

Tech Tips for Seniors

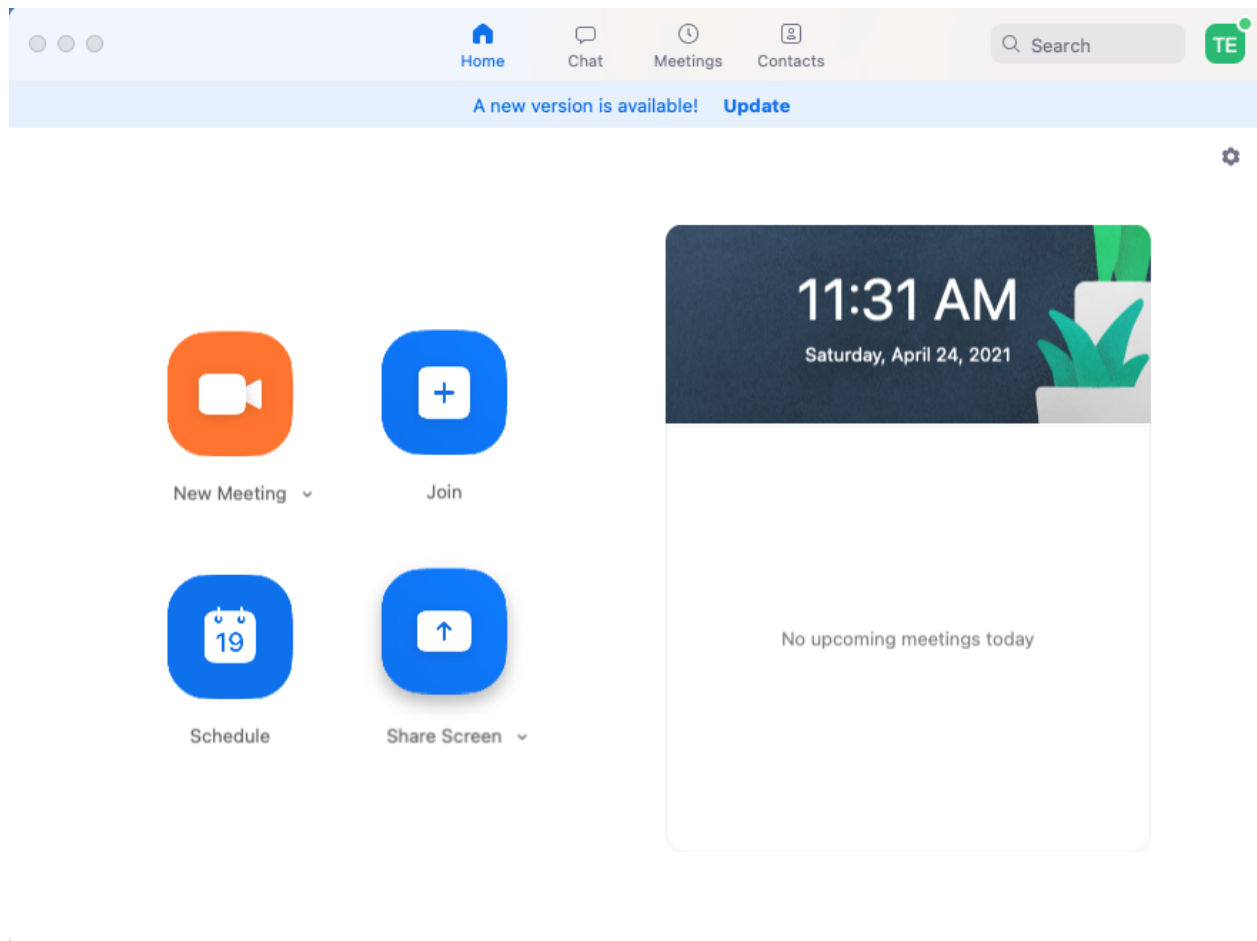
Zoom Instructions

Press the back arrow < to return to the menu.

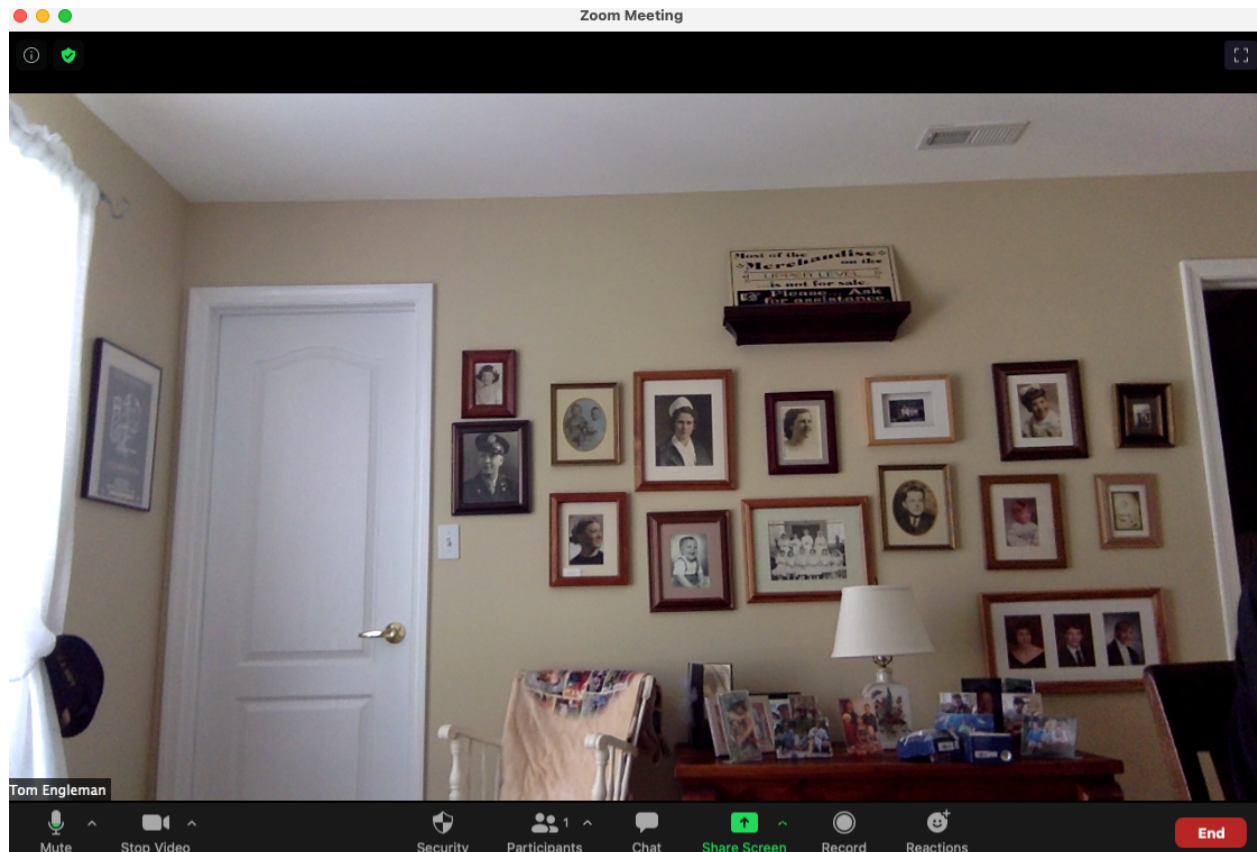
The first thing to do is to go to zoom.us on your browser to download the free Zoom app. You will need to answer certain questions on the Zoom login screen before the app is added to your computer. When asked, indicate that you want to download the Zoom “client”.

Here’s what to expect once you have Zoom on your computer:

When you respond to a Zoom call invitation by clicking on the blue text of an E-mail message, the following screen should appear on the screen of your computer or monitor.

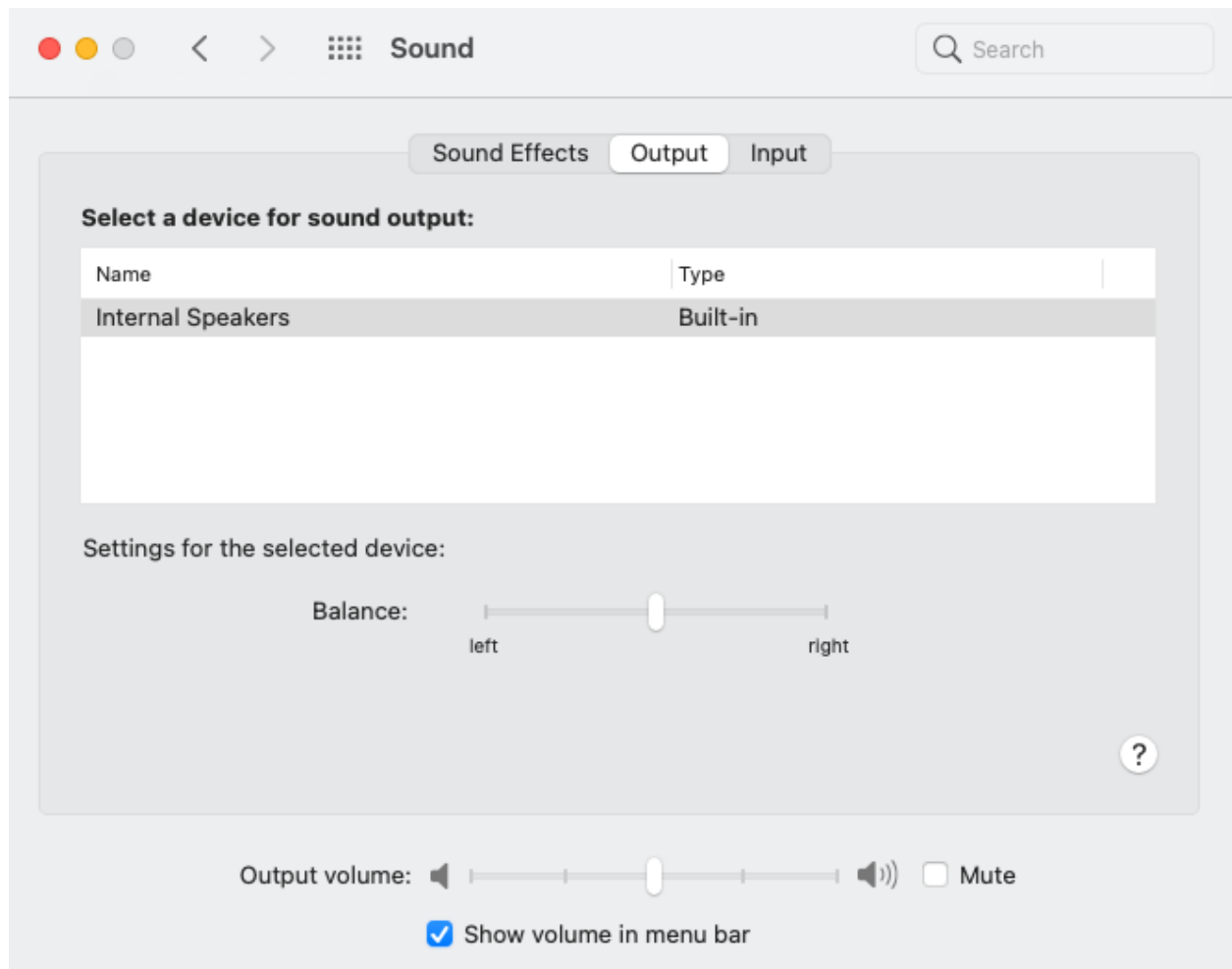


When you click on the blue Join icon, the following screen will appear and your image will be there if you are looking at your computer screen (the camera is pointed to a wall in this screenshot). The camera is at the top middle of the computer's screen. You will be able to see others on the Zoom call after the session leader admits you to the meeting.



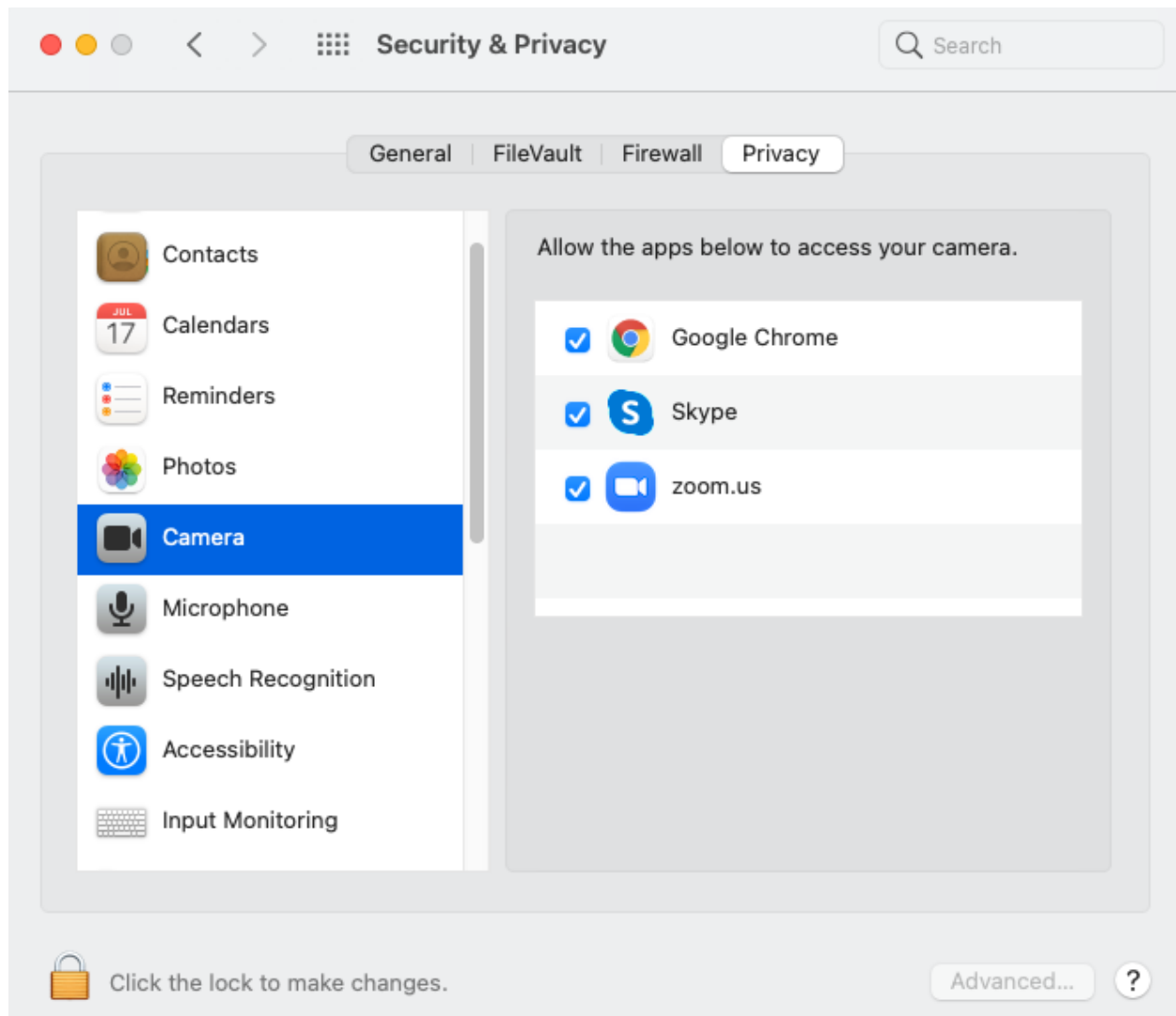
If you click on the Mute or Show Video icons at the bottom left of the screen, you can turn your audio or video on or off as you desire. Click on those icons to turn the audio and video on or off. In order for the audio to work, you also must have it turned on in your computer's System Preferences. The following image is what the sound menu in System Preferences looks like. Notice that the output volume is in the middle of the sound bar and Mute is NOT

checked. You can move the output volume indicator to the left or right to decrease or increase your volume.



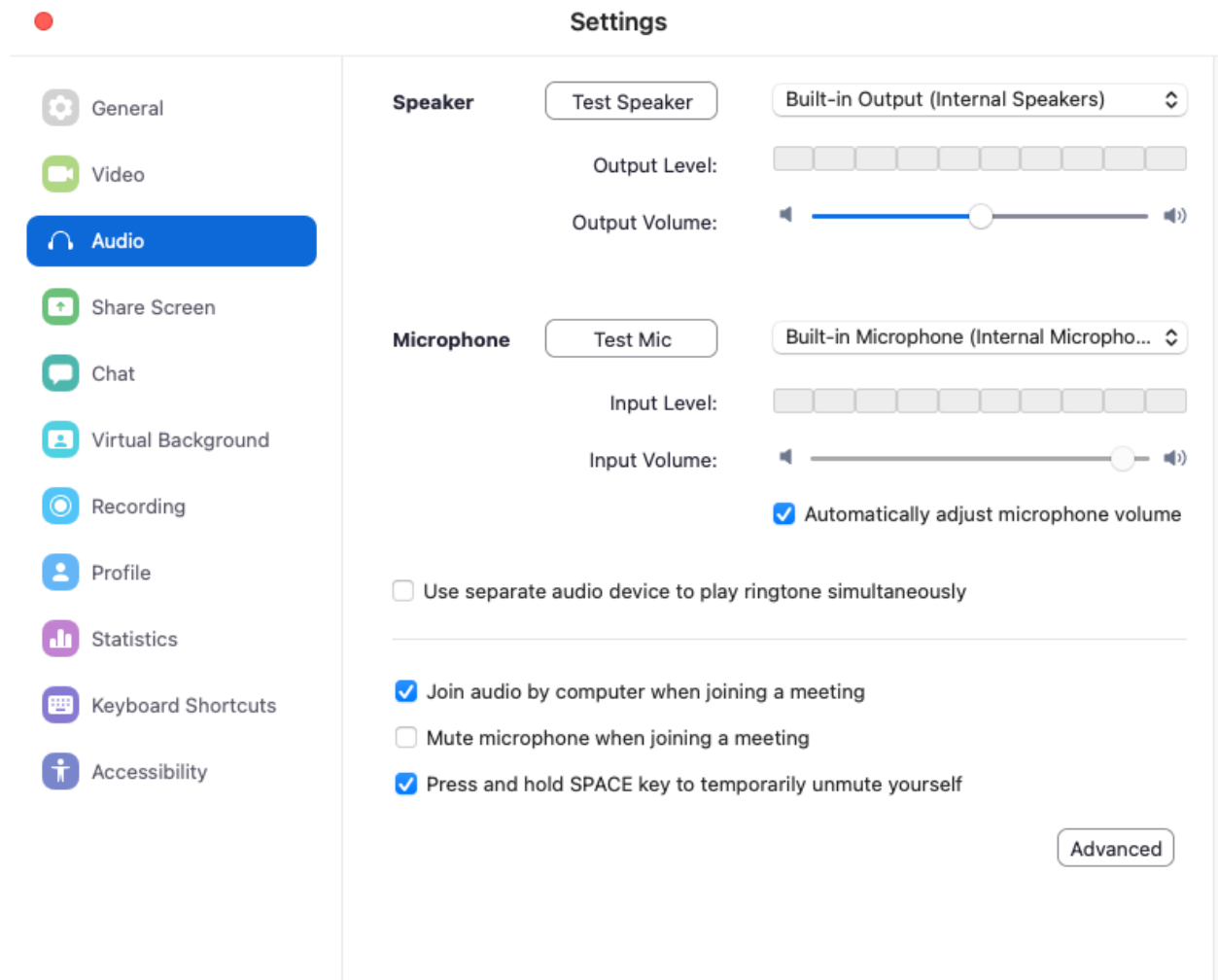
You can make sure your camera is turned on by going to the Security & Privacy icon in your System Preferences menu. Here is what that menu looks like. Click on the camera icon and

you will see that you have allowed Zoom to use your camera.



Just to be sure you are going to be able to use both audio and video with Zoom, open the [Zoom.us](https://zoom.us) pull-down menu and select

Preferences from the menu. You will see this screen.



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