

## 1. Download and install zoom client software for your device

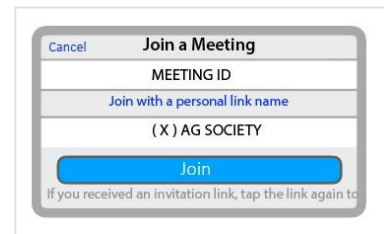
- [For computer](#) (zoom will recognize Mac or Windows)
- For iPad (Apple App Store: “zoom cloud meetings”)
- For Android tablet: Google Play: “zoom cloud meetings”)
- For Android phone: Google Play: “zoom cloud meetings”)
- For iPhone: (Apple App Store: “zoom cloud meetings”)



*zoom is free – unless you plan to host a large and/or frequent meeting.  
You will be asked to establish a free zoom account.  
If your hosting plans are modest, you can be a zoom host for free.  
Guests at a meeting are always free.*

## 2. Join a zoom meeting

- Open the email sent by the meeting host specifying a date and time. The message will have a meeting link to click and a meeting I.D.
- Click the link in the message — zoom will launch and prompt you to: a) Join a Meeting, then... b) Enter your Name... c) Enter the meeting I.D.
- This option is offered: Join with Video (recommended) or Join without Video
- Before joining the meeting, click Test Speaker and Microphone.
- Now, Join.
- A host will likely welcome you, and may then mute your mic.



## 3. Meeting etiquette

- Mute your audio unless invited to speak.
- zoom has a sidebar chat function. Learn to use it, sparingly.
- zoom hosts will likely record the entire meeting.



## 4. Quick Links: YouTube videos about zoom

- [Join a Meeting](#) (1.09 minutes)
- [Joining and Configuring Audio & Visual](#) (1.42 minutes)
- [Meeting Controls](#) (10.16 minutes — oriented to hosts but also useful to guests)