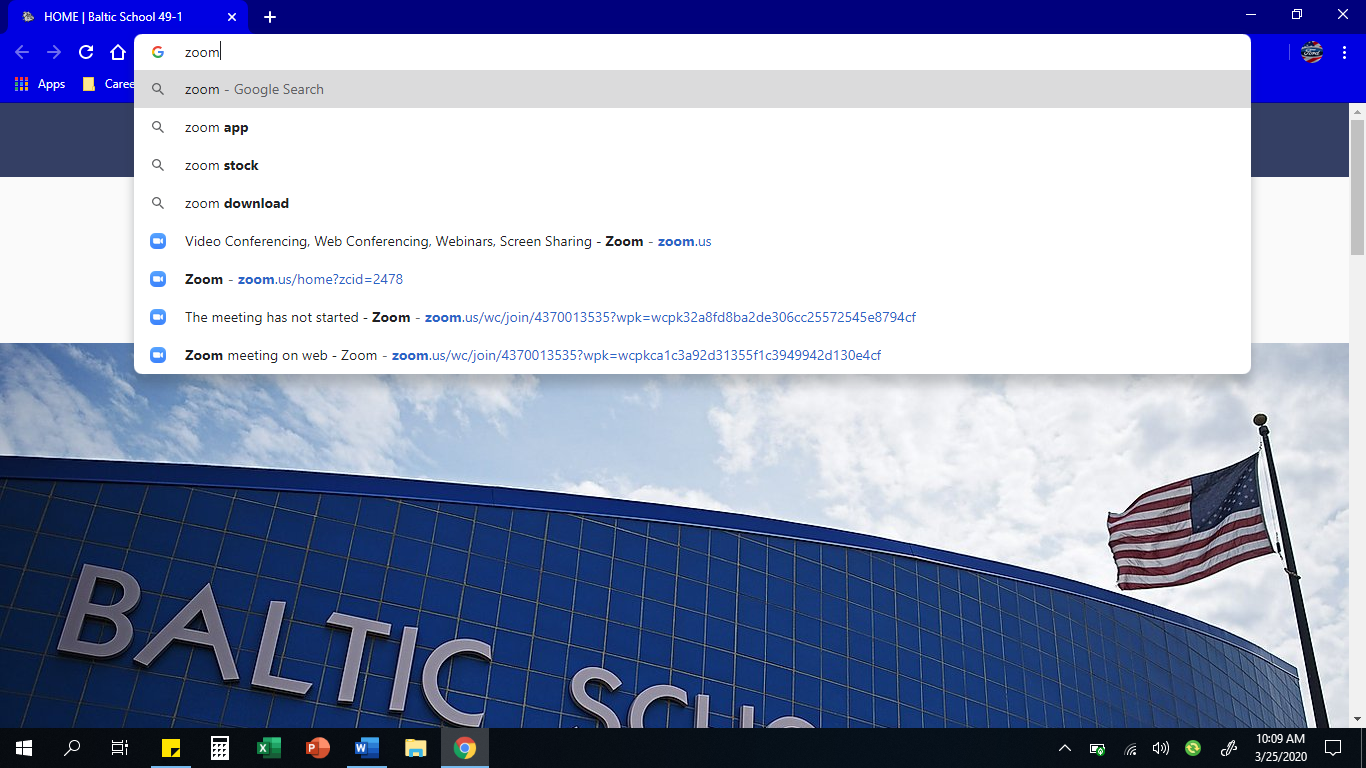
Created by: John Ditter

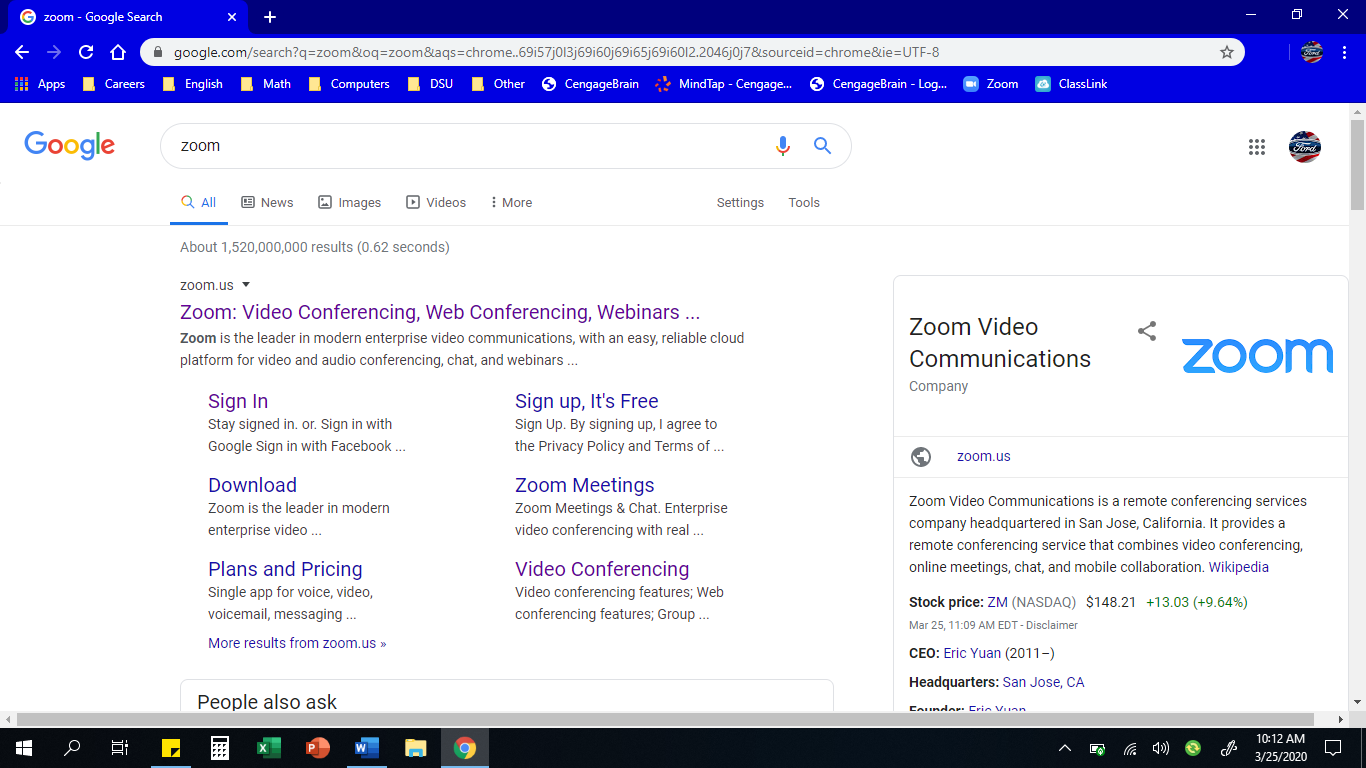
Last Updated: 3/25/2020

How to Open Zoom on School Computer (or open with web browser)

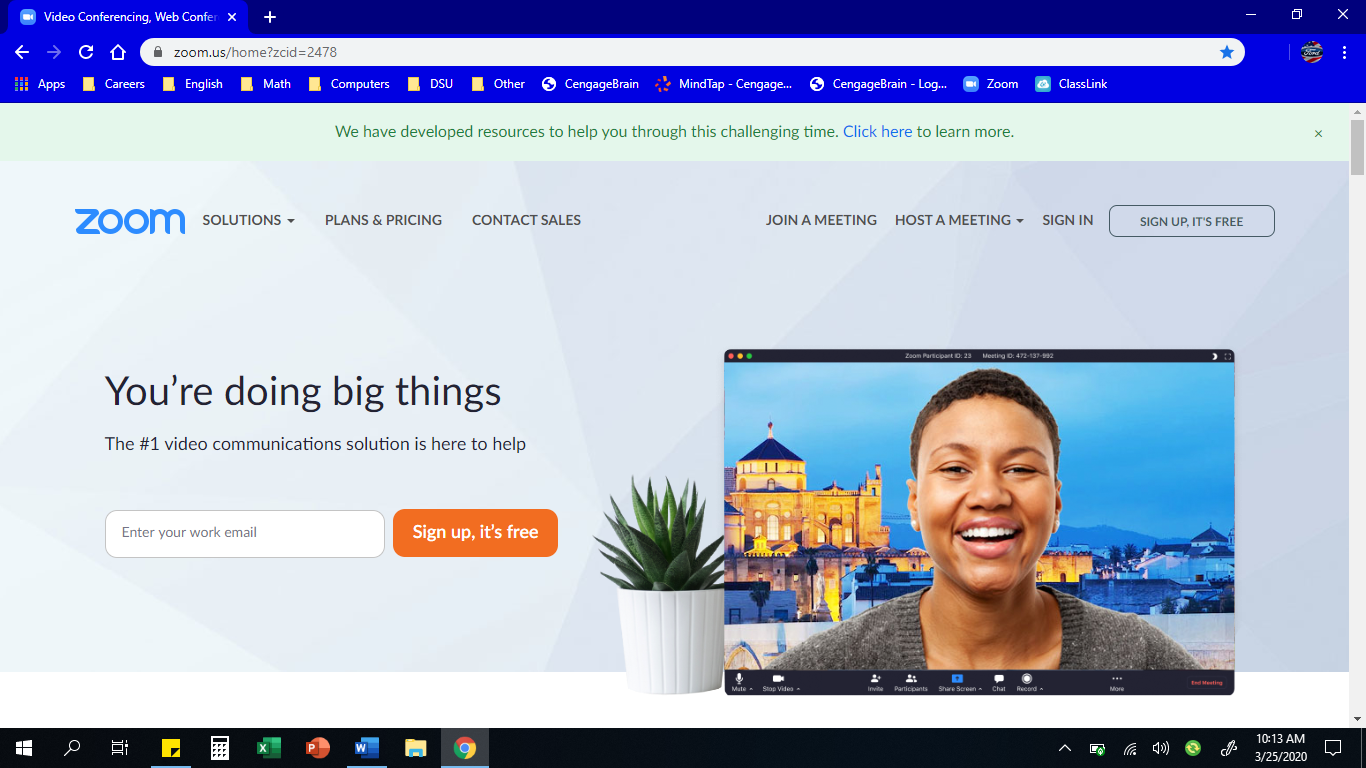
Step 1: Enter **“zoom”** into web browser (preferably Google Chrome) or for a direct link type **“zoom.us”**



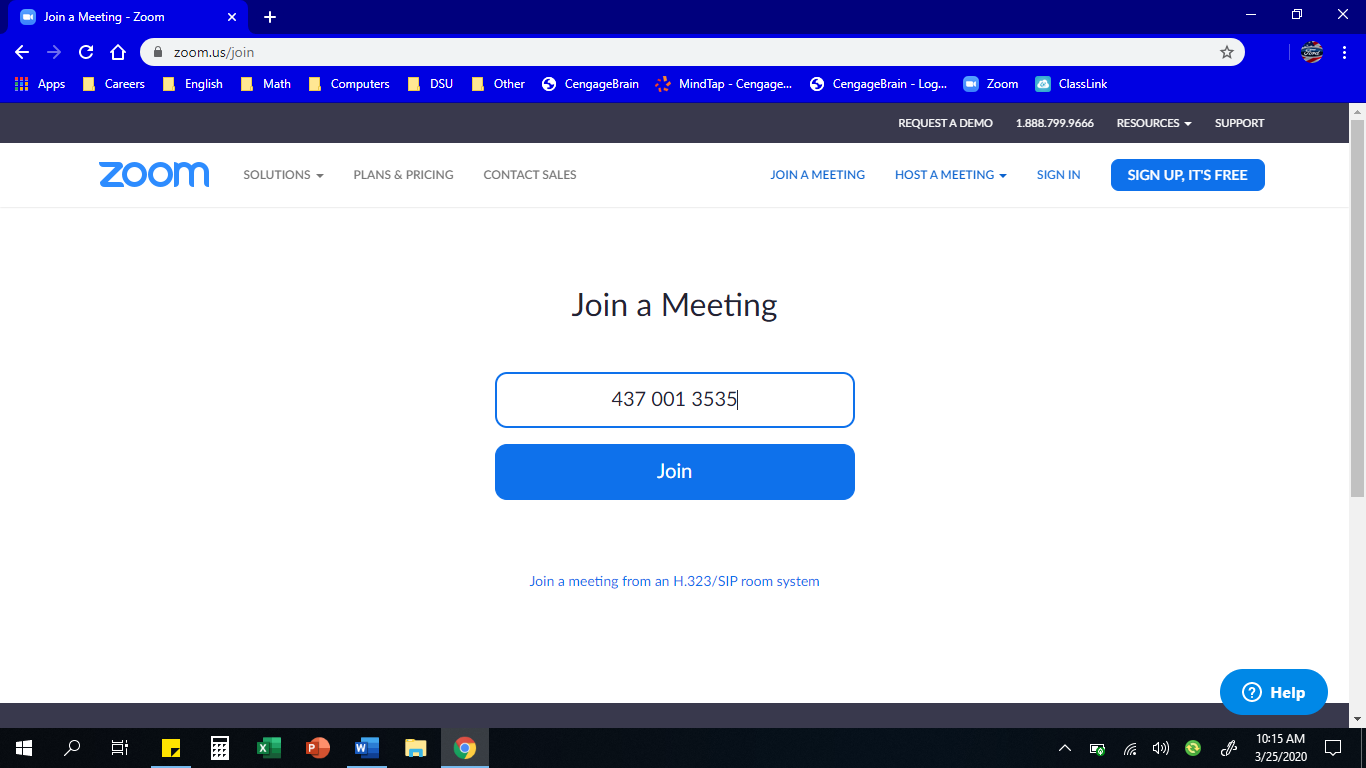
Step 2: Click on the **1st link** on the Google search (if entered “zoom.us” and webpage works, skip to step 3)



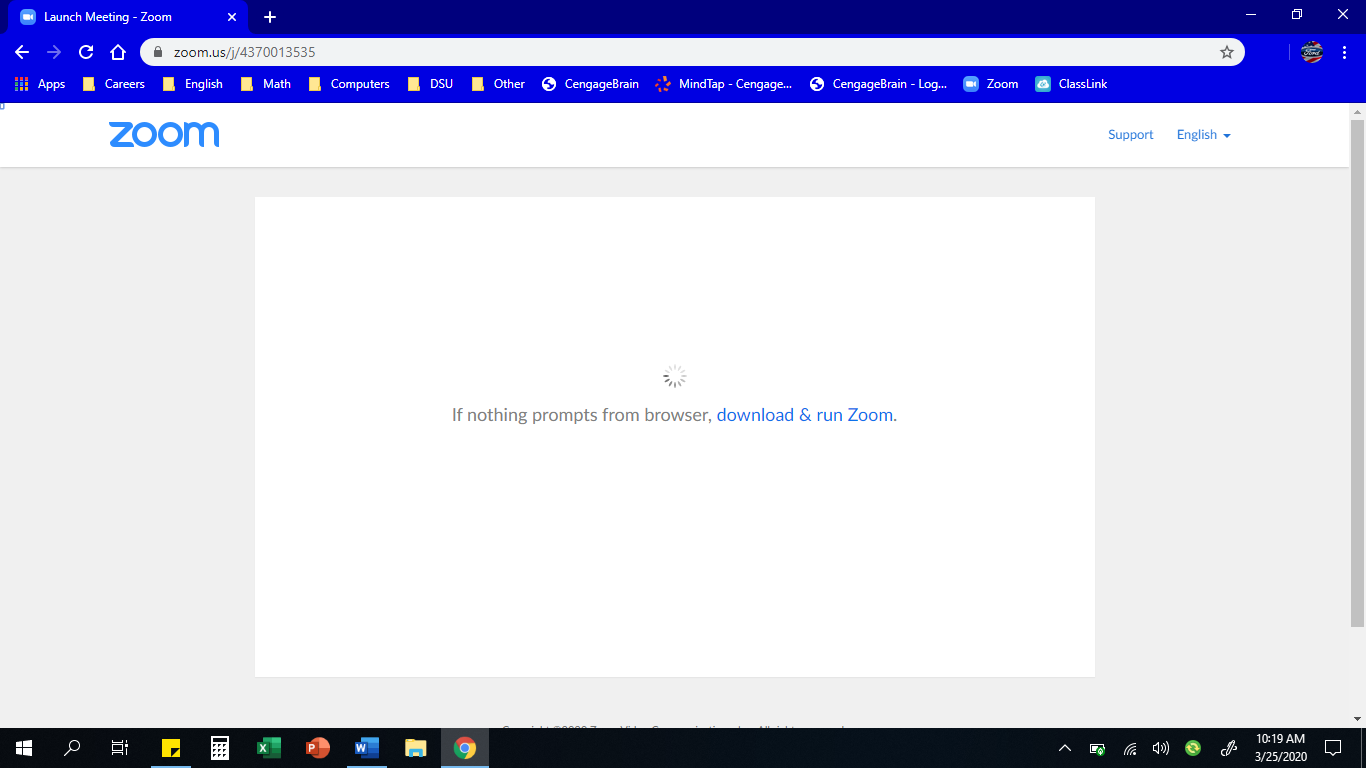
Step 3: Click **Join a Meeting** link on top right of the screen



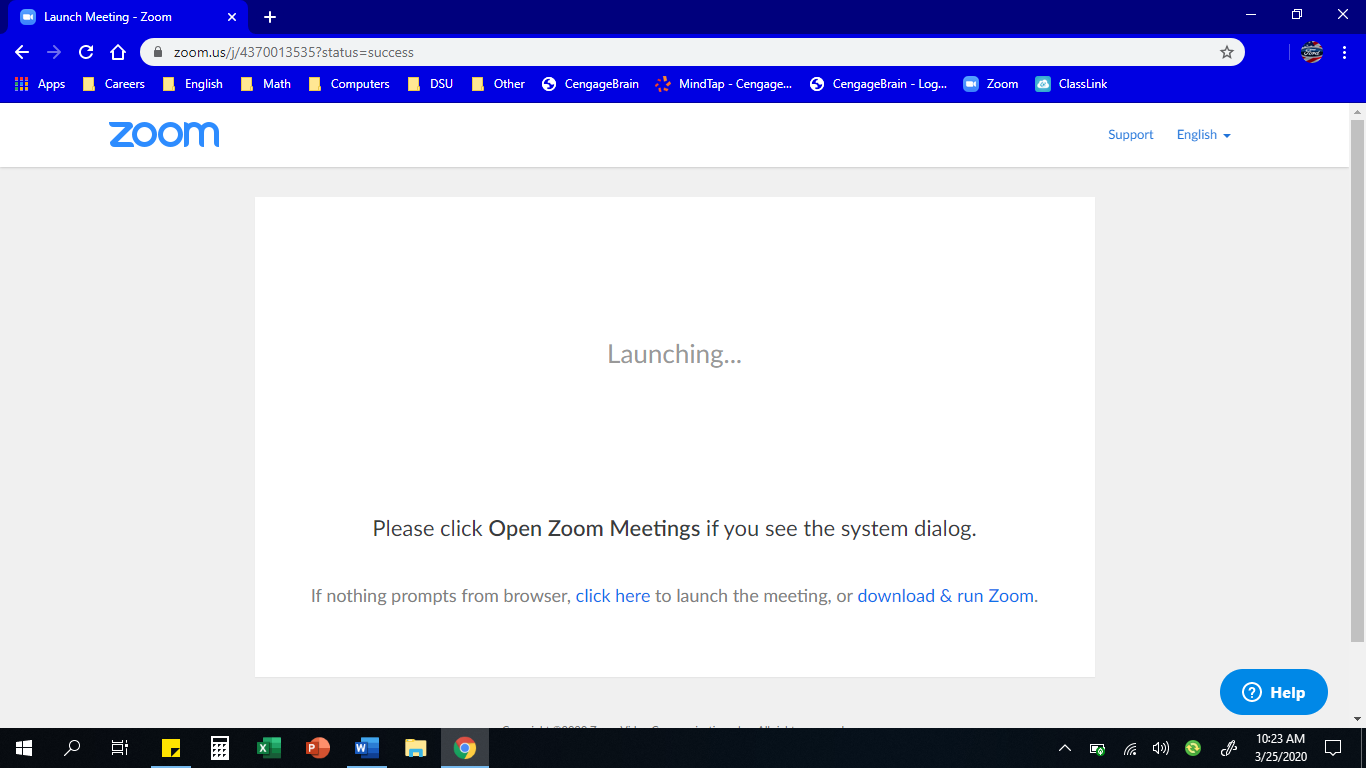
Step 4: Enter in **Meeting ID** number (it should look like ###-###-####, like a phone number). Then press the **Join** button.



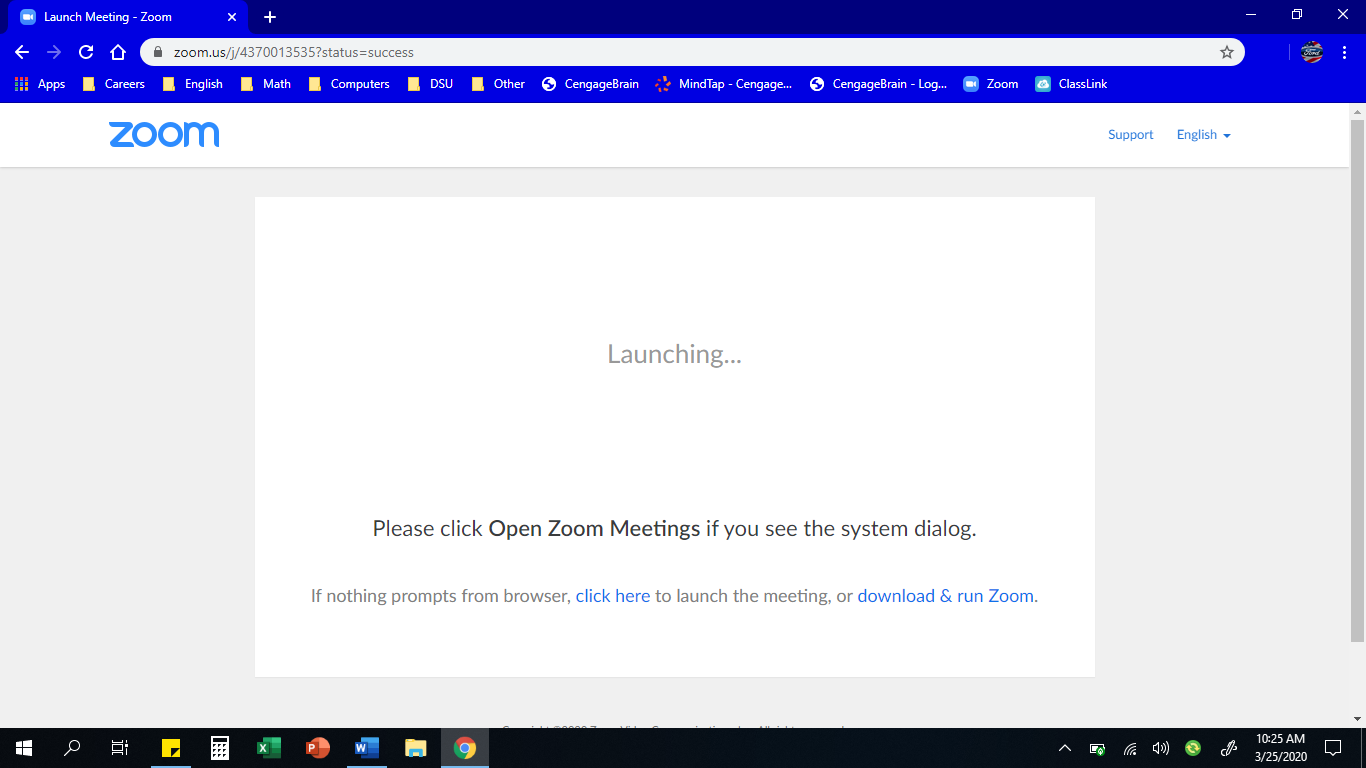
Step 5: The screen will look like the **screenshot below**. If it is your 1st time opening Zoom, it will try to download a file. **Ignore the downloaded file** and **wait for screen** to look like screenshot in Step 6.



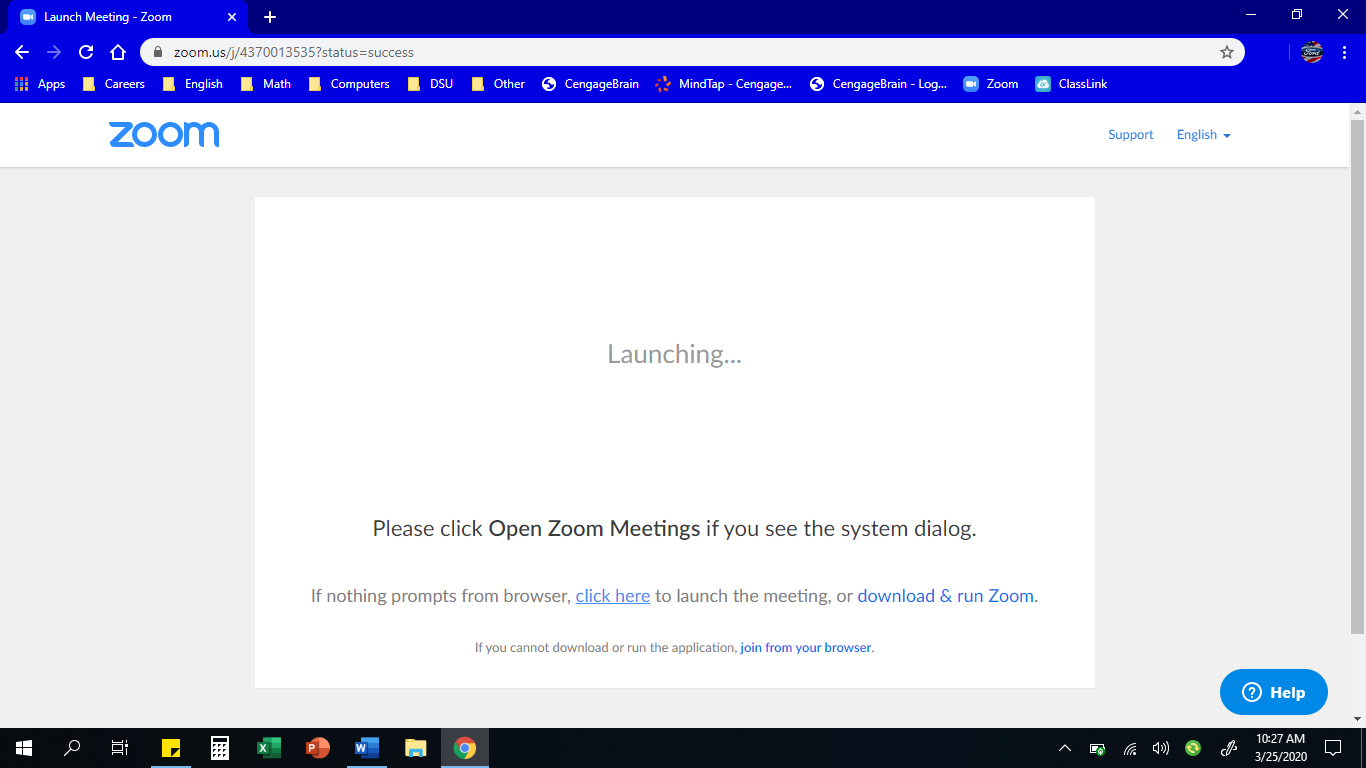
Step 6: If your screen looks like the **screenshot below**, skip to Step 7. If your screen doesn’t look like the screenshot below, **Refresh** the webpage. If that still doesn’t work, try **Restarting** your computer.



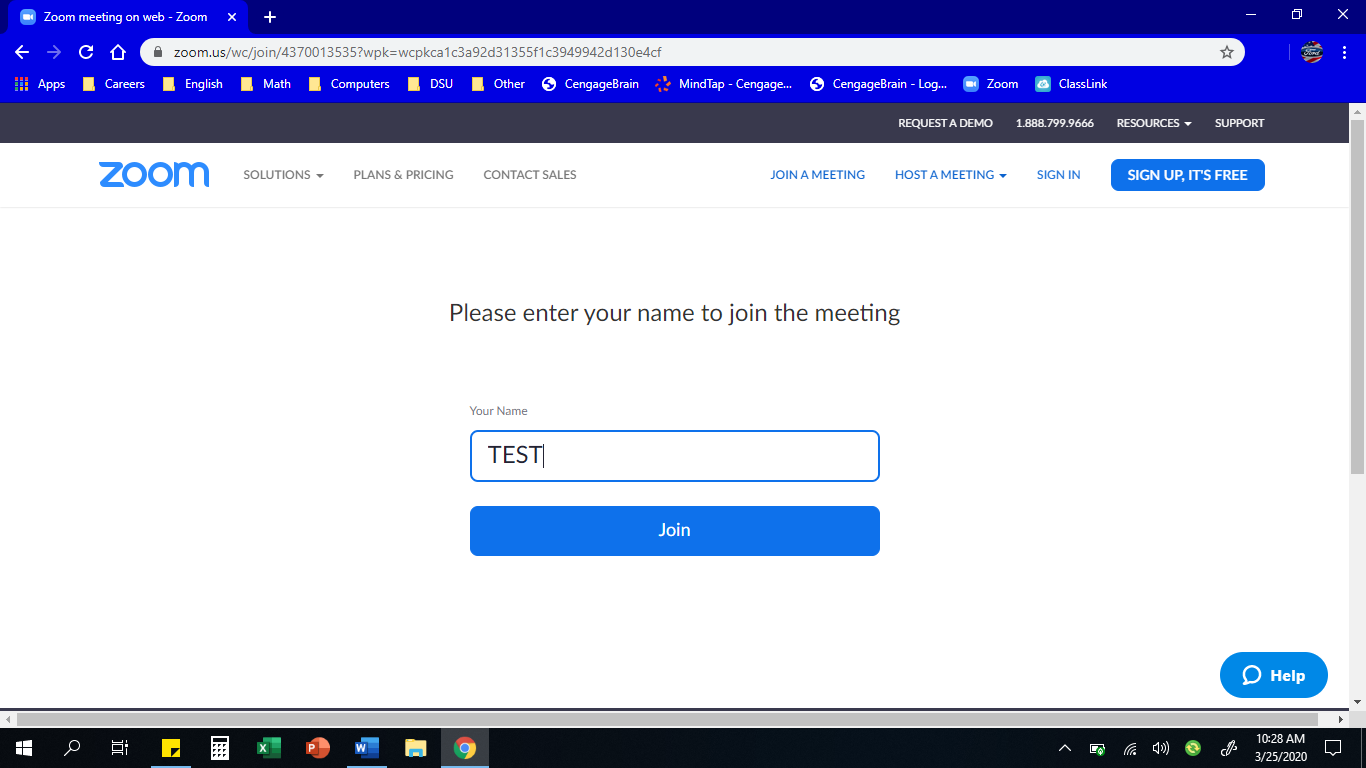
Step 7: Press the **Click Here** link.



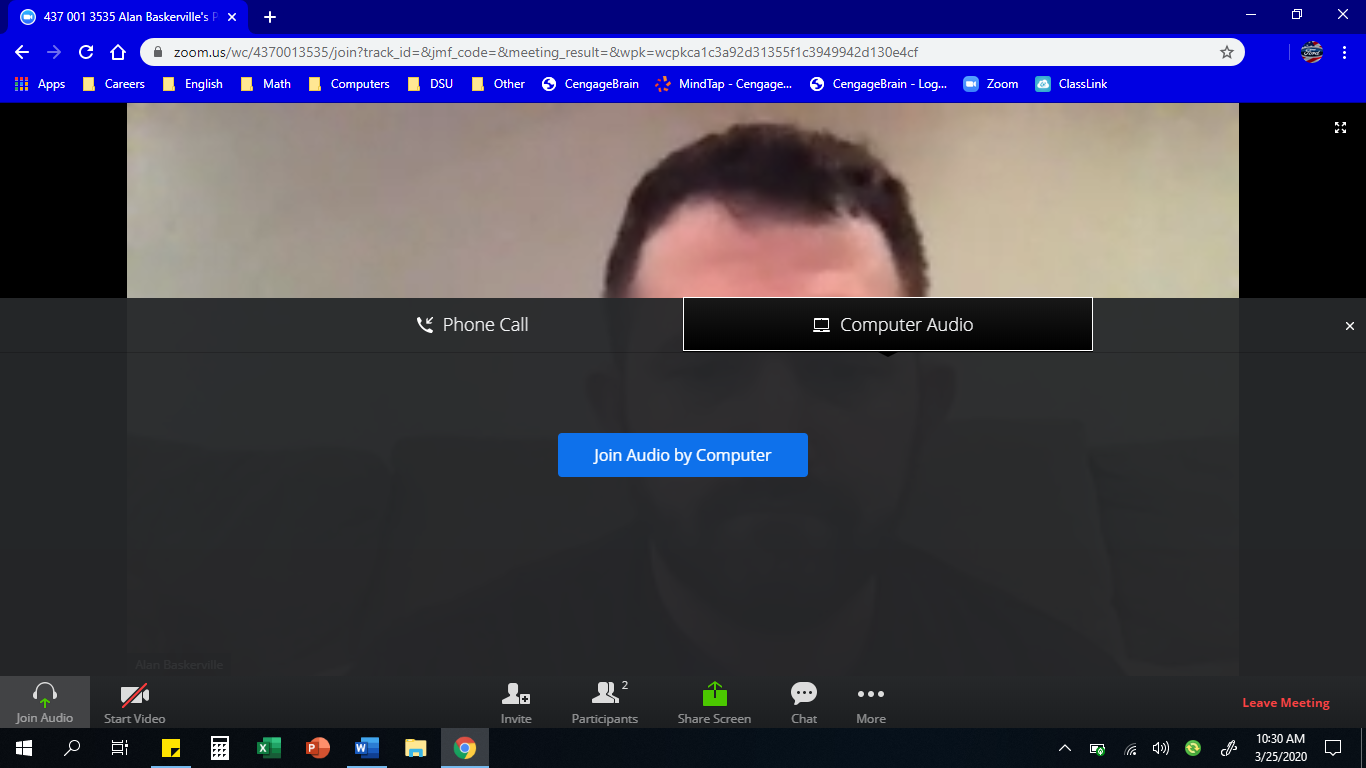
Step 8: From completing Step 7, there should be some words that **pop up below**. Press the **Join From Your Browser** link.



Step 9: Enter in **your name**. Then press the **Join** button.

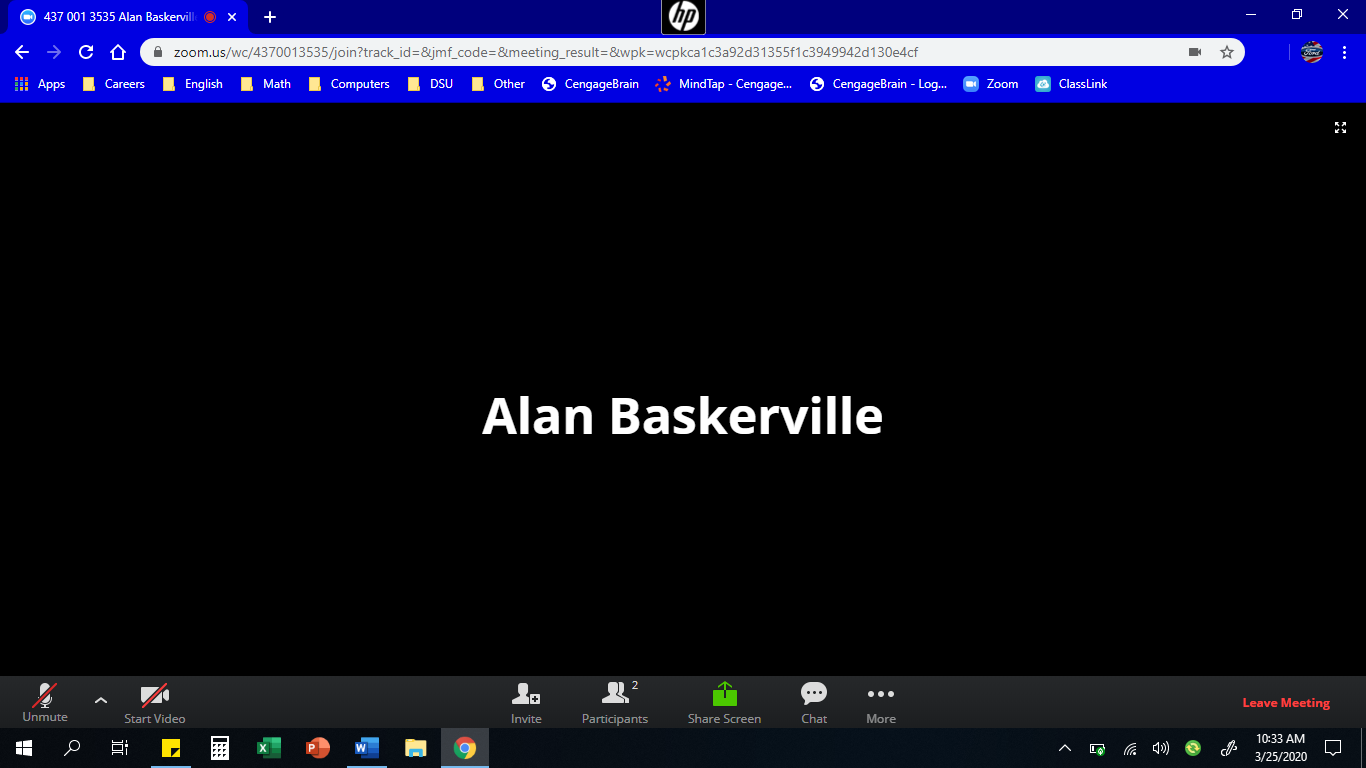


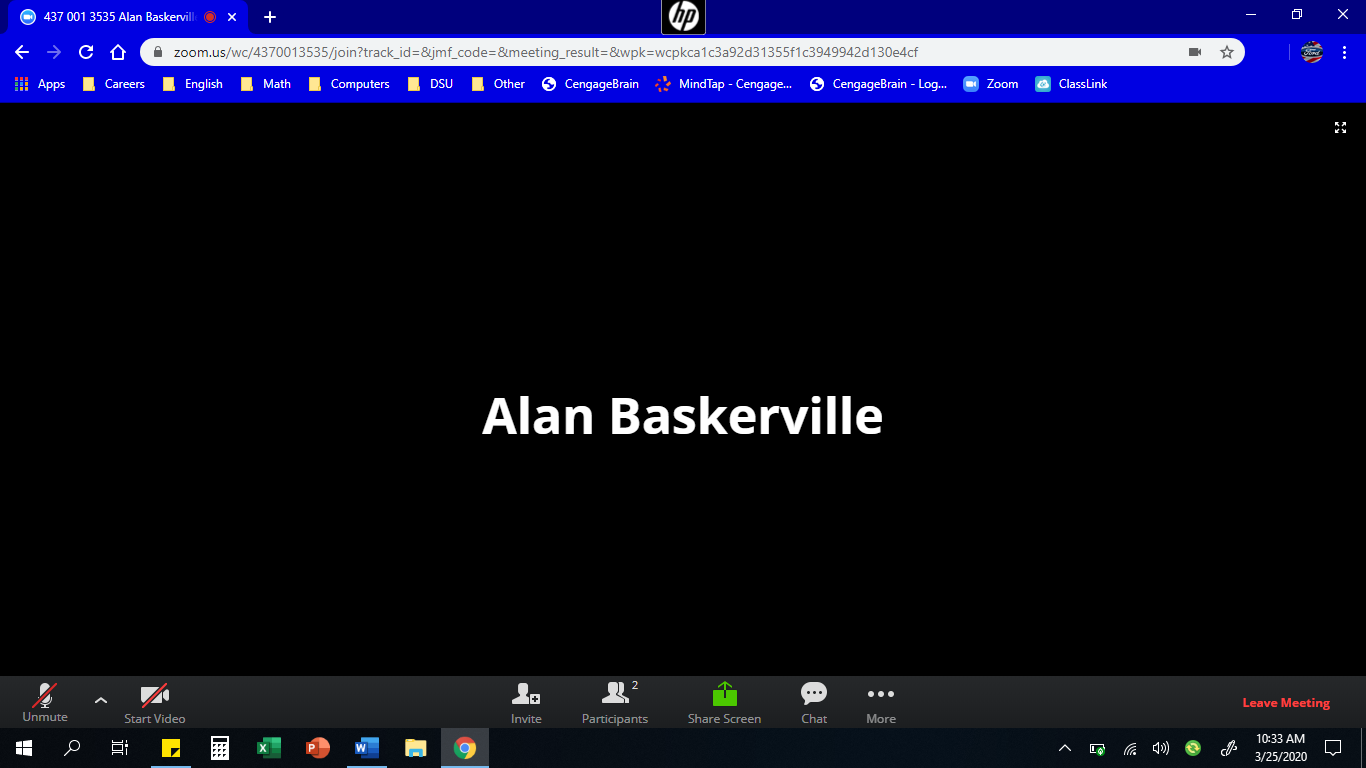
Step 10: Your screen should look like the **screenshot below**. Click the **Join Audio by Computer** button.



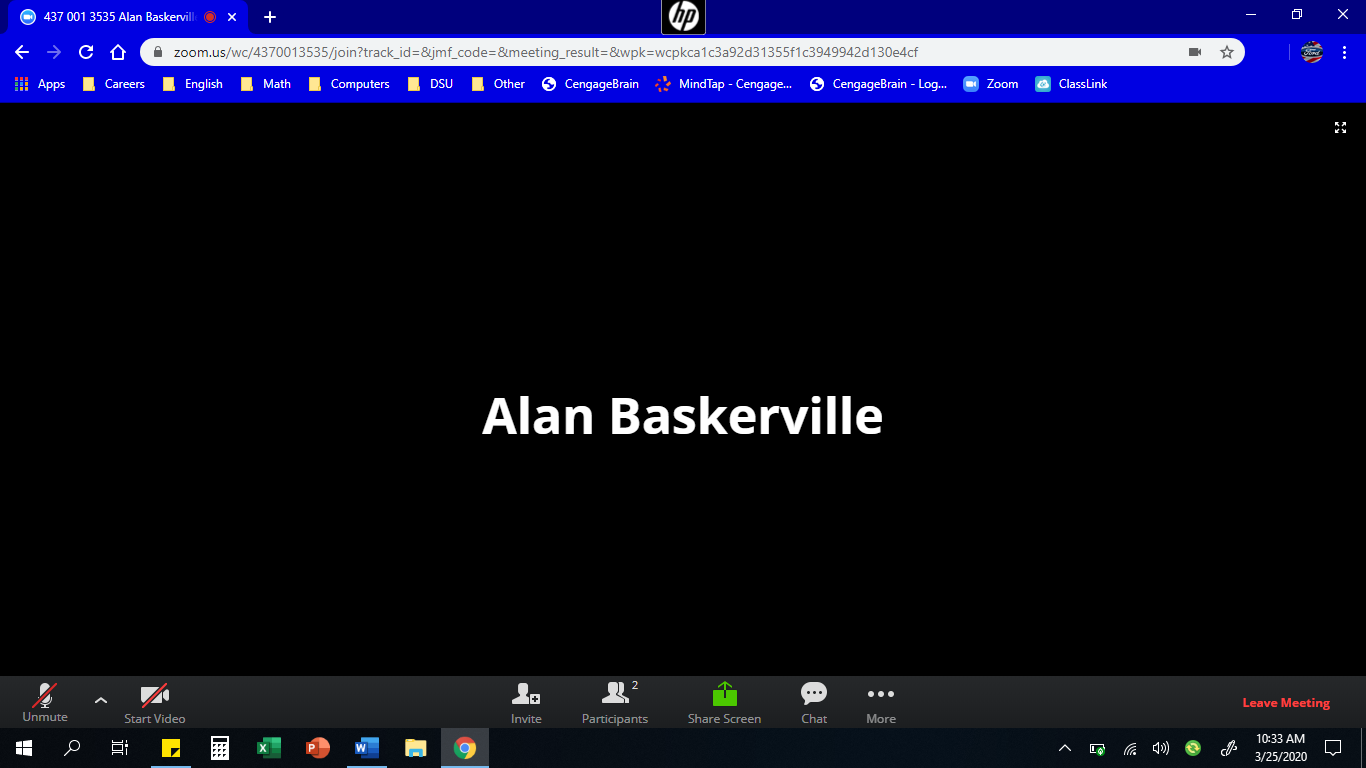
Step 11: By this step, you should be able to **see your teacher** or your **teacher’s computer screen**. Below are **features** you might usein Zoom.

Audio/Microphone: You can **mute** and **unmute** yourself by clicking the **microphone icon** on bottom left. If you have **multiple audio devices** (ex. Multiple speakers, or a plug-in microphone), you can choose which one to use by using **pressing the arrow** button and **selecting the name** of the device.

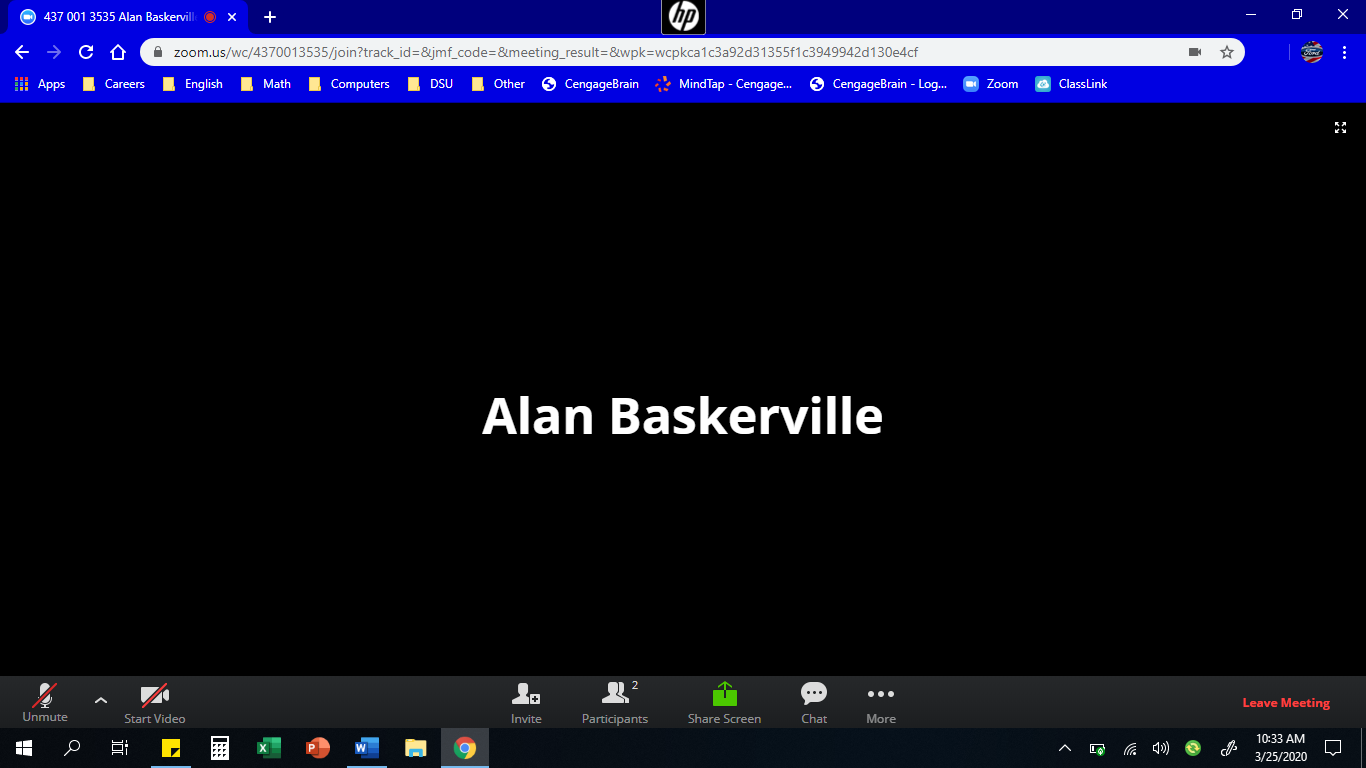


Camera (if computer has one): You can turn **on** and **off** your camera by pressing the **camera icon** button. If your computer has multiple cameras, you can **press the arrow** button and **select the name** of the camera.

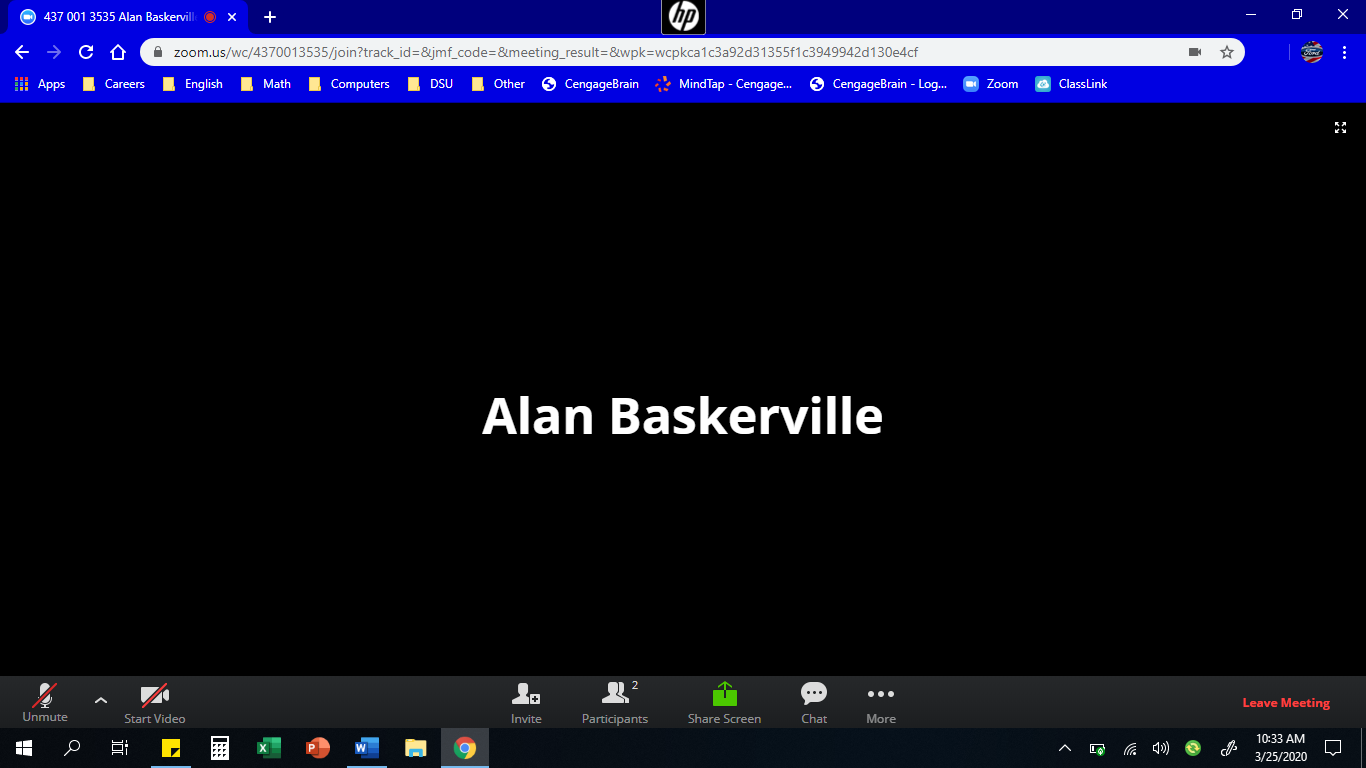
**Parcipants:** To see who is **currently in the meeting**, press the **Parcipants** button. It show pop up a screen with a **list of names**.



Screen Sharing: To share your **computer screen** with the meeting, press the **Screen Share** button. This feature will only work if the **host allows** it. If allowed, a screen will show, letting you **choose which window or screen** you want to share. This feature will show a **live feed** of any window or screen you choose.



Chat: To **talk with members** of the meeting without audio, press the **Chat** button. It will pop up a screen that shows a **messaging** format. You can choose whether to send a message to **Everyone** or to a **certain member**.



Leave Meeting: To **leave** the meeting, press the **Leave Meeting** button.

