

Use of ZOOM for video / teleconferencing:

1. Go to <https://ZOOM.us>
2. If you want to create an account, click on MY ACCOUNT in support right corner and create on.
 - a. However, you do not need an account to participate in a meeting....
 - b. Download the Zoom client for your PC at: https://zoom.us/download#client_4meeting
3. Invitations: You will receive an email from the meeting organizer with a LINK to the Zoom meeting. Just Click on the link. A web browser will open to the link. There is also a meeting ID and Password in case you are asked for it. Normally, just clicking the link will get you in.

You will need to download and install the ZOOM client on your machine. They have clients for all operating systems and platforms, including phones. If you already have the client installed, a window will pop up and asking if you want to launch Zoom. Just follow the instructions on the screen.

4. Use the meeting ID in your client to join the meeting if needed. Otherwise, when Zoom starts, it should log you right into the meeting. Most people will choose to use their computer's speaker and microphone. Bring your cursor down to the bottom of the Zoom window and a menu bar will pop up. There you can change your audio choices AND you can enable your camera

