

# Virtual FAMILY DIRECTOR ESSENTIALS

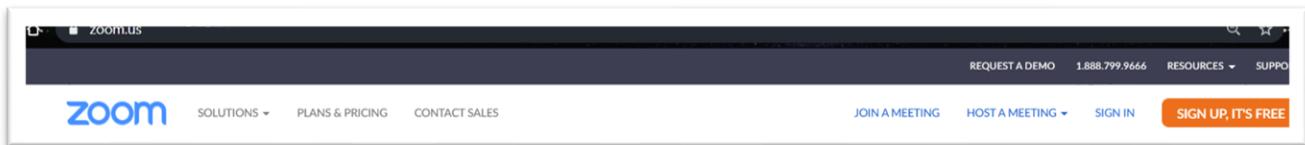
## GETTING STARTED ON ZOOM

Zoom is a cloud-based video communications program that allows you to set up virtual video and audio conferencing, webinars, live chats, screen-sharing, and other collaborative capabilities.

It is highly recommended that a Zoom account be created with the email address utilized during the registration process.

### How to Sign Up with Zoom for the First Time

1. Start by going to [zoom.us](https://zoom.us)
2. On the top right corner, click on the orange “Sign Up, It’s Free” button.



3. Provide your date of birth (*Note: this data will not be stored by Zoom*)

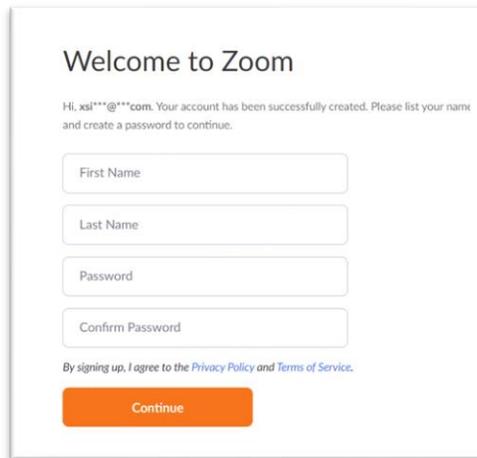
A form for date of birth verification. It contains the text 'For verification, please confirm your date of birth.' followed by three dropdown menus for 'Month', 'Day', and 'Year', and a 'Continue' button. Below the form, it states 'This data will not be stored'.

4. Enter the email address that you provided on the event registration form.

A 'Sign Up Free' form. It asks for 'Your work email address' with an input field. Below the input field, it states 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' There is a blue 'Sign Up' button. Below the button, it says 'Already have an account? Sign in.' There is an 'or' separator. Below the separator, there are three options for signing in: 'Sign in with SSO', 'Sign in with Google', and 'Sign in with Facebook', each with its respective icon and a text input field.

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- Zoom will send a confirmation link to that email address. Sign into your email and click on the confirmation link in the email to activate your Zoom account.
- On the “Welcome to Zoom” page, enter in your name and create a password.

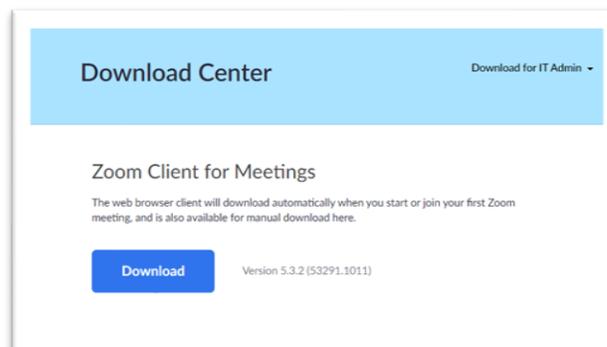


The screenshot shows the Zoom registration page titled "Welcome to Zoom". It includes a message: "Hi, xsl\*\*\*@\*\*\*.com. Your account has been successfully created. Please list your name and create a password to continue." Below this are four input fields: "First Name", "Last Name", "Password", and "Confirm Password". At the bottom, there is a link to "Privacy Policy and Terms of Service" and an orange "Continue" button.

- Submit your information by clicking the “Continue” button, and you will be redirected to the “Don’t Zoom Alone” page. Select “Skip this step.”
- Your Zoom account is now set up.

## How to Download the Zoom Client

- Start by going to <https://zoom.us/download>
- Click the “Download” button under Zoom Client for Meetings to access the installer



- Open the Zoom installer from your Downloads folder and follow the on-screen steps to set up your Zoom Client.

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## How to Join a Meeting

1. Open the email communication that contains the link to the prescheduled meeting and click the URL to join the Zoom Meeting.
2. Once you're in the meeting, you may choose to connect audio in two different ways:
  - a. Using computer audio (recommended)
  - b. Dialing into a conference bridge from your phone

## Attendee Controls During a Meeting

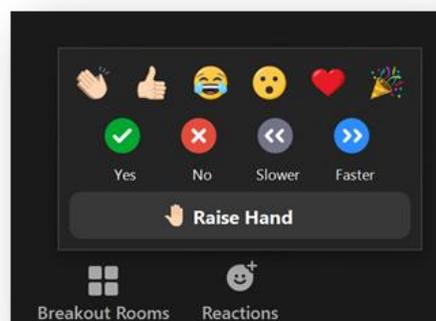
Attendees have access to these features in the control bar located at the bottom of the Zoom window:

1. **Mute / Unmute:** Mute and unmute your microphone.
  - a. Audio Controls (click the ^ arrow next to Mute / Unmute Microphone Button):
    - i. Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio settings.
      - *Tip:* Use the following keyboard shortcuts to mute or unmute yourself. You can also use push to talk if you want to unmute yourself by holding the spacebar.

Windows: Alt + A

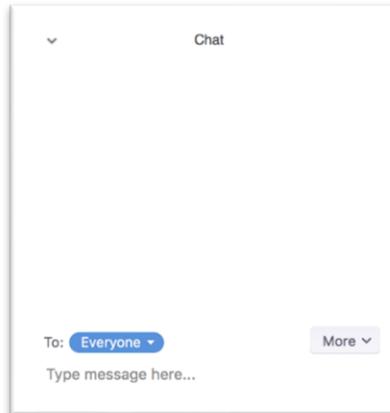
Mac: Shift + Command + A

2. **Start Video / Stop Video:** Turns your camera on or off.
  - a. Video Controls (click the ^ arrow next to Start Video / Stop Video Button):
    - i. Change cameras if you have multiple cameras, select a virtual background (if enabled), or access your full video settings.
3. **Participants:** See who's currently in the meeting
  - a. Rename: Hover over your name, click More, and choose Rename to change your screen name displayed to other participants.
4. **Reactions (Non-verbal feedback icons):** Places an icon beside your name in the participant panel and your video window to quickly notify the host and participants.

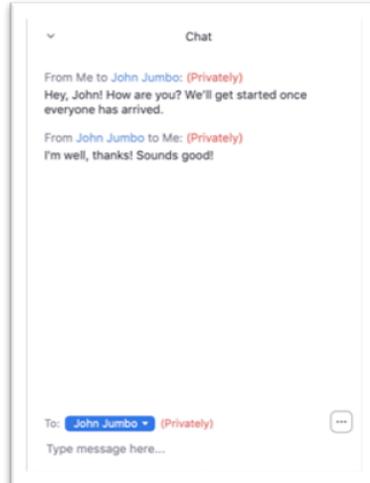


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5. **Chat:** Access the chat window to chat with the participants by clicking on the speech bubble icon. This will open the chat window.
  - a. To send a chat message to the entire group: Select “Everyone” in the To: field.



- b. To send a chat message to a specific person: Select the person’s name in the To: field.



## Best Practices While in a Meeting

1. Sign into the Zoom desktop client and stay signed in.
2. Check your internet speed. If you're on free Wi-Fi you may need to keep your camera off to improve quality.
3. Turn your camera on and have your camera at eye level.
4. Make sure you sit in a well-lit and quiet place.
5. Be mindful of what is going on behind you. Think about having a solid wall behind you.