

How to set up Zoom video conferencing

Zoom is a free application that works similarly to Skype or FaceTime in that it allows you to enter a virtual meeting space with other people and share the input from your webcam/microphone or computer screen, allowing us to interact in real time, even though you could be on the other side of the world.

Here is how to get set up on Zoom:

- If you don't have a Zoom account already, please go to <https://zoom.us> and enter the email address you would like to use, then press "sign me up"
- Confirm your email address by clicking on the 'activate account' button in the email that Zoom will send through to you
- On the page that will then come up, enter your name and create a password
- You can skip the 'invite colleagues' page
- You can then have a test meeting with Zoom that determines if your camera/microphone is working. If you don't have it on your computer already, you'll need to download the Zoom client application (which is free). Similarly, if you're using Zoom on your phone, you'll need to download the Zoom app. Opening the test meeting should lead to the application automatically downloading
- Otherwise, you can download the application manually from this link: <https://zoom.us/download>. It's called Zoom Client for Meetings and should be the first one on the list

Once all of that is set up, in order to join the meeting all you have to do is open Zoom, click on the 'join' button, enter the scheduled meeting room number, and then simply click 'join'.