

Instructions for connecting to a group meeting with Zoom

To connect to the meeting:

Click this link <https://zoom.us/j/3034497170> A browser window will open, and Zoom will initiate a download of the software that you need.

You do not need to sign up for an account with Zoom, and you definitely do not need to enter a "free trial" of a paid account. It is FREE to join my meeting through Zoom. You do need to download the software.

Setting yourself up in the meeting:

When you first join, you may be prompted to join with audio and video. You can use your phone as audio. That should be one of the options.

You can connect your audio and video so that you can hear the demo, and so that others can see and hear you. Go to the bottom row of the Zoom window, and you will see a row of icons. The far left is a microphone icon. This is where you mute or un-mute your own microphone. Next icon to the right of that is a video camera icon. This is where you turn on or off your video, enabling other people to see a thumbnail of you on live video. Click those icons to turn on or off your audio or video.

If your video and audio don't connect automatically, click on the triangle to the right of the microphone icon, open the dropdown menu, and choose "Audio Settings". Here you can choose which speaker and microphone you are using, and can check them to see if they are working.

On the left side of the settings window is a sidebar. Choose "Video" to select which camera your computer will use to connect to the meeting.

It is a good idea to keep your microphone muted unless you are asking a question, to keep the background noise down. I may mute everyone if there is a lot of noise. You can still un-mute yourself to ask a question.

Using the Chat feature:

There is an icon labeled Chat at the bottom of the Zoom window. Click that and a sidebar opens on the right with a Chat Window. You can choose from the dropdown at the bottom above the message window and message either everyone or an individual.

Asking questions during the meeting:

You can ask questions during the demo, it's not necessary to hold your questions until the end. To ask a question, un-mute your microphone and speak.

If you don't get my attention that way, use the Chat feature to get the Moderator's attention, and he/she will let me know.

Leaving the meeting:

You can leave any time. And you can come back by clicking the link again and joining the meeting. To leave the meeting, click "Leave Meeting" at the lower right of the Zoom window.