

Township Zoom Meetings

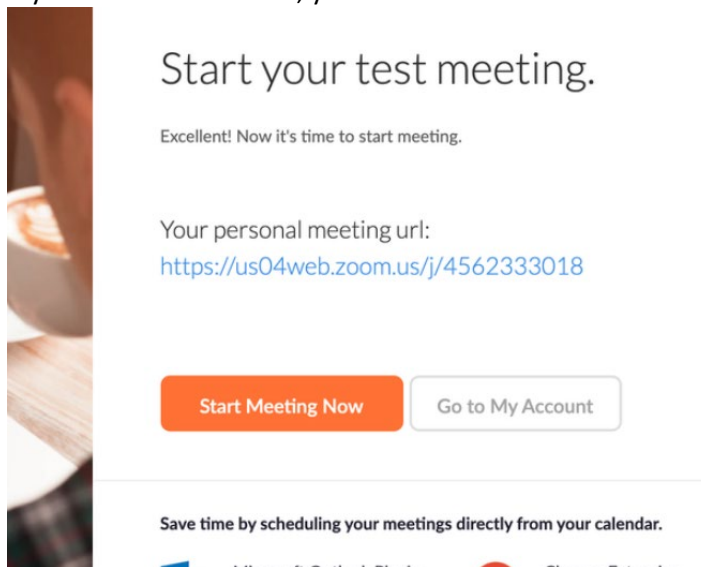
Zoom Conference Call instructions and procedures

Visit the Zoom Help Center “How Do I Join a Meeting” page, or follow the instructions below.
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

PARTICIPANTS:

To create an account:

1. Zoom accounts are free.
2. To create a ZOOM account, you should go to <https://www.zoom.us/signup>
3. Enter your birth date for verification purposes
4. Put in your email address and click “sign-up”
5. Go to your email account – an email from Zoom should have been sent to your inbox. Click on the activation link, “Activate Account.”
6. On the website link, enter your name and put in a password of your choice. The password requires a variety of capital and lower-case letters as well as a symbol.
7. Next screen – no need to invite friends. Press on “skip this step.”
8. If you’ve made it this far, you should see a screen like this. Good job!



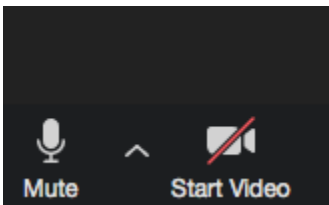
To practice with a test meeting:

9. Click “Start meeting now.” Or go to <https://zoom.us/test> and click “Join”. This is to test your computer speakers/camera.
10. At this point, you will need to download install a free software onto your computer, unless you have done it previously.
 - a. **To download and install the software:** Click “download & run Zoom” from the test call, or visit <https://zoom.us/download>
 - b. Find the download called “zoomusLauncher.zip”. It will be on your internet browser, or in your computer’s Downloads file.

- c. Double click the zoomusLauncher.zip folder and wait a moment.
- d. Double click the blue icon “zoomus Launcher” to install.
- e. If there is a pop-up, click “Open” or “Allow”.
- f. This is the software program, the desktop application to help with your video calls. “zoom.us” is now installed on your computer.



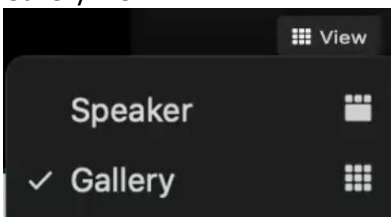
11. When a little box comes up, click on “Open Zoom.us”
12. You may get a pop-up with the steps to test your speakers and microphone. Or, a screen will pop up. DO NOT press on any of these items. ****This may only happen on some computers...
13. If you are prompted, make sure to allow access to your microphone and camera. Or click “Use Computer Audio”
14. Your picture may or may not show up on the screen.
15. Go to the bottom left of the screen and find these buttons:



16. You can click on and off your “start video” and “stop video.” Make sure this works.
17. To test audio, hover over the microphone icon/ “mute” button on the bottom left of the screen and click on the “carrot” (^). Make sure “built in microphone” and “built in output” are selected/checked.
18. In the mute “carrot” (^) menu, select “test speaker and microphone” and follow the prompts

To join a meeting:

- **On a computer:** Click on the link given to you by the meeting host and click “Open zoom.us”, or enter the meeting link into the “join a meeting” box.
 - If prompted, click “Use computer Audio”
 - If prompted, click “Join with video”
- **To see everyone in the meeting:** Find the “View” button to switch between Speaker View and Gallery View.



Important tips for computer users:

- Make sure you have tested your system ahead of time and know where the “mute” button and “camera” button are so you can control it.
- Individuals who set up their own FREE account can upgrade to host their own meetings if they want to do more than 3 people and longer than 40 minutes.