



Zoom can be used either from a computer or a phone/tablet as long as you have a camera and microphone. (Most modern laptops have those built in.)

>>> *On a computer, navigate to zoom.us*

- The leader initiating the meeting will need an account. It's FREE!
- You do not need an account to join a meeting.
- The first time you start or join a meeting on your computer, a small application will download. (If asked during the installation process, be sure to allow the app to access your microphone and camera.)

>>> *Once you've downloaded the app to your computer, you will be able to start and join meetings directly without using your web browser.*

>>> *On your tablet or phone, download the Zoom app by "Meet Happy"*

Once the leader has initiated a meeting, they will need to share the URL and/or meeting number using the "Invite" button. They will also be able to schedule meetings in advance.

Using the URL or meeting number provided by the leader, participants will simply click "Join a Meeting"

Once you've joined the meeting, take a look at all the buttons and controls.

>>> *You can mute your microphone, disable you camera, etc.*

- Muting your mic might be a good idea, especially if you have a lot of background noise. Just be sure to "unmute" when you want to add to the conversation.
- Using bright light in your room can help a lot.

>>> *We highly recommend using the "Grid View" so you can see everyone in the group.*

Leaders will notice extra controls. It's all very intuitive.

>>> *One great feature is that the leader as Host can also share whatever is on your screen. Use the "Share" button.*

You can also let someone else share their screen:

- Click Manage Participants.
- Hover over the participant's name and click the "More" button
- Select "Make Host"

Free accounts are limited to 40 minutes. A workaround is to have a second 40 minute session planned.