

1. Getting Started – Important First Steps

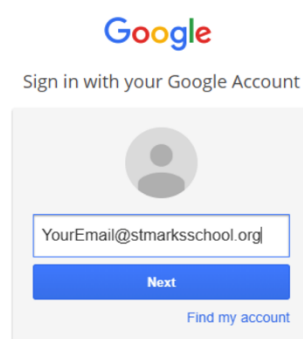
First go to stmarksschool.zoom.us and follow the steps below



If you are currently authenticated into your Gmail account, you should automatically log in to Zoom.

If you are logged into more than one Gmail account, select your SM email from the list.

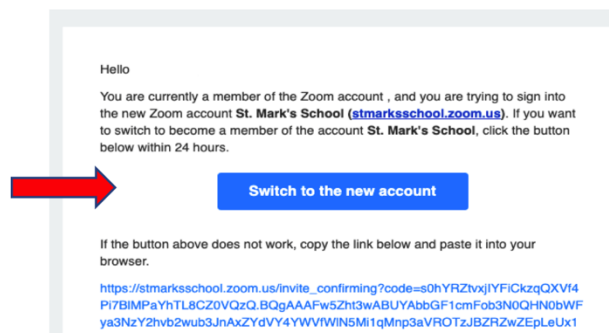
Otherwise, you can enter your St Marks Email address and password (the same as you use to log into Gmail)



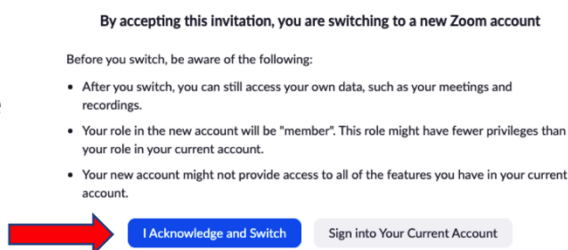
If you have previously used your St Mark's email address to use Zoom, you may be prompted to 'Switch your Account'.

This will send an email to your SM email, which will have a link to confirm the switch.

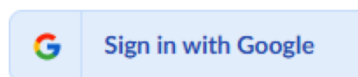
(Note: It may take several minutes to arrive)



Please Acknowledge the change to continue into the Zoom Application.



Once you have completed the account switch, you may use the "Sign in with Google" option in the future.



2. Getting the Zoom App

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [Zoom's Download Center](#).

It's really worth doing this in advance, but if you don't you will be prompted to download and install Zoom when you click a join link.

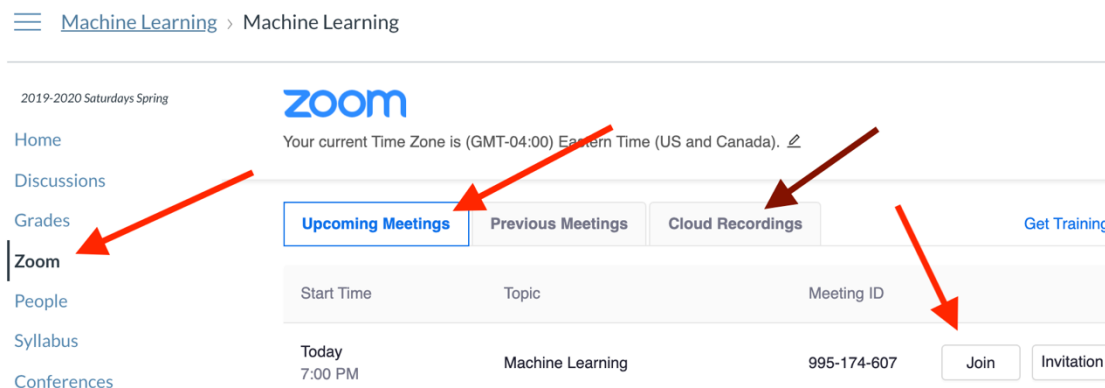
There is a browser based option also, but this is much more limited.

Click on this link to [join a test meeting](#) to familiarize yourself with Zoom.

3. Joining a Meeting

Usually you will join meetings by clicking on a link in the invitation you receive.

You can also access your Zoom meetings for a Canvas course by clicking on that course in Canvas, clicking the Zoom button on the left, then upcoming meetings, then join. You may also be able to access recordings here later.

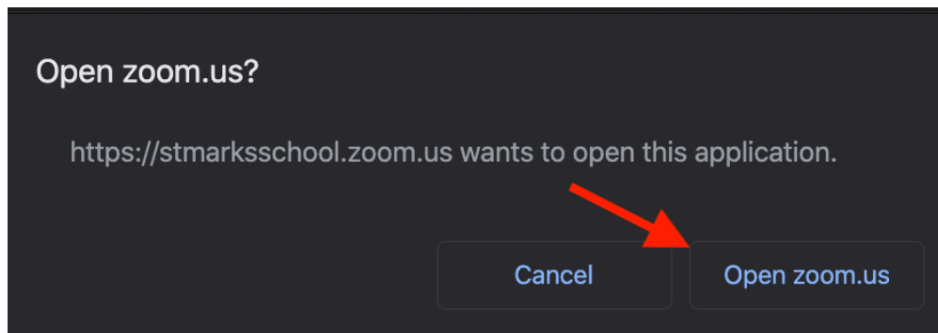


If you haven't already downloaded Zoom click on 'Download and run Zoom' ; otherwise click 'click here to join the meeting'

Please click **Open zoom.us** if you see the system dialog.

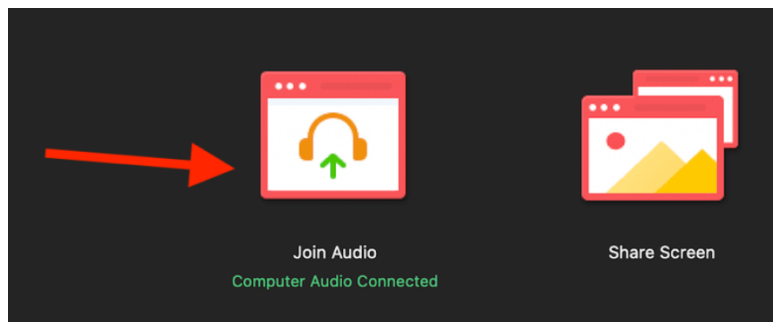
If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

Click on Open zoom.us



Next, you'll see a screen which will allow you to

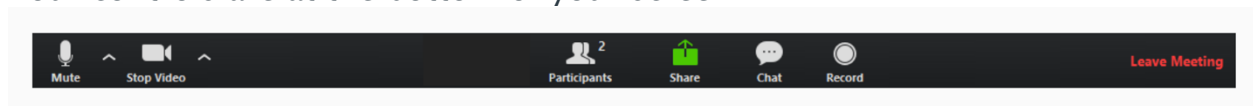
1. Join audio (the first time you do so will involve allowing zoom to use your microphone...)



2. You can broadcast video from your webcam, if permitted in the meeting (click on the crossed-out camera icon at the bottom left to start video ...)

In the Meeting

Your controls are at the bottom of your screen:



You can mute audio or video using the microphone and camera buttons on the left. You can also use the spacebar like a talk button on a walkie-talkie

If enabled Share may give you a choice of sharing your screen or a window

Your teacher may also share a whiteboard, which you may be able to write on.

Chat is useful for sending question – Clicking the chat button will open a Chat pane

Joining by Phone

You can also join Zoom meetings by phone here's how:

Look at the invitation for the meeting:

1. Dial an in-country number. If you dial a toll number, your carrier rates will apply. You can find the numbers on your meeting invitation or a full list of international dial-in numbers at <https://zoom.us/zoomconference>.
2. You will be prompted to enter the [meeting ID](#) – the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.
3. If the meeting has not already started and [join before host](#) is not enabled (which it will not be for our meetings), you will be prompted to press # to wait if you are participant.


Hi there,


Molly Parker is inviting you to a scheduled Zoom meeting.

Topic: Sync Up
Time: Sep 26, 2017 12:00 AM Central Standard Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://success.zoom.us/j/>

Or iPhone one-tap :
US: +14086380968, # or +16468769923, #

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 408 638 0968 or +1 646 876 9923 or +1 669 900 6833 or +1 877 853 5247
(Toll Free) or +1 877 369 0926 (Toll Free)
Canada: +1 647 558 0588 or +1 855 703 8985 (Toll Free)
Meeting ID: 
International numbers available: <https://success.zoom.us/zoomconference?>



You can use *6 – to toggle mute/unmute