

## ***Rotary Club Zoom Installation and Training***

Please watch the videos in Step 1 prior to Step 2, the optional technology practice sessions

- **Step 1 - Watch Zoom video tutorials and perform instructions**
  - **VIDEO and document: [Install Zoom App on your devices \(1 minute\)](#)**

Following the video, you will see instructions that may be used to install Zoom on different devices including:

    - PC/Mac
    - Smartphone
    - Tablet
  - **VIDEO: [Join the meeting \(1 minute\)](#)** – similar to the video above, but good reinforcement
    - When joining a meeting click on link from email invitation.
    - Add link to your bookmarks or copy invitation to your calendar entry for the meeting.
  - **VIDEO: [Meeting controls \(1 minute\)](#)**
    - Audio – Mute and Unmute
    - Video – Webcam on and off
    - Chat – Private messages to any attendee or messages to everyone
- **Step 2 - Attend an optional, small group technology practice session.**

**If you are not an experienced Zoom user, please attend an optional orientation session that may be scheduled by your club. This is a great opportunity to assure that everyone has a configuration properly setup for Zoom and that they are comfortable with basic Zoom controls before attending a virtual club meeting.**
- **Step 3 - Attend your first Virtual Club Meeting.**

Be sure you have a Zoom meeting invitation from your club. It will have a link to click on to join the meeting.
- **Step 4 - Follow Zoom etiquette**
  - Mute yourself when not speaking
  - Attend from a quiet room
    - No interruptions
    - No background noise
  - Turn off camera when needed
  - Use chat to communicate simultaneously
  - Raise hand to speak (must be enabled in account settings)
  - Speak only when prompted by host or presenter