

# How to Use Zoom

1. Navigate to <https://zoom.us/>.
2. Download the Zoom app.
3. Establish a free account with login and password.
4. When the meeting host sends an invitation, click on the meeting number, it is a link to Zoom
5. When you click, Zoom opens automatically in your computer, select audio or video.
6. If Zoom doesn't open, click the Zoom icon, copy the meeting number and paste it in the Zoom app.
7. If no computer is available, access by phone. Don't use both.
8. The host may choose to record the meeting.

## Official Meetings

- Observe Robert's Rules.
- Host/moderator establishes a quorum.
- Participant offers a motion/second to approve an electronic meeting.
- Participants vote using the "raise your hand" option.

## Remote Conference Etiquette

- **The host invites 7 days in advance, giving the time, day and agenda.**  
Send a second notice with the conference serial number and link.
- **Host and participants prepare documents beforehand.**  
Lay out materials conveniently so you don't have to shuffle through papers.
- **Join on time.**  
If your signal drops, reenter quietly.
- **The host acknowledges and encourages participants.**  
Stick to the agenda, establish a start and end time. Collect participant names.
- **Host and participants should join from a quiet indoor location.**  
Participants can hear every sound. Don't eat, don't shuffle papers. Avoid music, computer sounds and mute phones and tablets. Avoid side conversations or side activities. Eliminate outdoor sounds; dogs, birds, trains, planes, wind.
- **Introduce yourself when you join.**  
Give first and last name and location.
- **Mute your device unless you are talking.**  
You can also mute your camera, it saves bandwidth.
- **Say your name each time you speak, speak clearly.**  
Participants may not recognize your voice. Project your comments clearly.
- **If on a phone, avoid the "hold" function.**  
It may play a tune.