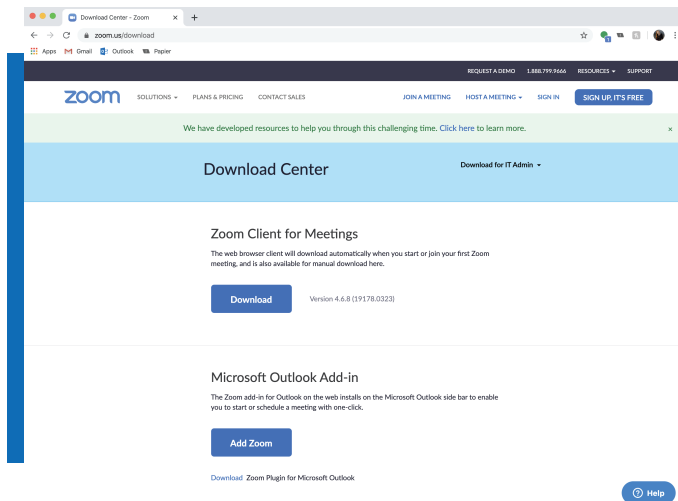
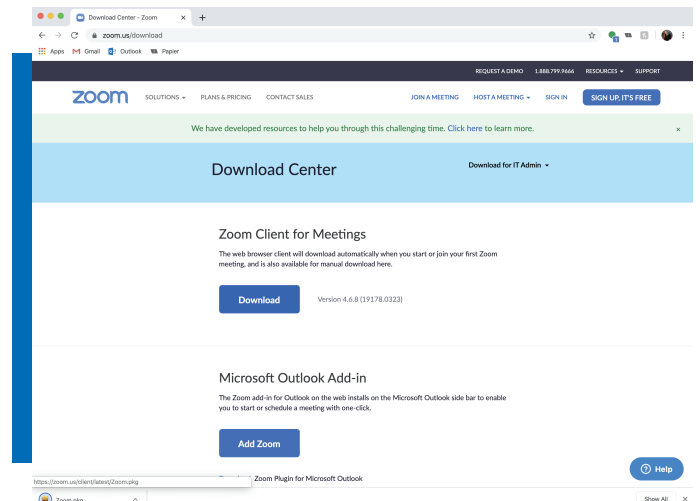


# YOUR GUIDE TO zoom

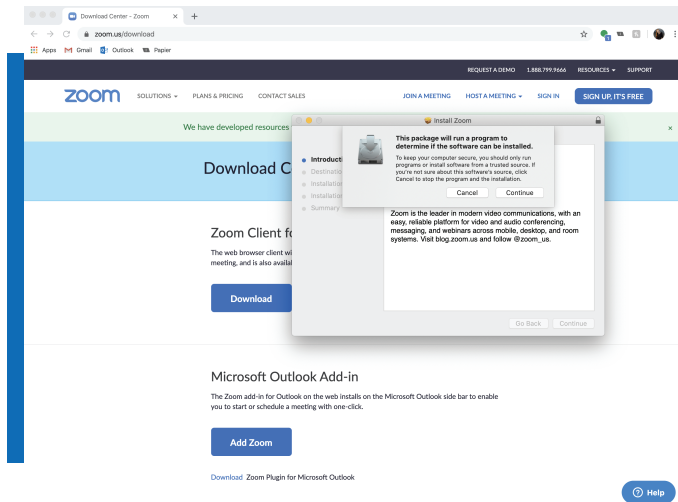
# HOW TO DOWNLOAD ZOOM



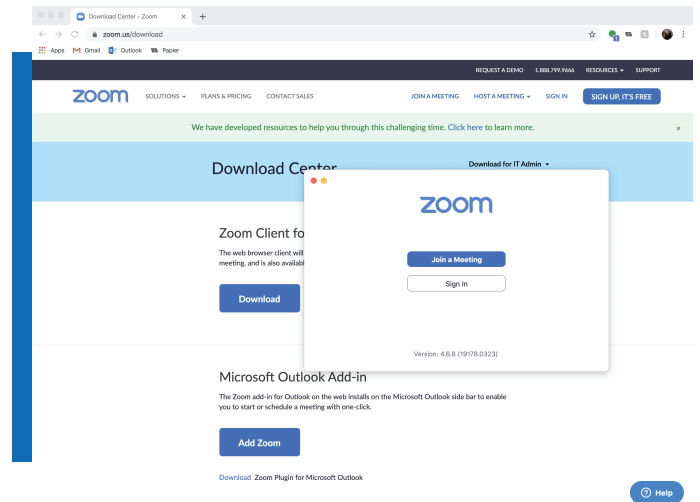
**1** Go to [zoom.us/download](https://zoom.us/download) and click on the first Download button under “Zoom Client for Meetings.”



**2** Open the package file and follow the on-screen instructions to download Zoom.

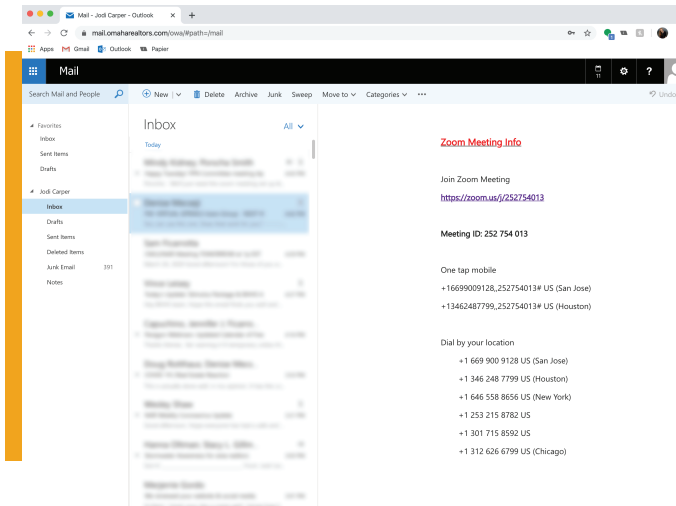


**3** NOTE: Your download instructions may look different as this tutorial is done on a Mac. Proceed with your on-screen instructions.



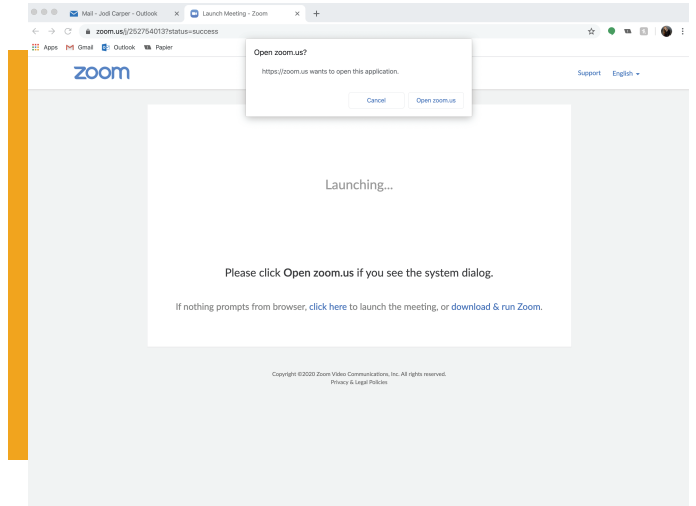
**4** When you see the above window with the buttons to either “Join a Meeting” or “Sign In”, you have completed the installation.

# HOW TO JOIN YOUR COMMITTEE MEETING



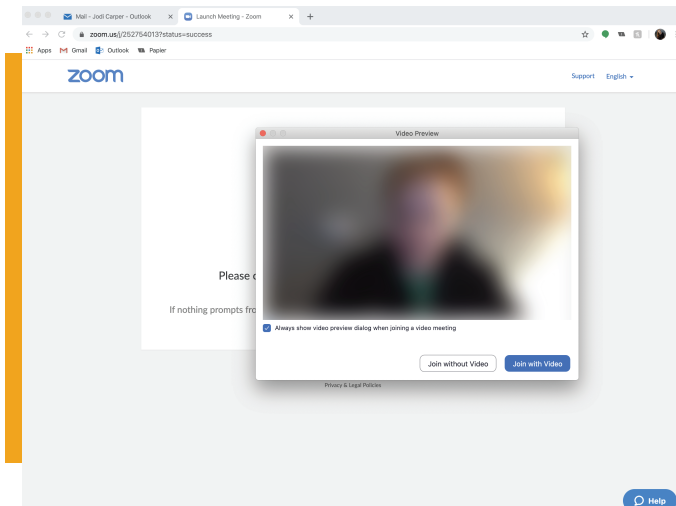
1

You will receive an email with your Zoom Meeting ID and a link. Click on your Meeting link.



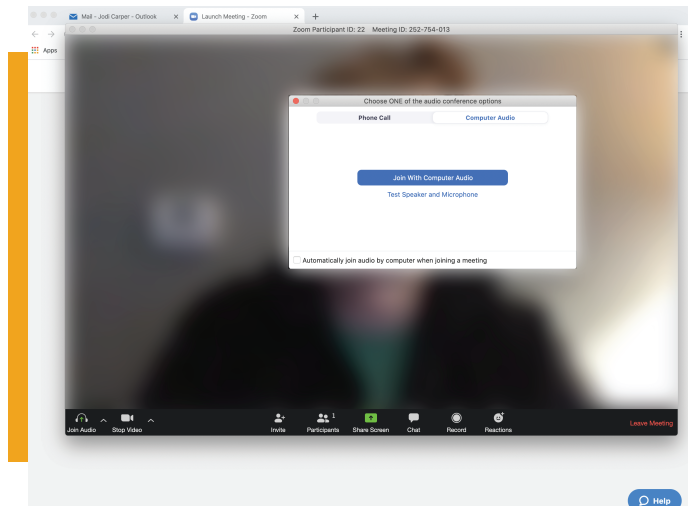
2

Click "Open zoom.us". You can also open Zoom and type in your Meeting ID instead of using your meeting link.



3

Click the blue "Join with Video" button.



4

Choose between either joining the call with computer audio or by dialing in from your phone. And you're in!

# COMMITTEE MEETING GUIDELINES

## 1 MUTE YOURSELF

Mute yourself when you are not actively speaking. Side conversations are distracting and potentially embarrassing.

## 2 USE THE CHAT FUNCTION

Don't interrupt other speakers. Consider posting questions or comments in the instant message feature. You can post publicly or privately to one other person using Zoom's chat function.

## 3 BE COURTEOUS

Your focus should always be on the person or people at the other end of the video conference. Avoid typing on your keyboard, turn off all sounds on your phone, and choose a room with no or minimal background noise. And absolutely no texting!

## 4 TEST YOUR AUDIO & VISUAL

You can test your audio and visual settings before your committee meeting. Use Zoom's test feature at [www.zoom.us/test](http://www.zoom.us/test) to make sure there are no problems or delays from your end when the meeting starts.

## 5 BE PREPARED

Read the agenda before you have your committee meeting and make sure you have it easily accessible during the meeting. Your staff liaison and committee chair can share their screen with the agenda, but everyone reads at their own pace.



# COMMITTEE CHAIR AND STAFF LIAISON TIPS

## 1 JOIN ON TIME, BUT START LATE

Give your attendees time to enter the meeting. Join the call on time, but give everyone additional time to get on and get their video/audio working correctly.

## 2 SHARE THE AGENDA EARLY

Share your agenda ahead of time and ask all attendees to read and become familiar with it before your meeting. Then, share your screen with the agenda on it during the meeting to help those who can't easily pull it up.

## 3 ASK ATTENDEES TO “MUTE”

At the start of your call, ask all attendees to mute themselves unless they are actively speaking. You should also remind them about the chat feature which will allow them to ask questions or make comments while someone else is talking without interrupting.

## 4 CHAT AHEAD OF TIME

Committee chairs and staff liaisons should chat ahead of time! Make sure you have talked about the logistics of your meeting and do a test run of a Zoom call if you're unfamiliar with how to use it.

## 5 MINIMIZE DISTRACTIONS

Help your attendees minimize distractions by using the chat function. Does someone have a child in the background drawing on the wall? Does someone have a cute dog on their lap? Tell them in the chat, but don't interrupt the meeting with these comments!