

## KEEPING IN TOUCH USING ZOOM



Zoom is easy to install and lets you visit with groups or friends and family and have good conversations. You can virtually have meals together. Below are the instructions for downloading and using Zoom.

### How to download Zoom on your PC

1. Open your internet browser and go to the Zoom website at **Zoom.us**.
2. Scroll down to the bottom of the page and click “**Download**” in the web page’s footer.
3. On the Download Center page, click “**Download**” under the “**Zoom Client for Meetings**” section.
4. The Zoom app will then begin downloading. Follow the prompts that pop-up.

### How to Install the Zoom app on an iPhone or iPad

1. Go to the App Store on your iPhone or iPad
2. Search “**Zoom Cloud meetings**” in your search bar
3. Select the Zoom application and select “**GET**” to begin downloading the app
4. Tap on **Open** \*\*\* Please ensure you **enable video and audio** by selecting **call using internet audio**
5. You do not have to set up an account. You can join a meeting without signing in.

### How to install the Zoom app on an Android device

1. Go to **Google Play** on your Android device
2. Search “**Zoom Cloud Meetings**” in your search bar
3. Select the Zoom application and select “**INSTALL**” to begin downloading the app
4. You do not have to set up an account. You can join a meeting without signing in.

When installed, you will need to log into your Zoom account. It is free to use but does offer paid subscriptions which offer additional features.

### Hints for Using Zoom

1. When you receive a Zoom invitation click on the link a few minutes prior to start time. You may be asked to wait for the host to invite you in or if it is set up without this option you will go directly to the meeting.
2. Every device has a different screen, but all have similar icons. Go to YouTube and find a video on how to use your device. Search *how to use ZOOM on (Name of your device)*

**Lighting** Use natural light where possible have windows behind your device, or use a tall lamp behind device.

**Background** You want people focusing on your face, not on what’s behind you. Keep it plain and simple, blank walls, or a wall with nothing but one piece of art hanging.

**Perspective** The cameras on smartphones and webcams are wide-angle. So if you get too close to it, you will look distorted. Step back from the camera. The closer you are to a wide-angle, the more distorted you are. Hold phones and tablets on their side, landscape view.

**Eye Level** Eye to eye contact is the best connection. Look at that camera directly, straight ahead.

When the webcam is physically below your eye stack a bunch of books under your laptop or device until you see the webcam eye to eye.

**Sound** Don’t be so far away that the microphone won’t hear you. Remember to put the pets and other sound distractions in another room. Don’t forget to mute the microphone icon when listening.