

How to use ZOOM

Easy Read Version



Why?

Why do you need ZOOM?

So you can talk to your Trainer and / or classmates.

What?

What do you need?

A device like a computer, laptop, tablet or mobile phone.

How?

How does it work?

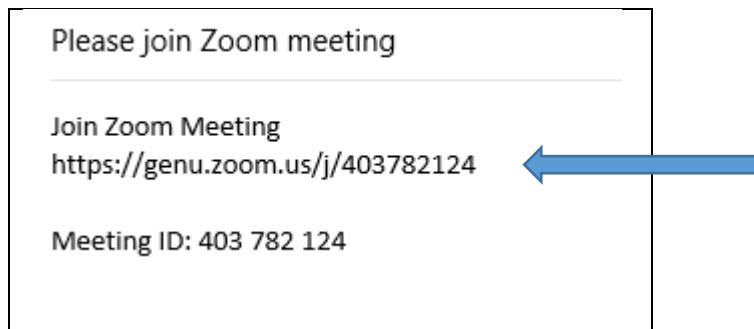
You can have a 40 minute conversation with someone on your device. You can see and hear each other on your device screens.

How to join a ZOOM meeting:

On a computer:

1. Open your email
2. Open your ZOOM invitation
3. Click on the ZOOM link
4. The link will look like this:

<https://genu.zoom.us/j/403782124>



On a Mobile device:

Download the ZOOM app on your phone or tablet

Instructions for an IOS device:

(Apple iPhone or iPad)

1. Go to "Apple Store" on your device
2. Type in ZOOM
3. Click "get"
4. Click "open"

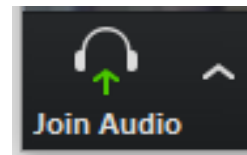
Instructions for an Android device:

(Android smartphone or tablet)

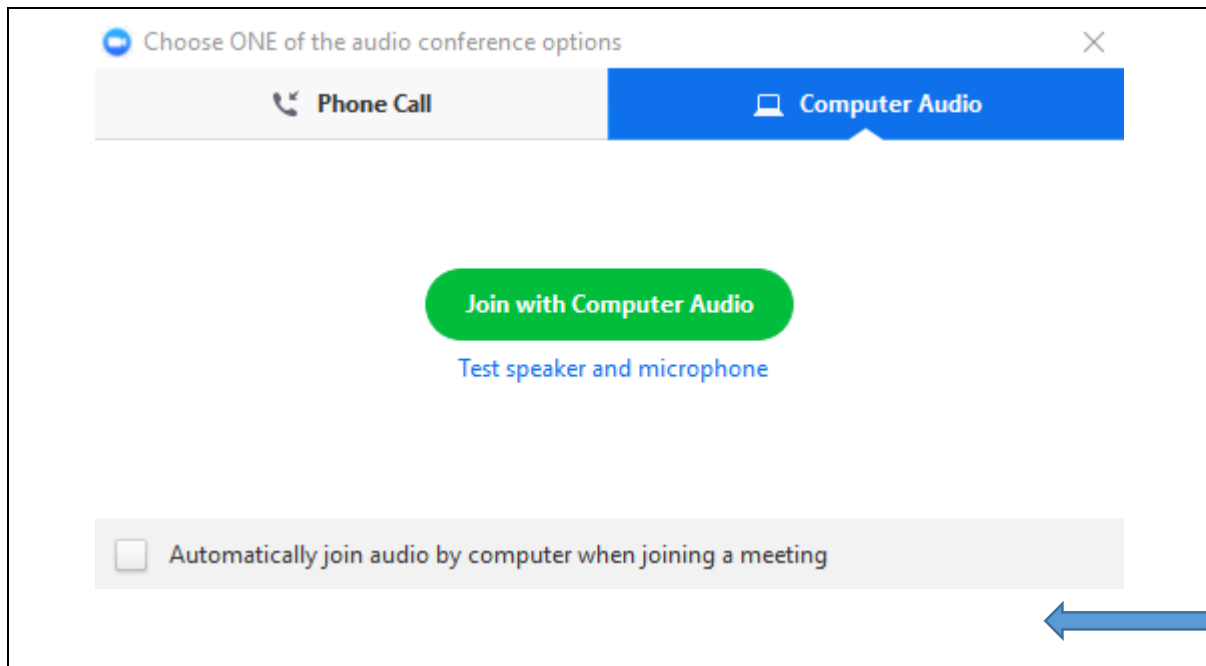
1. Go to "Google Play" on your device
2. Type in ZOOM
3. Click "install"
4. Click "open"

Sound (audio)

1. Click on “Join Audio” to hear sound

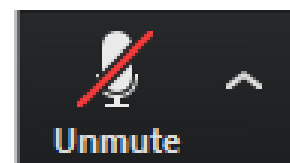


2. Click on “Automatically join audio by computer when joining a meeting”



3. Click on “Join Audio” again to mute the sound

If there is a red line, the sound is off.



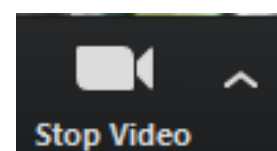
Screen (video)

1. Click on “Start Video to see the screen

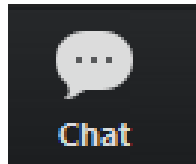
If there is a red line, the screen is off.



2. Click on “Stop Video” to stop seeing the screen



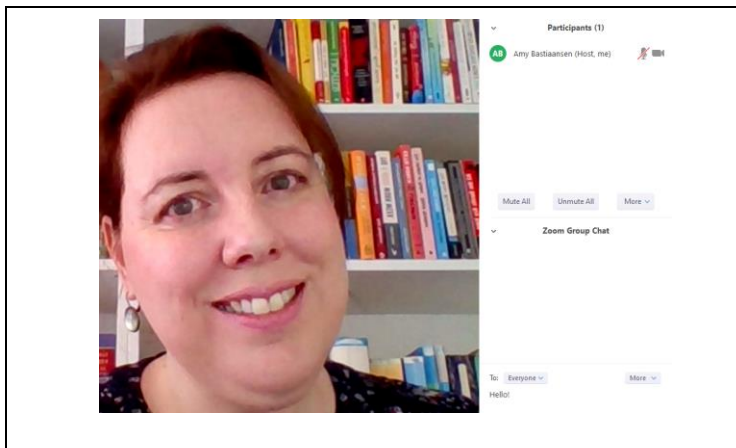
Chat



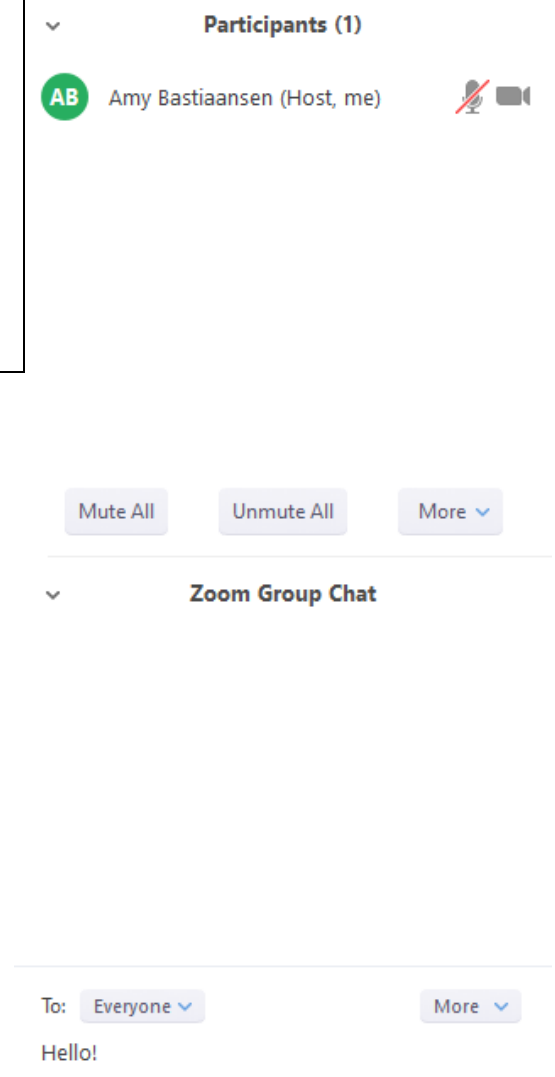
1. Click on "Chat"

2. Type your message in the right bottom corner

Screenshot example:



Enlarged screenshot of Chat box:

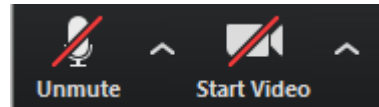


Summary:

You can join ZOOM via a link in your email invite

If there is a red line...

The audio and the video are off.



If there is no red line...

The audio and the video are on.

