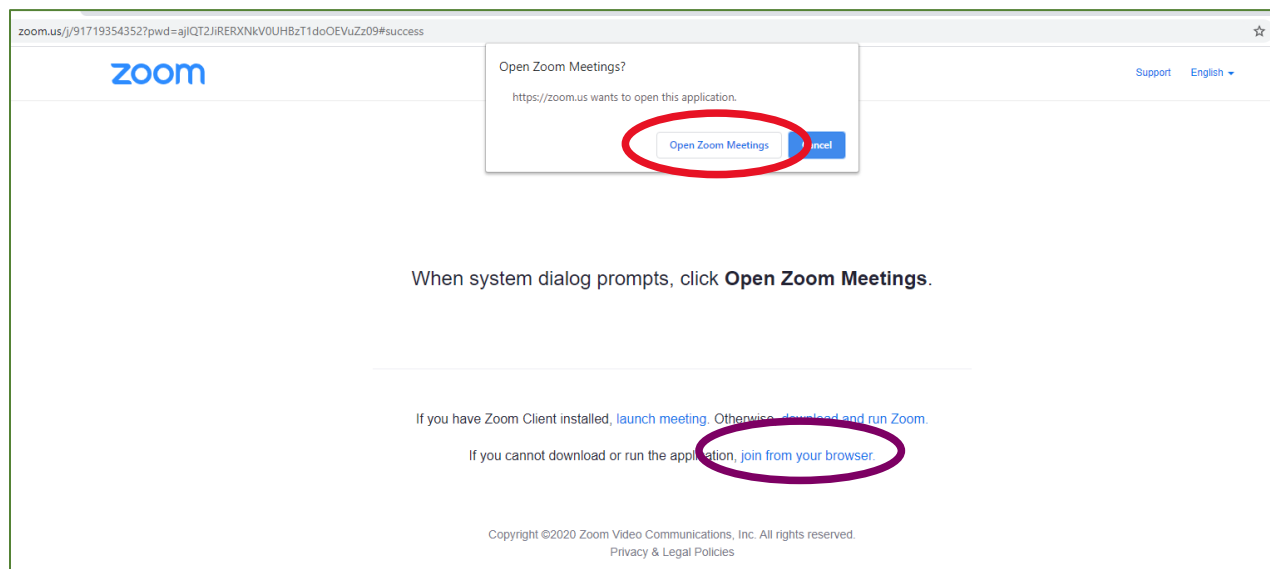
Here is a quick how-to for joining your first meeting!

2. Joining a Meeting:

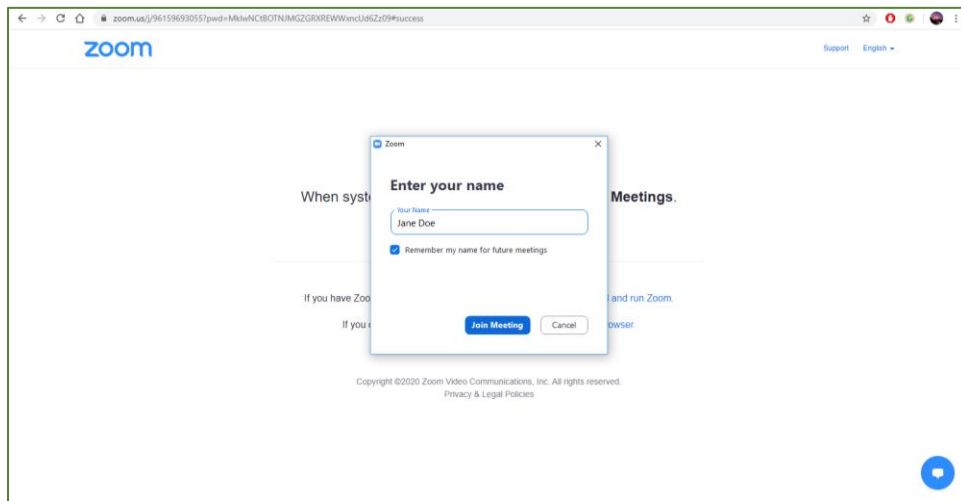
You will receive an email with a link to join the meeting (circled in red below). We suggest joining the meeting at least 5 minutes ahead of the scheduled time to allow for any technical delays or issues that may occur. You may need to wait for the host to let you into the meeting.



Once you click the Zoom meeting link, your web browser will launch the page below. If you have downloaded the app, select "Open Zoom Meetings" (circled in red). If you do not want to use the app, select "join from your browser" (circled in purple).



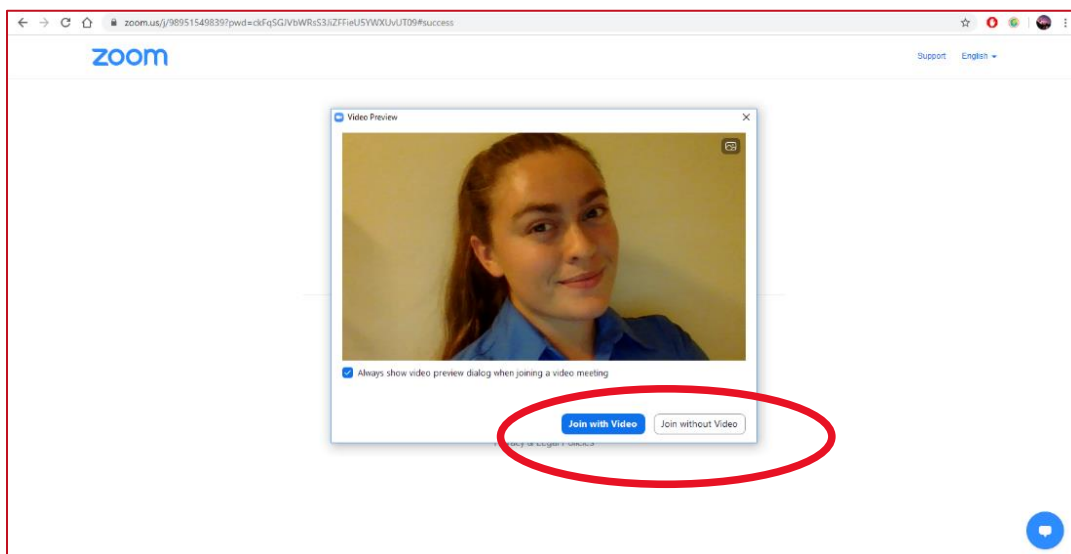
When you join your first Zoom meeting online or on the app, you will be asked to enter your name. Please enter the name that you want people to call you! It will be visible to everyone else in the meeting. This can be your first name or a nickname.



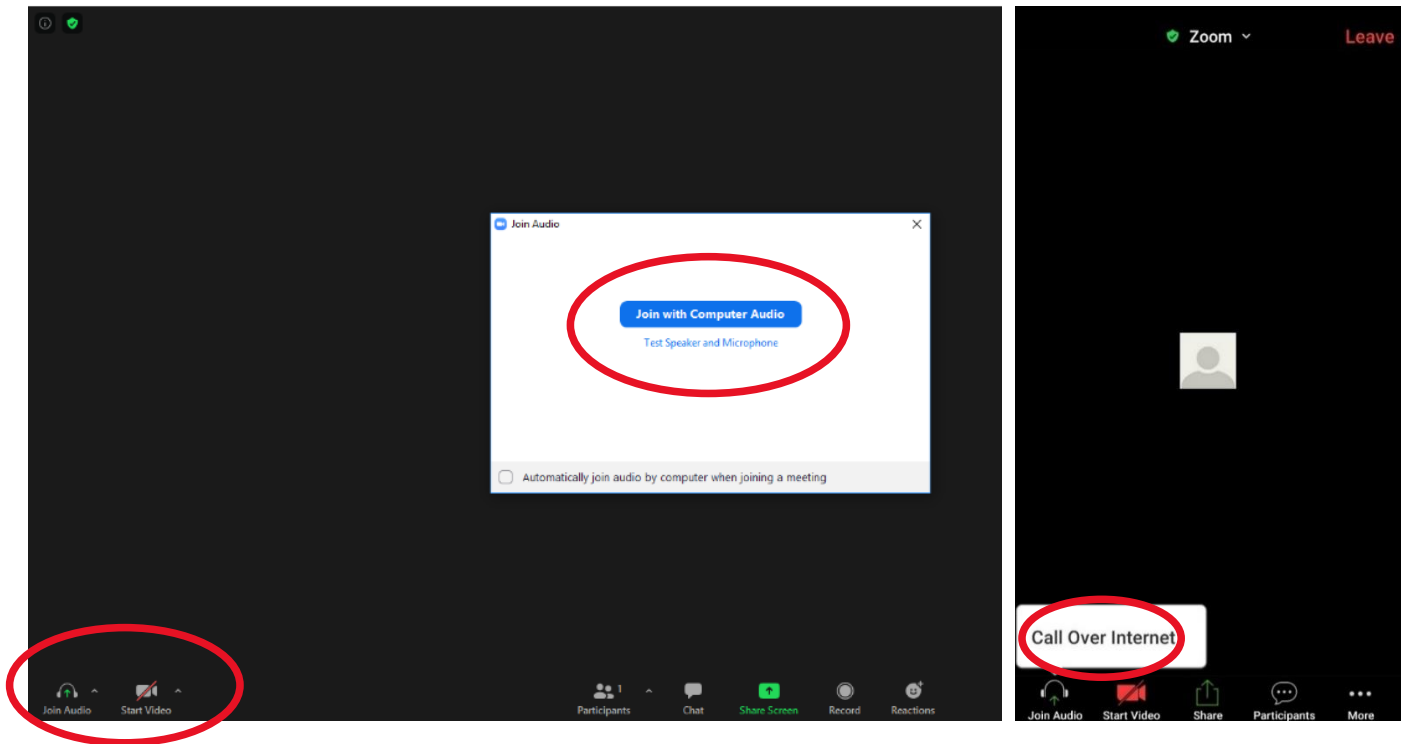
3. Audio & Video Settings

Once you have joined the meeting, you can adjust your audio and video settings. In some cases, the person hosting the meeting will adjust the settings for you. In case they leave it up to you, know what to look for to make sure everything works properly before the meeting starts.

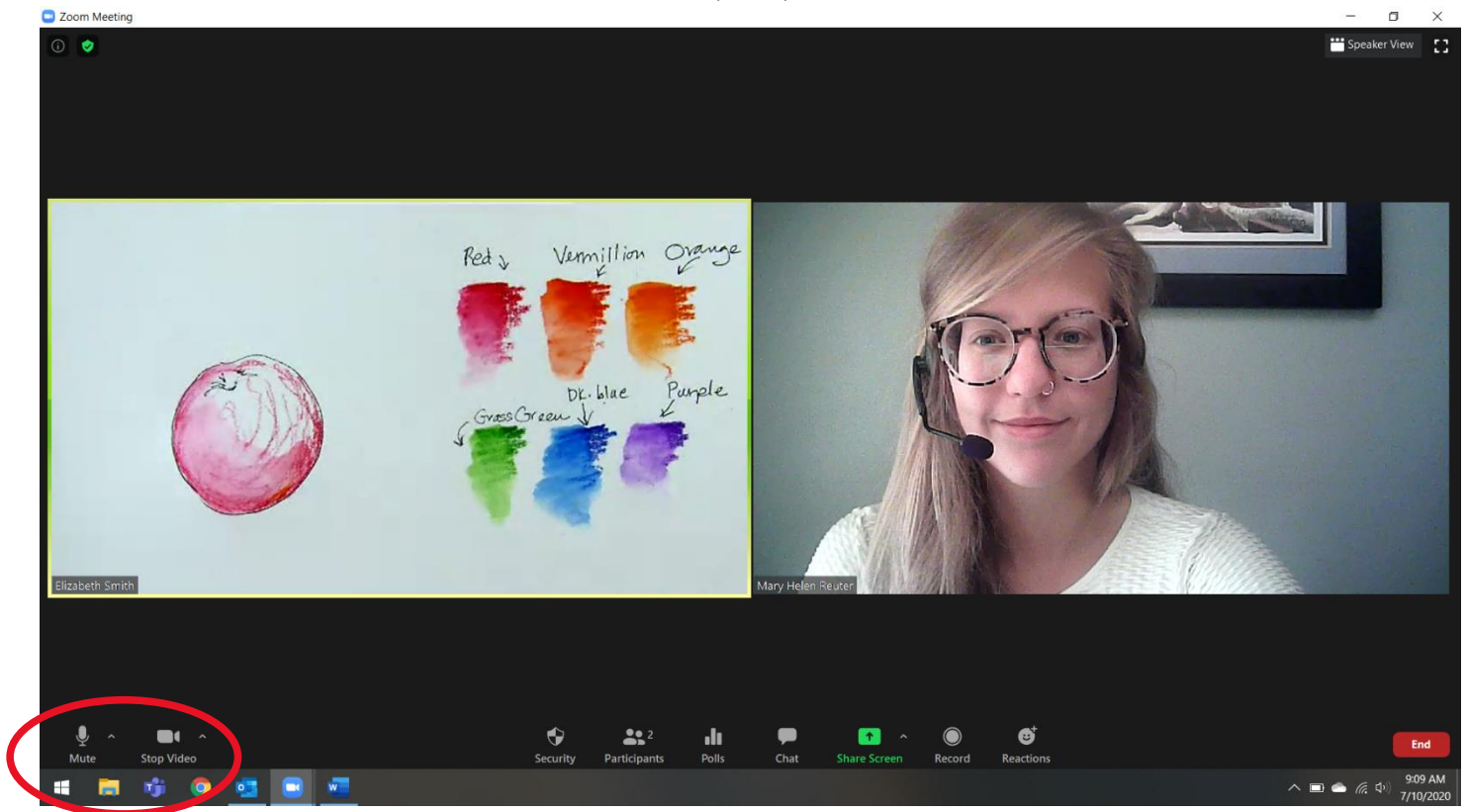
Before you enter the meeting, Zoom will ask if you want to use video of yourself during the meeting. Click "Join with Video" so we can see you. You can turn the video off or on later if you change your mind or something comes up. Remember, unless you turn off your video everyone can see you.



Next, Zoom will ask if you wish to join using audio and will ask to use your microphone. Select “Join with Computer Audio,” or “Call Over Internet” (both circled in red below) if you are on a mobile device.



Audio is often muted during meetings to minimize interruptions. Mute your audio by clicking the microphone icon (circled in red) in the bottom left corner of the Zoom tool bar. You can also find the video camera icon there to close or open your video.



4. How to Chat

You can send text chats during a meeting, which is great for asking a question during a presentation. We will have lots of question breaks, so if a question isn't answered immediately, don't worry! We will get to it.

Select the chat icon (circled in red) and your chat will come on the side of your screen. You can see what everyone else says in the chat here.

