**Getting Ready for Attending & Hosting Zoom Meetings**

Setting Up Your Computer or Mobile Device for Zoom:

If you are brand new to Zoom, or if the device you will be using in class has **not** been checked out yet for a Zoom meeting, here are 4 suggestions:

1. For a computer - PC or Mac - go to **zoom.us** and download the zoom app onto your computer. If you will be using an iPhone, iPad or Android device, go to your device app store and download the **Zoom Cloud Meeting** app.

2. Set up your Zoom app for use, by giving it your email address and password. Then start the Zoom app.

3. Learn a little about the controls you will be using in class. [**Click here**](https://support.zoom.us/hc/en-us/articles/200941109-Attendee-Controls-in-a-Meeting) to see where to find your device's controls. Have these directions available for the meeting. They apply to computers and mobile devices.  
**Note**: The controls in the document are for Participants, and are just a tiny bit different from the Host controls you will see when you start your practice Zoom meeting.

4. While in your practice Zoom meeting, try the **microphone and speaker test** by clicking the **Up arrow beside your Stop/Start Video** button to make sure you can hear everyone and we can hear you.

5. Finally, before joining a Zoom meeting, find a place with a strong WiFi signal. Or, if you connect your computer to your modem by cable, your picture and sound quality will be even better. Using Zoom on a cellular network is not as effective, and you might not have any video.

Remember:

To join a Zoom meeting, just click the link in the invitation sent to you. Your calendar app might also have the link for the Zoom meeting.

Helpful Zoom videos:

* Zoom Help Center - lots of videos: <https://support.zoom.us/hc/en-us>
* Getting started using Zoom - <https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->
* Zoom tutorial videos - including video on host controls: <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>
* Zoom Meeting Host Controls video (hosting meetings): <https://www.youtube.com/watch?v=ygZ96J_z4AY&feature=emb_rel_end>
* More Zoom Meeting Host Controls: <https://www.youtube.com/watch?v=l8UwTwjpE6E>
* Schedule your Zoom meetings on your Google calendar with an extension to your Chrome or Firefox browser: <https://www.youtube.com/embed/E0XmIIXcrEY?rel=0&autoplay=1&cc_load_policy=1>

Helpful Zoom procedures (printable):

* How to schedule a meeting: <https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>
* How to scheule a recurring meeting: <https://support.zoom.us/hc/en-us/articles/214973206-Scheduling-Recurring-Meetings>
* How to join a meeting: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>
* Zoom meeeting **Attendee** controls: <https://support.zoom.us/hc/en-us/articles/200941109-Attendee-controls-in-a-meeting>
* Zoom meeting **Host** controls: <https://support.zoom.us/hc/en-us/articles/201362603-Host-and-co-host-controls-in-a-meeting>
* Managing Participants (Host, Co-host, Participants) in a meeting: <https://support.zoom.us/hc/en-us/articles/115005759423>

Steps on sharing you computer or mobile device content: <https://docs.google.com/document/d/1hQzj4ybQDVzIn9WzT6Ri-OtjzBSMrZ1KTTStq9iltJo/edit?usp=sharing>