How To Set Up Zoom:

ZOOM FOR COMPUTER DESKTOP

Step 1: Visit Zoom's website, www.zoom.us, and click on the "SIGN UP" button that's at the top-right corner of the screen.

Step 2: Create a new account using your email address. Or sign in using SSO (Single Sign-On) or your Google or Facebook account.

Step 3: If you entered an email, Zoom will send an activation email to that address. Click the "Activate Account" button in the email to activate your account.

Step 4: Next you will be asked if you're signing up on behalf of a school. Click the "No" button and then click "Continue."

Step 5: Fill in your first and last name and a password

Step 6: On the next page, you can invite other people to create a free Zoom account via email. You can skip this step if you want.

Step 7: From the Zoom website, download the Zoom desktop app. Follow the prompts to install the app.

Step 8: After you've installed the Zoom app, you'll see buttons to "Join a Meeting" or "Sign In." Click "Sign In" and enter your email and password details that you just created.

Step 9: Once you're logged in, you are all set to go.

ZOOM FOR MOBILE, IPAD, AND TABLET

Step 1: Download the Zoom iOS or Android app from the App Store/Play Store.

Step 2: Sign up or sign in to Zoom by following the on-screen instructions that are similar to the desktop process.

STEP-BY-STEP GUIDE TO JOIN A ZOOM MEETING OR REUNION QUICKLY:

Note: There are 3 different ways you can connect to a Zoom Meeting or Reunion. For each method, the same steps apply to both your desktop and your phone.

1. Join Using A Meeting Link

- Click the meeting link provided to you in the Final Details email sent from U of G's Alumni team

2. Join Using A Meeting ID

- **Step 1:** Open the Zoom app and click on the "Join" icon.
- **Step 2:** Paste the Meeting ID found in the email sent from the U of G's Alumni team in the box provided, add your display name for the meeting and click on the "Join" button.

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3. Join Via Telephone

- Find your email from U of G that includes the Zoom details and locate the teleconferencing number provided in the invite.

- On your phone, dial the teleconferencing number using the area code for your region.

- Using your dial pad, enter the meeting ID number when prompted and the password if needed.

ZOOM TIPS

1. Select 'Join with Computer Audio' when entering the Zoom meeting

2. Make sure to mute your microphone when you are not speaking.

- To mute your microphone, use the microphone button at the bottom left of the Zoom toolbar that appears in the meeting screen.

- To unmute yourself, use the microphone button or hold your spacebar for as long as you're speaking. This basic rule allows group meetings or conversations to run smoothly!

3. If you feel comfortable, turn your video on.

- To turn on and off your camera, use the video button at the bottom left of the Zoom toolbar that appears in the meeting screen.

4. If you have a question or want to add to the conversation without interrupting, use the Chat function to type your thoughts and questions.

- To use the Chat function, use the thought bubble/chat button located in the center of the bottom Zoom toolbar that appears in the meeting screen.

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