

HOW TO USE ZOOM

HOW TO USE ZOOM FOR ENRICHMENT PROGRAMS

Getting Started:

- Please note it is FREE to use the Zoom application.
- Please make sure your screen name includes your first and last name ,so we can track participation.

If you are new to Zoom, online support documents show you how to start using this application.

Go to <https://support.zoom.us>

In the Search bar at the top of the screen, enter what you are searching for. Example: type "how to get started using Zoom on pc"



You can also get specific instructions for the type of device you will be using (computer, tablet, iPad, smartphone).

Windows or MAC computers:

<https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac>

For Apple products (iPhone, iPad) , you can go directly to Apple support:

<https://support.apple.com/guide/ipad/zoom-ipad9a245e3e/ipados>

Android devices (tablets, smart phones):

<https://support.zoom.us/hc/en-us/articles/200942759-Getting-Started-with-Android>

LIFE ENRICHMENT PROGRAMS ON ZOOM

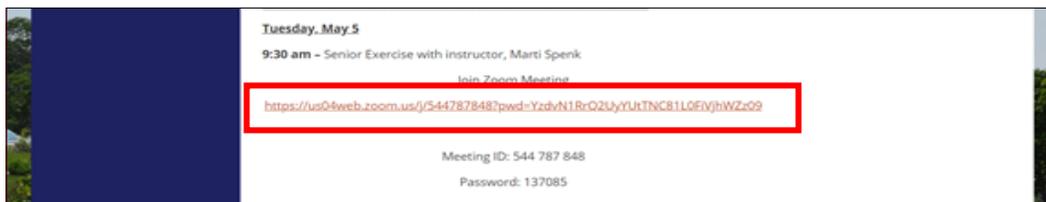
If you are using a computer, be sure the audio is on before you join the meeting.

(See How to Enable Sound on Your Computer on page 10)

Find your Zoom program

- Non-registered Programs

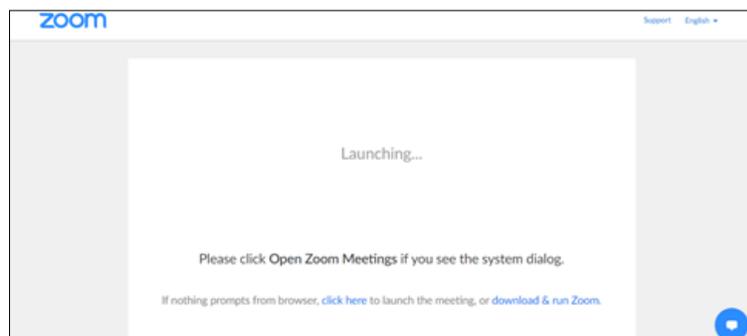
On the Township website, www.hanover-township.org , Life Enrichment Program Opportunities, scroll down to find the free program you want to attend. Click the meeting link to join the meeting.



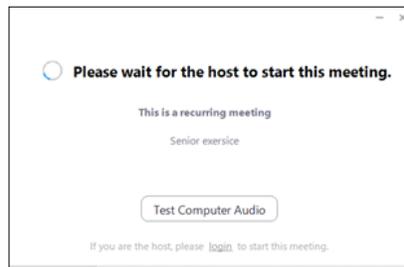
- Registered Programs

Open the Zoom meeting link sent to you by email. Click the meeting link to join the meeting.

Example of Zoom launch screen:

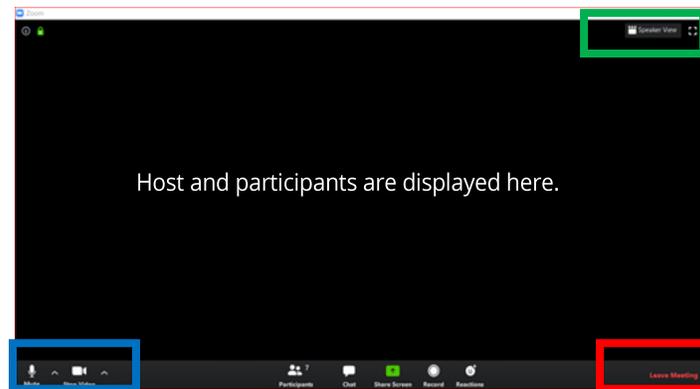


After Zoom is successfully launched, you will have to wait for the host to let you into the meeting.

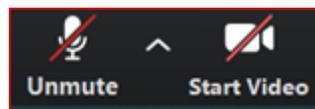


After Host admits you, the following screen displays with Host and other participants are displayed (blocked out here).

Top of screen: Click the **Speaker View** icon on the far right to see an enlarged view of the speaker (usually just the Host, after all participants are muted). Click Speaker View again and it becomes **Gallery View** (not shown). In Gallery View, the participants appear along with the speaker.



Bottom of screen: Click the **Microphone** icon to Mute or Unmute your voice. Click the **Video** icon to turn on or turn off your live camera. When you are muted, a red line displays through the Microphone. When you have your video off, a red line displays through your microphone.



Click the red **Leave Meeting** note on the far right to close out of the meeting. The remaining icons are self-explanatory.

Click on Participants to see the list of attendees, click again to close list. Click Chat to send a message to Participants, click again to close the Chat screen. The remaining icons can be ignored.