



## Getting Started: Zoom Videoconferencing

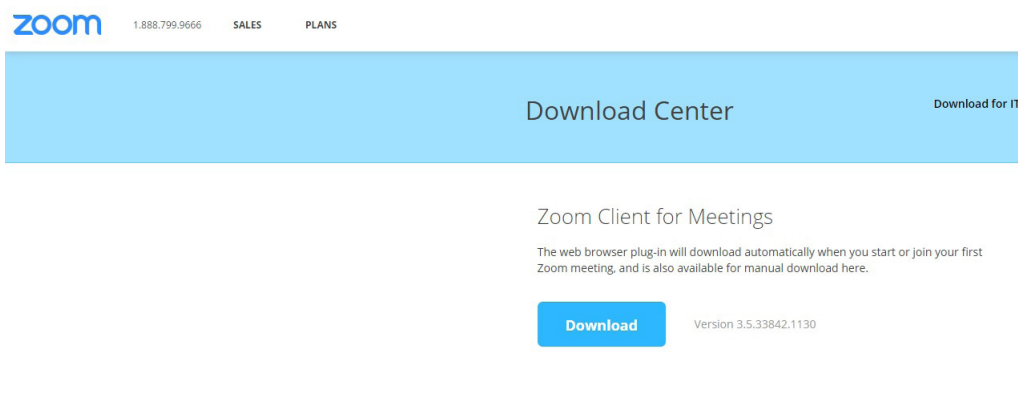
Zoom is the videoconferencing service used by EDWM. If you have not used Zoom before, or if you have not used it on the particular device you'll be using for your upcoming meeting, there is a short set-up process that you will need to do prior to your meeting.

### Sign up

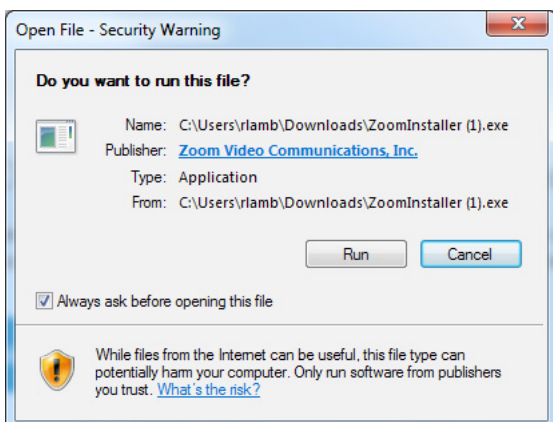
Go to [www.zoom.us](http://www.zoom.us) and sign up. You can sign up with a Google account, Facebook credentials, or you can use an email address of your choice to sign up.

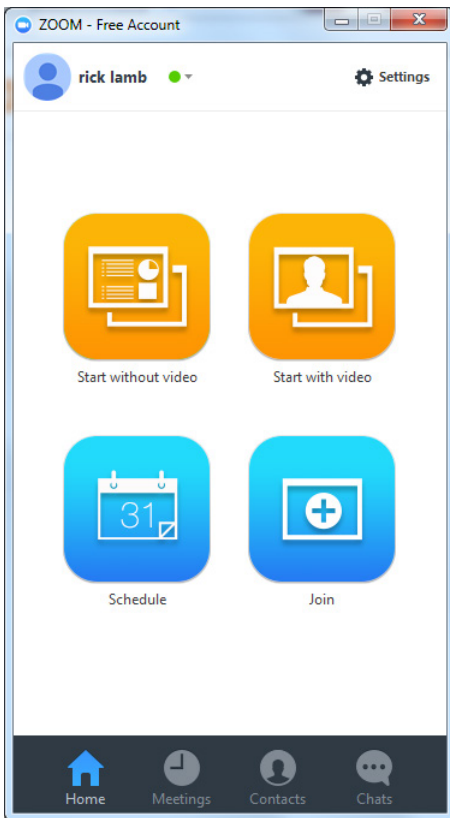
### Initial Set-up for PC/Laptop (skip to p. 3 for iPad/iPhone/Android)

Scroll to the bottom of the screen and find the Download Footer – Click on Meetings Client – click on the blue Download button and follow instructions to obtain the Browser plug-in – Zoom Client for Meetings



This will download a file to your computer. This dialog will appear. Select RUN, or YES (if asked whether to RUN the Zoominstaller)





Computer-users, after the installer runs, you should see the Zoom application.

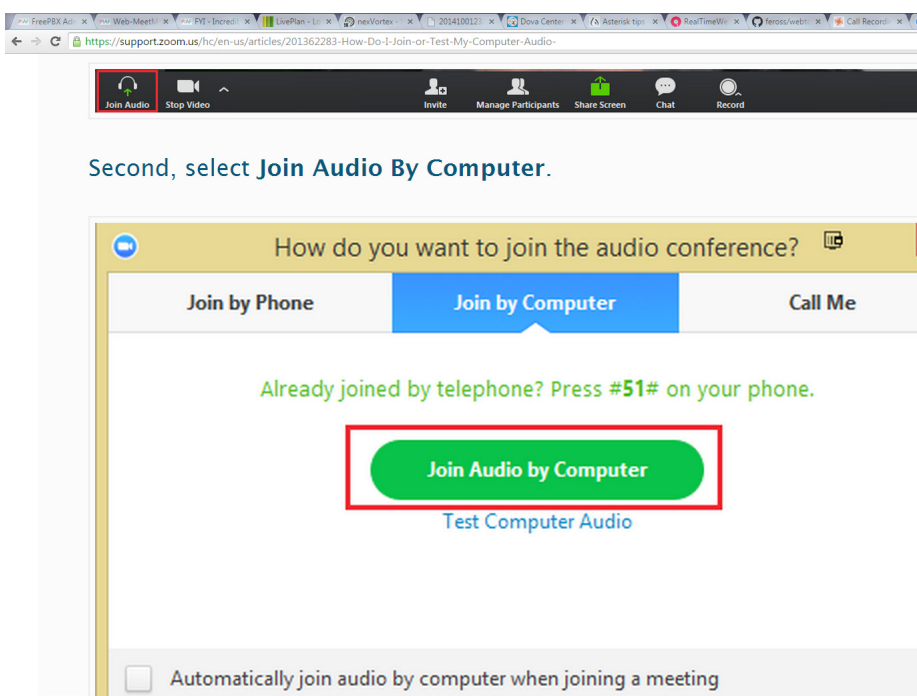
### Joining a Zoom Meeting

Click the Join button and use the Meeting ID number from your invitation to access the meeting

### Audio Setup

From the menu bar, now select the Join Audio function – then, you will be prompted to select the audio method that you want to use – you can join by phone (use the telephone number and meeting ID from your email invitation) or join by computer.

If joining by phone, note the Unique Participant ID that now displays on your screen – you will need to enter this as part of the process of connecting via phone.



Second, select **Join Audio By Computer**.

If you have a functioning, tested microphone on your computer, or a microphone built into an external camera unit, select Join by Computer -- you then should be able to be heard in the meeting room. Use the Zoom application to test your inputs and outputs. The use of a headset with its built in speakers and microphone is the best solution for remote participants. If using an open-air microphone, please be aware of background noise at your location, and mute yourself if you do not need to be heard.

The audio test software is also located in this dialog box – see illustration.

## Set-up for iPad, iPhone



Zoom works on your iOS devices such as iPad, iPhone or iPod Touch. You can download the Zoom app from the Apple AppStore or search “Zoom” on Safari. It will direct you to [iTunes](#). Install the ZOOM app, choose a username and password, and then, when it is time for the meeting, open the app, sign in, and click on the link in the invitation email.

There you will see the meeting ID in it, which will take you right to the meeting (but please keep the meeting ID on hand in case you need it).

At the top of the screen will be an icon for video (a video camera) and an icon for audio (microphone). If red and with a strike-through, they are muted/off. One click on each and the audio and video will both be active.

## Android

You can download Zoom for Android by searching for “Zoom Meetings” in [Google Play](#).