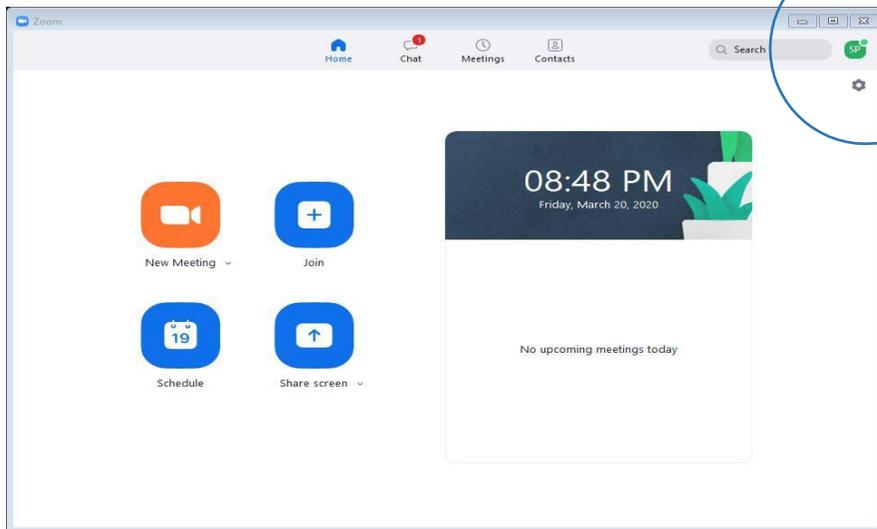
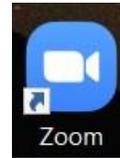


## ZOOM ONLINE MEETINGS

### ZOOM ACCOUNT SIGN-UP AND SETTINGS RECOMMENDATIONS

1. First, you will need to decide which device you will use to attend a Zoom meeting.
  - a. If your desktop or laptop computer has both speakers and a microphone, we recommend that you use it to sign-up for a Zoom account. Go to step 2.
  - b. If your desktop or laptop computer is missing speakers and/or a microphone and you have a tablet we recommend that you use the tablet to sign-up for a Zoom account. (We are assuming your tablet has speakers and a microphone.) Go to Step 6.
  - c. If you cannot use a. or b. you will have to use your smartphone. This is a last resort as the screen size is very limiting. Go to step 6.
2. **Computer sign-up** - To sign-up for your FREE Zoom Account on your computer go to <https://zoom.us/download> and download and install "Zoom Client for Meetings". Go to step 3.
3. At this point you can close your browser. Go to step 4.
4. Check your computer's desktop to see if there is the following icon.
5. Click on the icon. Go to step 8.
6. **Tablet or smartphone sign-up** – Download the Zoom Meeting Free app from your Apple or Google store and follow directions to sign-up for an account. Then go to step 7.
7. Open the Zoom app if it is not already open. Go to step 8.
8. You should see this Main Screen:



10. Locate your settings icon. (The gear icon in the upper right or lower left corner depending on your device.)
11. Test your Video and Audio settings and investigate the other settings of the app.
12. If you have issues setting up your Zoom Account or signing in before the actual meeting call:
  - PDG John Jetter            903-235-6474
  - Shirley Pinnix-Evans    903-787-8275 (But, no later than 1 hour before the meeting.)
13. Sign-in to your Zoom account a minimum of 5 minutes before the meeting starts.
14. Select "Join" and enter the meeting code sent to you by email.
15. All participants may be muted when you sign-in. You should turn-on the "Participants" and "Chat" boxes.
16. If you have any questions, use the chat function, or raise your hand.
17. For additional information go to <https://support.zoom.us/hc/en-us/articles/360022265471-How-to-Use-Zoom-s-Desktop-App-v-4-3->