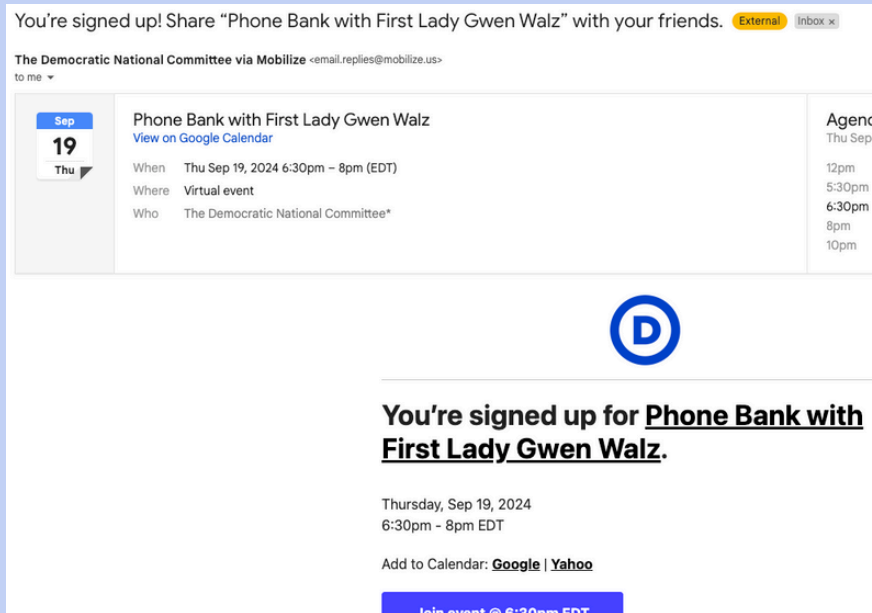# HOW TO USE ZOOM

Hello! This guide is designed to teach you the ins and outs of zoom!

WHERE TO FIND THE ZOOM LINK WHEN YOU SIGN UP FOR A MOBILIZE EVENT

Step 1: When you sign up for an event on Mobilize, they email you a Zoom link. Open the email with the subject line "You're signed up!"

Step 2: Click on the email and scroll down to the subtitle "How to Join this Event." Click the Zoom hyperlink.
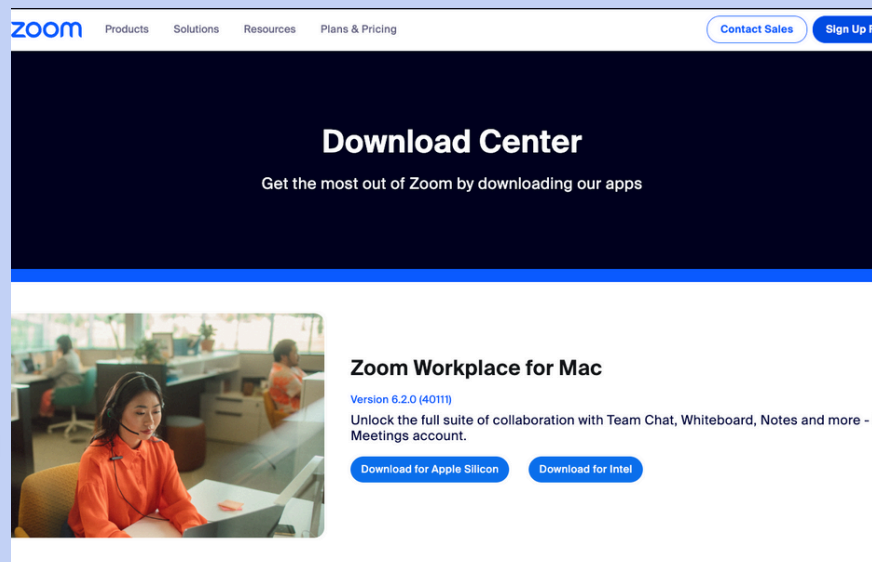
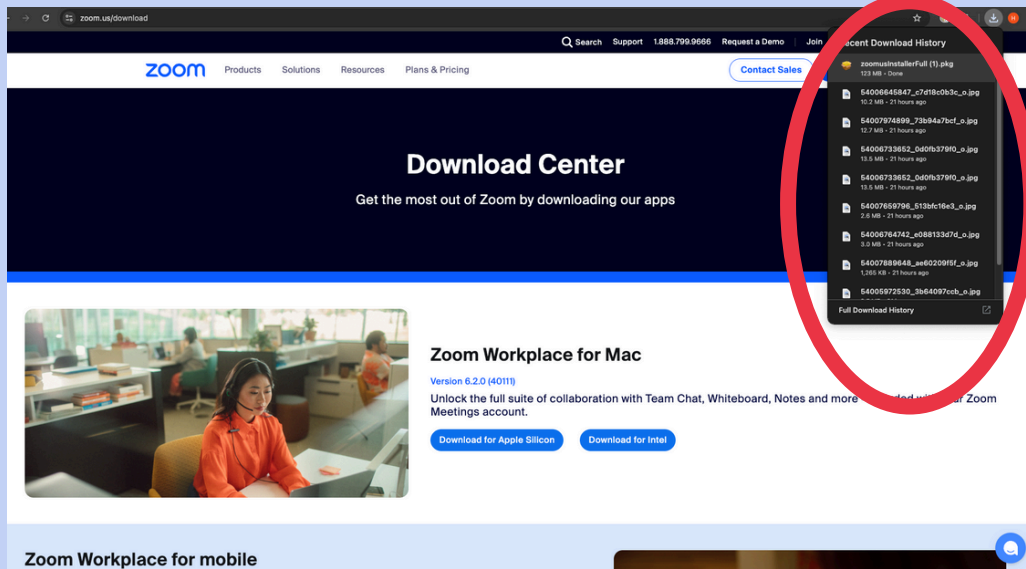**Step 3:** From there, a Zoom pop up window will appear. Click "Open Zoom.Us"
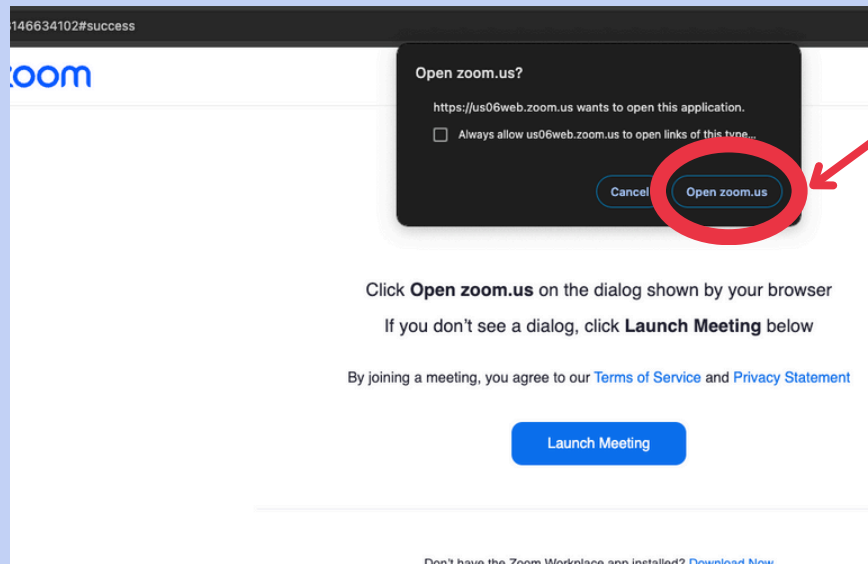
You will need to log in or create a personal Zoom account in order to join the meeting. This is a security measure! But don't worry, it's completely free to sign up.
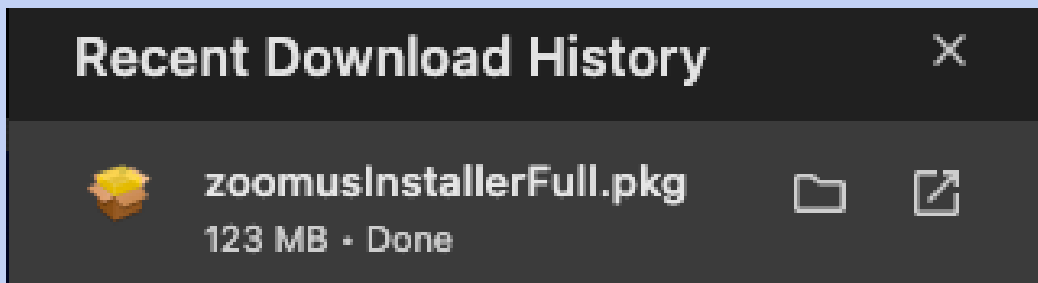
HOW TO DOWNLOAD ZOOM

Step 1: Click here to download Zoom. Download the correct version for your computer or device.
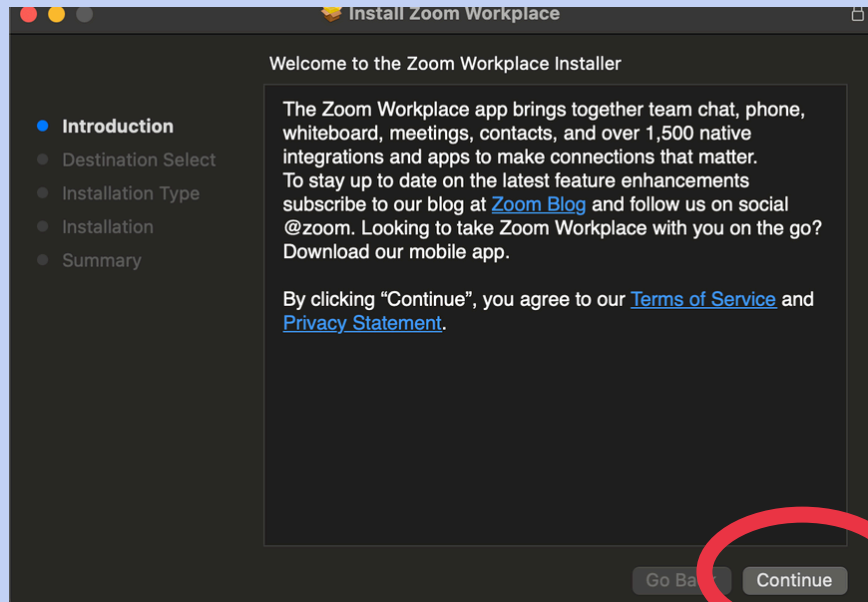
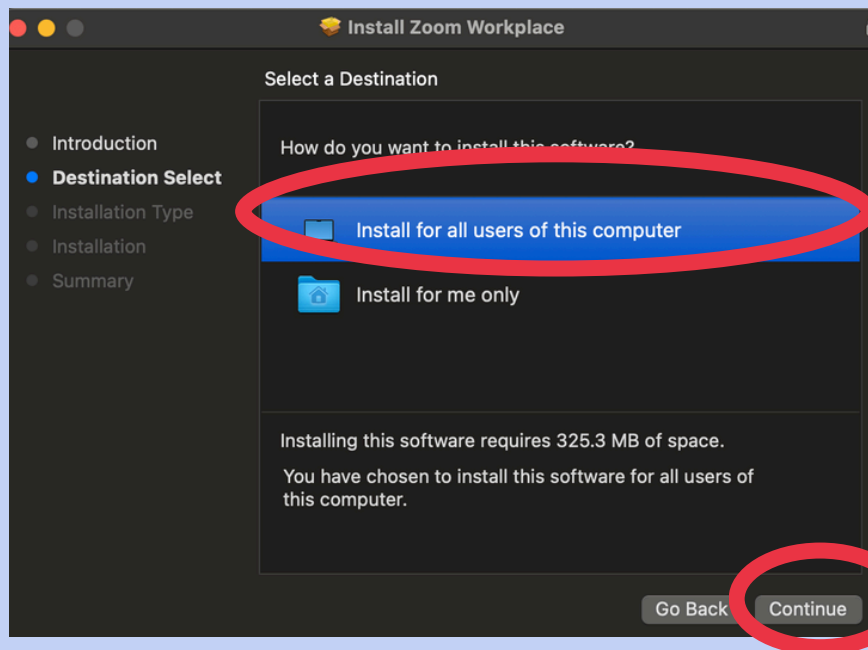**Step 2:** An app will go to the download section of your browser.

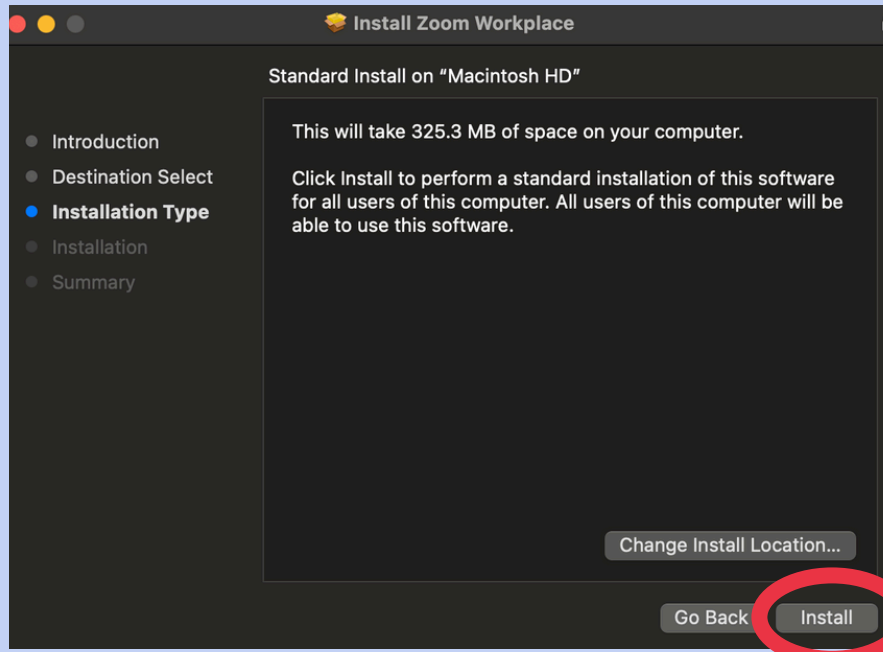
Step 3: Click on the Zoom installer from downloads.

Recent Download History ✕

zoomusInstallerFull.pkg
123 MB · Done

Step 4: Click "Continue" once this text box pops up.

Install Zoom Workplace

Welcome to the Zoom Workplace Installer

- Introduction
- Destination Select
- Installation Type
- Installation
- Summary

The Zoom Workplace app brings together team chat, phone, whiteboard, meetings, contacts, and over 1,500 native integrations and apps to make connections that matter. To stay up to date on the latest feature enhancements subscribe to our blog at Zoom Blog and follow us on social @zoom. Looking to take Zoom Workplace with you on the go? Download our mobile app.

By clicking "Continue", you agree to our Terms of Service and Privacy Statement.

Go Back   Continue

Step 5: Click "Install for all users of this computer" and "Continue."

Install Zoom Workplace

Select a Destination

- Introduction
- Destination Select
- Installation Type
- Installation
- Summary

How do you want to install this software?

Install for all users of this computer

Install for me only

Installing this software requires 325.3 MB of space.

You have chosen to install this software for all users of this computer.

Go Back   Continue

Step 6: Click "Install."

Install Zoom Workplace

Standard Install on "Macintosh HD"

- Introduction
- Destination Select
- **Installation Type**
- Installation
- Summary

This will take 325.3 MB of space on your computer.

Click Install to perform a standard installation of this software for all users of this computer. All users of this computer will be able to use this software.

Change Install Location...

Go Back   Install

Step 7: Click "Install for all users of this computer" and "Continue."

Installer

Installer is trying to install new software.

Enter an administrator's name and password to allow this.

Username

Password

Install Software

Cancel

HOW TO CREATE A ZOOM ACCOUNT

Step 1: Open the Zoom Application. Click on the "Sign Up" button.
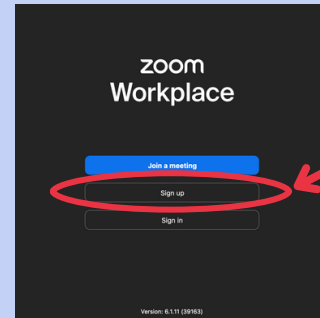
Step 2: Type in the year you were born.
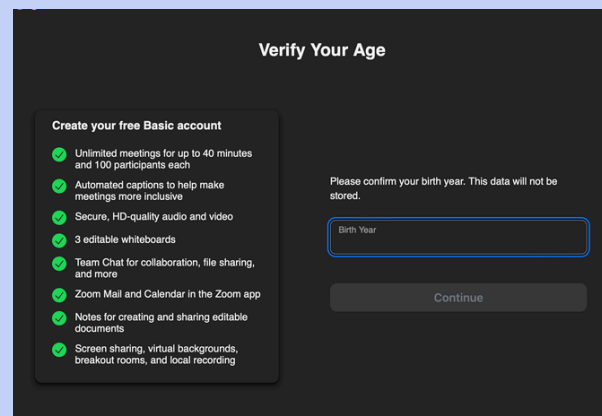
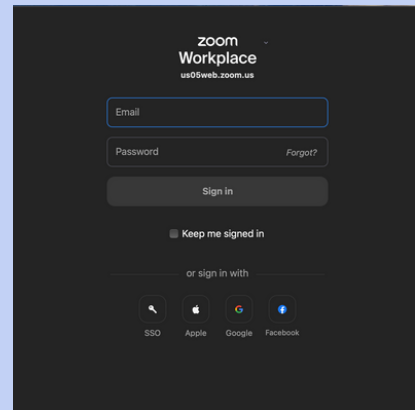**Step 3:** You can create an account with your email address, SSO, Apple, Google. or Facebook.
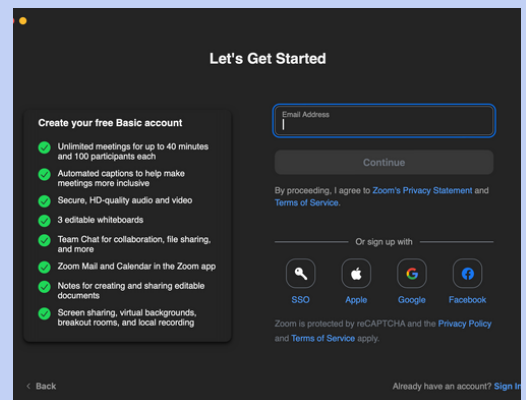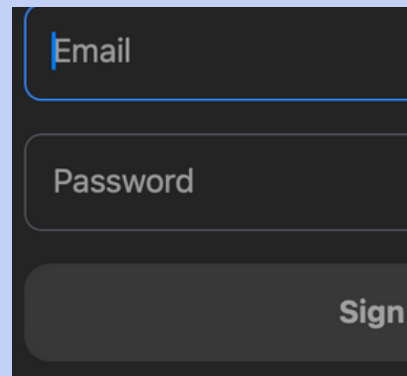
HOW TO LOGIN

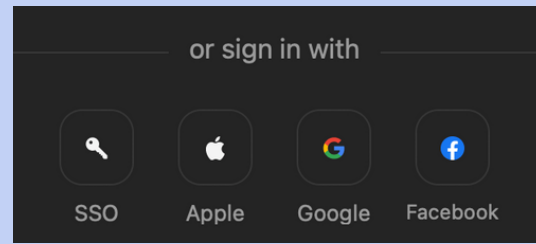|	
Step 1: Open the Zoom Application.	
Step 2: You will be taken to this page once you click Zoom.	
Step 3a: Login with the email and password you have registered with Zoom.	

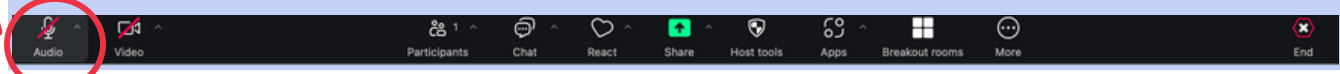**Step 3b:** Login with either an SSO, Apple, Google, or Facebook.

or sign in with

SSO   Apple   Google   Facebook

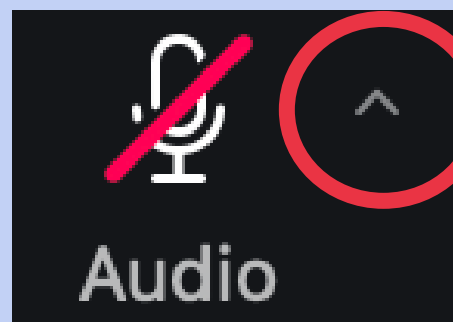**Step 3c:** If you do not have an account registered with Zoom, click Sign Up to create a Zoom account.
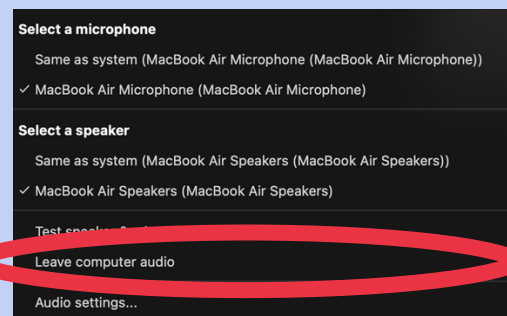
Sign up
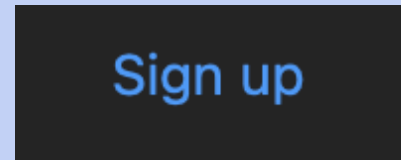
HOW TO DISCONNECT AUDIO

Location On Bottom Panel:

Audio   Video   Participants 1   Chat   React   Share   Host tools   Apps   Breakout rooms   More   End
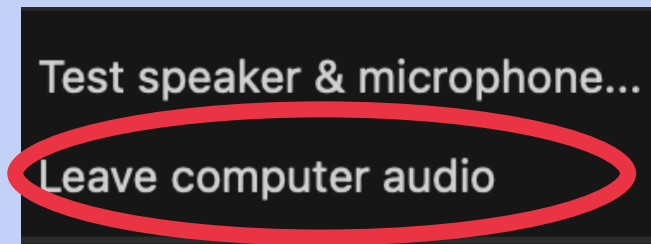
Step 1: Click on the arrow to the right of the microphone in the bottom left corner of the Zoom meeting.

Audio

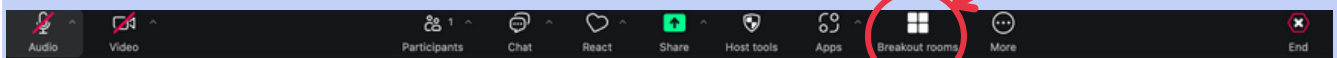**Step 2:** From there, this menu will appear.

Select a microphone
  Same as system (MacBook Air Microphone (MacBook Air Microphone))
  ✓ MacBook Air Microphone (MacBook Air Microphone)
Select a speaker
  Same as system (MacBook Air Speakers (MacBook Air Speakers))
  ✓ MacBook Air Speakers (MacBook Air Speakers)
  Test speaker &...
  Leave computer audio
  Audio settings...

Step 3: Click on "Leave Computer Audio."

Test speaker & microphone...

Leave computer audio

HOW TO JOIN A BREAKOUT ROOM

Location On Bottom Panel:

Audio | Video | Participants | Chat | React | Share | Host tools | Apps | Breakout rooms | More | End

Step 1: Click on the "Breakout rooms" buttom on the bottom of the screen.
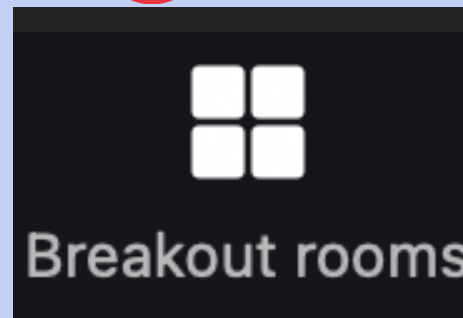
Breakout rooms

Step 2: From there, you will see the breakout room options.

Tech Breakout Room 1   0   Join

8
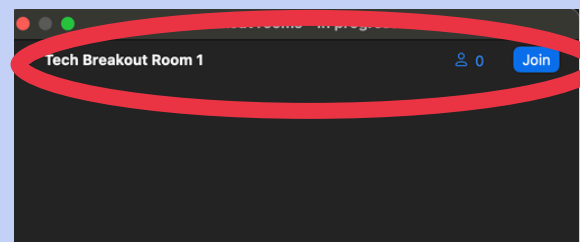
Step 3: Click on the "Join" button.
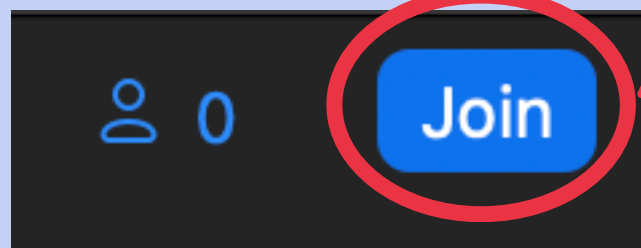
Step 4: Click on the "Yes" button.

Join Tech Breakout Room 1?
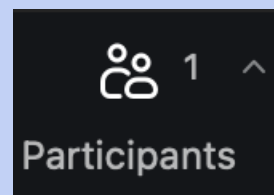
No   Yes
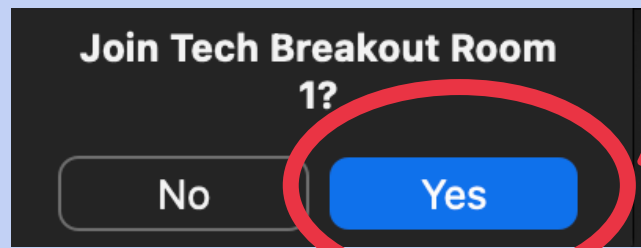
HOW TO CHANGE YOUR NAME IN ZOOM

Location On Bottom Panel:
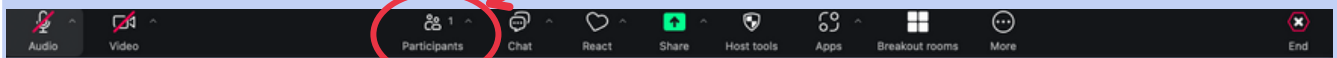
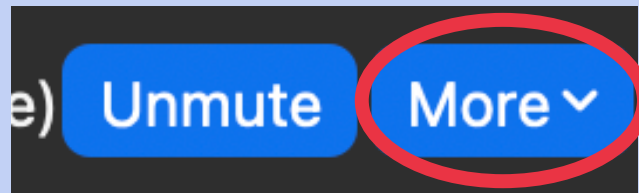**Step 1:** Click on the "Participants" button (not the arrow pointing upward).

Participants

Step 2: From there, locate your name.
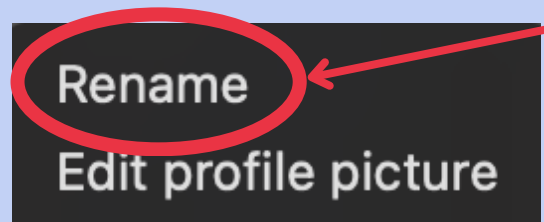

Jane Doe (me)
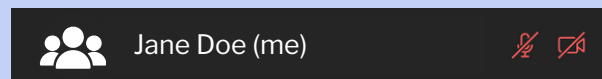
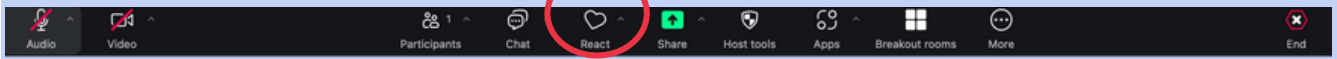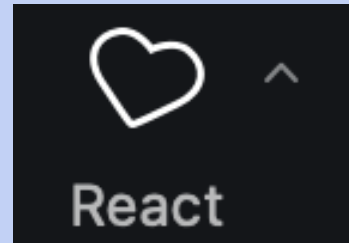|	
Step 3: Once you hover your mouse over your name, you will see the options "Unmute" and "More."	
Step 4: Click on the "More" Button.	
Step 5: Click on the "Rename" button from the menu.	
Step 6: Enter your new name in the text box.	
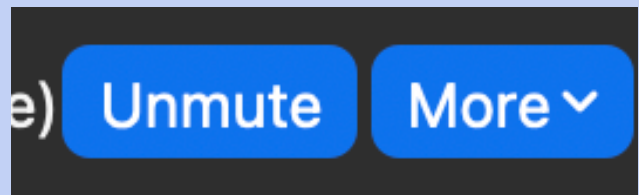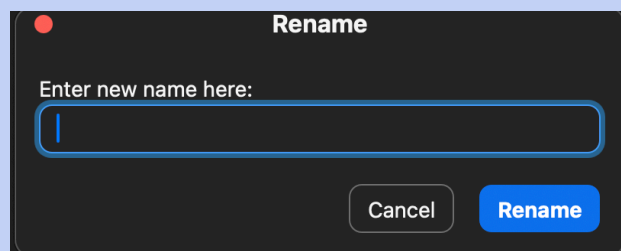
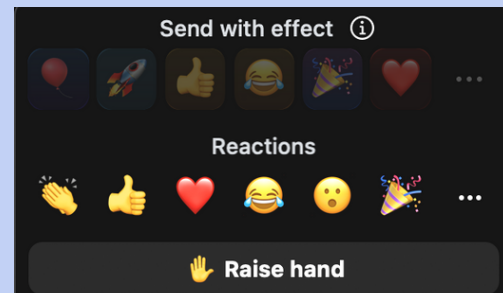# HOW TO SEND A REACTION/RAISE YOUR HAND

Location On Bottom Panel:

Step 1: Click on the "React" bottom at the bottom of your screen.

Step 2: From there, you will be able to raise your hand and send any other reactions.

AGENDA OF THE PHONEBANK SHIFT

Here is an agenda for your phonebank. It's best to make calls together for at least one hour so that everyone can get the hang of it!

1. Arrive to the Zoom.

2. Get the training.

3. Ask questions in the chat.

4. Disconnect from Zoom audio.

5. Get started making calls
- If you have questions, drop them in the chat
- If you run into technical difficulties, drop it in the chat and potentially move to a breakout to troubleshoot
- If you're having trouble with the script, you can ask for help and practice with a volunetter in a breakout room

6. Join the audio to debrief
- 10 minutes before the end of the phonebank