

Let's Zoom

With Jane Davies

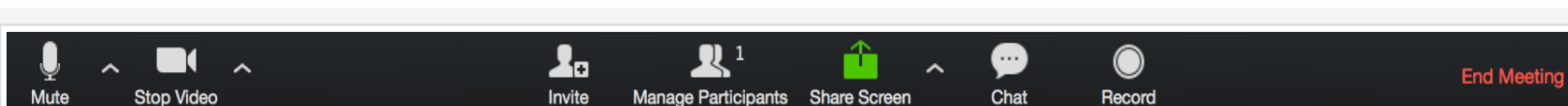


Zoom is fun and easy to use and the price is right, **it's free!**

1. Go to: <https://zoom.us/download>
2. Click on "Zoom Client for Meetings."
3. Your computer may ask you where you want the download to go. Downloads usually go to your download folder or your desktop.
4. Pick a location and download it.
5. Now find the Zoom app on your computer and double click it to install it.
6. When Jane schedules a meeting she will send you a link via email. You click the link in the email and Zoom will open automatically. It may ask you if you want to use you video and audio - say yes!

Now you're Zooming!

Key Features for Participants Located on the Meeting Menu at the Bottom of Your Screen



- Mute and Unmute your audio and select Audio options.
- Stop and Start video controls access to video portion of the meeting
- Chat - opens a window to start a group or private chat.
- End Meeting lets you end or leave the meeting.

That's it, it's simple and fun.

If you'd like a complete guide - this one is good: <https://www.businessinsider.com/how-to-use-zoom>