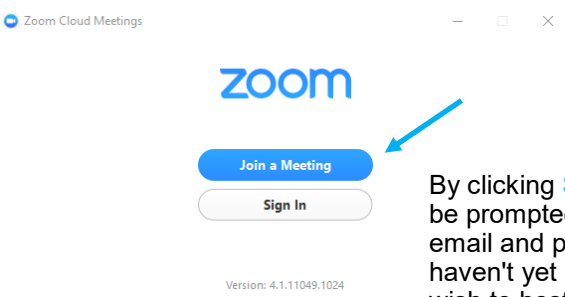


**Step 1:** Accessing Zoom via web browser is easy! Simply direct yourself to <https://zoom.us>.

From here you may:

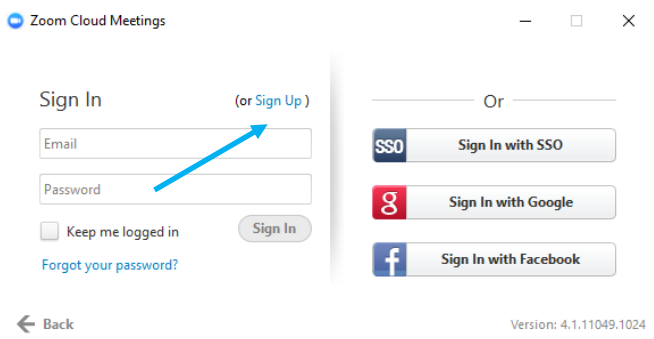
- [Join a Meeting](#),
- [Host a Meeting](#), or
- [Sign Up Free](#).

You need not sign up to join a meeting.

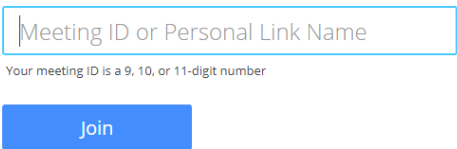


Alternatively, Zoom can be accessed by running the Zoom application. After downloading and installing Zoom, you may Join a Meeting or Sign In to Host a Meeting.

By clicking [Sign In](#), you will be prompted to enter your email and password. If you haven't yet signed-up and wish to host a meeting, then click [Sign Up](#), and you will be redirected to the Zoom website where you may register.

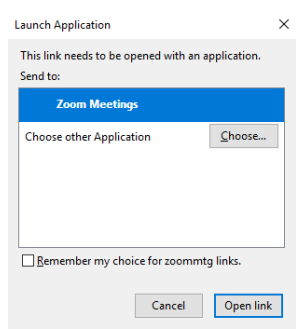
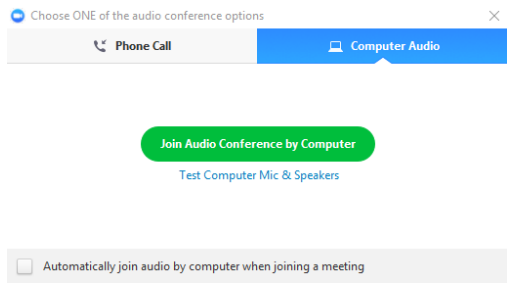


### Join a Meeting



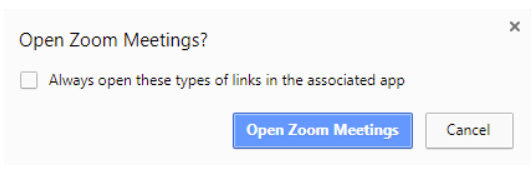
**Step 2:** Joining a meeting is easy whether it be through a browser or through the application. Enter the meeting ID or Personal Link Name, then click [Join](#).

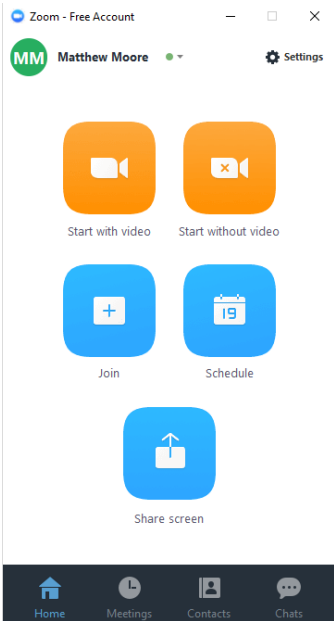
**Step 3:** Click [Join Audio Conference by Computer](#) to initiate the video conference. You may also test your microphone and speakers (recording and playback) devices. If using a browser, you may need to follow a prompt to [Open Zoom Meetings](#).



Firefox will prompt you to select Zoom Meetings and click the "Open link" button.

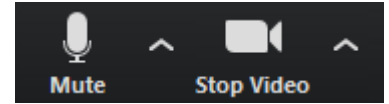
Google Chrome will prompt you to Open Zoom Meetings.





**Step 4:** If you've launched the Zoom application. [Start with video](#) will host a video conference. [Join](#) will prompt you to enter the meeting ID or Personal Link Name.

**Step 5:** You may mute your audio input or stop video feed with these buttons. You may also adjust audio and video settings from either of the pop-up menus.



This dashboard will allow you to Invite, Manage / View Participants (depending on host status), Share Screen, Chat, and Record.

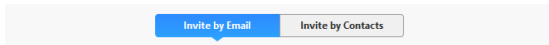
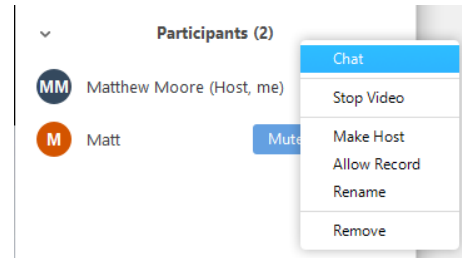


Depending on host status, you may either Leave Meeting or End Meeting.



These features allow for the display arrangement of participants' video feeds. You may also initiate full screen mode from here.

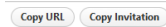
**Step 6:** By clicking Manage Participants, you may initiate a chat with another participant, stop their video feed, allow recording, make him/her host, or remove the participant.



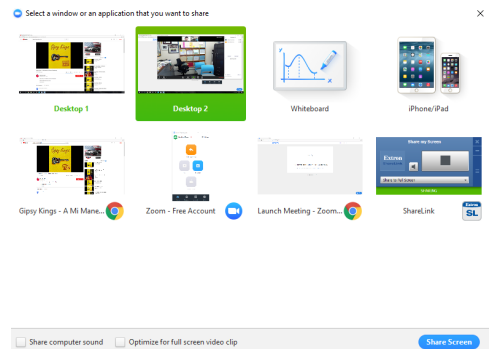
Choose your email service to send invitation



**Step 7:** Inviting participants is easy. You may send an invitation via email or copy the URL or Invitation to send via other means of communication. The Meeting ID will also be displayed in the top-left corner of the Zoom window as a nine digit number.



**Step 8:** Clicking [Share Screen](#) will prompt you to select which window or display you wish to share.



**Step 9:** Once you've initiated share screen and have selected the desired window or display, you may grant remote control of your computer to another participant and annotate the screen as desired.

**Step 10:** Clicking [Annotate](#) will introduce the annotate dashboard, shown below. From here you can make marks, draw, highlight, and much more.

