

## **A brief introduction to using Zoom**

Most people living at Kendal who have appropriate phones, I-pads, or computers and WiFi can, over the Internet, communicate with groups of others -- friends and family inside the Health Center or in Independent Living. They can see you and you can see them, while each is talking. This is possible using software called "Zoom". As a result, you can attend a meeting, watch a Webinar, talk with a friend, or chat with a small group of people.

**Note that if you cannot get onto Zoom with a computer or a smart phone, you can always call in on any regular phone and join without video. See the instructions at the end of this document for how to do this.**

### **Getting Zoom onto your computer or smart phone.**

Here are some important specifics for getting Zoom onto your computer or smart phone.

- 1) For those using a laptop or desktop computer, it must have a built-in camera which points at you or a special outside camera which connects, and a microphone. A microphone and camera are features built into most laptops.
- 2) For those using a phone, it must be a smart phone—an Android or an iPhone—if you want to see the other participants. You can also join by voice only (like a conference call)—see instructions at the end of this document.
- 3) You should have WiFi.

**GETTING INTO A ZOOM CALL ON A COMPUTER:** You will first need to locate the meeting link safely tucked away on the [kalresweb.org](http://kalresweb.org) KRA Board site and paste it into the site. Each meeting begins with clicking on a link to the meeting. The link will look something like this: <https://zoom.us/j/1234567891/>. For the April 13 KRA meeting, the link will be found on the KRA Board page, under April 13 KRA Meeting Zoom instructions. You will need to enter the same password used to access the Directory pages in order to access these instructions. If you click on it before the meeting begins, you will get a message that the meeting has not yet started.

Then, unless you have already done so, you will need to download the Zoom program, which you will find at Zoom.com. Once the program is downloaded, click on "Join scheduled meeting" and copy the link from the KRA Board page. You will be placed in a waiting room briefly before joining the meeting.

**GETTING INTO A ZOOM CALL ON YOUR SMART PHONE:** If you are using your smart phone to join the meeting, and you do not already have the Zoom program installed on your phone, first go to your phone's app store and download the app titled "ZOOM Cloud Meetings". Once it is downloaded, follow the directions above to locate the link on the website, then click on the Zoom link and join the meeting.

**MAKING SURE YOUR MICROPHONE AND VIDEO ARE ON:** Once you are in the meeting, make sure that the icons along the bottom or top of your Zoom window indicate that your microphone and your camera are on. If there is a line through one or both of them, you will need to click on the icon with the

line through it to turn it on. If using a PC and you don't see these icons, hover your mouse over the bottom of your Zoom window and they will appear in the lower left hand corner of the Zoom screen. (On some Apple devices, these icons may be at the TOP of the window instead.)

**JOINING BY VOICE ONLY:** You can use any phone to join a Zoom meeting by voice only. You can hear all the participants and be heard by them (like a conference call). To join by voice only, dial one of the phone numbers you have been provided, such as +1 929 205 6099 US (New York)

When prompted, enter your Meeting ID number, followed by the pound sign. Your Meeting ID Number is the last 10 digits of the link to the meeting. You may also be asked for the password, and should enter it when prompted. If you are prompted for a participant ID, just press the pound sign again. You will then join the meeting.