

SETTING UP A ZOOM VIDEO ACCOUNT:

If you do not already have a Zoom Video Account please download and create a free account at your earliest convenience. You can use this link: <https://us04web.zoom.us/signup>

Zoom works best on a laptop or tablet so we recommend that instead of a smartphone if at all possible. When setting up your account you can use your personal e-mail (it ask for a work email). The name on your account needs to be your **first and last name** (It may try to default to your device name). No pseudonyms or the like. The name you input will show when you connect to a meeting.

You will need to give Zoom application **access to Microphone and Camera** of your device (one-time process).

On an Android device tap on Join Audio and then click Call via Device Audio. On the Popup window asking Microphone permission (Allow Zoom to record audio), tap ALLOW. To start your camera, tap the camera icon and this will popup a window for permission (Allow Zoom to take pictures and record video?), tap ALLOW.

On an Apple device, immediately after joining the meeting, a popup will appear (To hear others please join audio), tap Call using Internet Audio. To start your camera, tap the camera icon and this will popup a window for permission ("Zoom" Would Like to Access the Camera), click OK.

I can then contact you and send you an email to test this!

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