

Zoom Meeting Requirements

Requirements:

- Internet connection
- Speakers
- A video source (web-cam – built-in or USB plug-in)

Optional but recommended:

- Microphone

Joining a Zoom Meeting from a Computer:

1. Click the link in your email to join the meeting.
Or
2. Open your internet browser, go to <https://join.zoom.us> and enter your meeting ID provided by the SCSBA.
3. Enter your first and last name as the display/screen name. This is simply to identify you during the meeting for you to receive credit for the meeting.
4. Select if you would like to connect audio and/or video and click join.

****You may be prompted to enter a password. This is provided in your email. If you are accidentally disconnected from the meeting, you will need your meeting ID and password to return to the meeting.**

Joining a Zoom Meeting from Android Tablet:

1. Download the Zoom mobile app from the Google Play Store.
2. Open the Zoom mobile app.
3. Join a meeting using one of the following methods:
 - If you do not have a zoom account, select Join a Meeting
 - Sign in to Zoom then tap Join.
 - Enter the meeting ID number and your first and last name as the display/screen name (This is simply to identify you during the meeting in order for you to receive credit for the meeting.
4. Select if you would like to connect audio and/or video and tap Join Meeting.

****You may be prompted to enter a password. This is provided in your email. If you are accidentally disconnected from the meeting, you will need your meeting ID and password to return to the meeting.**

Joining a Zoom Meeting from Ipad:

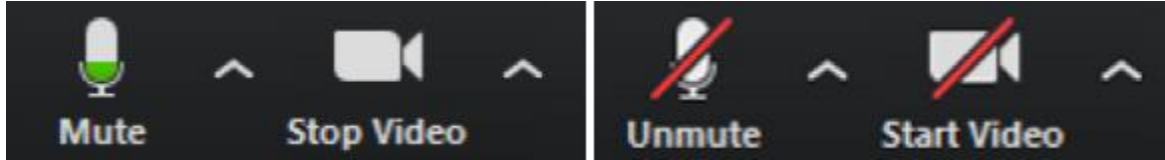
1. Download Zoom mobile app from the App Store.
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3. Join a meeting using one of the following methods:
 - If you do not have a zoom account, select Join a Meeting
 - Sign in to Zoom then tap Join.
 - Enter the meeting ID number and your first and last name as the display/screen name (This is simply to identify you during the meeting in order for you to receive credit for the meeting.
4. Select if you would like to connect audio and/or video and select join.

**You may be prompted to enter a password. This is provided in your email. If you are accidentally disconnected from the meeting, you will need your meeting ID and password to return to the meeting.

Tips:

- Enable/Disable Mic and Video –

To mute yourself so others cannot hear you, click on the microphone icon in the bottom-left corner. To unmute, click the microphone icon again.



- Participants List

The participants list shows all the active members in the meeting, including your speaker. To open the participants list, click Participants in the bottom menu. This will open a list on the right-hand side of the meeting screen.

Also, we encourage you to look for the “gallery view” so you can see everyone in the meeting.

- Raise/Lower Hand, and other display features can be accessed in the participants window.

Let your speaker know you have a question by raising your hand. This will place a hand icon next to your name in the participant list until you choose to lower it. If you’re using the latest version of Zoom, there are also options to ask the meeting host to “go faster” or “go slower”, and you can also indicate “yes” and “no”.

- Chat

Chats may be sent **only** to the host of the meeting. Choose the host using the dropdown menu next to the “To:” field.

- **Test your audio/video ahead of time!**

1. Click on the meeting link in the email provided by SCSBA. “Click here to join”
2. A pop-up box will open, select **Test Speaker and Microphone**
3. You will be asked if you can hear the ringtone, select yes or no (make sure volume is up) then you will be asked to speak and if you hear the replay.
4. When Zoom opens, you should be able to see yourself.

**If any of this does not work, please contact your District Office for technical support or other options.

- Please be mindful that you are on camera and everyone can see your background. Avoid having people/noises in the room to minimize distractions for yourself and other attendees.