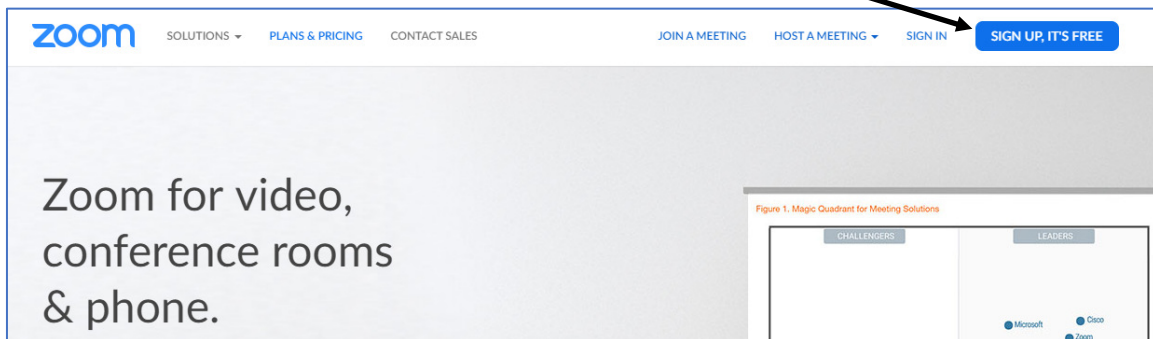


Setting Zoom up on your computer

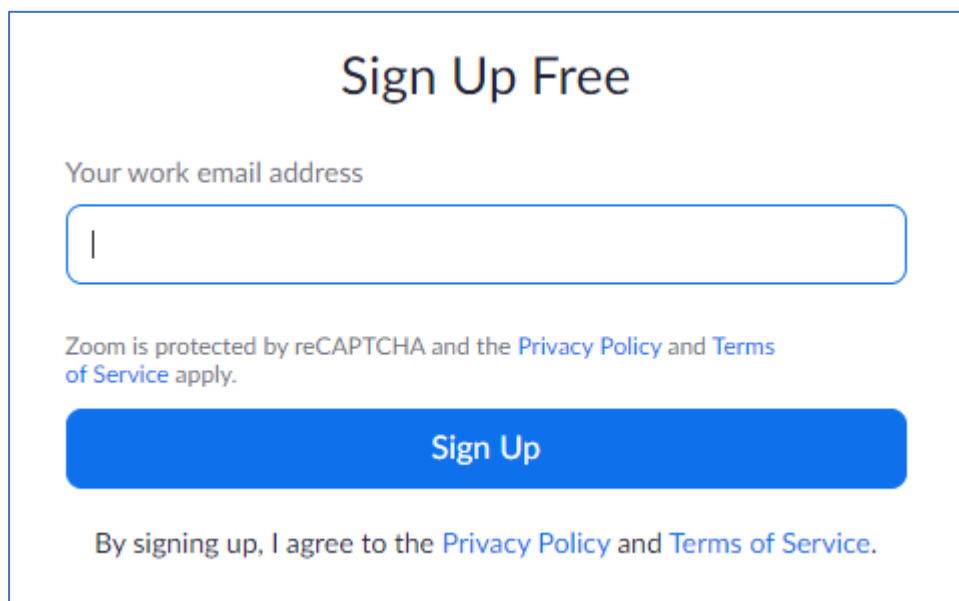
1. Sign on to your internet browser (*Chrome, Internet Explorer, Firefox, Safari*).

2. Type: <https://zoom.us/> press 'Enter.'

3. Click on: "Sign Up, It's Free"

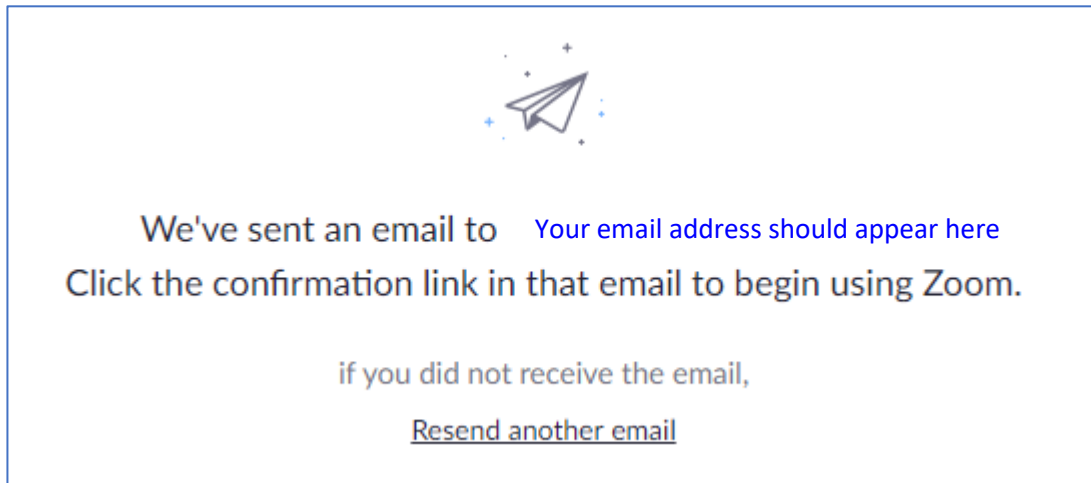


4. Type your e-mail address and click on "Sign Up."

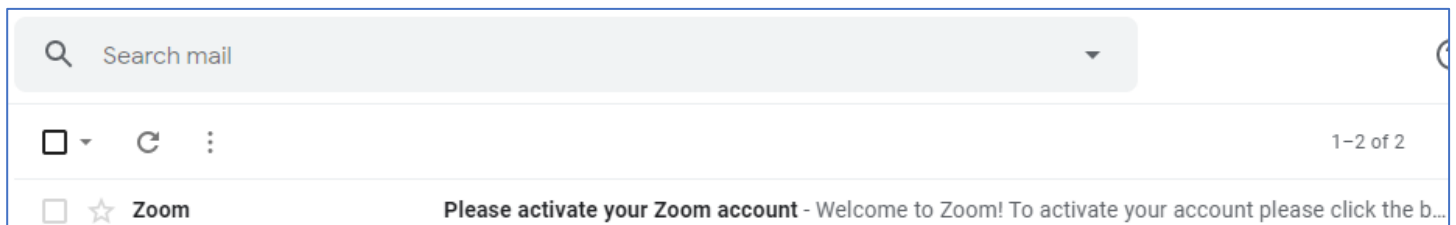
The image shows the "Sign Up Free" form on the Zoom website. The form has a title "Sign Up Free" at the top. Below the title is a text input field labeled "Your work email address". Below the input field is a line of text: "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below this text is a large blue button labeled "Sign Up". At the bottom of the form is a line of text: "By signing up, I agree to the Privacy Policy and Terms of Service."



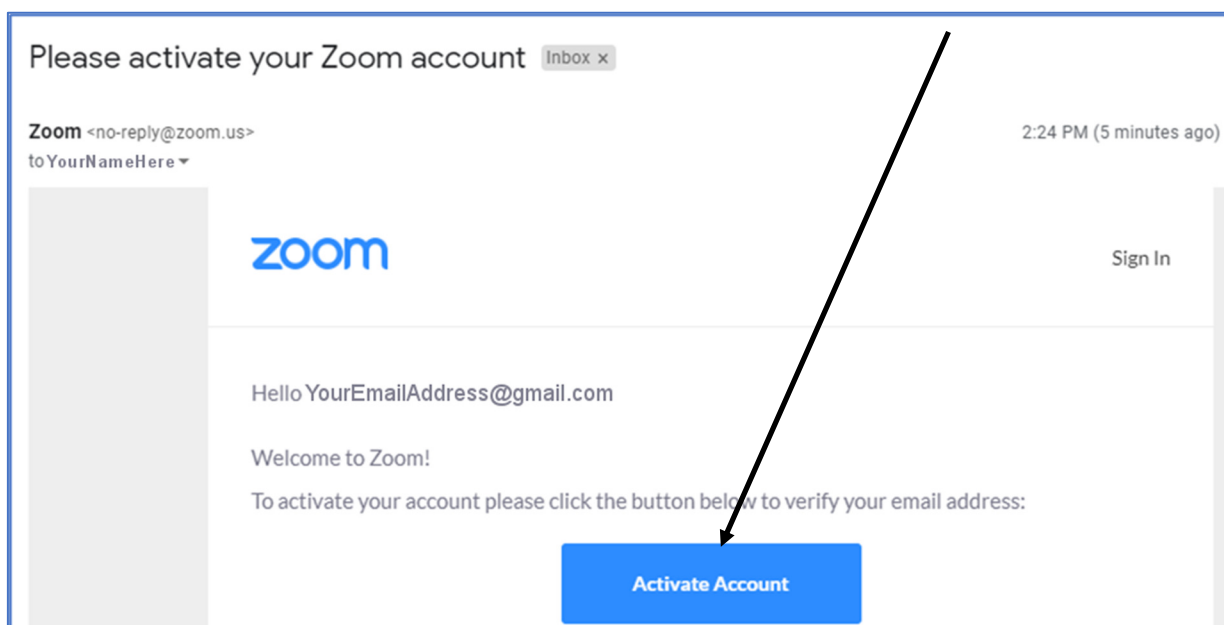
5. You should now see this message on your screen.



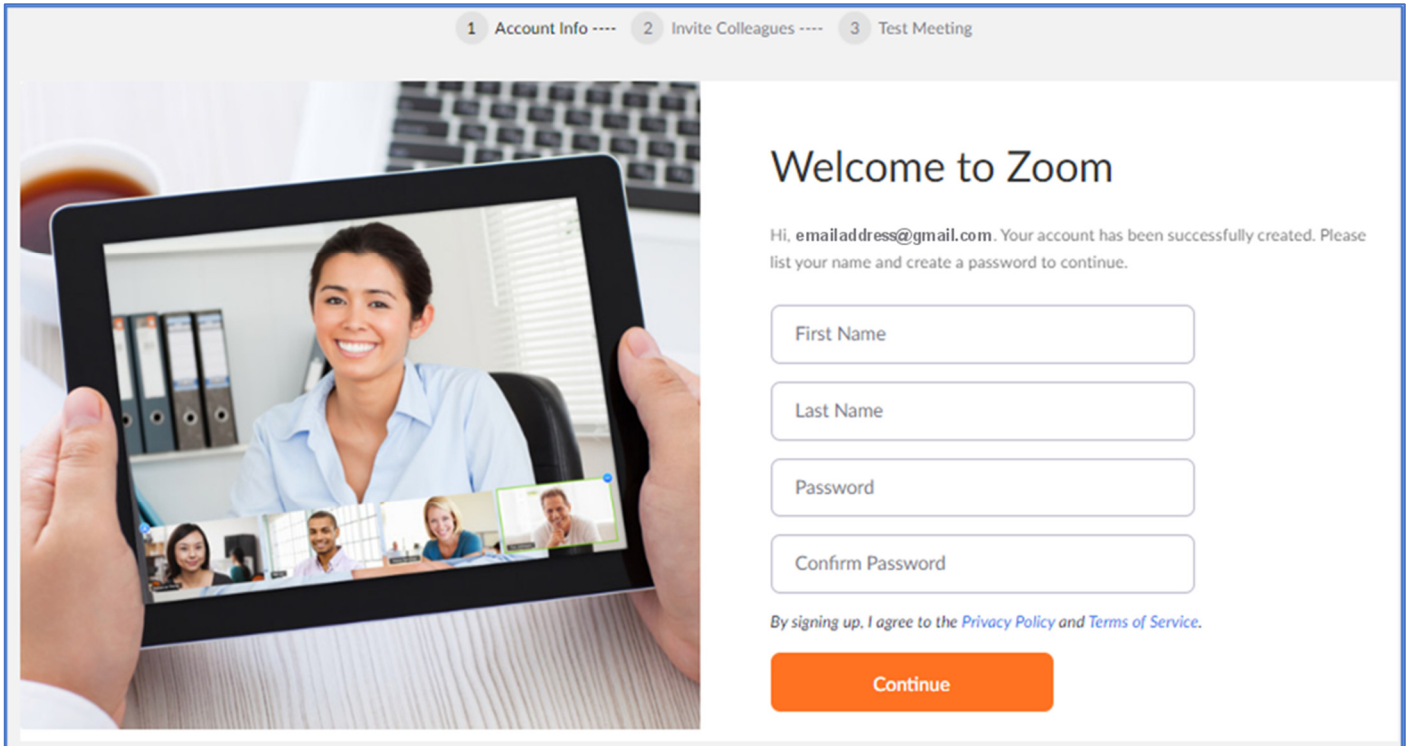
6. Go to your email program. You should see a message from Zoom like this:



7. Click on the message to open it. You should see a message like this. Click on 'Activate Account' button.



8. Your next screen should look like this. Fill in your name and preferred password. Your password must be at least 8 digits long, have at least one number and one capital letter. Then click on 'Continue' button.



1 Account Info ---- 2 Invite Colleagues ---- 3 Test Meeting

Welcome to Zoom

Hi, emailaddress@gmail.com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

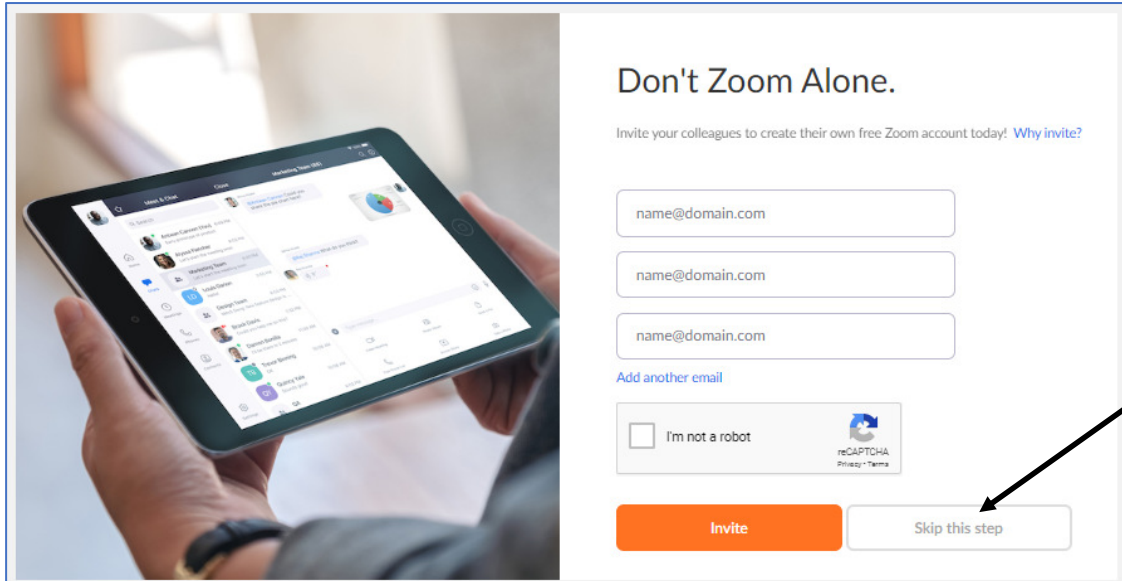
Confirm Password

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

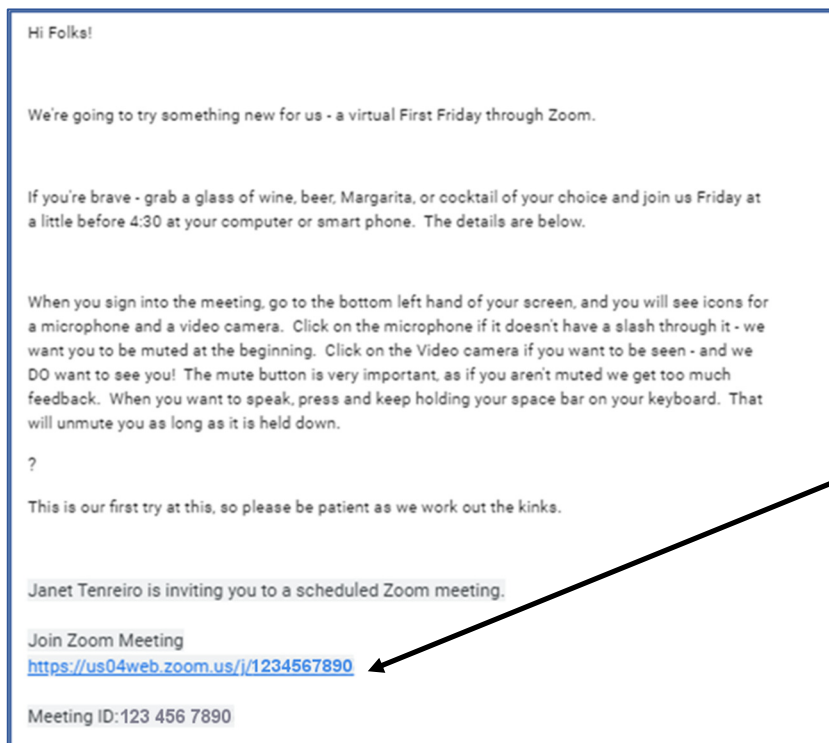
Continue

9. If you asked whether to save the password on your computer, answer appropriately. Most people answer 'yes'.

10. Your next screen should look like this picture shown below. This is an optional step. Click on 'Skip This Step.'

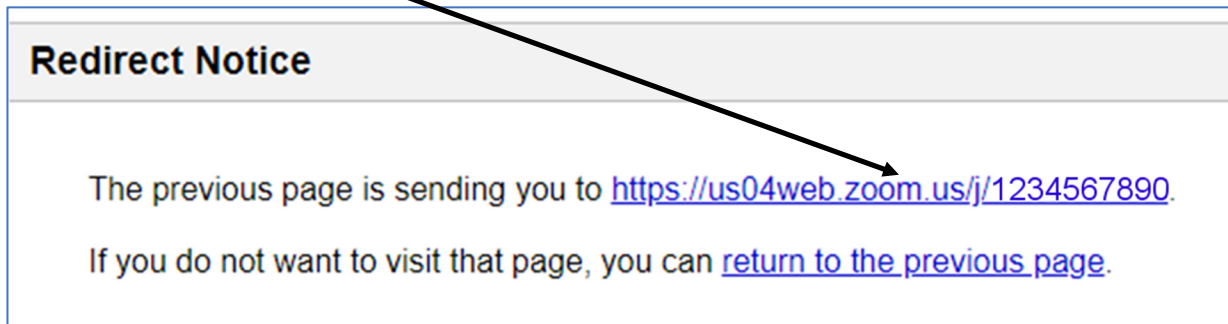


11. At this point you should be set up. Congratulations. To join a meeting, you will get an e-mail that looks something like this:

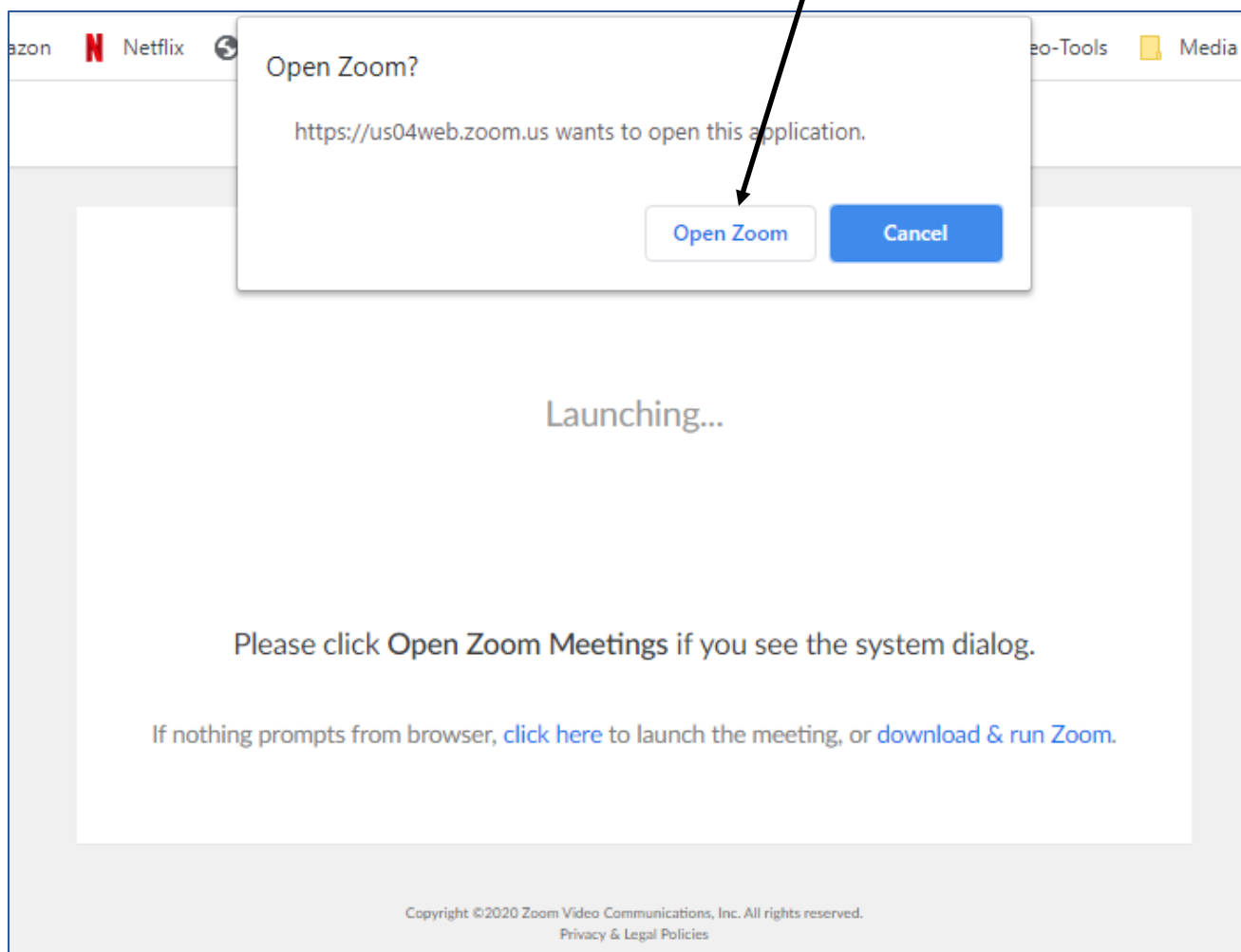


The message part will change with each e-mail. All you need to do is click on the blue line here:

12. If you get a screen that looks like this, click on this blue link.

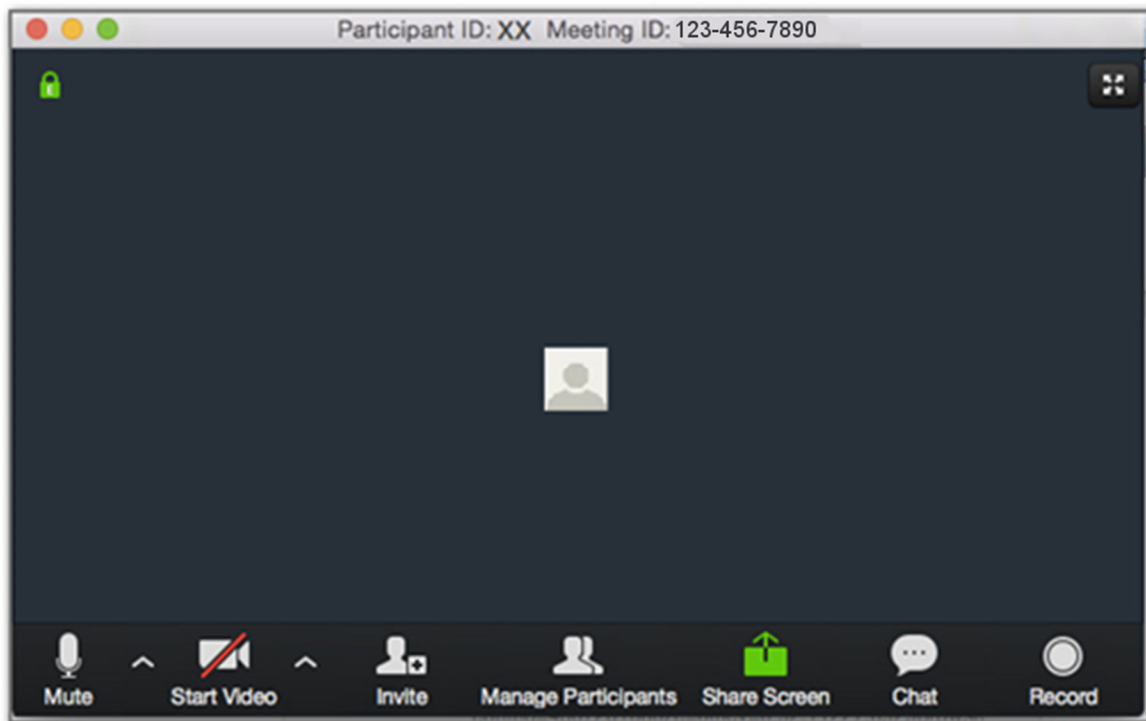


13. When you get to a screen that looks like the one shown here, click on the 'Open Zoom' button.





Final Helpful Tips



When you sign into the meeting, go to the bottom left hand of your screen, and you will see icons for a microphone and a video camera. If there is a slash it means it is off. Click on the microphone or video camera to turn on. Most meetings will start with them off.

Click on the Video camera if you have one and want to be seen by others (we DO want to see you)!

When you want to speak, press and keep holding down the space bar on your keyboard. That will unmute you as long as it is held down.

If muted by host, use the Chat button to ask questions.

Keyboard shortcuts for common actions

(some commands are for Host Only) *Yellow highlights the most common*

- **Space Bar:** Hold down to unmute
- **Ctrl+Alt+Shift:** Move focus to Zoom's meeting controls
- **Alt:** Turn on/off the option “Always show meeting control toolbar” in Accessibility Settings
- **Alt+ A:** Mute/Unmute your Audio
- **Alt+ C:** Start/stop cloud recording
- **Alt+ F:** Enter or exit full screen
- **Alt+ H:** Display/hide In-Meeting Chat panel
- **Alt+ I:** Open Invite window
- **Alt+ M:** Mute/unmute everyone except host
- **Alt+ N:** Switch camera
- **Alt+ P:** Pause or resume recording
- **Alt+ R:** Start/stop local recording
- **Alt+ S:** Launch share screen window and stop screen share (Note: Will only work when meeting control toolbar has focus)
- **Alt+ T:** Pause or resume screen share (Note: Will only work when meeting control toolbar has focus)
- **Alt+ Shift+ T:** Screenshot
- **Alt+ U:** Unhide/Hide Participants panel
- **Alt+ V:** Start/Stop your Video
- **Alt+ Y:** Raise/lower hand
- **Ctrl+ 2:** Read active speaker name