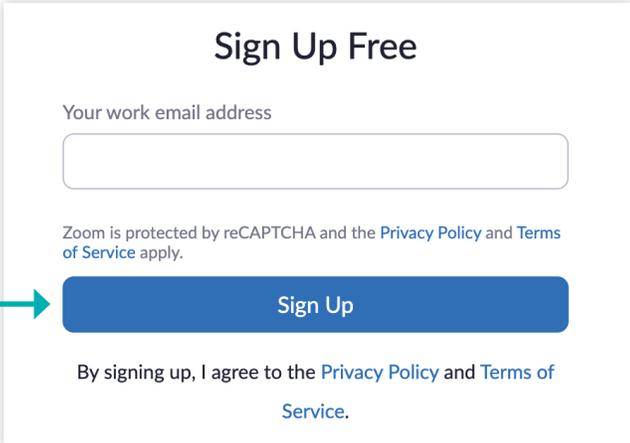


# How to Use Zoom to Connect



## Create an Account

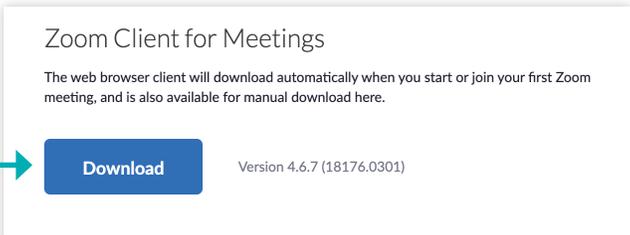
- Step 1:** Visit <https://zoom.us/signup>
- Step 2:** Insert your preferred email address into the blank field
- Step 3:** Click the blue button labeled "Sign Up" 
- Step 4:** Follow the prompts to create a password for your Zoom account
- Step 5:** Keep this information in a secure spot



The screenshot shows the 'Sign Up Free' form on the Zoom website. It features a text input field for 'Your work email address', a blue 'Sign Up' button, and a checkbox for 'By signing up, I agree to the Privacy Policy and Terms of Service'. A teal arrow points from the 'Sign Up' button in the text to the button in the screenshot.

## Download the App (Desktop)

- Step 1:** Visit <https://zoom.us/download>
- Step 2:** Click the blue button labeled "Download" 
- Step 3:** Follow the installation instructions prompted by your Mac or Windows computer
- Step 4:** Once you've downloaded the app, the Zoom icon will live on your desktop or dashboard and you can launch a meeting from there



The screenshot shows the 'Zoom Client for Meetings' download page. It includes a blue 'Download' button and the text 'Version 4.6.7 (18176.0301)'. A teal arrow points from the 'Download' button in the text to the button in the screenshot.

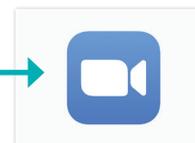
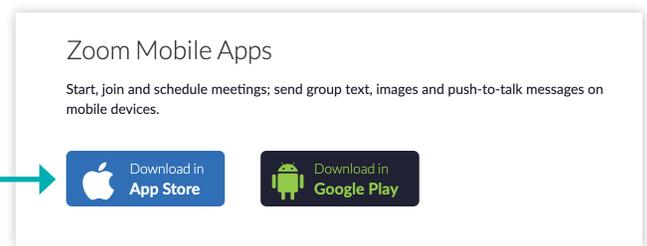


## Download the App (Mobile)

**Step 1:** Visit <https://zoom.us/download>

**Step 2:** Scroll down to 'Zoom Mobile Apps' section

**Step 3:** Follow the download instructions prompted by your Smartphone and the Zoom app will appear on your homescreen



## Signing In

Visit <https://zoom.us/> and click 'Sign In'

- If you've already downloaded the app to your Smartphone, open the Zoom app on your mobile device and enter your email and password
- If you've already installed the app on your desktop, open the Zoom app and enter your email and password



## Host a Meeting

If you do not have the Zoom app installed, see 'Download the App' instructions

**Step 1:** Open the Zoom app on your desktop or mobile

**Step 2:** Click the white button labeled 'Sign In'

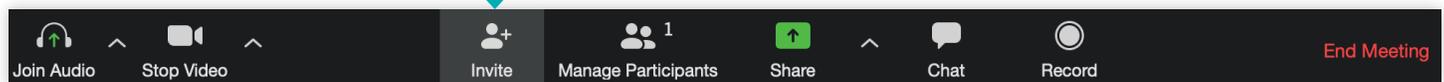
**Step 3:** Login to your Zoom account with your email and password

**Step 4:** Locate the orange icon and click the downward arrow next to 'New Meeting'

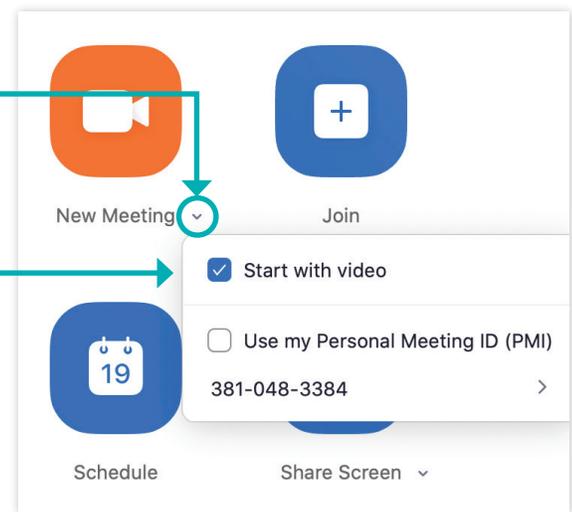
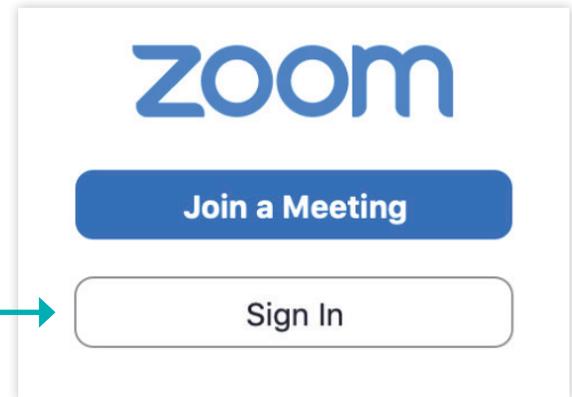
**Step 5:** To start a video call, make sure the 'Start with video' box is checked

**Step 6:** Click the 'New Meeting' icon to start a new meeting immediately

**Step 7:** To invite guests to your meeting, click the 'invite' icon and choose 'invite my email'



**Step 8:** Enter email addresses you'd like to invite to your current meeting





## Schedule a Zoom

**Step 1:** Open your Zoom App

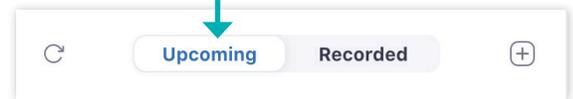
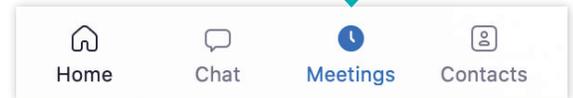
**Step 2:** In the upper pane, click on 'Meetings'

**Step 3:** On the left hand side of your app, click the button with a + icon. This will start an invite for an upcoming meeting

**Step 4:** Enter the time, date, and other details for when you'd like to host this upcoming meeting

**Step 5:** Once you're finished with the details, click 'Schedule' in the lower right hand corner

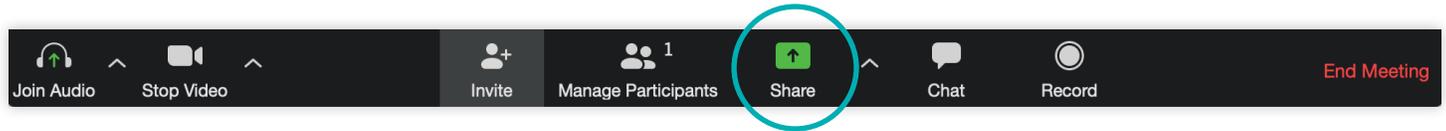
**Step 6:** Depending on the calendar choice you chose (iCal, Google Calendar, Outlook Calendar, or other) the Zoom app will redirect you to send invites through that channel. It will automatically include all of the invite instructions for those joining by phone or computer



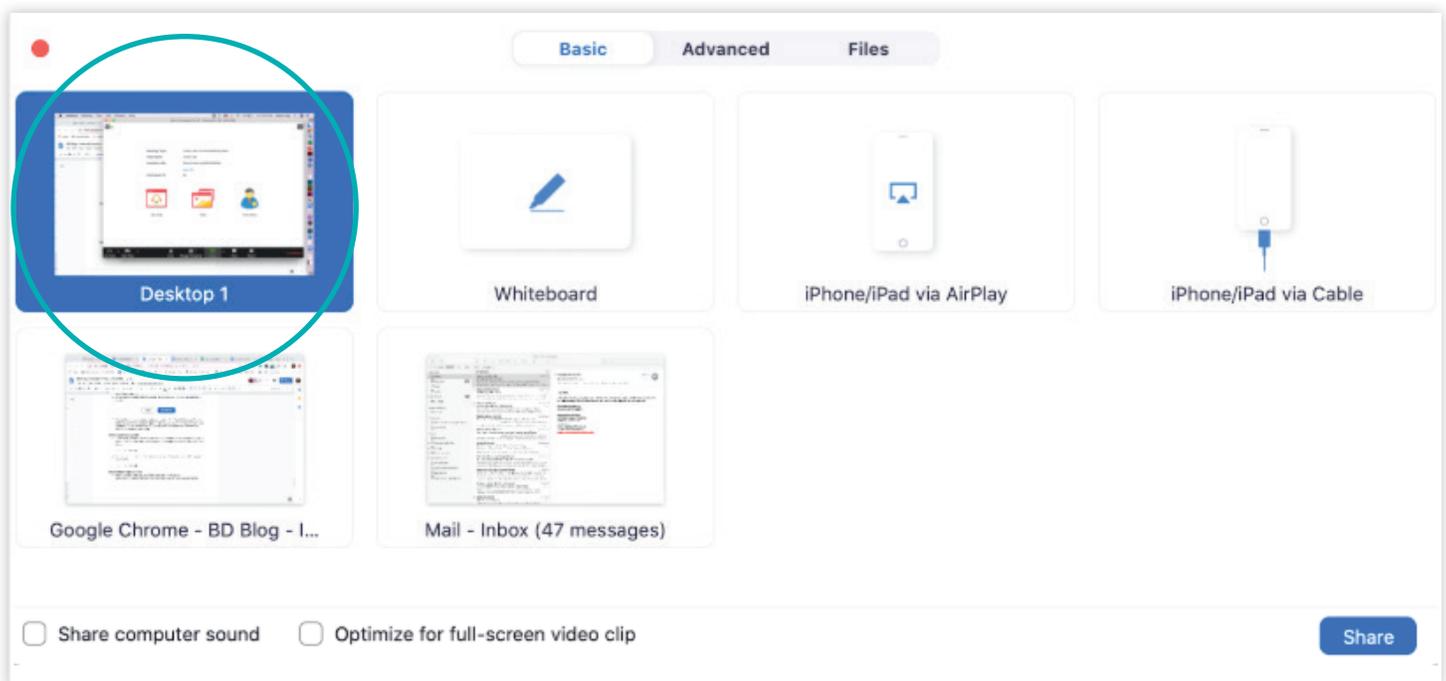


## How to Share Your Screen

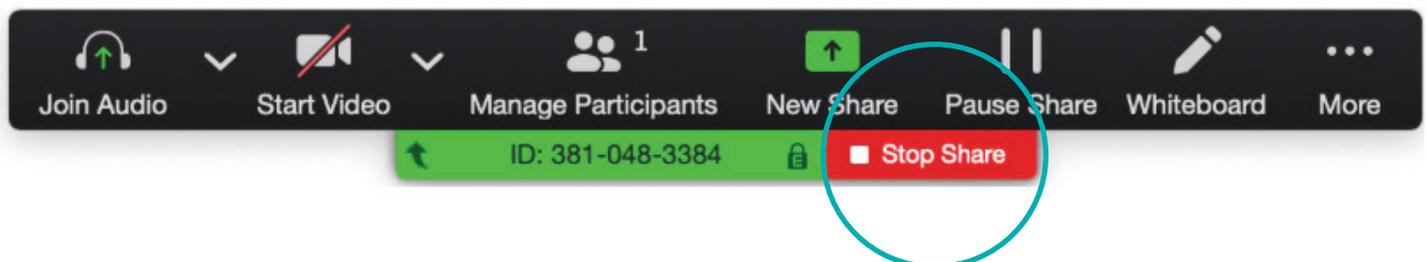
**Step 1:** Need to share a document live on a call? Click on the Share icon at the bottom of your screen



**Step 2:** select which of your open apps you'd like to project to the group



**Step 3:** You can stop or pause screen sharing using the drop down bar at the top of your screen

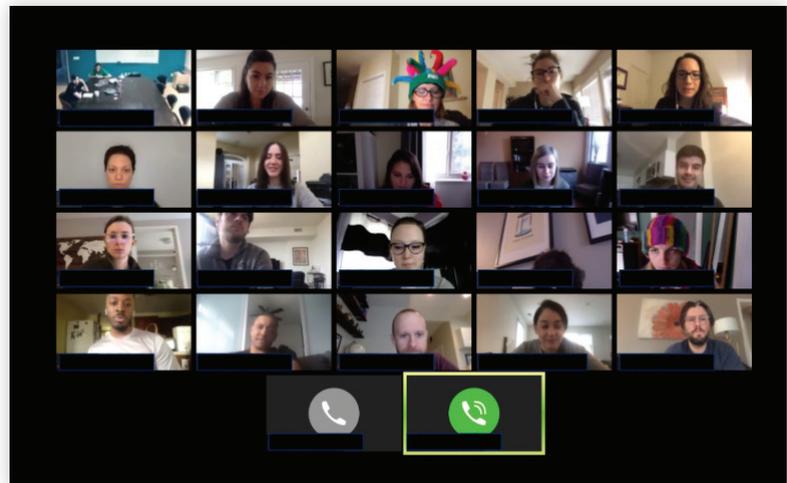
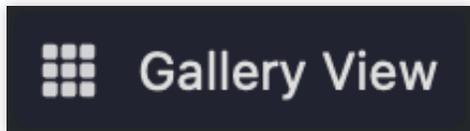


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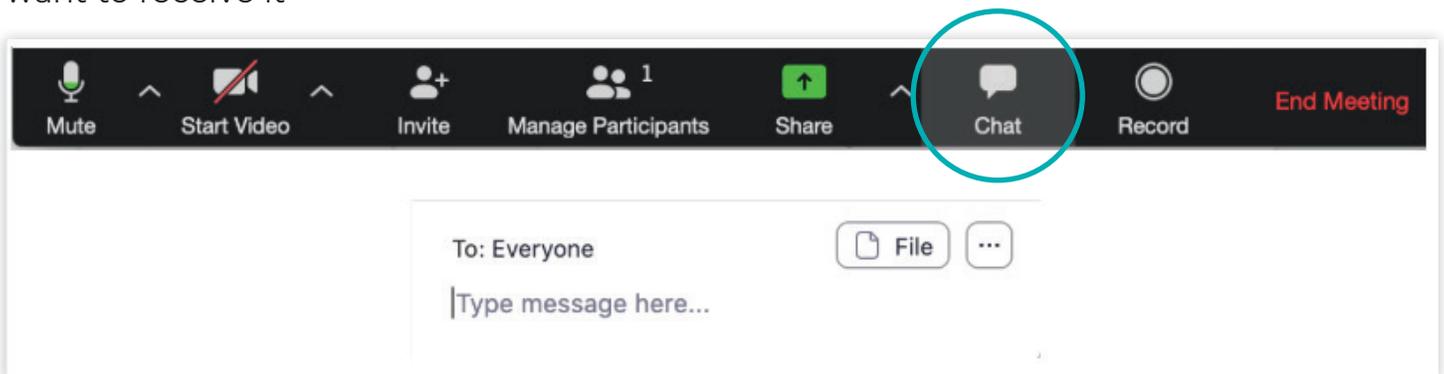
## How to View in Gallery Mode

Joining a video call that's primarily conversational (versus presentation-based)? It's easier to chat when you can see everyone in the "room" at once, so enable Gallery Mode by clicking the icon in the top right corner



## How to Chat

Type a message directly to the host or to all participants by clicking on the Chat icon at the bottom of your screen, and using the drop down menu to select who you want to receive it



**Tip:** You can also hide this if it gets distracting by clicking on the Chat icon again