



# Using Zoom as a Teacher with Virtual Field Trips

## Downloading Zoom

1. Launch an Internet Browser and navigate to <http://zoom.us/download>
2. Click on the “Download” button to install the “Zoom Client for Meetings”
3. Open the Installer and click “Run” to install

## “Pin” the icon to your taskbar

1. Right-click on the icon while the program is running and choose “Pin this program to the taskbar”

## “Join” a meeting

1. Click on “Join” in the Zoom Application Launcher and enter the Meeting ID

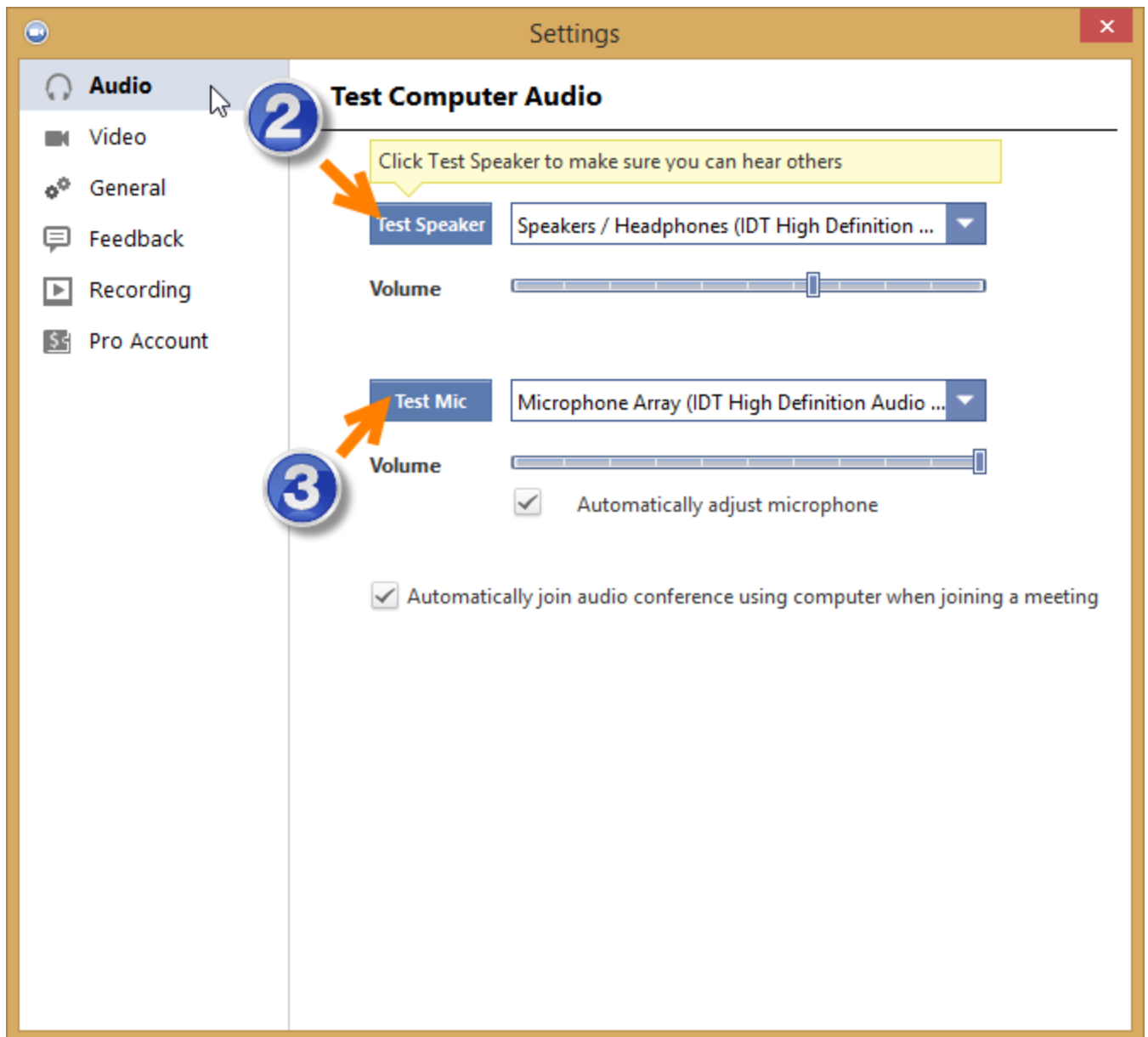
## “Join” the Audio Conference

Choose “Computer Audio”



1. Click “Test Mic & Speaker” to configure the audio settings

## Joining the “Audio Conference” by “Computer Audio,” continued

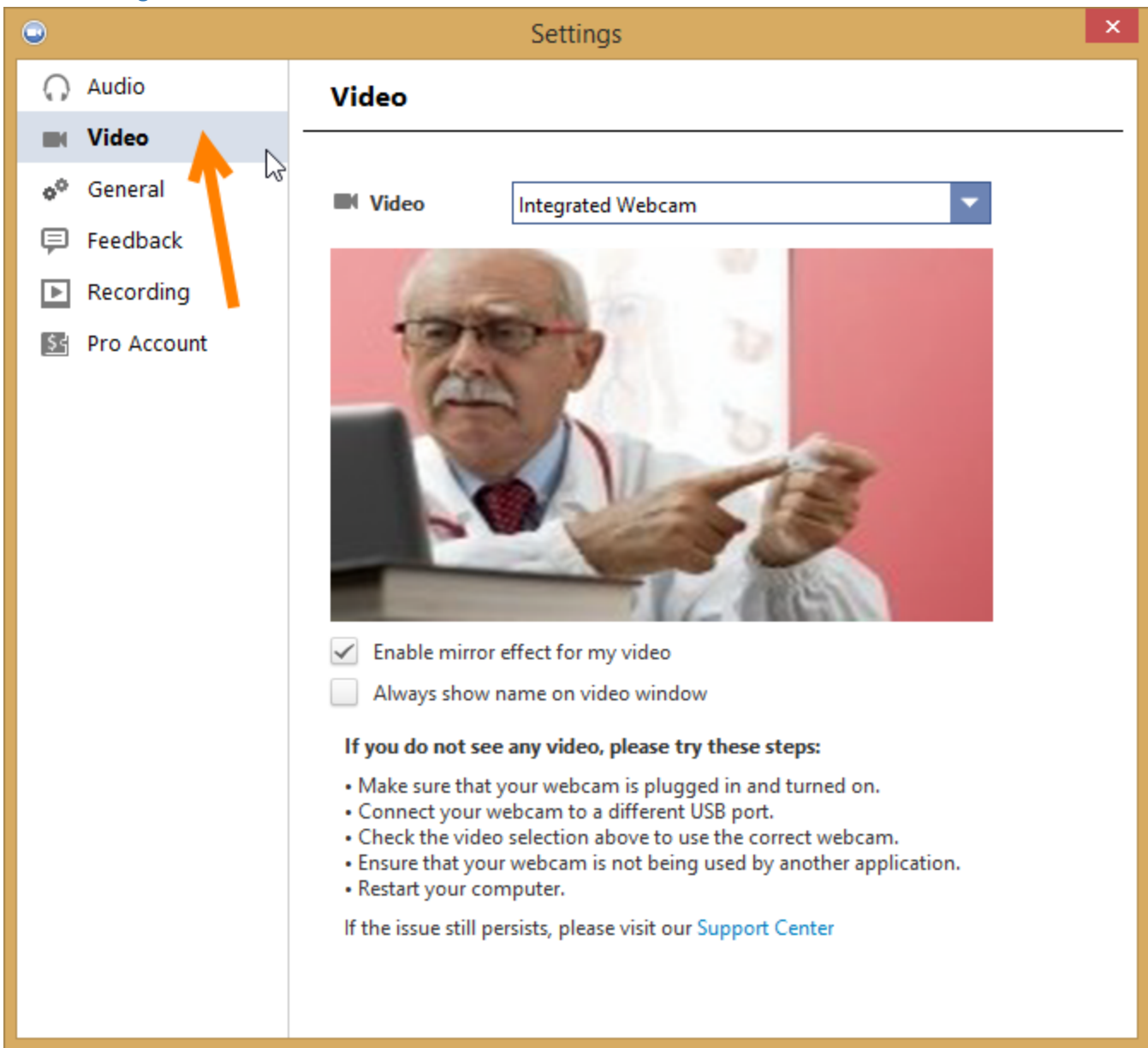


2. Click “Test Speaker” and listen for the tones; choose another speaker option from the drop-down menu if tones cannot be heard
3. Click “Test Mic” and speak in a normal voice to test your microphone; choose another microphone option from the drop-down menu if you do not see that the microphone is picking up your speech in the volume bar
4. Click the “X” to close the dialogue window

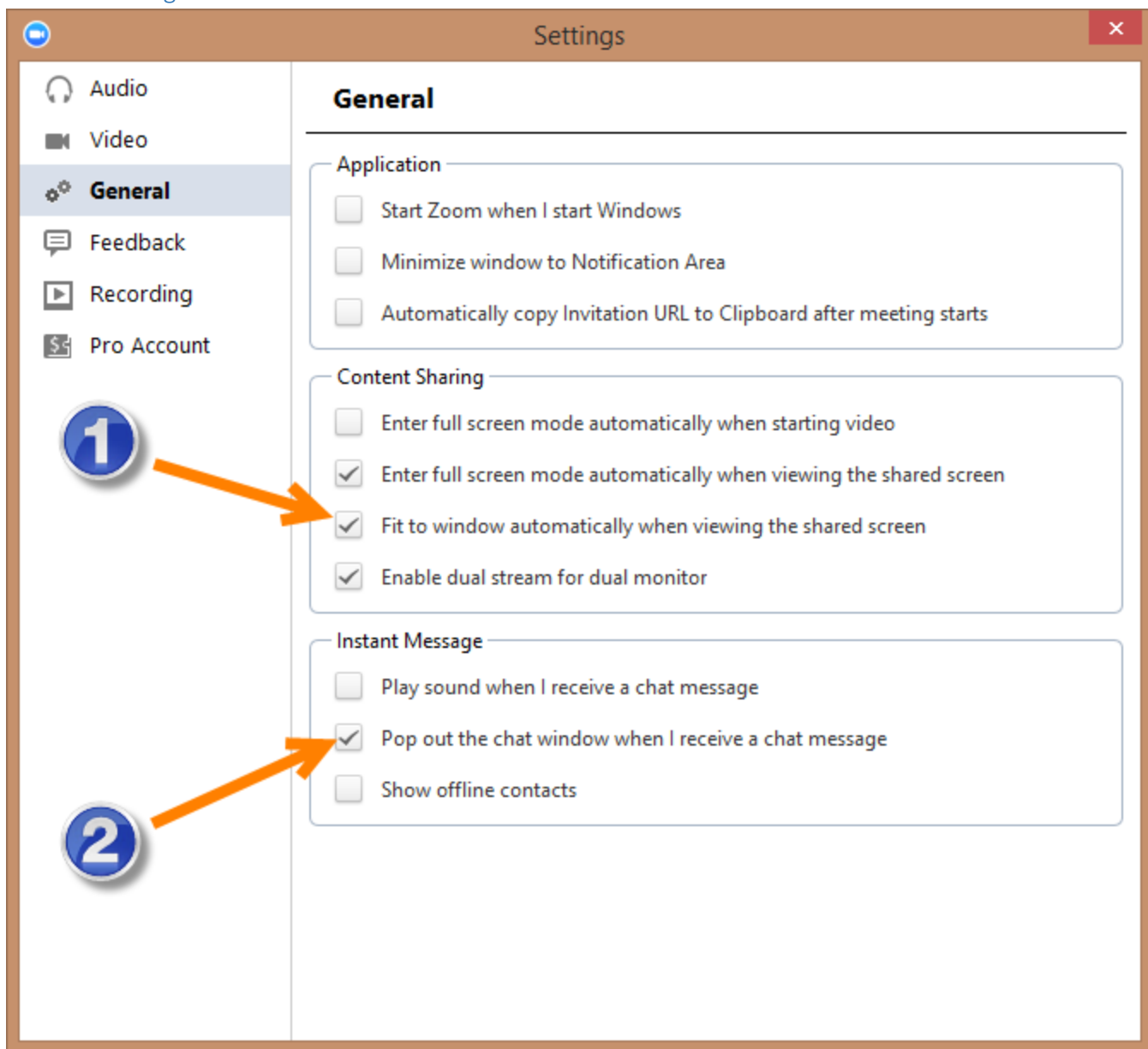
Joining the “Audio Conference” by “Computer Audio,” continued



5. Click “Join Audio Conference via Mic & Speaker”



You should “see” yourself if you have a camera enabled device; choose another camera option from the drop-down menu if you cannot see yourself



1. Check the box to “Fit to window automatically when viewing the shared screen”
2. Check the box to “Pop out the chat window when I receive a chat messaged”

## Navigating the Zoom Window



- A. Mute/Unmute Audio
  - a. Toggle between mute or unmute to minimize background noise
- B. Stop/Start Video
  - a. Toggle between showing or not showing video from your camera
- C. Open Chat Window
  - a. Chat with ALL participants, the Host, or individual participants
- D. End Meeting
  - a. Disconnect from the meeting at the end