

## GETTING STARTED WITH ZOOM

### ABOUT THE PLATFORM



Zoom is a virtual meeting program that allows us to connect with you no matter where you are. Using the video and screen sharing options will make our meeting feel just like we are face to face.

### CAISSA TIP:

Please login 5-10 minutes early to get everything set up on your computer, tested and working the very first time.

### GET STARTED

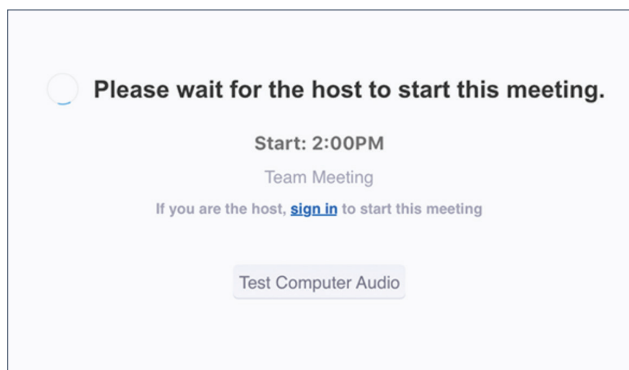
#### WELCOME EMAIL

You will receive an email from CAISSA with the link to join the meeting.

#### JOIN MEETING

Click on **Join Zoom Meeting** and follow the prompts to run Zoom on your computer. If you are on a mobile device, the app may need to be downloaded.

A dialog box will ask you to open Zoom Meetings. Click the button. If the host has not already joined the meeting, you will get a message informing you of this. During this time, test your audio by clicking the test audio button and follow along with the prompts.



#### AUDIO

Once you have tested your audio, you will have to choose 'join' with computer audio at least once and possibly twice. Then you will be brought into the meeting.

If you do not have speakers and a microphone, click on the phone call tab and call the number given to join.

If on a mobile device, you may get a pop-up that will ask how you want to join audio. Choose 'Call using internet Audio.'

#### TIPS

- There is no software to download but you will need to let Zoom run on your computer.
- Test your audio right away when the pop-up box appears, before the meeting starts. Once you have started the meeting, it is much harder to find the test option.
- If you can't hear us, try turning your volume up on the computer or speakers.
- If for some reason we lose the video feed, just click on the disconnect video button on the bottom left hand side of the screen and then reconnect it again.