

## Tips on How to Download, Set up & Use Zoom

### How to download zoom:

- It is easy – just go to <https://zoom.us/> on your computer, laptop, tablet or phone.
- Or look for Zoom in the App Store (Zoom Cloud Meetings)  
Enter your email address and click “Sign up free”

**Zoom also offers video tutorials, a knowledge base and the option to attend a live training. Steps may vary depending on your device type. Look in the bottom left hand column when logged in for these links within Zoom.**

### How to edit your profile:

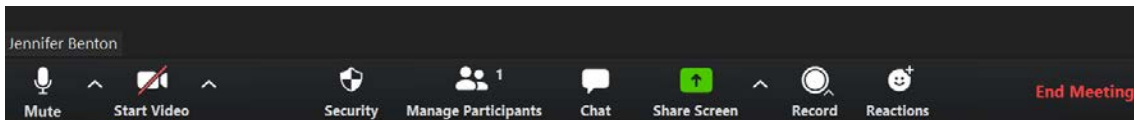
- Sign in to the account you’ve created
- Select “Profile” from left hand column
  - You can upload a profile photo (from your computer desktop/files)
  - You can update your name to match the registered camper’s name (if multiple campers are joining the session from the same zoom account, ensure the name is clear to help us identify them. Ex. The Smiths)
  - You can update your time zone
  - You can connect zoom to your calendar

### How to join Camp sessions using Zoom:

The retreat schedule will be emailed to you and include several active links to the various sessions. All you need to do to join in a session is to CLICK THE LINK(S) PROVIDED.

- Zoom will open – you may see a popup box to “Open Zoom”
- You should see a preview of what your video feed is displaying. Adjust the angle accordingly.
  - Video: You have the option of joining with or without video. Please join WITH video.
- Audio: There is an option to join with computer audio or phone
  - Computer audio can be speakers or headphones.
    - If you cannot hear anyone, check that your computer’s speaker is not muted.
  - Phone: the phone numbers, meeting number and access codes will be displayed.
  - You can change your audio type while in the meeting if necessary

**After joining a Zoom meeting (or session), you will see a toolbar along the bottom of the screen. It contains icons for the various functions described below:**



### How to mute/unmute:

- In the bottom left hand corner, you should see an icon of a microphone. Click this icon to alternate between mute/unmute.
  - If it has a red slash, you are muted.
  - If you are unsure, assume your microphone is ON and we can hear EVERYTHING going on around you.
- The presenter may ask everyone to mute themselves prior to the start of a session or the session may begin with everyone muted and the ‘host’ organizer can unmute the group as needed.

**\*Please note – in order to better hear you, please limit other background noises (i.e. turn off tv)**

### **Need to change your audio type from computer audio to phone?**

- Click the upward facing arrow to the right of the microphone icon
- You can switch to phone audio
  - The phone number and access codes will display on the screen

### **How to turn off CC:**

- The session host must enable the CC Auto-Transcription
- If you as an individual want to turn it off:
  - Click the up arrow next to “Live Transcript” (in the middle of the hovering menu bar)
  - “Hide Subtitles”
- If you as an individual want to increase the size of the captions:
  - Click the up arrow next to “Live Transcript”
  - Click “Subtitles Settings”
    - Adjust the size or other settings

### **How to turn video on/off:**

- In the bottom left hand corner, you should see an icon of a video camera. Click this icon to alternate between on/off.
  - If it has a red slash, your video is not on.
    - If you have a profile photo, your photo will be displayed instead of your video.
    - If you do not have a profile photo, your name will be visible.
  - If you are unsure, assume your video is ON and we can see EVERYTHING around you based on your camera angle.

\*Please note – in order for everyone to best see you, be in a well-lit area (light in front of you is best).

### **Want to change your background?**

- Click the upward facing arrow that is to the right of the video camera icon.
- Choose virtual background
- In the main portion of the screen, there is a + sign to add a virtual background.
  - Select “Add Image” or “Add Video” This will allow you to access your computer desktop/files etc.
  - Select the image(s) you want to add to be your background (Open)
- Now you should be back to the zoom screen with the images you added in the box below choose virtual background. Pick the one you want!

### **Speaker view vs Gallery view:**

- In the upper right hand corner, you have the option to alternate your view between Speaker View and Gallery View.
  - Speaker view: The majority of your screen will show the person who is talking, everyone else appears in a row across the top or side of your screen.
  - Gallery view: You will see everyone in a tile format on your screen (like the Brady Bunch). The person speaking will have a green box or line around them.

### **How to pin a video:**

- “Pinning” a person’s video will keep that person’s video large in your primary window regardless of who is talking.
  - Click on the three dots in the upper right hand corner of the person you want to pin.
  - Click “Pin” or “Unpin”
- If using your phone or ipad, try clicking that person’s video box to get the options to appear.

**How to rename yourself while in a meeting:**

- If you are on a computer/laptop: click on the 3 dots in the upper right hand corner of your picture/video.
  - A menu should come up
  - Click "Rename"
- If you are on your phone: click "Participants" and find your name.
  - Click on your name and a menu will come up
  - Click "Rename"

**How to use the chat:**

- Click on "Chat" at the bottom, center of your zoom screen. A chat box will open alongside of the video feed.
  - Type your message and hit enter.
  - Your message will show up in the chat box, as will any reply to your message.
- You can send a message to EVERYONE or to a private person that is in the room.
  - Use the arrow next to "Everyone" to change to a private person.
  - If the message is private, it will say "Private" in the chat box in red.
  - The option to private message other participants may be turned off in some sessions, but you will still have the ability to privately message the host.
- Please pay close attention to whom the message will be seen by. Always assume EVERYONE will see it (unless you know you've changed it to a private)
- If your chat box opened up over the top of the video screens, try using the "Exit Full Screen" option in the upper right hand corner.
- If you are on your phone or ipad: you may need to swipe to see the chat option.

**How to leave a meeting:**

In the bottom right hand corner, in red, there is an option to LEAVE MEETING.