

How to download Zoom

For desktop:

1. Click here: <https://zoom.us/>
2. Click "Sign up, it's free"
3. Enter your email address and click "sign up"
4. You will get a confirmation link to use zoom
5. Open email, click "activate account"
6. Input your first name, last name, and create a password
7. Invite anyone else from Shannon Fabrics who hasn't yet signed up, or press "skip"
8. Click your personal meeting link (a new window will open)
9. Click download & run zoom (if you can't find that, [here's the zoom download](#))
10. Once installed, Zoom will open (you might have to sign in again)
11. Click "join with computer audio"
12. Allow access to your webcam
13. You should be good to go!
14. To join someone else's room, all you have to do is have them share their meeting link with you (for example, [here is Sheryl's](#))

For phone:

1. I recommend setting up Zoom on your computer first – it's easier to create your own account (see steps above)
2. Once you have an account set up, go to the app store and download Zoom Cloud Meetings
3. Click "sign in" on the bottom
4. Enter your email (and the password you created)
5. You're set! To join someone's meeting, click "join" and enter their number (for example, this is Sheryl's: 2144883308)

Other tips:

1. Click the camera button to start the video. When prompted, allow zoom to have access to your camera. You can also click the same button to stop the video.
2. Click the microphone button to start the audio. When prompted, allow zoom to have access to your computer mic (you might have to select which input – the computer mic or the headphone mic). To mute yourself, click the microphone button.
3. To change your background, click your profile picture then click settings. Select virtual background and if your computer is compatible, you can pick an image. You can also upload your own image.
4. If there are multiple users in a Zoom meeting and you want to focus on one person, click the three dots in the corner of their window and pin the video. This will keep their video feed larger, no matter who is talking.
5. You can "like" something the speaker says by clicking the "Reaction" button and selecting the clapping hands or thumbs up. This will show on the screen for a few seconds, then disappear.
6. You can share your screen by clicking the share screen button. You can then pick the window or desktop you want to share, then press the share button. Stop sharing your screen by clicking the red stop share button.
7. Chat with others in the group by clicking the chat button. This will open a new chat window where you can message everyone on the call or send a file to everyone on the call.

8. To make your video full screen, click the square outline button on the top right of the screen. This will maximize the window. To leave full screen, return to the upper right of the page and select "exit full screen".