

Tips for Using Zoom

You may already be familiar with Zoom, which is an easy way of being able to connect with people visually and audibly using computer, laptop, phone and tablet through the internet. But if not, here are some instructions.

1. Before the event, a link will be sent by email to all who have registered. Just **click on the https:// link** and it will take you straight to the web page and guide you through joining the meeting. Please join 5-10 minutes before the start time.

(If you happen to already have the Zoom app you can join the meeting by using the Meeting ID and password, also included in the email, if you prefer.)

2. If you get a choice about audio options, choose to join using **Computer/Device Audio**.

3. There should be controls on your screen that let you **Mute and Unmute** yourself as well as switching your **video on and off**. (During periods of quiet it can be helpful to mute your audio since the system is very sensitive to sounds from participants. Switching your video off means others cannot see you.)

4. You can choose **Gallery** view (shows several people in small thumbnail views on one screen) or **Speaker** view (highlights the current speaker as one main picture). Here's how:

- On a computer browser, this is done by clicking the wording in the upper right of the window.
- On an iPhone or Android phone, you can 'swipe' left across the screen to see up to four people in gallery view. Swipe left again to see more.
- On an iPad, click Gallery view in upper left of the window to see nine people at a time.

5. Here's the **ZOOM website**, if you'd like to find out more: <https://zoom.us/>