

ZOOM instructions for computer:

If you have not used Zoom before, you should download the program and try to practice joining to make sure it will work. **In a couple of cases, divisions have run into firewall issues using Zoom, so it would be best to check on that in advance in case it is necessary to have any restrictions on Zoom removed.**

Instructions for using Zoom the first time:

1. Click on the link to attend the webinar
 2. Download ZOOM by clicking on the "ZOOM Installer"
 3. Look for the pop-up window that says "How do you want to join the audio conference?"
 4. In this pop-up window:
 - Click "Test Computer Mic and Speakers"
 - or Click "Join Audio Conference by Computer" (or "Join Audio by Phone" if you don't have working computer mic/speakers or headphones)
 5. Click on the camera icon at the bottom of the meeting screen to display your video (If you don't see a camera icon, hover your cursor over the bottom of the ZOOM window and it will show up in the toolbar)
- If you want a model of the steps above, here's a [1-minute youtube video showing what it looks like to join a meeting.](#)
 - If you're having trouble with a step, you may click on a troubleshooting guide for [computer audio](#) or [video/camera](#).
 - If you're still having trouble after following the guidance above, email info@aeiionline.org.

Note: You can also use Zoom on a tablet or mobile device if needed.