

ZOOM Meetings



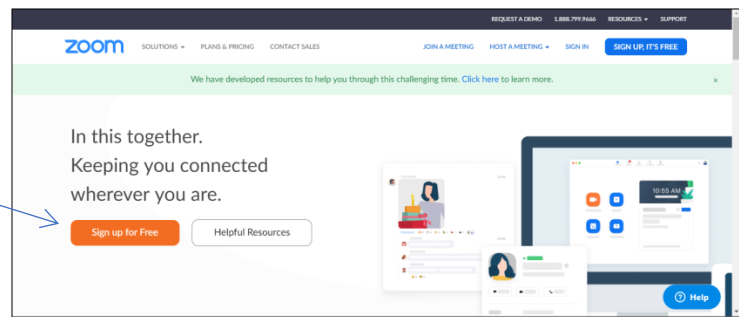
Equipment Needed

- A computer with a mouse or a touch screen laptop/device
- An internet connection (broadband wired or wireless 3G or 4G/LTE)
- Speakers and a microphone – built-in, USB plug-in or wireless Bluetooth
- A webcam or HD webcam – built-in or USB plug-in

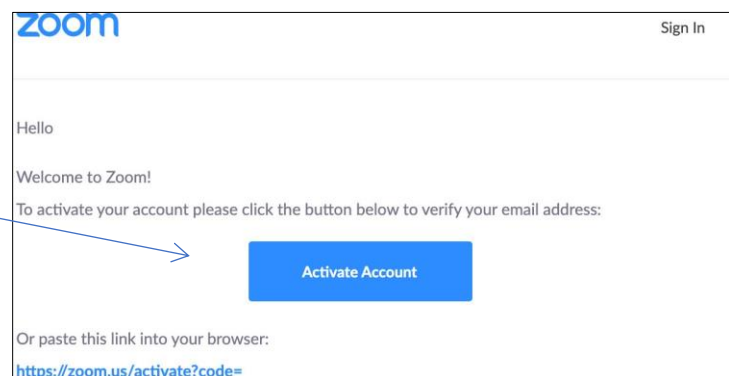
Prior to the Online Meeting/Sessions

- Create a zoom account. Go to <https://zoom.us/>
- Create a free account. Use the e-mail you will provide your child's teacher, provider or healthcare professional

Click on the button to register



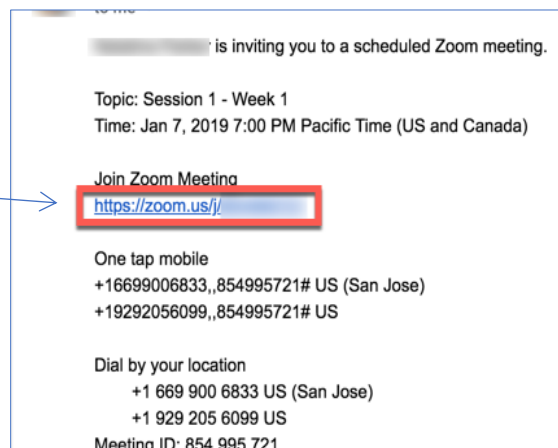
You will receive an email asking you to activate your Account



- Send an email to the provider who is coordinating the online sessions to ensure they send the meeting invitation to the correct email
- The provider (i.e. the teacher) will email you an invitation to the Zoom Meeting

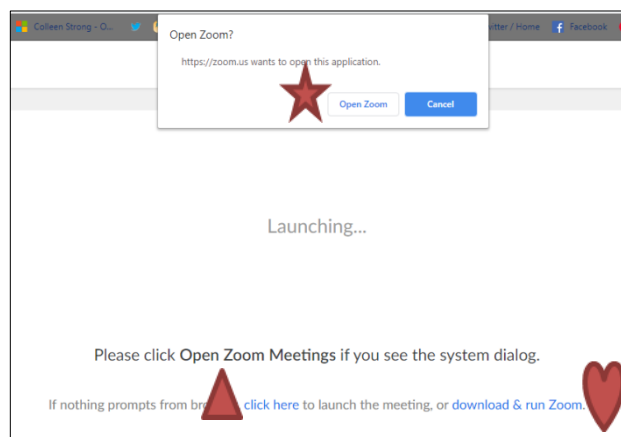
Right Before the Online Meeting/Session Begins

Click on the link to join the meeting

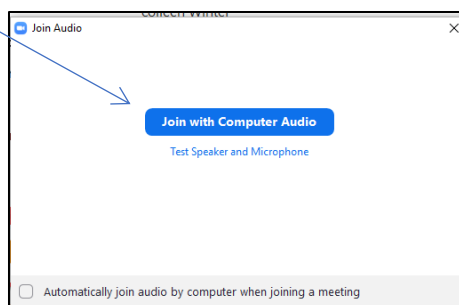


- You will be automatically directed to the internet and will be prompt you to download and open zoom.

Click open Zoom (see ★)...
if this box does not appear then click
“click here (see ▲)” or “download
and run Zoom (see ♥)”

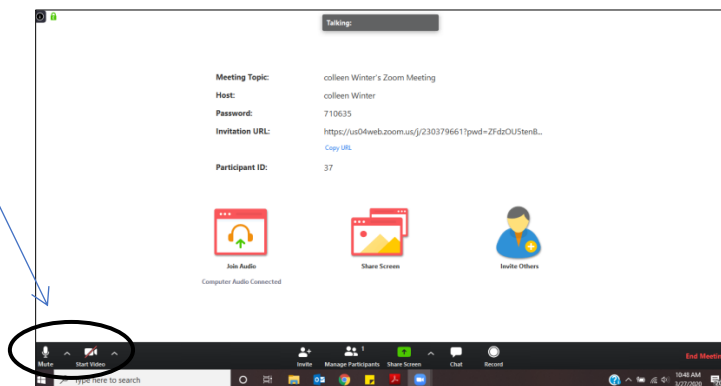


- Once it opens, click **join with computer audio**. This enables sound so we can hear each other!



Adapted from St. Elizabeth School's Zoom Guide

At the bottom left hand corner you will see the mute button and the video button



- Click where it says **start video**. This will allow you to see one another.
- Make sure the mute button does not have a red line through it. That red line means your speaker is muted and no one can hear you.

During the Online Meeting/Session

- The teacher or provider will use the zoom features on their end to make zoom interactive and fun for all.
- If you get disconnected, please use the same link from the email to join back into the meeting.
- At the end of the meeting the teacher or provider will end the meeting.

See PPMD Fact Sheet "Zoom Etiquette"
Adapted from St. Elizabeth School's Zoom Guide