



Zoom 101

We hope these instructions will help you when you join a zoom meeting.

1

Before you start, make sure you are using a computer or a phone with a camera on it. Also make sure you are in an area with enough lighting (inside or outside) and you are not in a noisy area. Make sure you are wearing an outfit you would wear outside of your house because people will see you on the video. A Special Olympics branded shirt is always welcome.

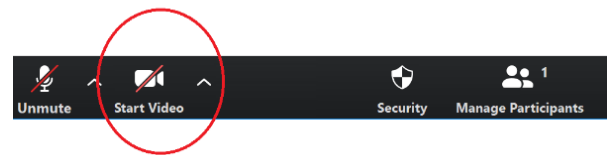
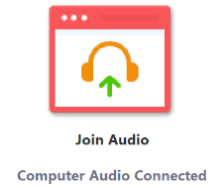
2

Click the zoom link to join the meeting. You can join from your browser or download and run zoom. Once zoom launches, type in your full name so it will appear in the meeting under your video.



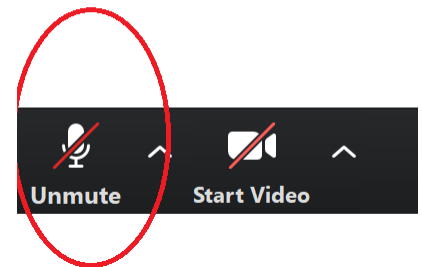
3

When you are in the zoom meeting, make sure your video button is on. You can find the button on the bottom left hand side. If you can't find the button, scroll your mouse over the bottom of the zoom meeting box. When you click start video, the red line will be removed and you will be able to see yourself on the camera.



4

Remember to keep yourself muted if you are not talking. To unmute, click the bottom left side of the zoom meeting box and the red line will disappear.



5

You can use the chat box if there are multiple people in the meeting and you want to say something.



6

To leave the meeting click leave meeting on the bottom right hand side of the zoom meeting box.

