

Hello and welcome to the tutorial for how to use the application Zoom. Zoom is a platform used to connect and communicate virtually using video. This video is in collaboration with Semillas de Unidad and I will talk specifically about how you can join a Zoom meeting with the information given to you by your tutor.

It is possible that the application is already downloaded on your device. For example, if you are using a Chromebook provided by Semillas de Unidad it should already be downloaded and visible on the Toolbar below. It is also possible that the version of Zoom downloaded on your device is not the latest version. If you do not have Zoom downloaded or if you would like the updated version, I will now explain how to download it. If you already have it, you can skip forward 15 seconds in this video.

First, we are going to open Google. When you have it open, write "Zoom" into the search bar. Click on where it says "download". Choose the first option where it will again say download under the words "zoom client for meetings". Now, depending on your device, it will say different things. Simply follow the steps to download it according to your device and it will be ready.

After downloading the application, we are going to save it as a "pin" so that it is accessible on the Toolbar. First, open the application. Do a right click on the application's icon so you see the word "pin". If you have Chromebook it will say "pin" but on other devices it can also say "keep in dock" or something similar.

Now we are going to open the application. On the screen, you will see a few options. One option will say "sign in". Choose this option. Now you have to put in your email address and your password. If you have a Chromebook provided by Semillas de Unidad, you can use the same email and same password that you used to sign in to the Chromebook. If you do not have a Chromebook, you can use a Gmail account if you already have one or a Facebook account.

After signing into Zoom, you will see a screen with a few options. The first option is "New Meeting". You can use this option only when you want to create a meeting, not when you want to join the tutor's meeting.

Another option says "schedule". This option is to create a reunion in the future.

There is a third option that says "Share screen", but we will talk about this a little later in the video.

To join a meeting, choose the option that says "Join". To join you will need a number which is also called the "Meeting ID". The tutor will send you this number before each meeting. Enter the number. It is possible that it will also ask you for a password. Enter the password that your tutor sent. You have joined the meeting!

There is also another way to join a meeting. The tutor can send a link. If you open the link it will take you directly to the meeting without you having to enter the Meeting ID by hand. But, if there is a password for the meeting you may have to enter it as well.

When you enter a meeting, you should see yourself on the screen. In the “Toolbar” below, you will see a lot of different icons. I will explain each one.

Starting with the left-hand side, you will see an icon of a microphone where it says “mute”. If you click the icon the other people in the meeting can no longer hear you. The next icon is the camera. To turn off your camera, click on the camera icon. If you can see the red line crossing over the icon, the other people in the meeting can no longer see you.

The next icon says “Participants”. If you click on this icon, you can see who is in the meeting, and you can use these options here below. You can raise your hand, say yes or no, etc.

The next icon says “Chat”. Here you can write a message to send to the other people in the meeting. You can send it to everyone or to one person in private. The last icon is the arrow that says “share”. This allows you to share your screen with the other members of the meeting. A lot of the time, if you want to share your screen you will need the permission of the host, or the person that created the meeting.

It is likely that you will only need to use the function “share desktop” or “whiteboard”. “Share desktop” allows other people in the meeting to see your screen. The “whiteboard” is just a whiteboard where you can draw, write, etc.

Another important option can be found in the upper right-hand corner where it says “gallery view”. If you select gallery view, you can see all of the participants in the meeting. But if you choose “speaker view” you will only see the person who is currently speaking.

To leave the meeting, click on the words “leave meeting” in the bottom right-hand corner. It will ask you again if you want to leave and click on leave meeting again to leave.

This is the end of the tutorial. If you have any questions please email Kelly Lewis and Claudia Tsiaousopoulos at [SowSemillas@gmail.com](mailto:SowSemillas@gmail.com).