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ZOOM PROCESSES – SETTING UP AND JOINING A CLASS ON ZOOM

Step One: Download Zoom to Your Device(s) -- Instructions for Downloading Zoom

1. Zoom can be downloaded as an application to any type of device - laptop/desktop, tablet, or smartphone.
2. Make sure your device that has both a speaker, microphone, and working camera.
3. Open a browser - preferably Google Chrome -- and go on the internet.
4. Search "Zoom download". Zoom will automatically download the correct app for your device. Select "Run" or double click to open and run the Zoom installation.
5. *Sometimes you may not be able to download Zoom as an app because of your device's security settings or firewalls. This is not a problem. You can still join a Zoom class meeting or webinar on the internet, without the app.*

Step Two: Smoothly Join a Zoom Class "Meeting" -- Instructions for Joining a Zoom Class "Meeting" from the Zoom App (For Students)

1. Open the Zoom application on your laptop/desktop, tablet, or smartphone.
2. Click "Join Meeting"
3. Enter your "Meeting ID" (you will be provided this - each class has a different Meeting ID)
4. As you enter the class, make sure your video and audio are on. Video and audio controls are on the "control bar." On most laptops and desktops and smartphones, this is at the bottom of the Zoom screen. On most tablets, it's on the top of the screen. If you don't see the "control bar", hover over the top/bottom of the screen, until you see the controls.

Step Three: Instructions for Joining a Zoom Class "Meeting" from the Internet (For Students)

1. If you can't join via an app, you can still join "from your browser."
2. Go to www.zoom.us.
3. Click "Join Meeting", then enter the Meeting ID that you are provided, for your class or webinar; when you see "join from your browser", click that link.

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