

## HOW TO USE ZOOM

Zoom is really user friendly and the best way to get familiar with it is to play with it.

I suggest creating conferences with your relatives and click on all the buttons and really playing with it before you start using it for meetings. That way there is no pressure right off the bat.

The website for Zoom is: [www.zoom.us](http://www.zoom.us)

The support site for Zoom is: <https://support.zoom.us>

The support site has lots of documentation and training videos. I recommend checking it out to get yourself familiar with it in case you have something specific.

The first step to using Zoom is to create a meeting. You do this by being logged into your account on the Zoom website. Here is an instructional Video:

[https://www.youtube.com/embed/ZAYv8sVPTxU?rel=0&autoplay=1&cc\\_load\\_policy=1](https://www.youtube.com/embed/ZAYv8sVPTxU?rel=0&autoplay=1&cc_load_policy=1)

Distribute the invitation information via a message or email to those you need to attend.

After that you go to your meeting and start it. Zoom will download the client on your computer and give you instructions on your audio settings. You can use computer audio or dial in to a telephone. I think using the phone option for the meeting audio is the easier of the two because you don't have to adjust and tweak volume controls on the computer. If you are comfortable with adjusting your volume on your computer for sound and microphone feel free to use the computer audio. (Note that your computer must have a camera if you want video, and a microphone for audio. Our laptops all have these components. Our desktops do not.)

You have the option to record the meeting from within the scheduling part of the meeting. If you do use this make sure you mention it to people that you are recording the meeting. Zoom will tell people connecting that it is recording, but you should also let anyone attending know it as well per the Illinois privacy laws.

Here is a list of training videos for Zoom:

<https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

Your accounts are licensed accounts. Your conferences are not restricted by time like the basic accounts and free accounts are normally. Zoom has currently suspended the time limit for basic accounts.

I have attached the documents that Dr. Halliman distributed about using the Zoom app on IOS(Apple) and Android devices for parents and staff that another district created.

If you have any questions or problem with your Zoom account, let me know.

Thanks,

**Greg Furgason**

Director of Technology | SPEED School District 802

Address: 1125 Division Street, Chicago Heights, IL 60411

Email: [gurgason@speed802.org](mailto:gurgason@speed802.org)

Phone: 708.481.6100 ext. 3507

Website: [www.speed802.org](http://www.speed802.org)