

# ZOOM MEETINGS HOW-TO GUIDE

A quick reference for joining a virtual meeting using Zoom



centre FOR  
**autism**  
**services**  
ALBERTA

# WHAT IS ZOOM?

Zoom is a software program that allows people to have live video conferences and share their computer screens! This will allow Centre staff to meet with you using the computer and provide services to your family until we are able to see you safely in-person.



## AND IT'S FREE!

### YOU CAN USE ZOOM ON YOUR

**DESKTOP COMPUTER**



**LAPTOP**

must have a microphone and video capabilities

**TABLET**



**SMARTPHONE**

must be able to support the Zoom application

# LET'S GET STARTED!

# JOINING A ZOOM MEETING

## ON A DESKTOP COMPUTER OR LAPTOP

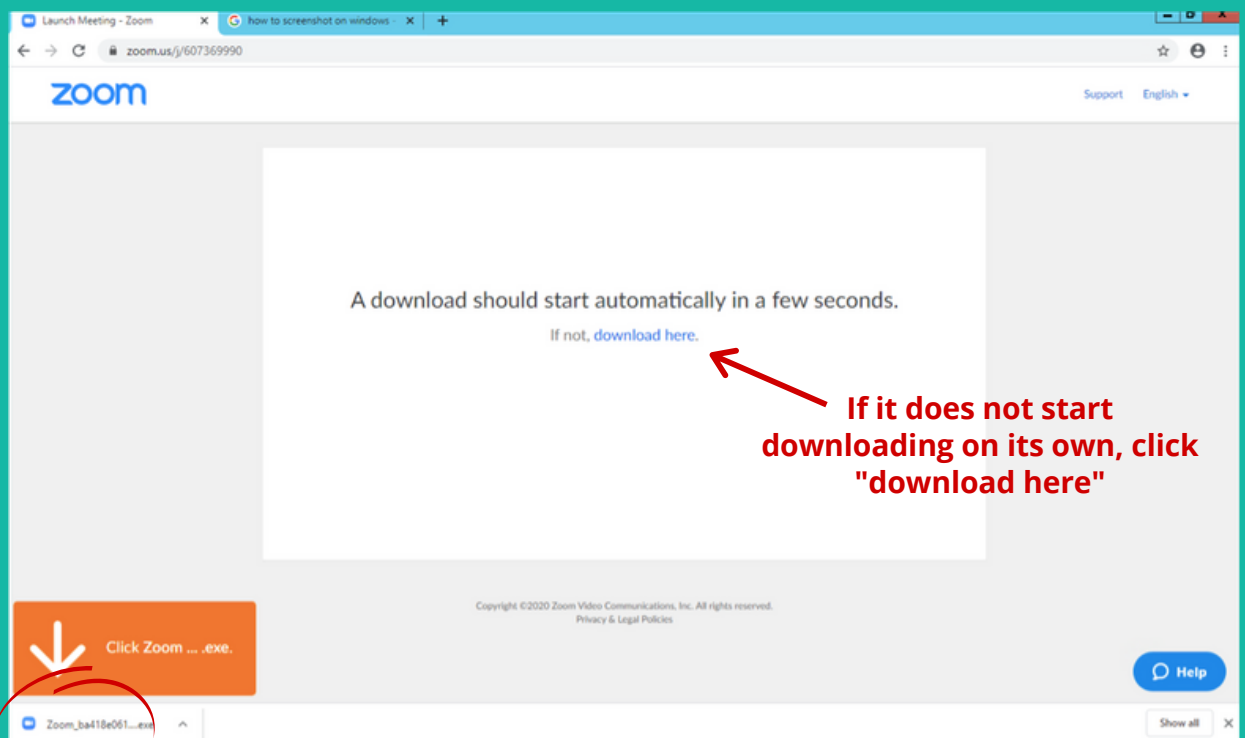
**1** Centre staff will provide you with a **Zoom meeting link** that you will use to join.

The Zoom link will look similar to this: <https://zoom.us/j/607369998>

**2** Click on the Zoom link provided by your team **or** copy and paste it into your internet browser's address bar. You need to be connected to the internet.

**ZOOM IS COMPATIBLE WITH : INTERNET EXPLORER 10 (OR HIGHER), MICROSOFT EDGE, GOOGLE CHROME, SAFARI AND FIREFOX**

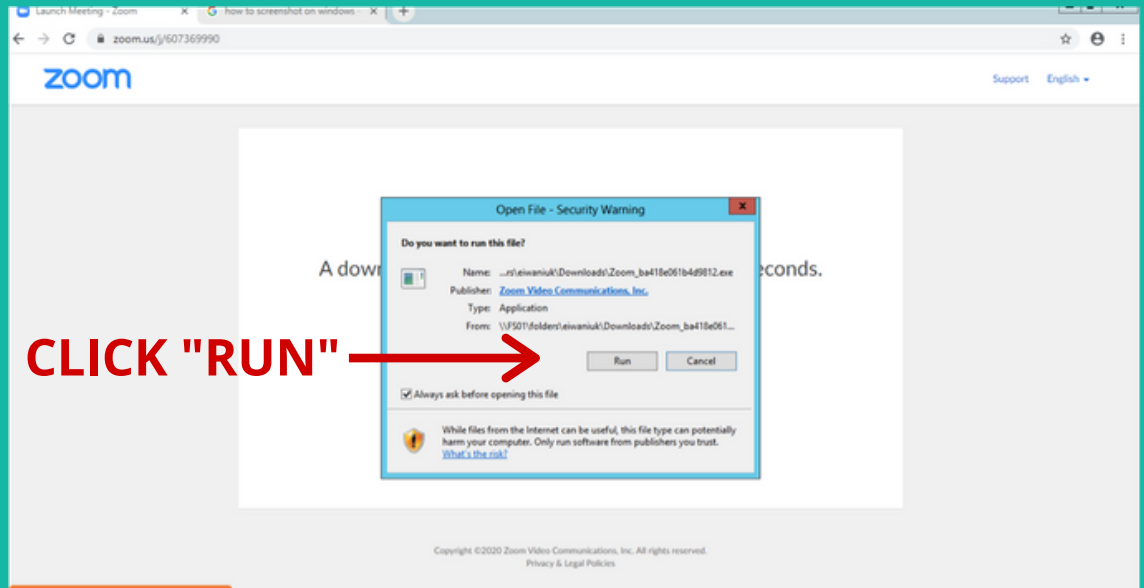
**3** The first time you join a Zoom meeting from your computer, you will be prompted to download an extension to run the program. It should automatically pop up and start downloading.



You will find the download here. Click to open it.

4

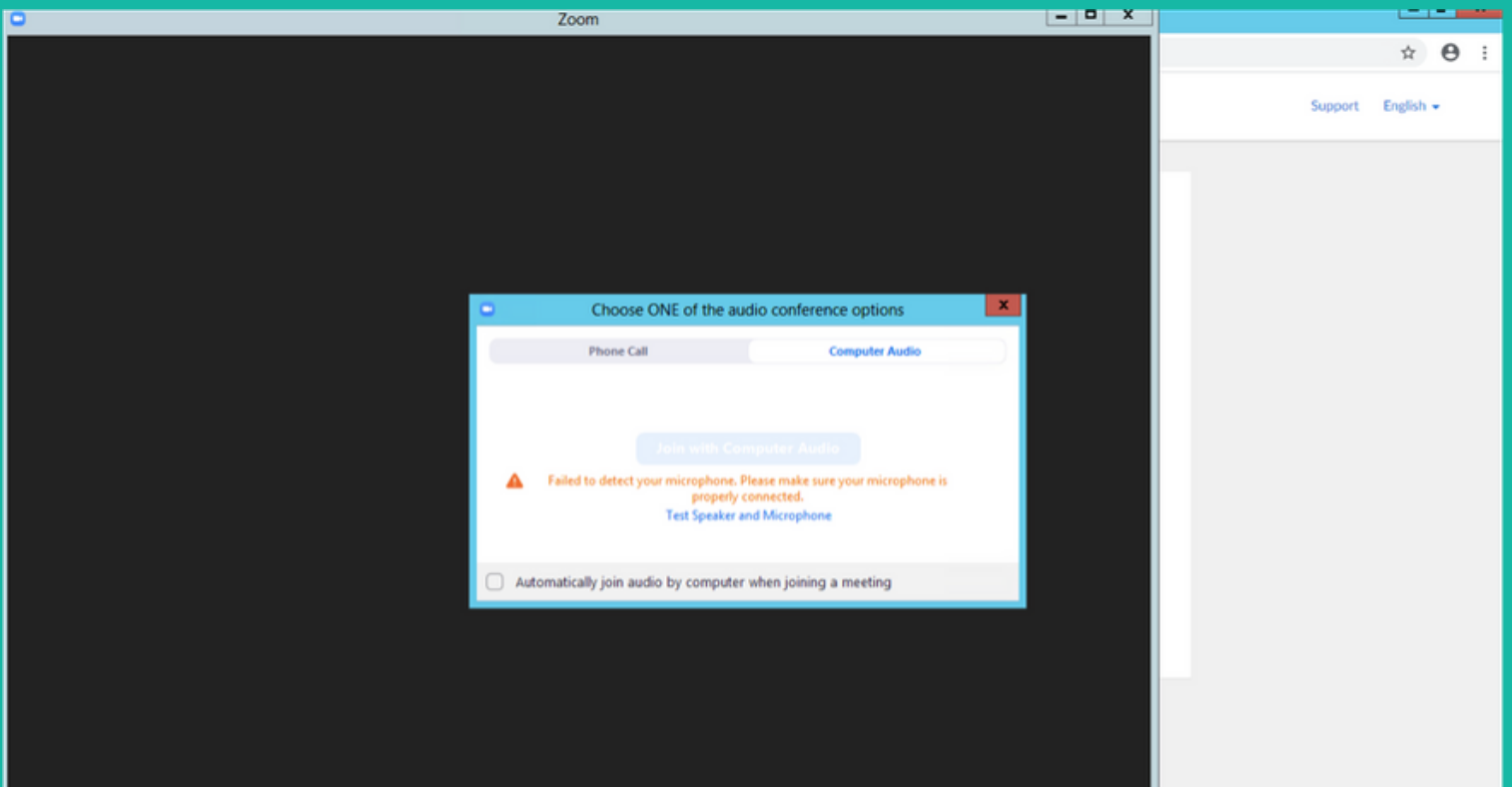
When the file is finished downloading, **you may** get a pop-up box asking for permission to run the program.



5

## FINAL STEP: CONNECT VIDEO AND AUDIO

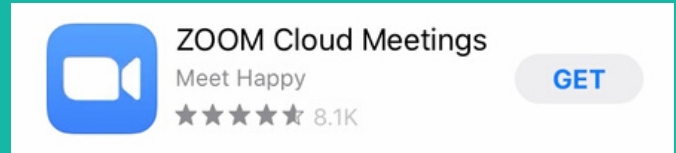
**Your meeting should now be loaded! Now we need to connect audio and video.** If you have other microphones, speakers, or cameras plugged into your computer, you will be able to select them from this menu. **Otherwise, select "Join with Computer Audio".**



# JOINING A ZOOM MEETING

## ON A SMARTPHONE OR TABLET

**1** Download the Zoom Cloud Meetings application from the App Store (iPhone) or Play Store (Android)

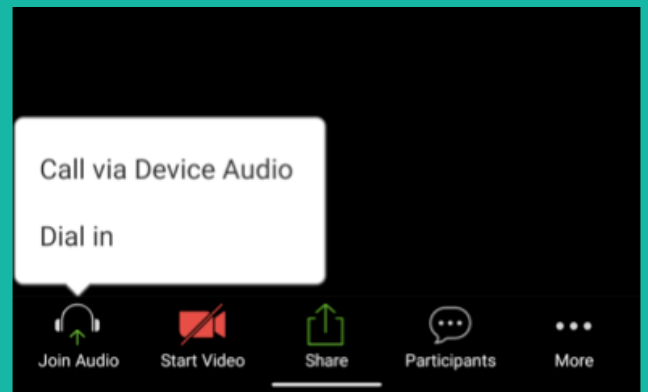


**2** Click the Zoom link provided by your team

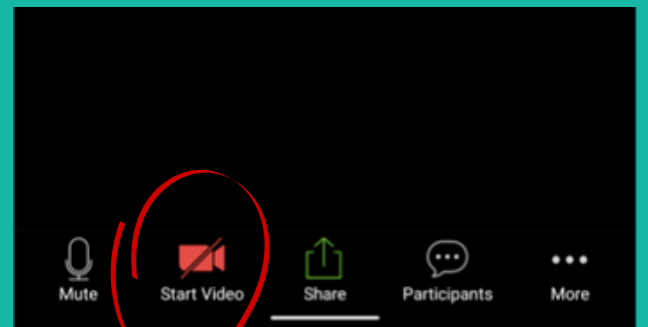


**3** Enter your name when prompted

**4** In the bottom left of the screen, there is an option for how to join your audio. Choose "Call via Device Audio" or, if you're using headphones, join with external microphone/speakers.



**5** Once you have connected your audio, you'll be able to turn your video on and off. Your meeting is ready to start!



# YOU'RE READY TO GO!