



<https://zoom.us/>

Using Zoom on a Chromebook

Zoom is a communications app that is used for video conferencing and virtual meetings. You can run meetings for up to 40 minutes and have up to 100 participants for free.

Instructions

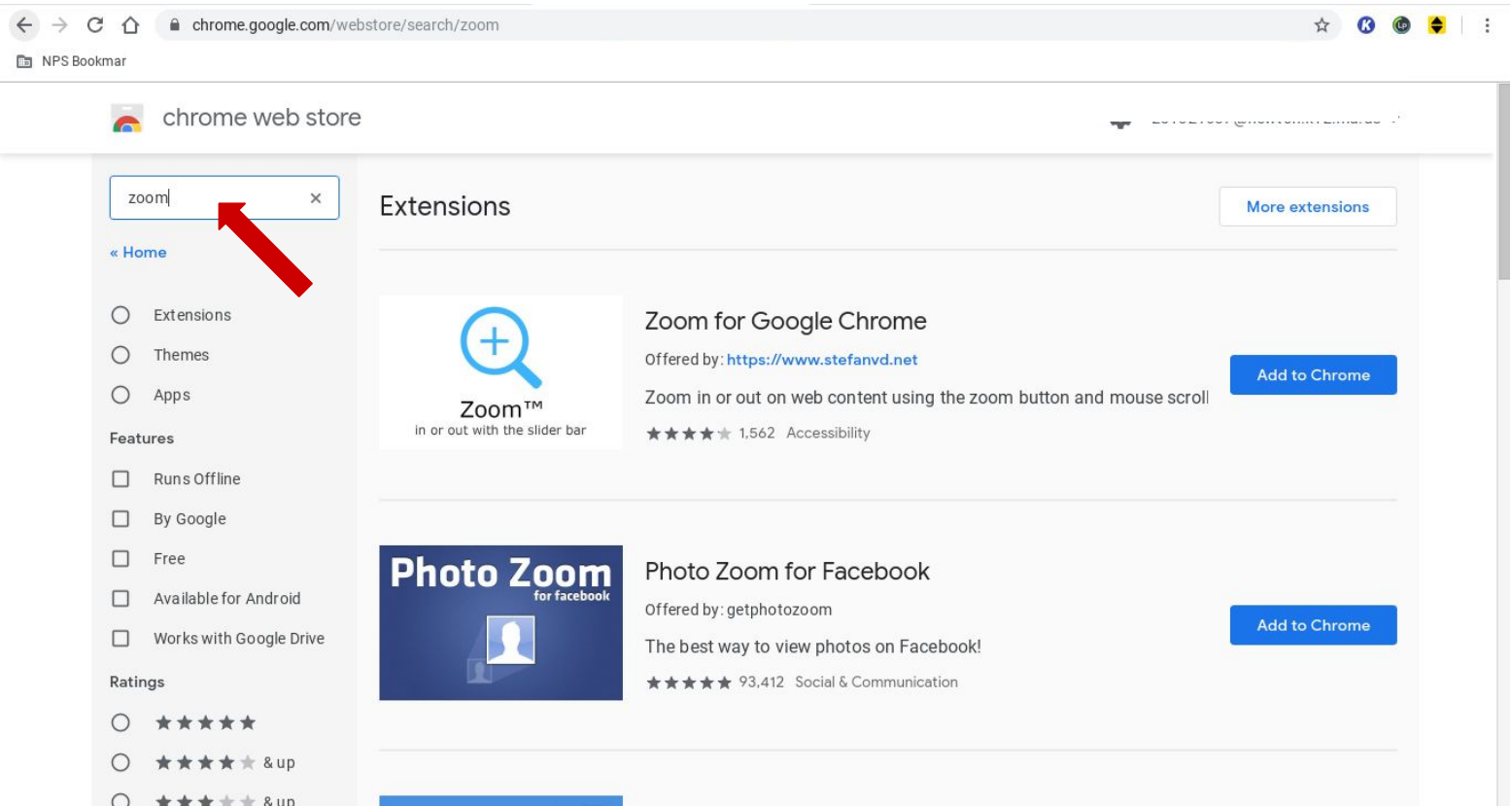
- 1) Open your internet browser (i.e. Chrome, Internet Explorer, Safari, etc.) and browse to the Chrome Web Store website to download Zoom:

https://chrome.google.com/webstore/category/for_your_domain

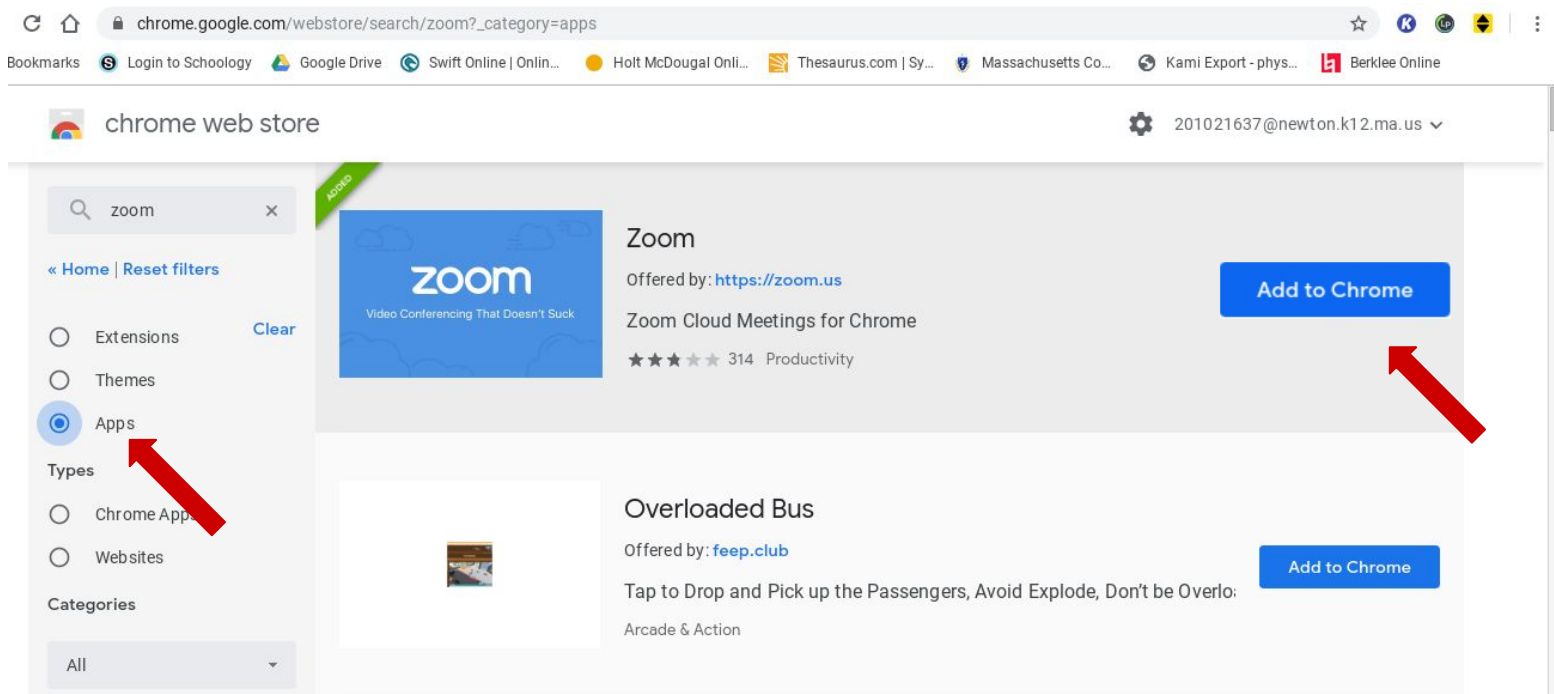
The screenshot shows the Chrome Web Store interface. A red arrow points to the address bar containing the URL https://chrome.google.com/webstore/category/for_your_domain. The main content area displays a grid of educational apps, including:

- GRAPHICAL ANALYSIS™ (Vernier Graphical Analysis, 107 ratings)
- Kami (Kami Extension - PDF and Doc..., 8,478 ratings)
- SketchUp FOR SCHOOLS (SketchUp for Schools, 113 ratings)
- desmos (Desmos Graphing Calculator, 1,423 ratings)
- GeoGebra (GeoGebra Classic, 2,027 ratings)
- Clicker Connect (A perfect next step from Clicker Sentences, Clicker Connect enables young learners and struggling writers to take their first steps...)
- Learning Ally (Learning Ally Audiobooks, 40 ratings)
- read&write (Read&Write for Google Chromo..., 2,143 ratings)
- StayFocusd (Block time-wasting websites)
- Sketchpad (Web-based drawing)
- ScreenCastify
- TypingClub

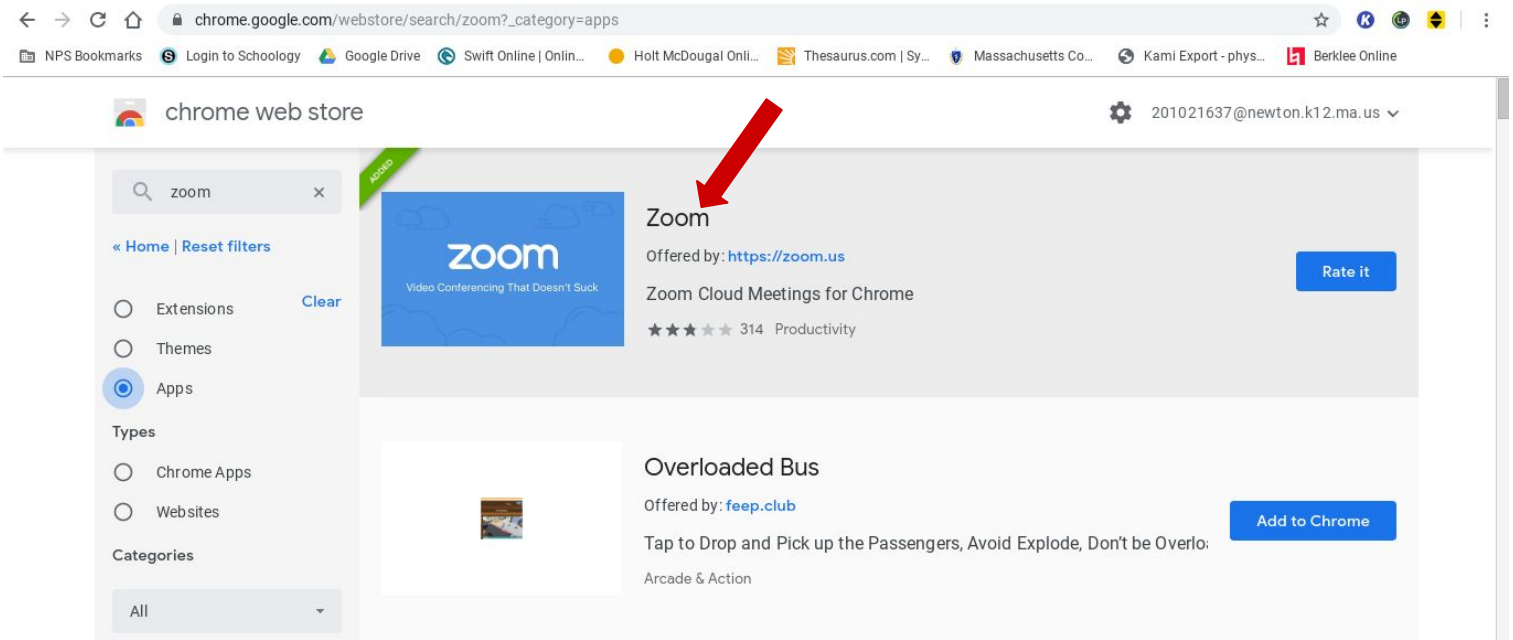
2) Search 'Zoom' in the search bar in the top left corner and press enter.



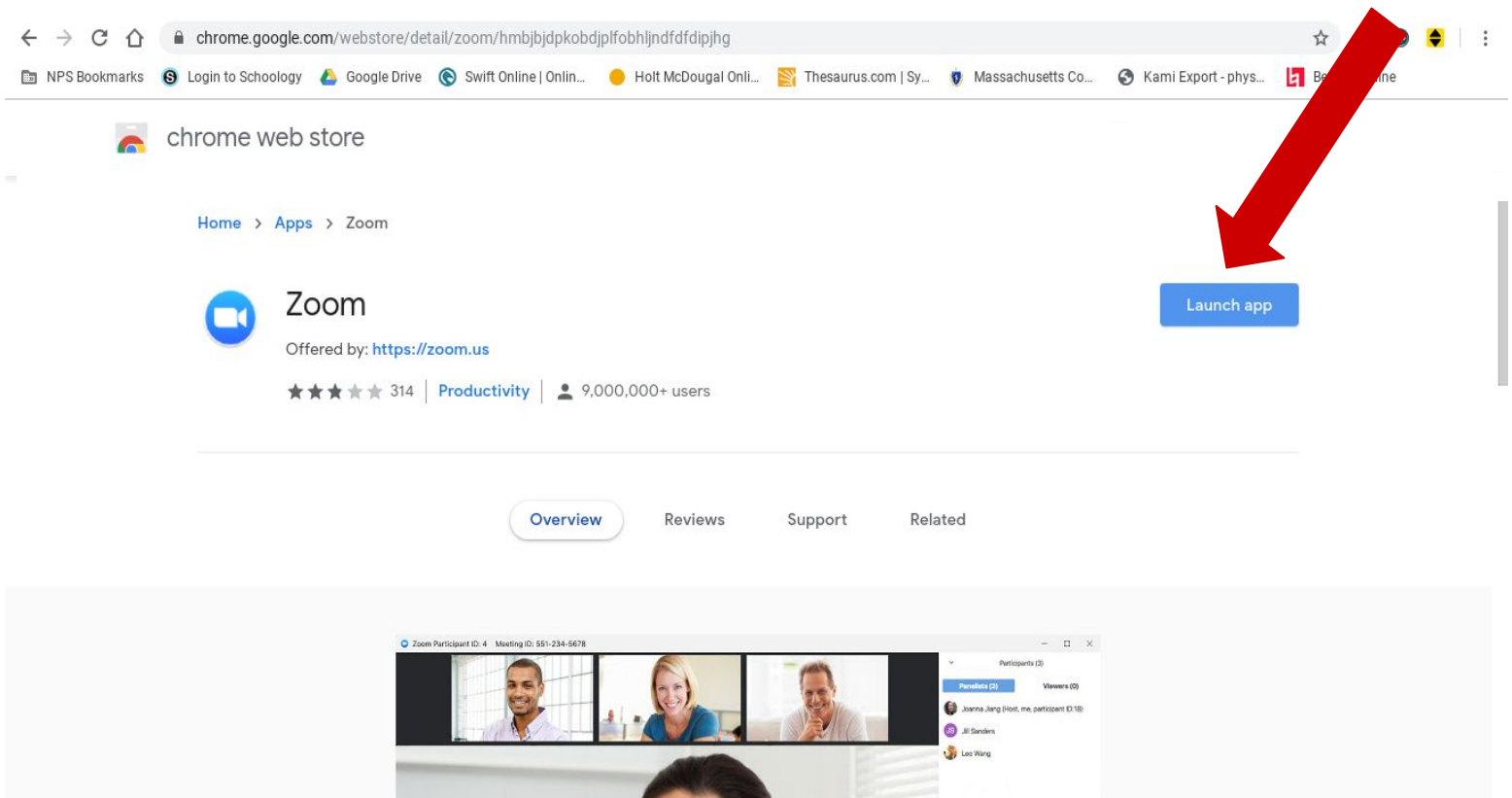
3) Press 'Apps' and locate Zoom. Click 'Add to Chrome' to download zoom.



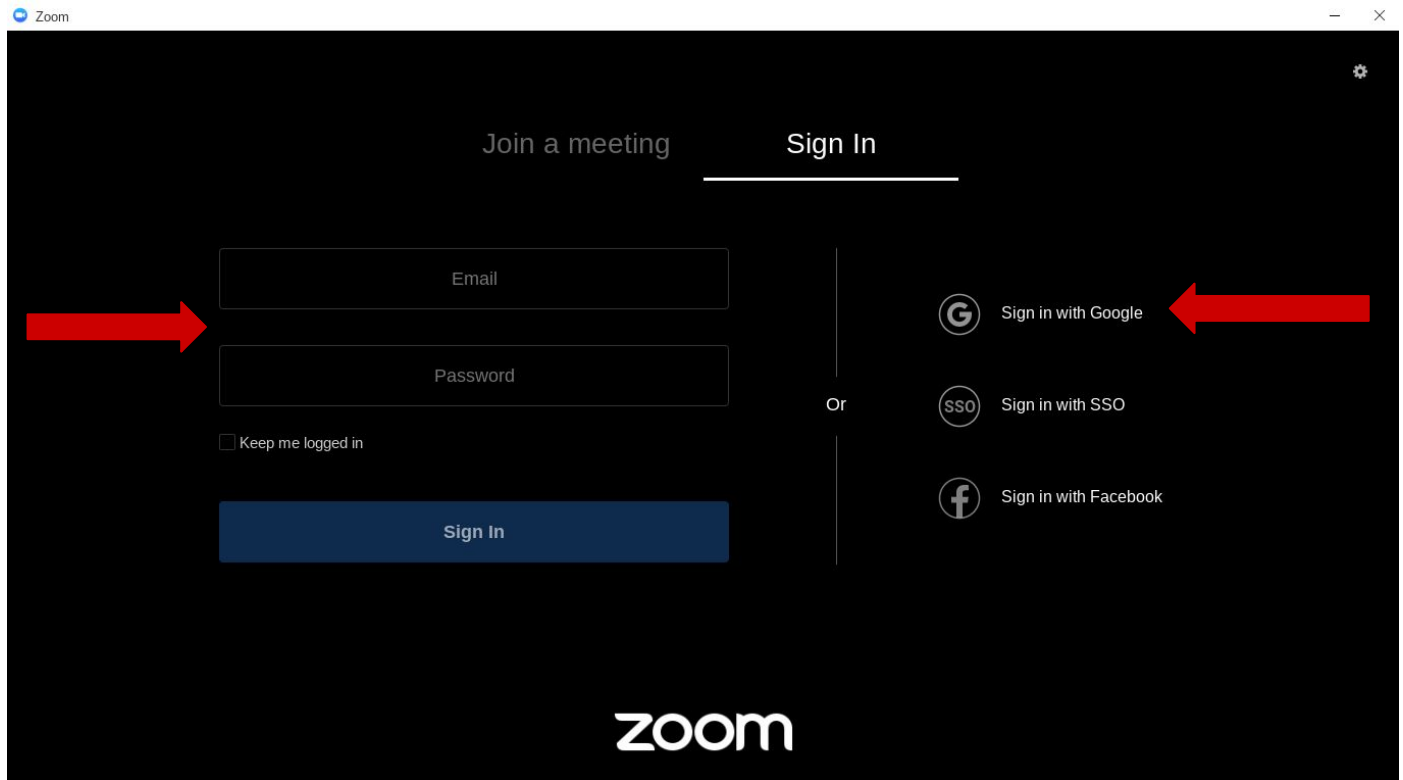
4) After Zoom has finished downloading, click on 'Zoom'



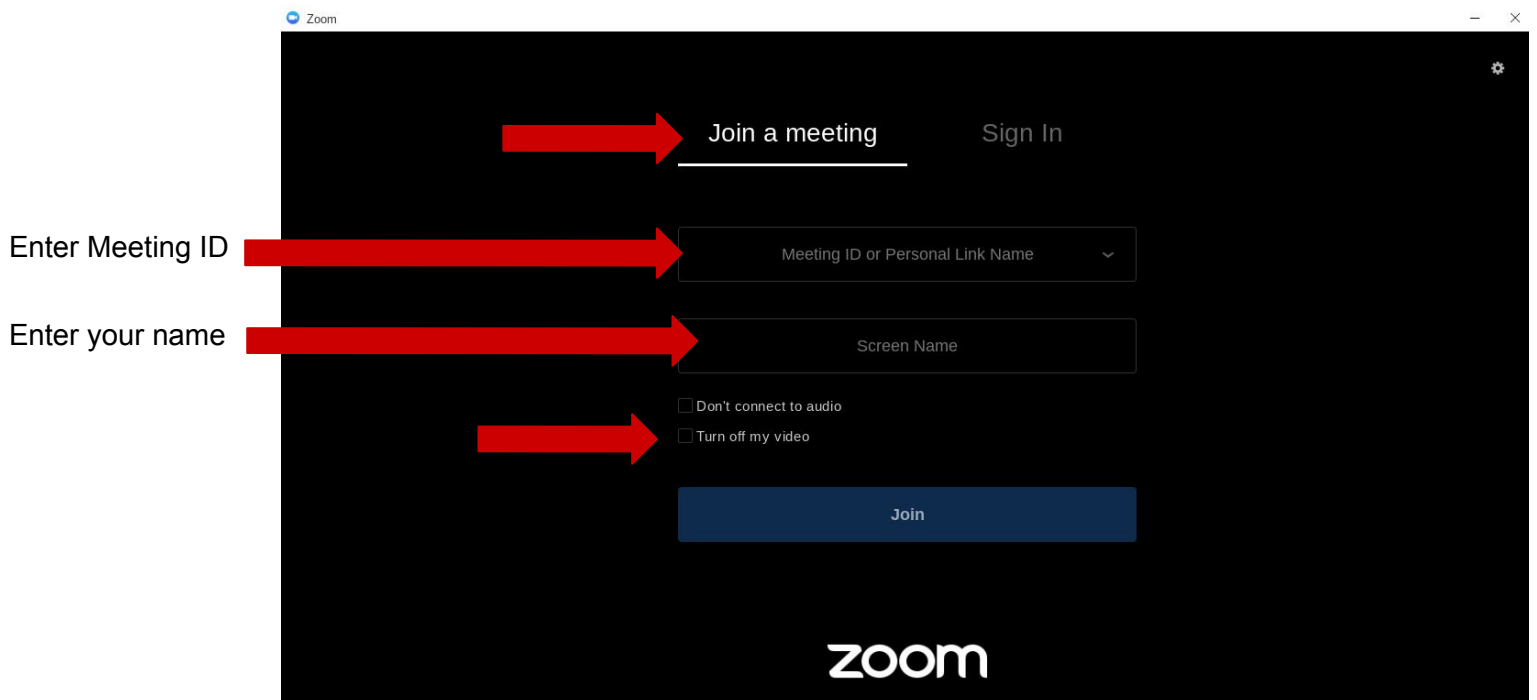
5) then press 'launch app' to open the app.



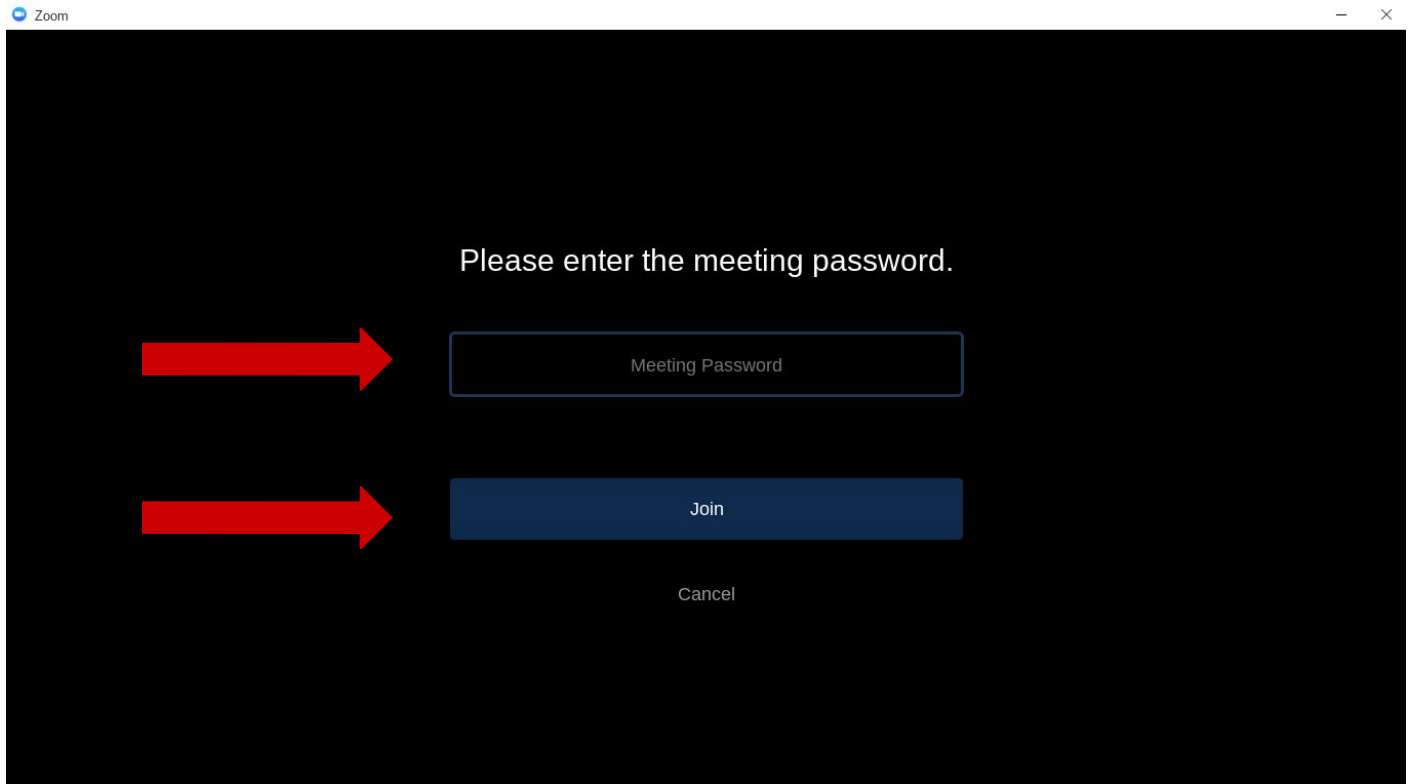
6) To sign into Zoom with your Google Account, click 'Sign in with Google' and follow the prompts to log in. If you have a Zoom account, enter your email and password on the left.



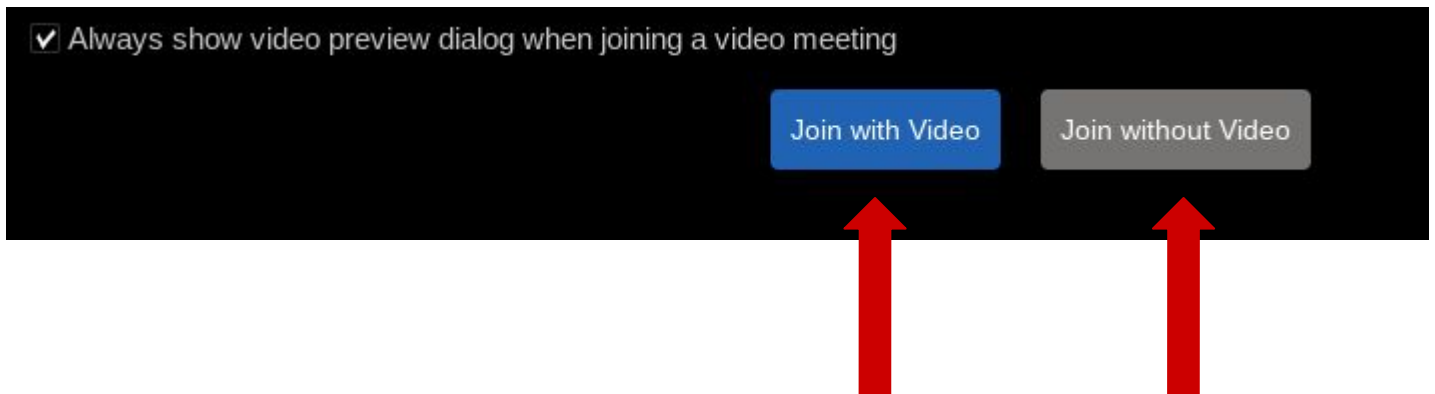
7) To join a meeting, press 'Join a meeting' and enter the Meeting ID. You can change or add your screen name below. If you do not want to show yourself on the meeting, check the 'Turn off my video' box.



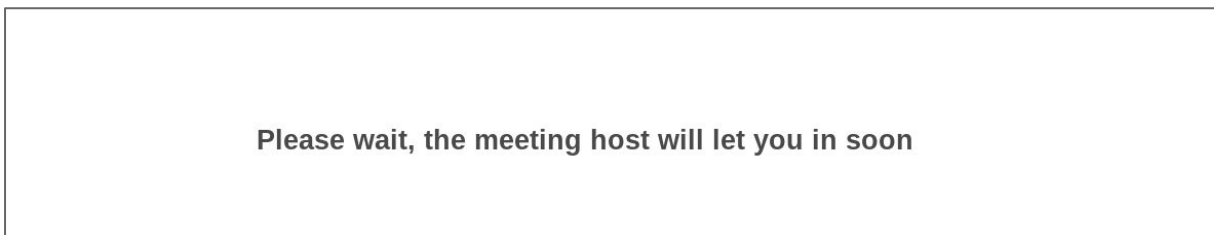
8) Enter the meeting password and press 'Join' to join the meeting.



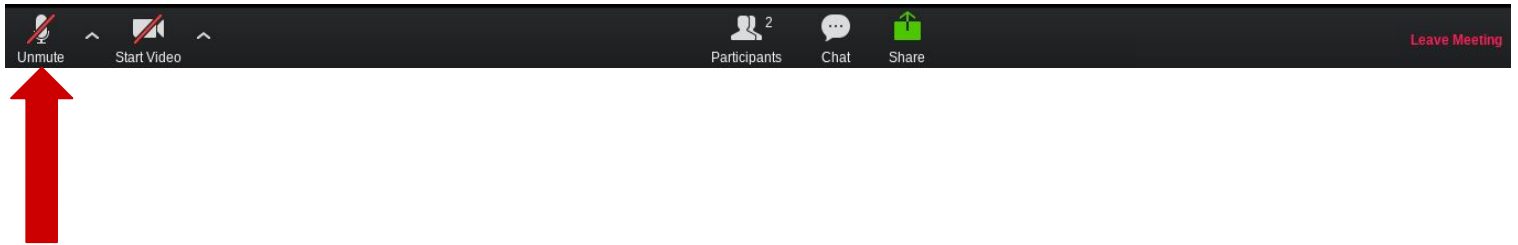
9) If you would like to show your camera during the meeting, press 'Join with Video'. If you do not, press 'Join without Video'.



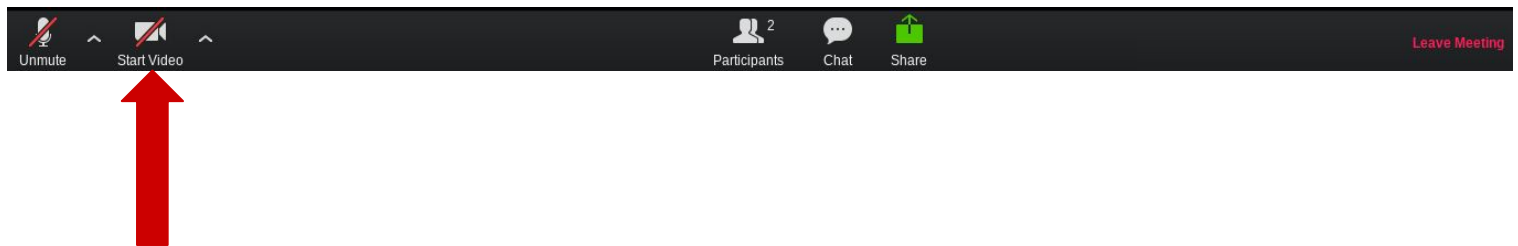
10) Wait until the host lets you in the meeting.



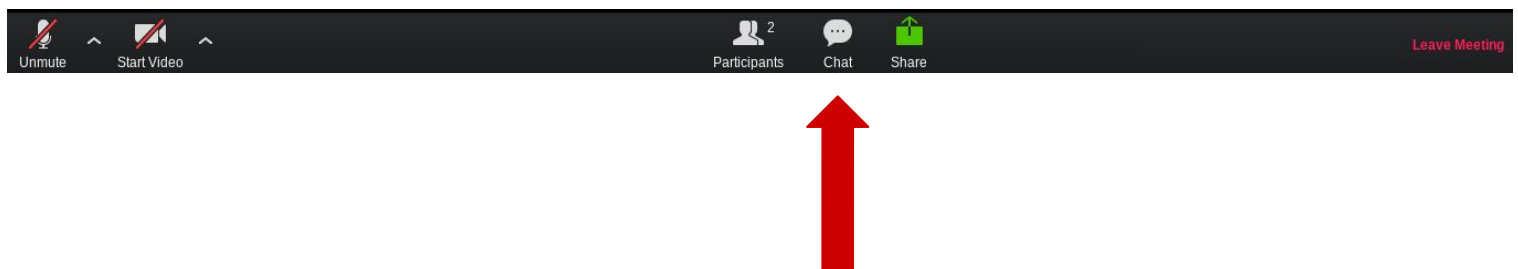
11) To make the menu appear, move your mouse. To unmute or mute yourself, click the microphone in the bottom left corner. A red line means you are muted.



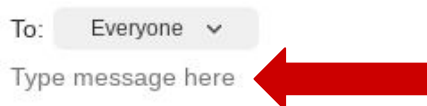
12) To turn on or off your camera, click the camera icon in the bottom left corner. A red line means your camera is off.



13) To send a message in the chat, click the text bubble that says 'Chat' in the menu on the bottom of the screen.



14) Enter your message in the text box and press the 'Enter' key on your keyboard to send the message.



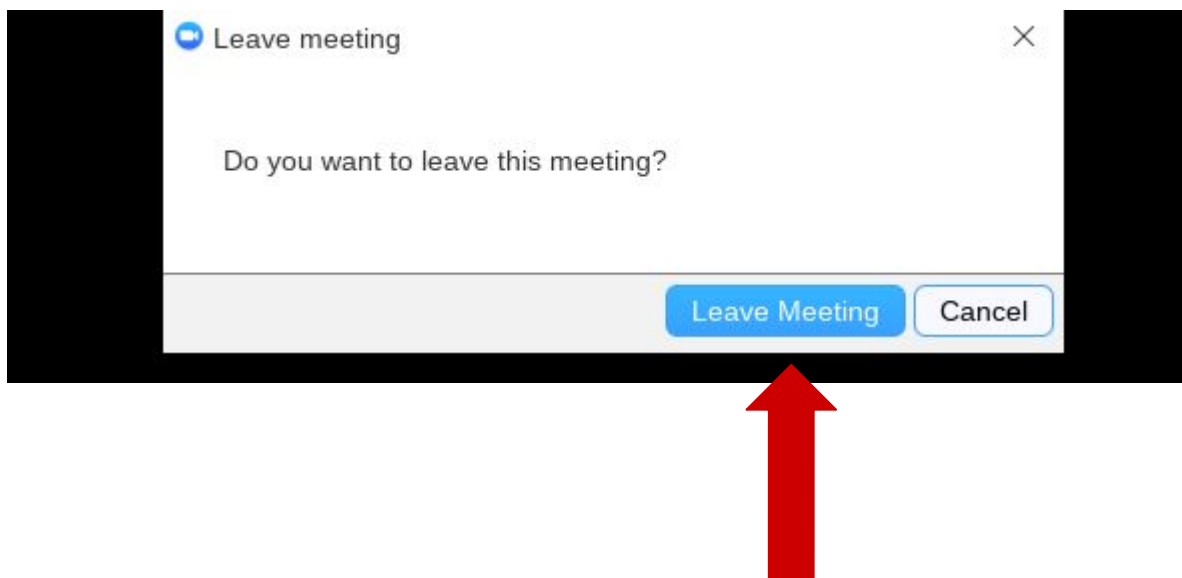
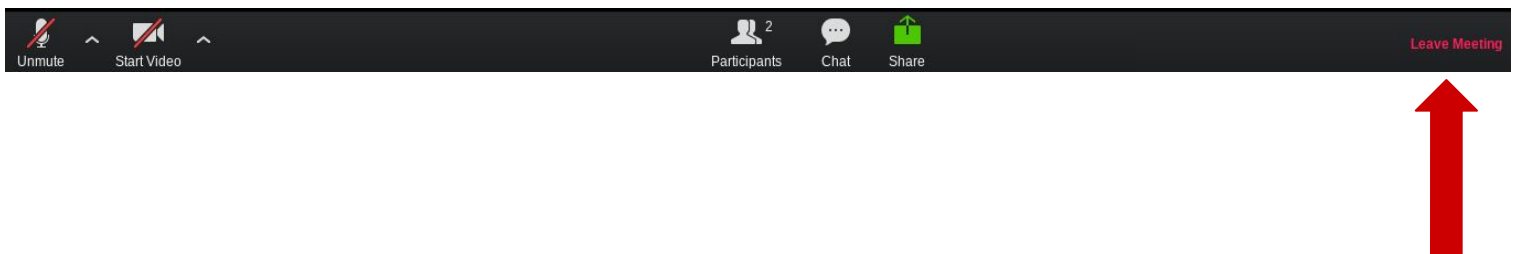
15) If you can see only the person speaking on your screen and would like to see all of the participants, move the mouse to make the menu appear and click 'Gallery View' in the top right corner.



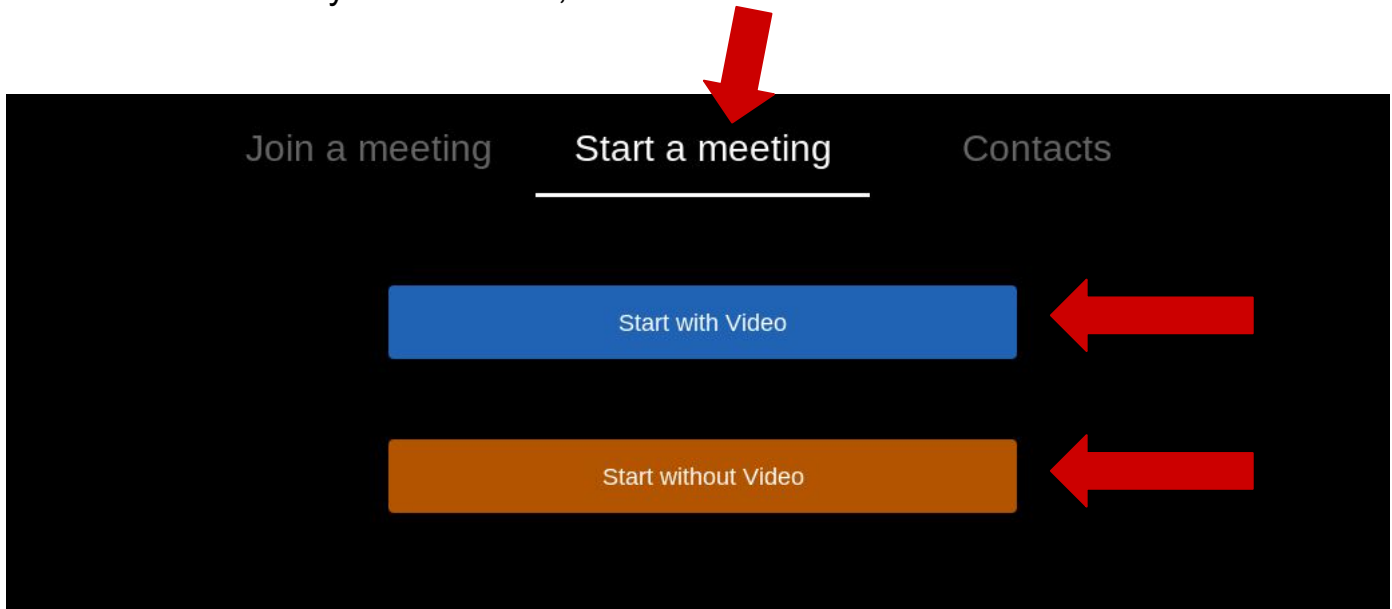
If you can see all of the participants and would like to see only the speaker, move the mouse around to make the menu appear and click 'Speaker View'.



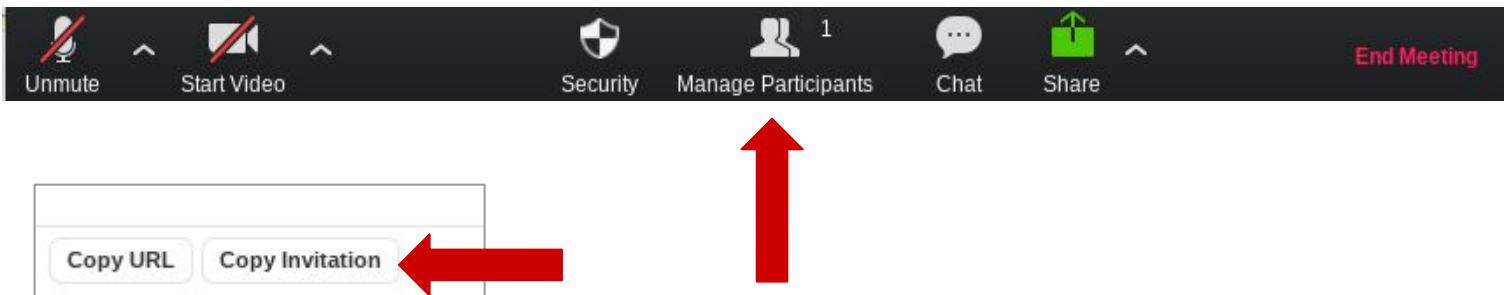
16) To leave the meeting, move the mouse to make the menu appear and click 'Leave Meeting' in the bottom left corner and press 'Leave Meeting' on the popup.



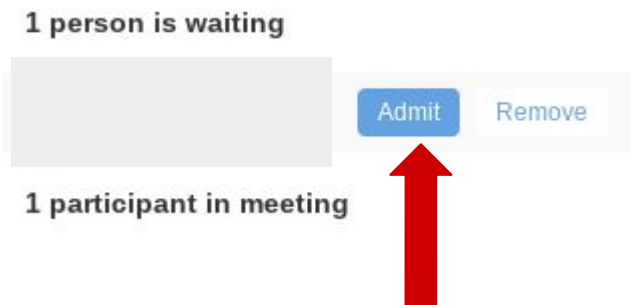
17) To start a meeting, click 'Start a meeting'. If you want your camera to be on, click 'Start with Video'. If you want it off, click 'Start without video'.



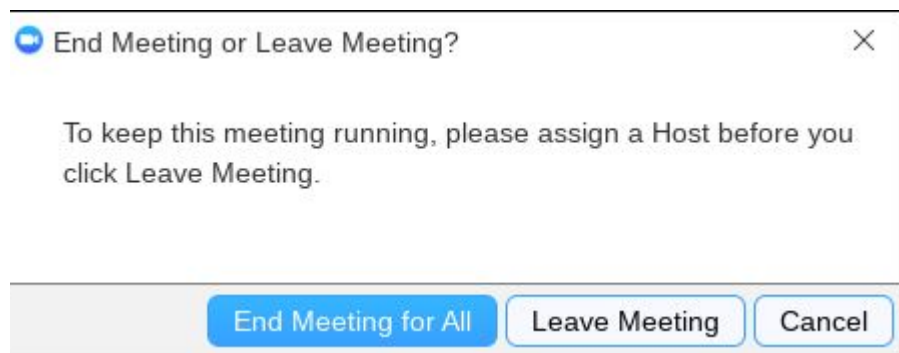
18) To share the link, move your mouse around to make the menu show on the bottom of the screen and click 'Manage Participants'. Then, click 'Invite' and 'Copy Invitation' on the popup. You can send this link through your email to those who you want to invite to the meeting.



19) To let people into the meeting, press 'Manage Participants' and click 'Admit'.



20) To end the meeting, move the mouse to view the menu and click 'End Meeting' in the bottom right corner. Then, press 'End Meeting for All' on the popup window.



20) Use their Contact page to contact Zoom if you have any issues and / or visit their help page for help.

Contact Zoom: <https://support.zoom.us/hc/en-us/articles/201362003>

Help: <https://support.zoom.us/hc/en-us>

Congratulations! You have just joined and created a meeting on Zoom!