

YOUR GUIDE TO ZOOM

A Comprehensive Guide to using
ZOOM to take a

GMAR CLASS

HOW TO DOWNLOAD zoom

STEP 1

Click on the Download link at <https://zoom.us/download>

STEP 2

Open the package file and follow the on-screen instructions to download Zoom

STEP 3

Follow the download instructions per your operating system

STEP 4

Open Zoom Desktop Client or Join the Meeting

Watch the video for
a **STEP BY STEP**
TUTORIAL!



zoom

Sign up & Download Meeting Client

HOW TO JOIN A GMAR CLASS

STEP 1

Click the meeting link included in your Email / Calendar invite

STEP 2

Click and open "**Zoom.U.s**"

STEP 3

Follow the prompt and click "**Join with Video**"

STEP 4

You have the option of choosing to join the call with computer audio or by dialing in from your phone. That's it!

Watch the video for
a **STEP BY STEP**
TUTORIAL!



GMAR CLASS GUIDELINES

1

Please Mute Yourself

Mute yourself when you are not actively speaking. Side conversations can distract from the class environment and experience.

2

Use the Chat Function

Don't interrupt other speakers. Consider posting questions or comments in the instant message feature. You can post publicly or privately to one other person using Zoom's chat function.

3

Be Courteous

Your focus should always be on the person or people at the other end of the video conference. Please follow the class instructions. Avoid typing on your keyboard, turn off all sounds on your phone, and choose a room with no or minimal background noise.

4

Test Your Audio & Video

You can test your audio and visual settings before your class meeting. Use Zoom's test feature at www.zoom.us/test to make sure there are no problems or delays before the meeting starts.

5

Be Prepared

If available, read the agenda before you have your class meeting and make sure you have it easily accessible during the meeting. Your instructor can share their screen with the agenda, but everyone reads at their own pace.