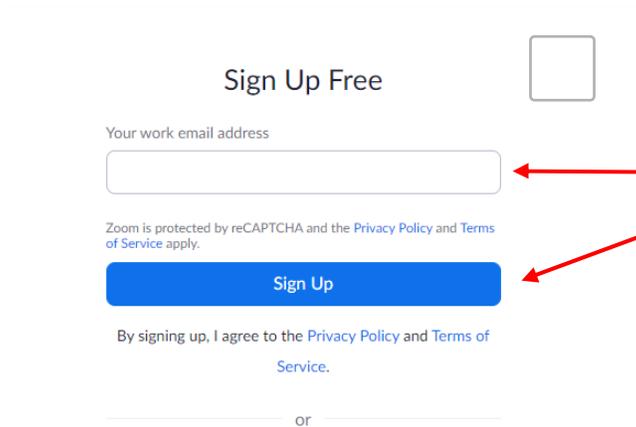


EASY TO FOLLOW INSTRUCTIONS TO HELP YOUR SMALL GROUP MEET VIRTUALLY

Zoom instructions

INSTALLING ZOOM:

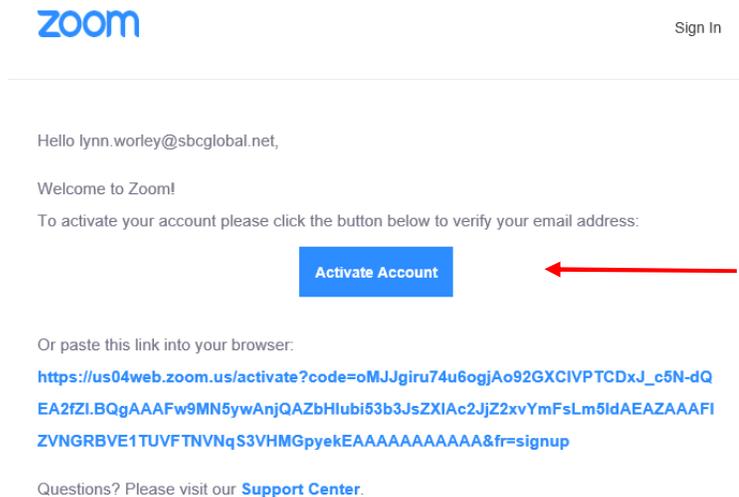
1. Go to: <https://zoom.us/signup> and you'll see this screen.



NOTE: You do not have to have a Zoom account to attend a Zoom meeting or interview. Although, you will be need to download the software once prompted. You may also wish to create an account, but that is not required to participate in a Zoom meeting.

1. Put in your email
2. Press "Sign up"

2. Zoom will send you an email to the address you put in above. It will look like this:



Press Activate Account

3. You will come to this screen:



Welcome to Zoom

Hi, Lynn Oka Worley. Your account has been successfully created. Please list your name and create a password to continue.

Password must:

- Have at least 8 characters
- Have at least 1 letter (a, b, c...)
- Have at least 1 number (1, 2, 3...)
- Include both Upper case and Lower case characters

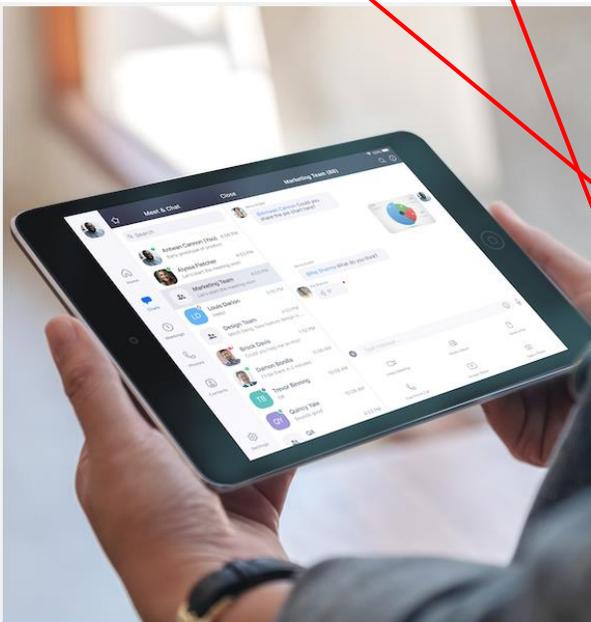
Password must NOT:

- Contain only one character (11111111 or aaaaaaaa)
- Contain only consecutive characters (12345678 or abcdefgh)

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

Create a passcode, put it in 2 times, and press continue

4. This next screen will appear: Press
- Click on the **box I'm not a robot** and
 - Skip this Step**



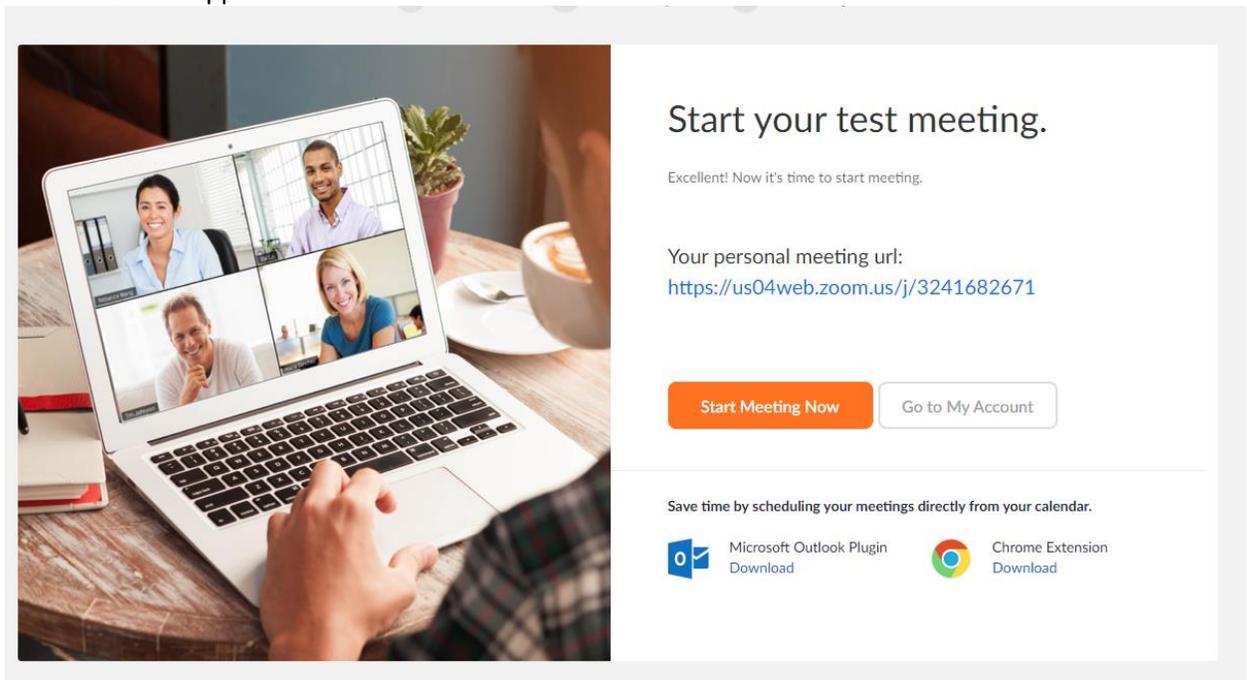
Invite Your Colleagues

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

I'm not a robot  [Privacy](#) [Terms](#)

5. This screen will appear:



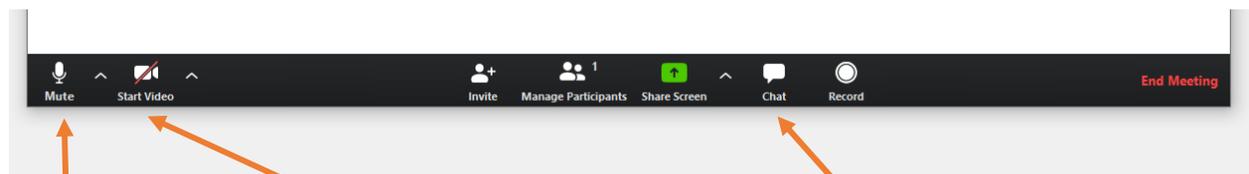
Now you have Zoom on your computer and can start a meeting!

JOINING A MEETING:

To join a meeting, click on the link that is provided to you in the email.

Controls on Zoom:

At the bottom of your screen you will see this bar appear:



Mute button. Best practice is to keep muted unless you have something to say

Start Video. Turn off your video if you're having WiFi problems. If you load a photo in your Zoom account that is what participants will see.

Chat. Another way to communicate perhaps while watching the video; Chat opens a "chat box" on your computer. Everyone can see the chat.