



We are excited to have you join our upcoming online workshop! For this online workshop we'll be using Zoom. Below you'll find a how-to guide on how to:

- Install Zoom
- Join a Zoom meeting
- The basic layout of Zoom

Zoom works on both Mac and PC and you can join from either your phone, tablet, or computer. It's recommended that you join from a computer for the best classroom experience. Please give yourself a couple extra minutes before joining a Zoom meeting so that you have time to install the application.

How to Install Zoom

- To enter the online workshop, you'll be provided with a Zoom meeting link via email.
- Click the link.
- If you haven't downloaded Zoom on your computer before, it will prompt you to download the Zoom application. It's a light application, so it doesn't take up too much space and does not require intense computing power.

Launching...

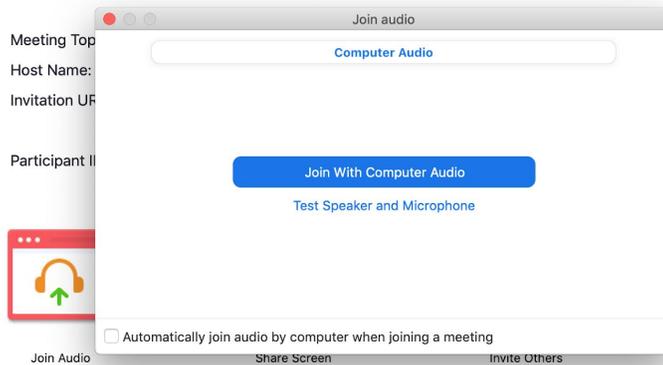
Please click **Open zoom.us** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [start from your browser](#).

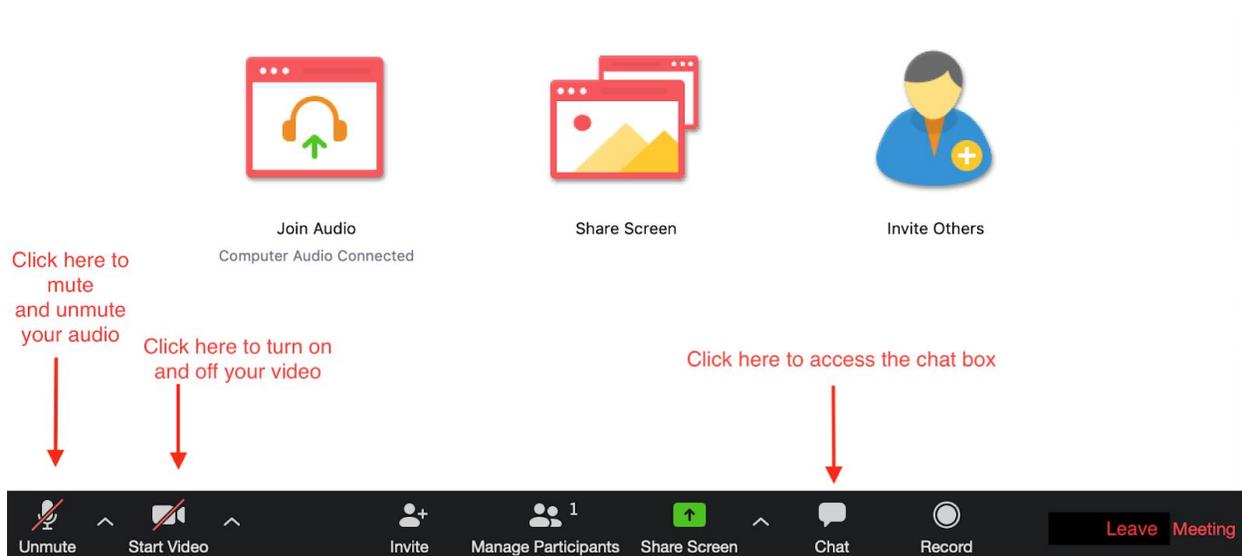
How to Join a Zoom Meeting

- Once you've entered the meeting link into your browser and downloaded Zoom, you'll be prompted with the option to either "Join with Computer Audio" or "Test Speaker and Microphone." Prior to joining the meeting it's not a bad idea to test out your speaker and microphone to make sure everything is in working order.
- Once you've tested that out click on "Join with Computer Audio"



Basic layout of Zoom for students

- When you join the meeting, your microphone will automatically be muted. This is to avoid background noise during the presentation. You will have the ability to unmute yourself for introductions and any other instructor facilitated conversation.
- You'll also have the ability to turn on and off your computer camera video
- By turning the chat menu on, you'll have the ability to ask questions. This is also where the instructor will provide links if you are going to be watching videos in the course and to share additional resources.



And there you have it! If you have any questions or having any trouble accessing Zoom, please email ellen@cctvcambridge.org

For additional resources on how to use Zoom, check out the videos below:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

<https://www.youtube.com/watch?v=wbnyQwsVbiY>