

# DIRECTIONS FOR ZOOM CONFERENCE CALLS

## What is Zoom?

Zoom is an online platform that allows users to video conference, record sessions, collaborate on projects, and share information.

## Do I Need A Specific Device?

You can use Zoom on any smart phone, tablet, laptop, or desktop computer that is connected to the internet.

## How Do I Use Zoom?

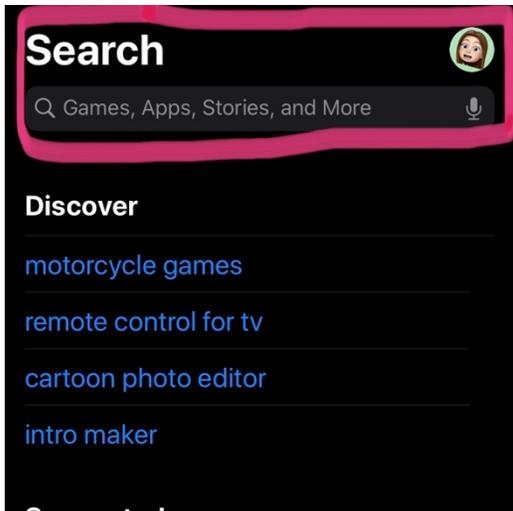
Zoom is free software that is available to download via the internet or App Store/Google Play. There are directions below for setting up Zoom on a mobile device (smart phone or tablet), as well as on a computer (desktop or laptop).

## I Need Help!

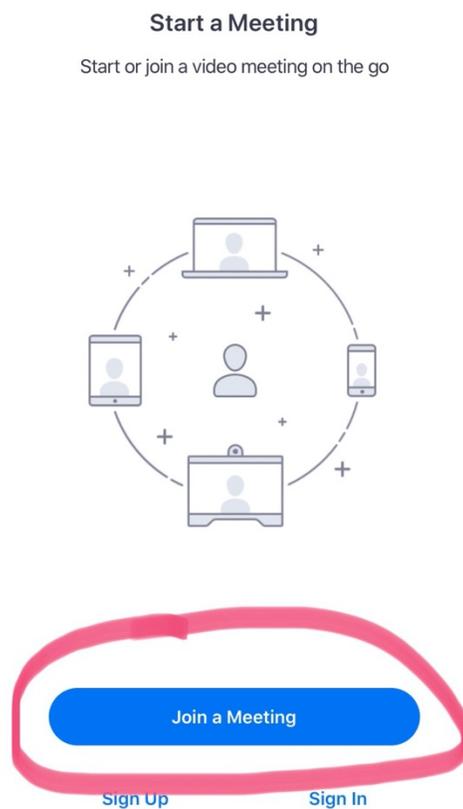
If you need help setting up Zoom prior to the meeting or are experiencing technical difficulties during the meeting, you can reach out to Kate Lloyd via text/phone at 315-527-7116 or via phone at 410-997-2459.



1. go to the App Store/Google Play on your mobile device
2. search Zoom and download (free download)



3. launch the app by clicking on it
4. on the home screen, choose Join Meeting



5. type the Meeting ID (provided by the meeting host) into the top box
6. you can choose to change your name in this box – first names are fine and will be displayed during the meeting
7. do not adjust the buttons for audio or video unless you are choosing not to participate through either method (it is not mandatory for you to have your video on during the meeting; however, without audio, you will not be able to participate in any way)

**Cancel** **Join a Meeting**

350 890 326

[Join with a personal link name](#)

Katie

**Join**

If you received an invitation link, tap on the link again to join the meeting

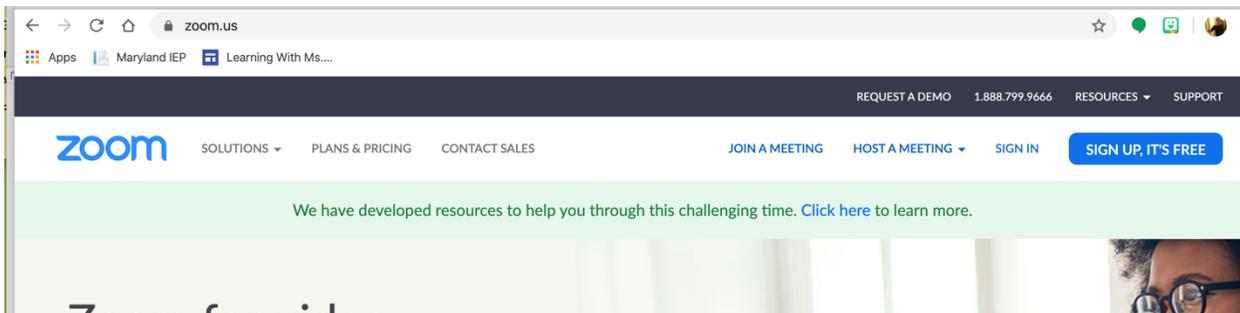
JOIN OPTIONS

**Don't Connect To Audio**

**Turn Off My Video**

# ACCESSING ZOOM VIA COMPUTER

1. go to [www.zoom.us](http://www.zoom.us)
2. in the upper right hand corner, click on Sign Up



3. in order to create a free account, you can enter your email address (it does not need to be a "work email" as the description says) – or you can log in using your existing Google account or Facebook account

### Sign Up Free

Your work email address

Zoom is protected by reCAPTCHA and the [Privacy Policy](#) and [Terms of Service](#) apply.

[Sign Up](#)

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

or

[Sign in with Google](#)

[Sign in with Facebook](#)

 Sign in with Google

### Choose an account

to continue to **Zoom**

 **Kate Lloyd**  
kate.lloyd@pgcps.org

 **Kate Lloyd**  
kelloyd@gmail.com

## Welcome to Zoom

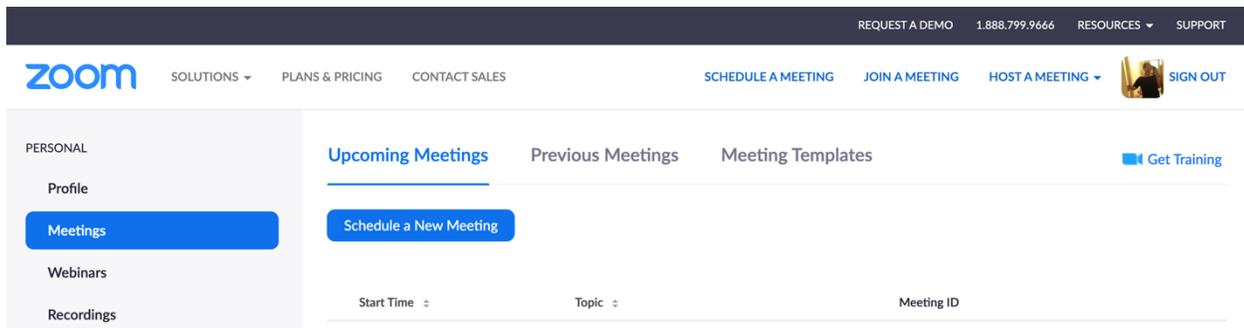
Create your Zoom account with your Facebook account

 **Kate Lloyd**  
kelloyd@gmail.com

[Create Account](#)

By submitting this form, you agree to the [Terms of Service](#)

4. on the top bar, there is an option to Join A Meeting



5. enter in the meeting code (provided by the meeting host) and join

## Join a Meeting

6. if prompted, allow permission for the program to start

