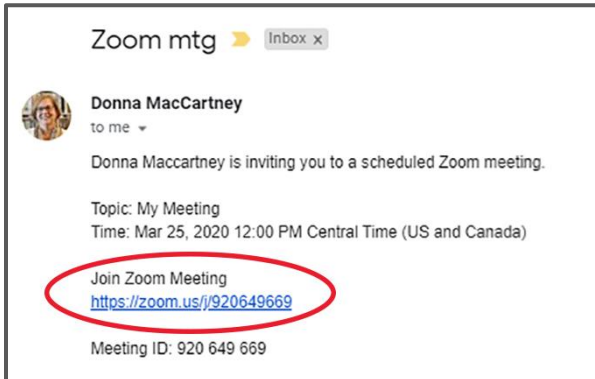


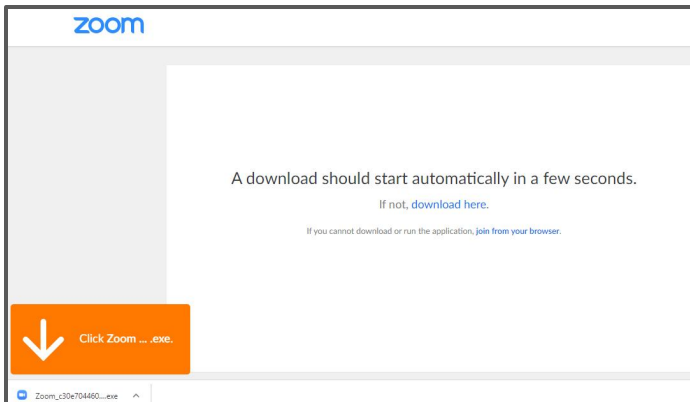


How to Use Zoom • Vernon Area Public Library

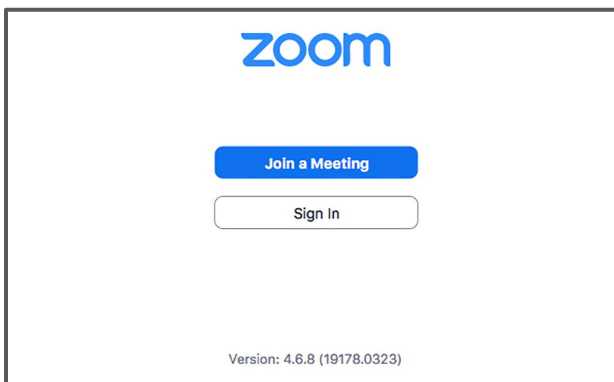
How to Join a Zoom Meeting



Check your email for a Zoom meeting invitation. Click the link under "Join Zoom Meeting".



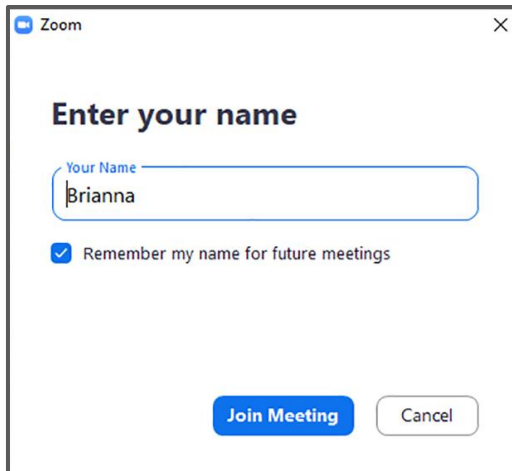
If you have not used Zoom before, you will be prompted to download it when you click on the meeting link. Follow the prompts on your screen.



Once Zoom installs, click on the blue button that says **Join a Meeting**.

Continued on next page >>

How to Join a Zoom Meeting – Continued



Type your first name into the box and click **Join Meeting**.

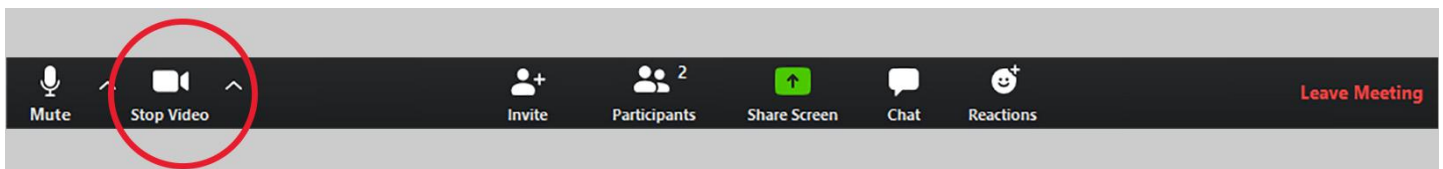
If the instructions above are not working, try this:

- If the download stalls, check your anti-virus software and give Zoom permission to download.
- If you are unable to download the app, try the Start From Your Browser button at the bottom of the screen.

If you still can't get Zoom to work, please contact a librarian.

How to use Zoom with audio only

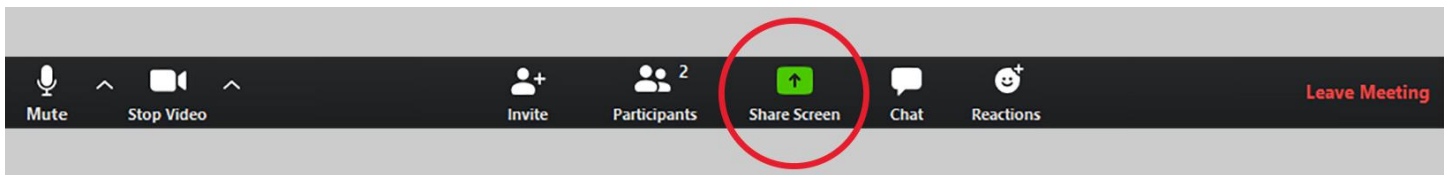
If you'd prefer to chat with audio only, you can still use Zoom. Enter the meeting as above, but click the video camera at the bottom toolbar to toggle the video off.



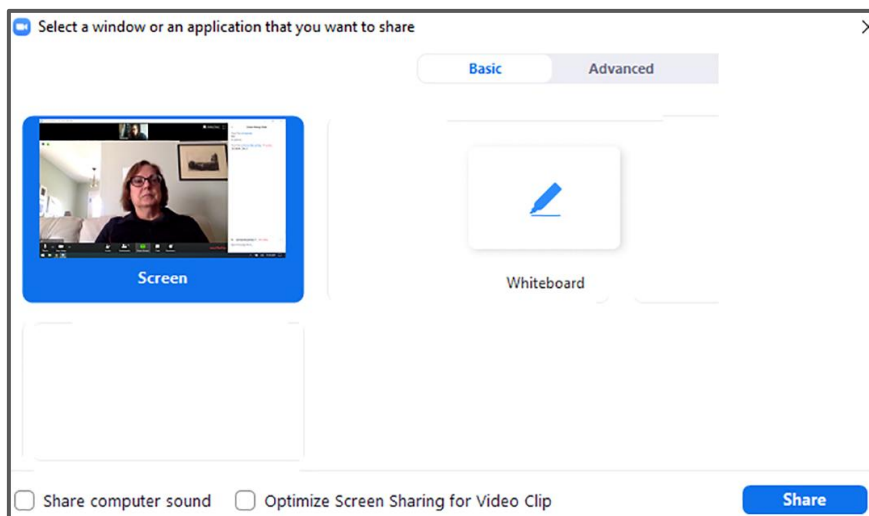
How to share your screen with Zoom

The librarian may ask for permission to see your screen during the session. **Before sharing your screen, make sure to close any program windows or web pages with personal information.**

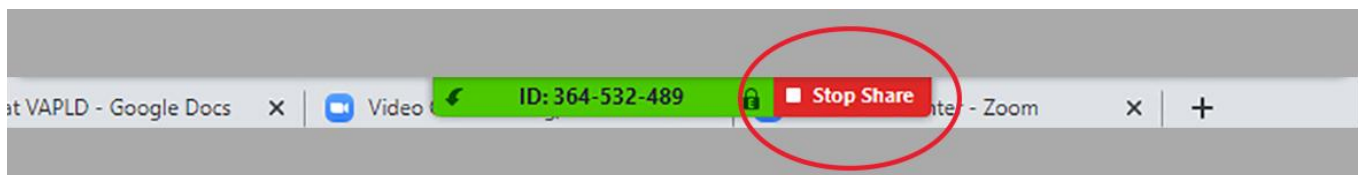
Click on the green **Share Screen** button in the middle of the toolbar.



Choose which screen to share with the librarian. When you select a screen, a blue frame will appear. Then click on the blue **Share** button in the bottom right corner.



To stop sharing your screen, press the red **Stop Share** button at the top of your screen.



How to leave a Zoom meeting

Click the red **Leave Meeting** button in the bottom right corner.

