

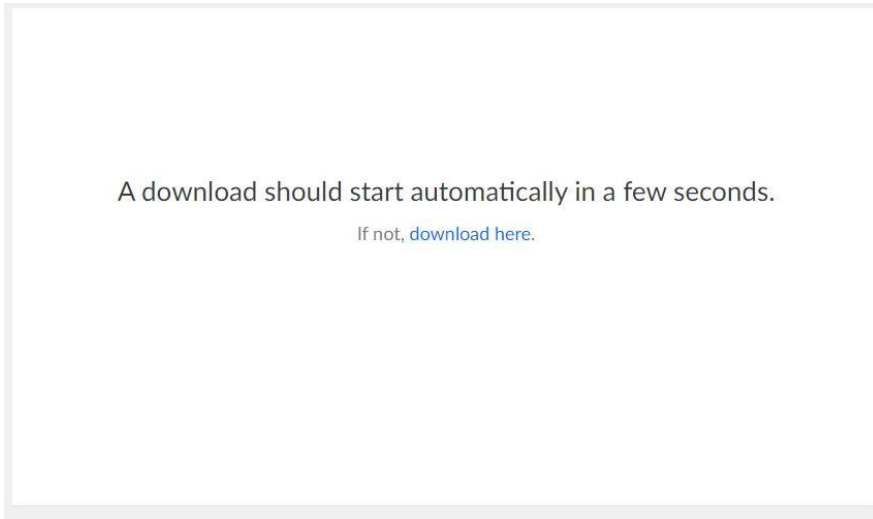
## Instructions for Accessing a Zoom Meeting

### Zoom Disclaimer:

Washington County Library uses Zoom provided privacy tools and does not allow Zoom conversations to be recorded or otherwise saved. Washington County Library discourages sharing of private information while using Zoom and cannot guarantee privacy.

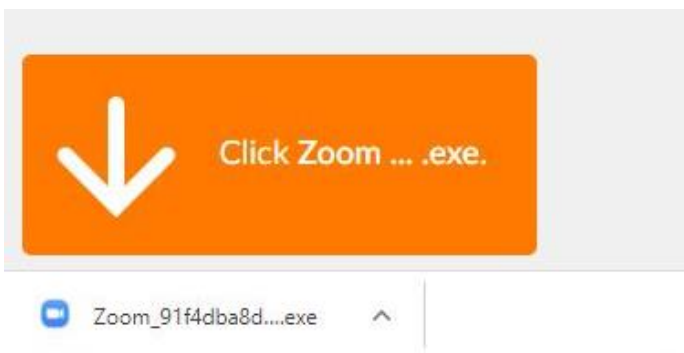
### Step 1:

Click on Zoom link or copy and paste to web browser and you are brought to this page:



### Step 2:

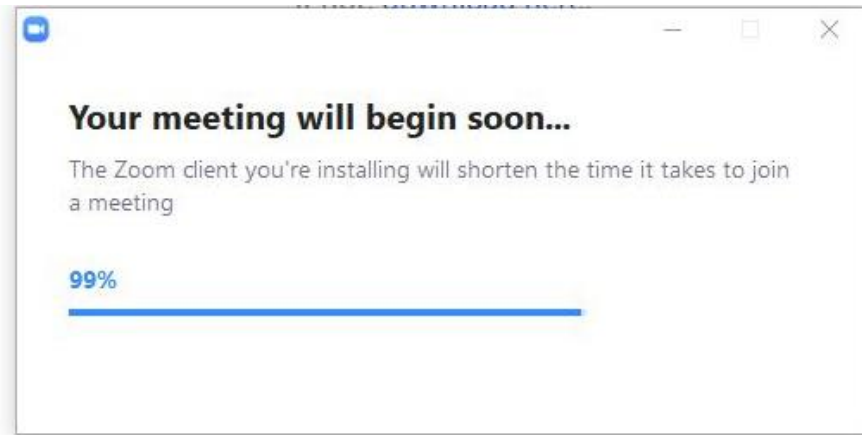
Download the file



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### Step 3:

A new box will appear while downloading

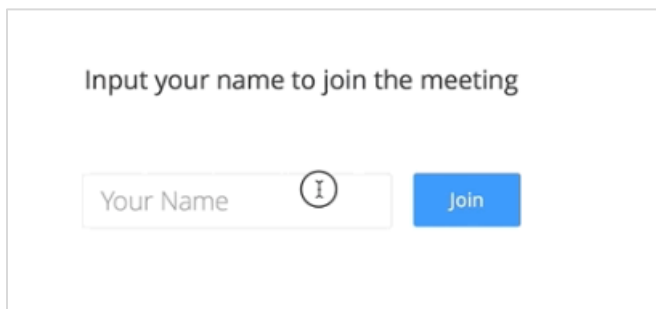


### Step 4:

You will be prompted to sign into Zoom if you have an account, otherwise you may use your email address to create an account.

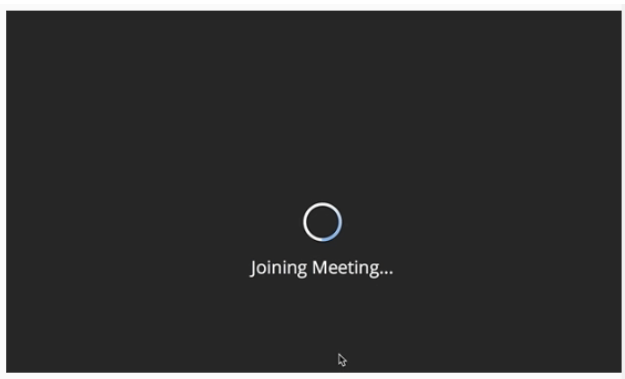
### Step 5:

You will be prompted to enter your name (and the meeting password if it was not in the link). Please use first names only or a nickname.



### Step 6:

Click Join to enter the meeting.



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### Step 7:

Turn on your video by hovering your mouse near the top or bottom of the screen (it varies by device). You will see an icon that looks like a camera. Click on the icon to turn on your camera.

### Step 8:

Your microphone should default to mute when you join. You should leave your microphone on mute when you are not speaking. The microphone icon is next to the video icon noted above and looks like a microphone. If there is a red line through the microphone icon, you're on mute. Simply click on it to toggle back and forth.

### Tips for using Zoom

- **Gallery View** lets you see more people on your screen by making all the pictures the same size. The Gallery View button is usually in the upper right corner.
- To leave the meeting before it's over, click **Leave Meeting** in the lower right corner.
- If you are attending a series of meetings, you can simply clicking the same link in the original email to access subsequent meetings.

### Zoom Etiquette:

- Use respectful language. Think of the meeting as casual conversation in a public area.
- Be aware of surroundings. Avoid side conversations, shuffling papers, tapping pens, etc.
- Don't chew gum or eat. If you need a drink, try to mute yourself.
- Make eye contact by looking at the camera, not at the screen.
- When possible, direct comments or questions to individual people to increase participation and maintain attention.
- Depending on the group size, try to remember to self-identify when you start speaking. It isn't always possible for everyone to see who is talking. Knowing who is speaking will allow people to follow-up with that person.