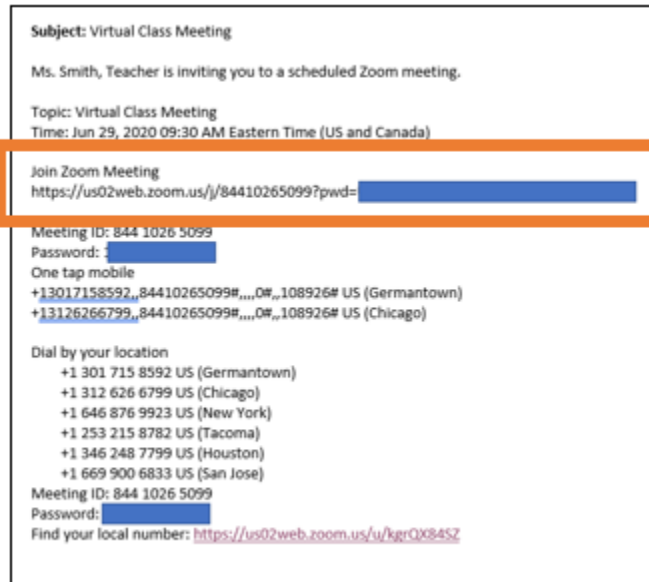


Introduction to Zoom for Parents and Students

1) You will receive a **Zoom Meeting email invitation** that looks something like this:

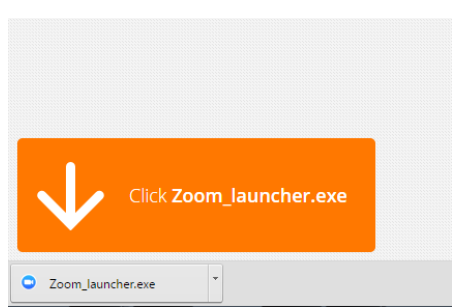
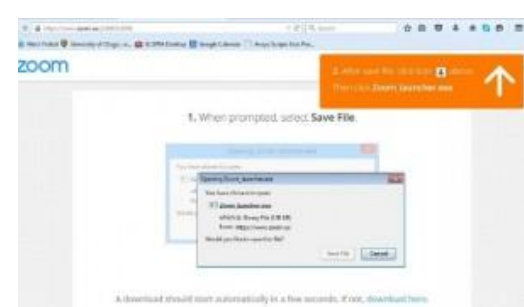


2) Click on the **Join Zoom Meeting** link in the invitation email. Highlighted by the orange box above.

When you click the meeting link for the first time, you will be prompted to download and install Zoom.

3) **First Time Users:** Download Zoom Application; otherwise, skip to STEP 4

Joining from a Computer: When entering a Zoom meeting for the first time from a computer, you will need to download a small application file. This process is easy to complete. The examples shown below are using Chrome and Firefox.

<p>Google Chrome: Google Chrome should automatically download the file and point to it as shown below. Clicking on the Zoom_launcher.exe file will install Zoom</p> 	<p>Firefox: Click 'Save File' and follow the instruction in the orange box.</p> 
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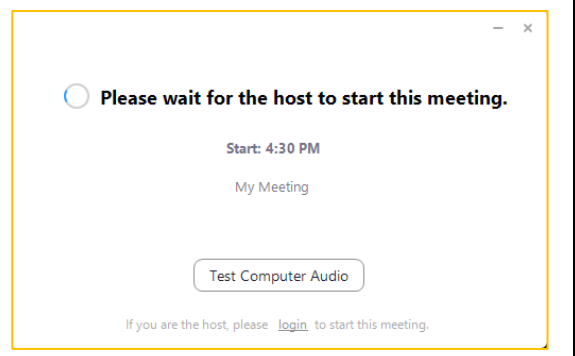
Joining from a Mobile Device: If you are joining from a mobile device (Android smartphone/tablet, Apple iPhone/iPad), then it will prompt you to download the Zoom app from the App/Play Store.

Tip: Download the Zoom client **before** your first meeting. [Join a test meeting](#) to familiarize yourself with Zoom.

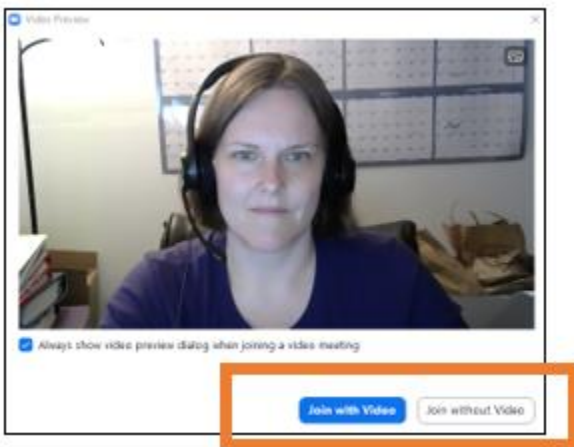
4) Click **Open Zoom Meetings**.

Note: You may see a box pop-up that says "Please wait for the host to start this meeting". This means the teacher hasn't started the meeting yet.

While you wait, you can click on the "Test Computer Audio" button to set your speaker and microphone volumes.

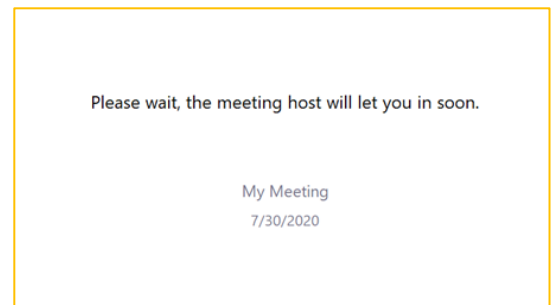


5) Next, choose **Join with Video** or **Join without Video**.



Tip: If you notice your computer is slowing down or is choppy when you are in a Zoom meeting, close any programs running in the background that are not needed. If that doesn't help, turn off your video. You can start/stop your video by clicking the *Video* icon in the [Attendee Controls](#).

Note: You may see a box pop-up that says "Please wait, the meeting host will let you in soon." This means you are in the virtual waiting room and the teacher will let you in soon.



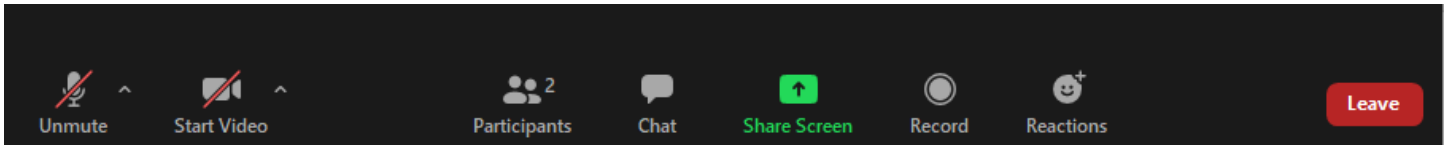
Congratulations! You have now joined the Zoom meeting.

A few helpful things to know in Zoom

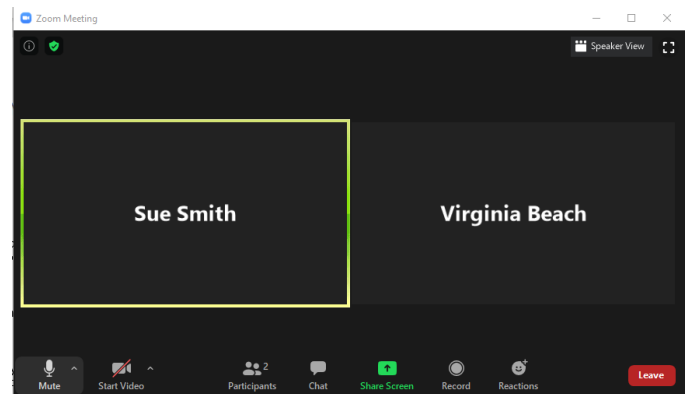
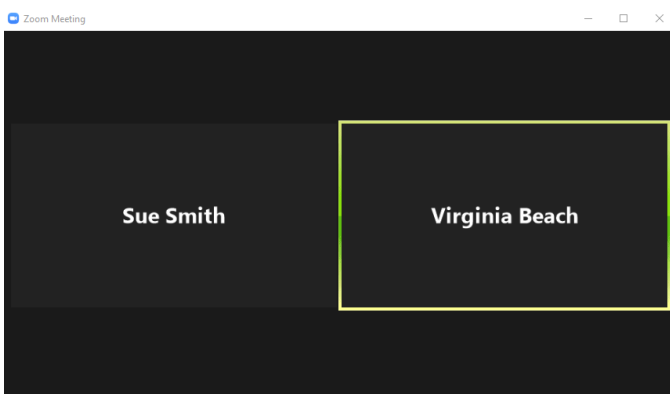


Attendee Controls

Appear at the bottom of your Zoom screen.



If the controls “disappear”, move your mouse near the bottom of your screen, and they will reappear.

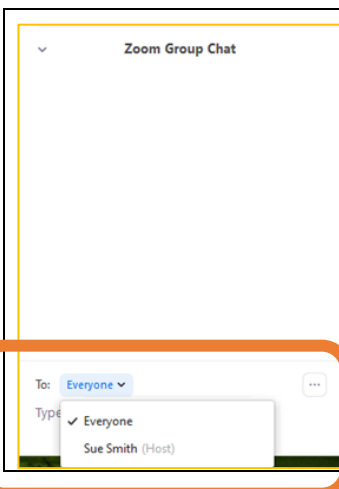


Mute / Unmute: Mute and unmute your microphone by clicking the microphone icon all the way to the left. Note: You may be on mute when you enter the meeting.

Tip: Keep your microphone on mute unless you are speaking to cut back on background noise.

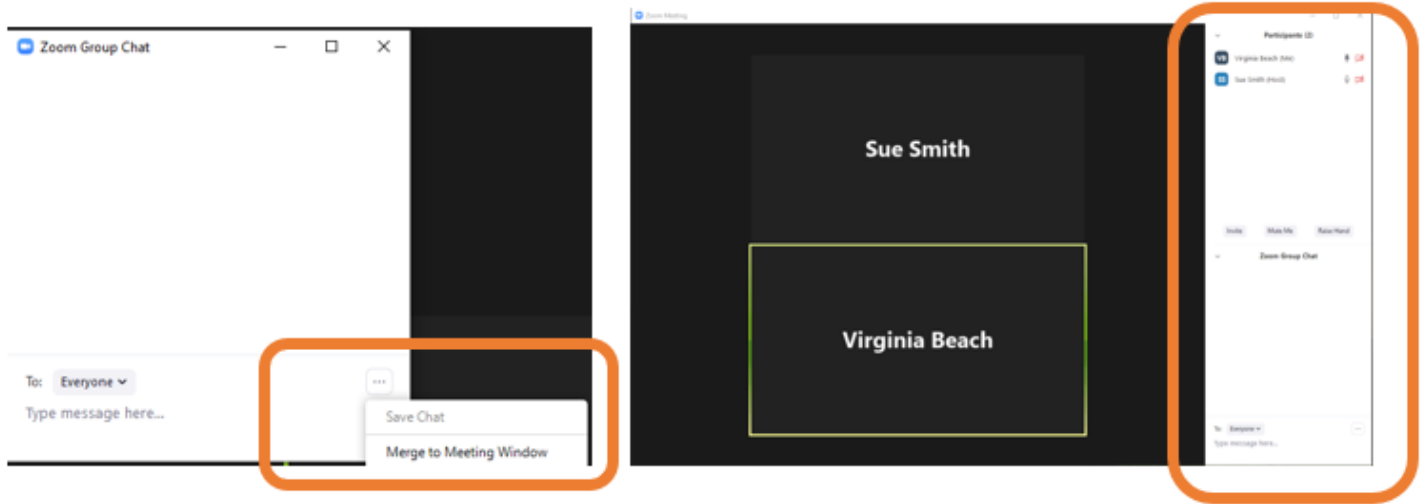
Participants: See who is currently in the meeting.

Chat: Access the chat window to chat with the participants.

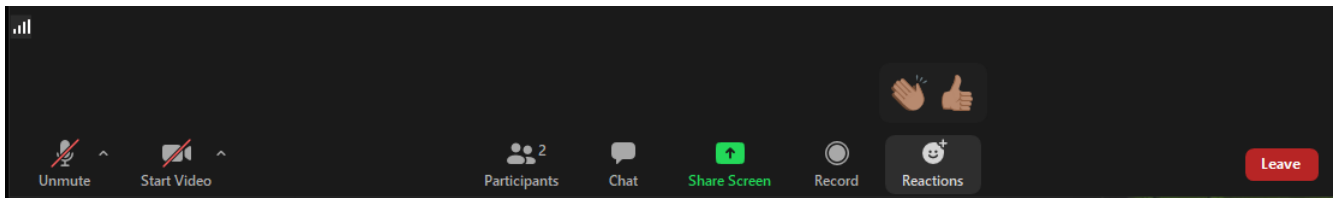


Chat may be to *Everyone, Host/Panelists Only, or individual users*. Double check the drop down before sending a message.

Click the ... near the bottom of the **chat** and/or **participant** box to *Merge to Meeting Window*



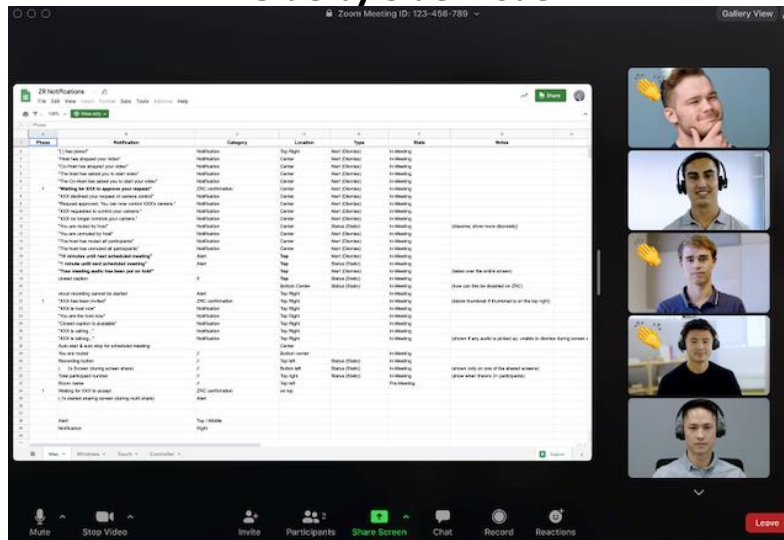
Reactions: Clapping hands or thumbs up displays next to your video name for 5 seconds.



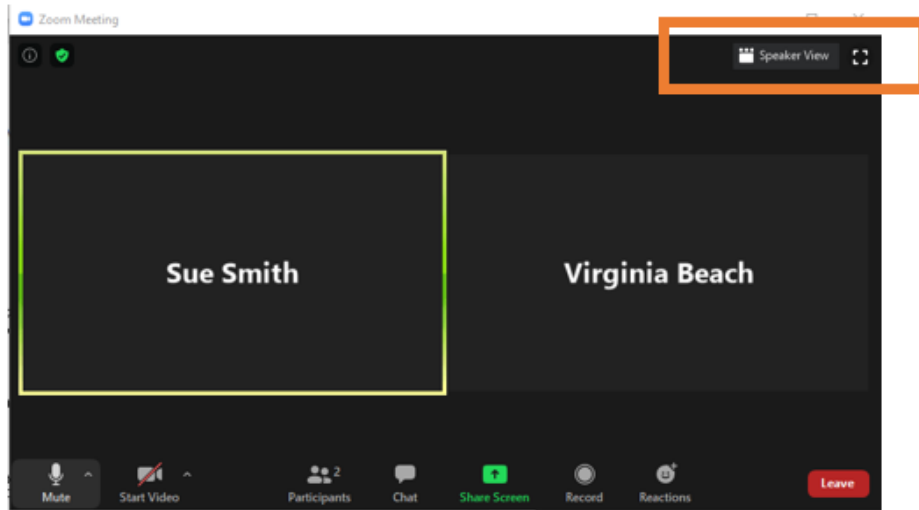
Views: Gallery View and Speaker View

Gallery view shows you up to 49 participants at a time. Speaker view displays the active speaker. If teacher is sharing screen, you can use side-by-side mode to see the shared screen next to Speaker View or Gallery View. Change your view by clicking in the top right corner.

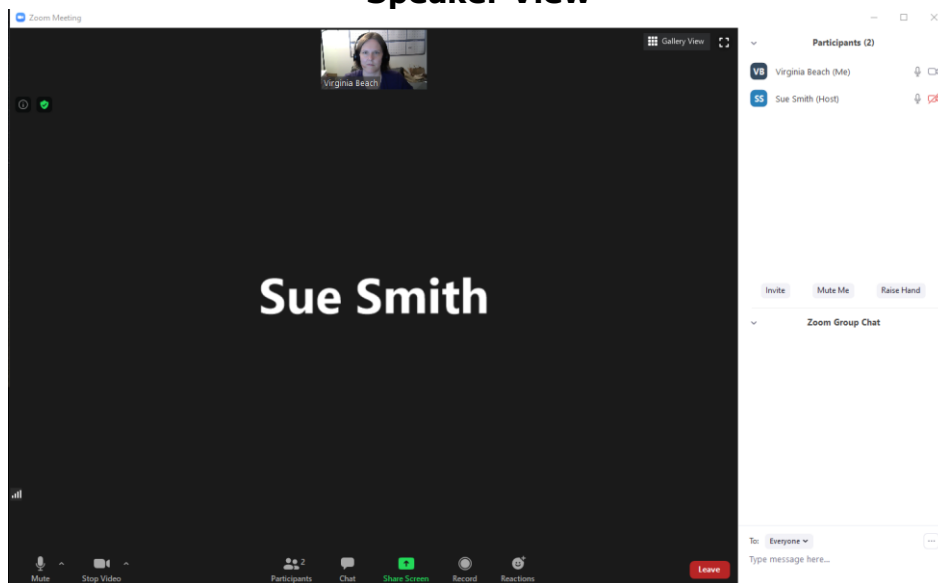
Side by side mode



Gallery View



Speaker View



PEATC's mission focuses on building positive futures for Virginia's children by working collaboratively with families, schools and communities to improve opportunities for excellence in education and success in school and community life.

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