



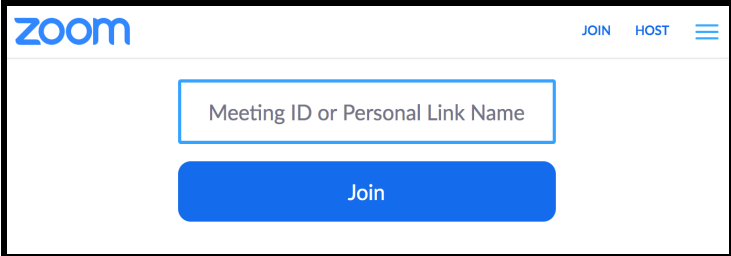
Joining a Zoom Meeting on a Computer

- 1) Begin by opening Zoom: <https://zoom.us/>

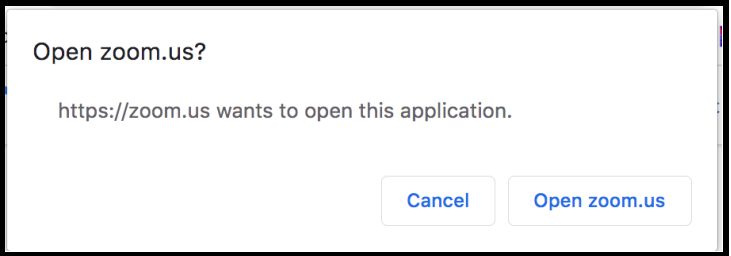
A rectangular button with a black border and the text "JOIN A MEETING" in blue, all-caps font.

- 2) Click "Join a Meeting" at the top of the screen.

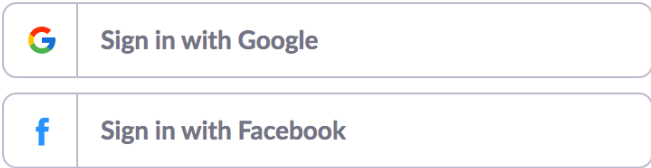
- 3) Enter "Meeting ID" to join a meeting.

A screenshot of the Zoom web interface. At the top, the Zoom logo is on the left, and "JOIN" and "HOST" links are on the right. Below the logo is a text input field labeled "Meeting ID or Personal Link Name". Below the input field is a blue "Join" button.

- 4) Click Open zoom.us/

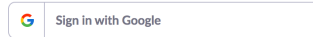
A screenshot of a dialog box titled "Open zoom.us?". The text inside says "https://zoom.us wants to open this application." At the bottom right, there are two buttons: "Cancel" and "Open zoom.us".

- 5) if prompted, follow steps to sign in with your Lennox Google account.

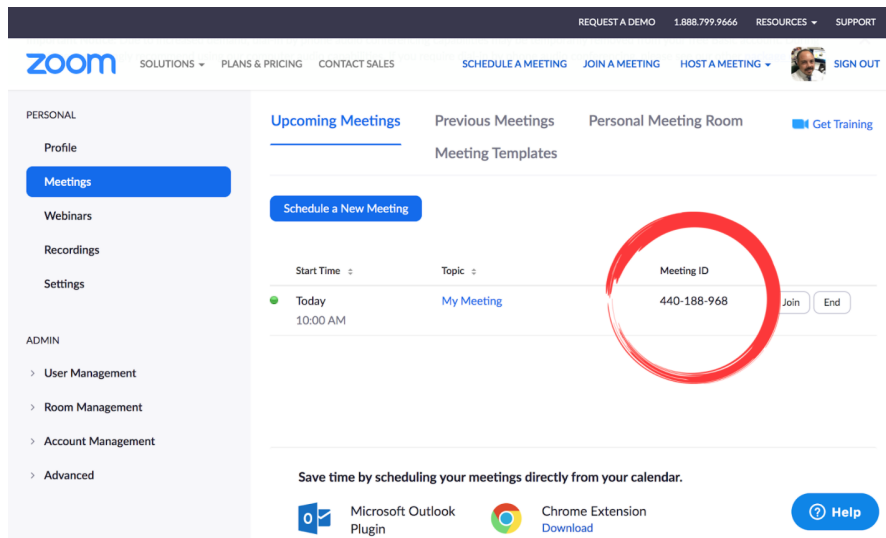
Two rectangular buttons stacked vertically. The top button has a Google "G" logo and the text "Sign in with Google". The bottom button has a Facebook "f" logo and the text "Sign in with Facebook".

Hosting a Meeting

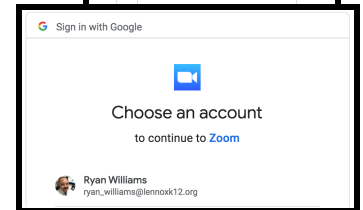
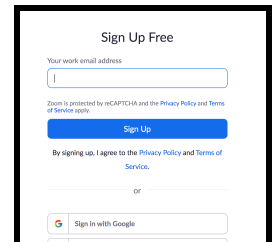
- 1) Begin by opening Clever: [clever/in/lennox](https://clever.in/lennox)
- 2) Sign Up for a free zoom account using your Lennox email address:
- 3) Follow sign-up process using Lennox Google account:



Note: Free accounts have a 40 min. time limit.



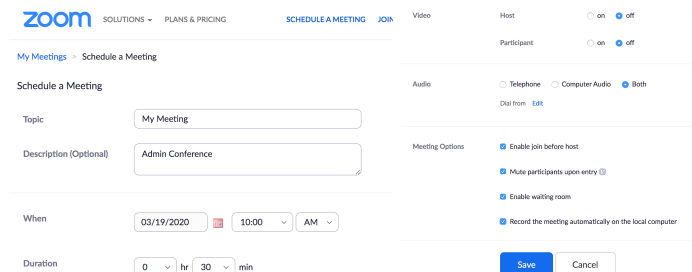
SIGN UP, IT'S FREE



- 4) Note the **Meeting ID** so you can enter it on the Next Screen.
- 5) Once you get into the Zoom interface, the first thing you will want to do is “Schedule a New Meeting”.

Schedule a New Meeting

- 6) Once you press “Schedule a New Meeting”, set the preferences for your meeting and save.



- 7) Recommended Settings for security purposes:

- ☐ Use the “Waiting Room” feature
- ☐ Consider using a password
- ☐ Turn off “Private Chat”
- ☐ Turn off “Screen Sharing”
- ☐ Turn on “Remove uninvited participant”
- ☐ Do not post your link publicly.
- ☐ End meeting prior to leaving.
- ☐ Consider co-teaching your Zoom to help with management of guests.
- ☐ Lock meeting if all students have arrived.
- ☐ Explore settings like “Chime upon entry”.
- ☐ Use Zoom for check-ins and social interaction rather than direct instruction.
- ☐ Practice with friends and family first.

8) Once ready, click “Start this Meeting”.

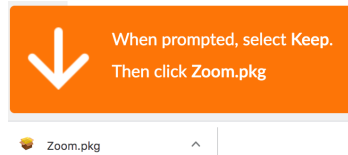
Start this Meeting

9) Upon launching your first meeting, Zoom will need to download a package to you device. Once complete, click on the package to open the Zoom App.

When prompted, select Keep.

Then click Zoom.pkg

If nothing prompts from browser, [try again](#).



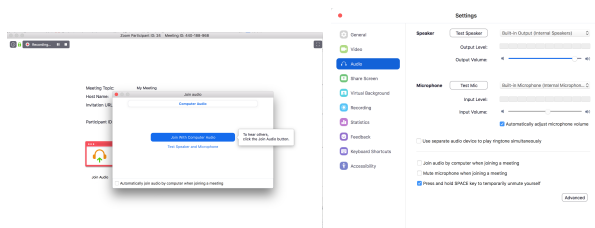
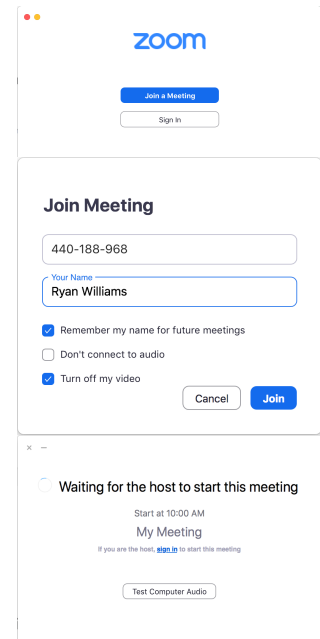
10) Once package opens, Zoom will prompt you to Join a Meeting.

11) Enter the meeting ID that was assigned on the previous screen and enter a screen name.

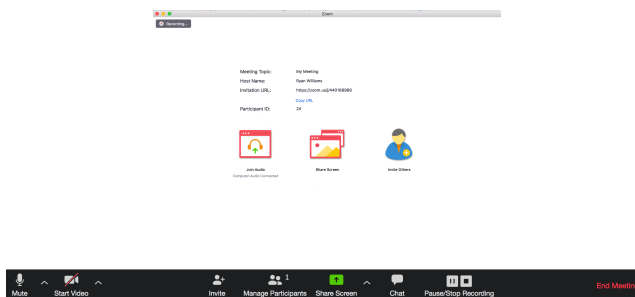
12) You will be prompted to wait, but if you are the host, you can “sign-in” to start the meeting.

13) Once meeting interface opens, test your audio.

14) Enter full screen.



15) Familiarize yourself with the controls at the bottom of the screen.



16) Click “Manage Participants” and admit guests to the meeting as they enter.

17) Manage audio and video output using “Mute” and “Start Video”

18) Click “Share Screen” as necessary. Select the proper screen.

19) Click “Chat” to open chat interface.

20) End meeting with by pressing button on the bottom right.

End Meeting