

ZOOM Videoconferencing On-line Class Quickstart Guide

PLEASE REFER TO YOUR EMAIL REGARDING CLASS TIME & DATES. We recommend logging on to 5-10 minutes before your class starts.

If you have used Zoom on your device, it's as easy as clicking the link sent at the appropriate class time. If you have never used Zoom before, this guide will help get you set-up.

Setting-Up Zoom on Desktop

1. Visit the Zoom account registration page. For best results, use the most current version of your web browser. **ZOOM IS FREE TO DOWNLOAD AND USE!** Sign up here:

<https://zoom.us/freesignup/>

2. Enter your email address and click on the "Sign Up, It's Free" button

3. Zoom will send an activation email to your inbox. Check your email account and click the "Activate Account" button:

Congrats on signing up for Zoom! In order to activate your account please click the button below to verify your email address:

Activate Account

If the button above doesn't work, paste this into your browser:

https://zoom.us/activate?code=uwQXbh1tIXEkoimf6hjskQ8_XnUcFRqkd-l2cgayu1wBQUAAAFkhOfb-QAnjQAXYWXseXNvbmthaGxibkBnbWFpbC5jb20BAGQAABZnOHhNX3l0a1JyS1cyM0waFN4VU9n&fr=freesignup

4. Once you have selected the "Activate Your Account" button, you will be redirected to a Zoom page where you can complete your registration:

Welcome to Zoom

Hi [REDACTED] Your account has been successfully created.
Please list your name and create a password to continue.

John

Doe

.....

Password must:

- Have at least 6 characters

Password must NOT:

- Contain only one character (111111 or aaaaaa)
- Contain only consecutive characters (123456 or abcdef)

.....

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

NOTE: Please make sure that your Zoom name is easily recognizable or matches the name under your registration. That name window will pop up the first time you use Zoom.

Setting-Up Zoom on Phone or Tablet

1. If you are on a phone or tablet that is using Zoom for the first time, you will need to download the Zoom app. Click the appropriate link to download Zoom on your device.
 - iOS: <https://itunes.apple.com/us/app/id546505307>
 - Android:
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings>
 - Blackberry: <https://appworld.blackberry.com/webstore/content/5994993>
2. Once downloaded, search in your apps for ZOOM Cloud Meetings and make sure the app icon looks like a white video camera on a blue background.



Joining your Zoom On-line Class

1. To join the class on your desktop or mobile device, click the link sent to you on the class invitation. If required, enter the meeting ID on the zoom web portal or app.
2. Enable computer audio and if desired, video. As most classes are recorded, you have the option to turn your video off before joining the class.

Join Meeting

Meeting ID or Personal Link Name
798-5814-7210

Olenna Mason

Do not connect to audio

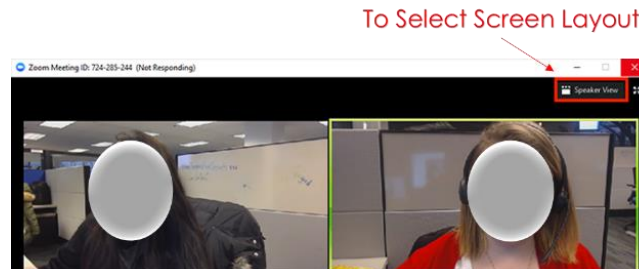
Turn off my video

Join Cancel

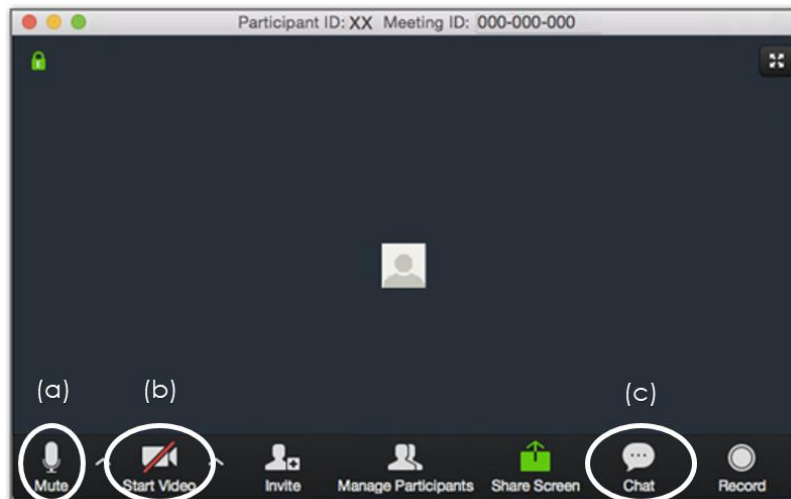
3. For the first few minutes of class, everyone will be unmuted as students are admitted for attendance check.

During the Zoom On-line Class

1. It is recommended that you use the 'Speaker View' layout to get a full view of the instructor's screen.



2. Once class begins, students will be asked to mute themselves to prevent distractions from phones, pets, etc. (a)
3. If at some point of the class, you want to turn off your video, click on the video button (c) to stop your video.
4. You can ask questions by typing it on the text chat panel. Click the Chat button in the menu bar to open the Chat panel. (b)



5. During class, if you experience any issues unrelated to your bandwidth, internet service provider (ISP) or your desktop or mobile device, contact marketing@niagarapumphouse.ca or send a text to 289-501-9700

More Video resources on Zoom

Free Technical Support on Zoom and other IT concerns for Seniors: 1-844-217-3057

Steps to set-up: <https://youtu.be/vFhAEoCF7jg>

Audio or video issues: <https://youtu.be/HqncX7RE0wM>