

## First Time Zoom Meeting Instructions from Web Link

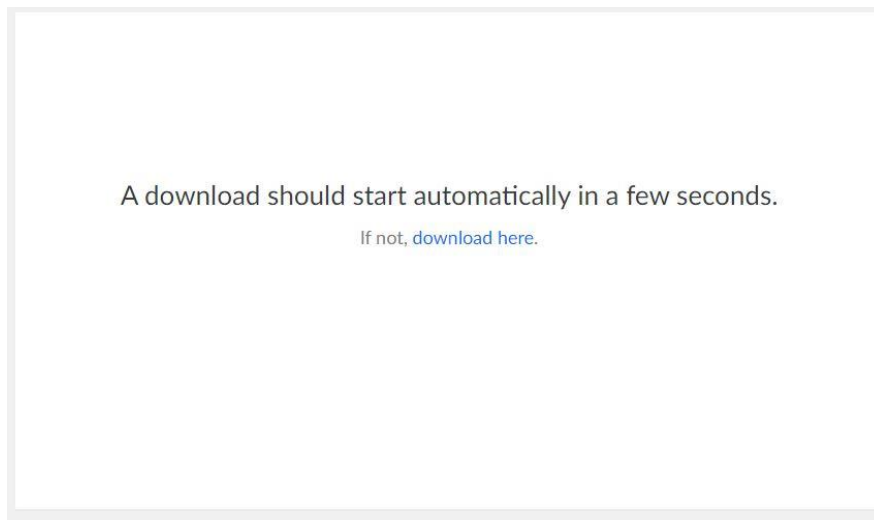
### Disclaimer:

After researching different platforms to host virtual book clubs, Washington County Library has decided to use Zoom. We understand that this is a free service and as such we cannot ensure privacy. We recommend that if you create an account you do not link Zoom to any other service like Facebook or Google. The library will not allow conversations to be recorded.

### HOW TO LOG ON TO A MEETING VIA A WEB LINK:

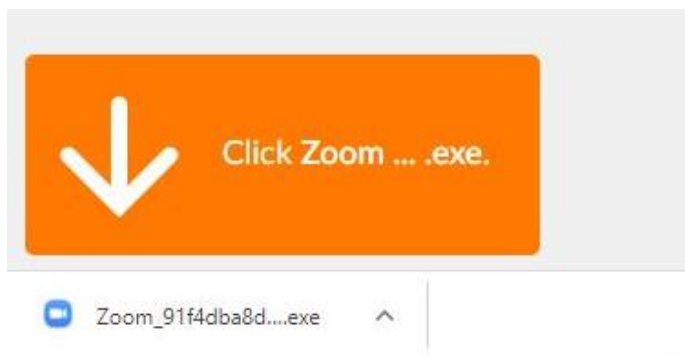
#### Step 1:

Click on link or copy and paste to web browser and you are brought to this page:



#### Step 2:

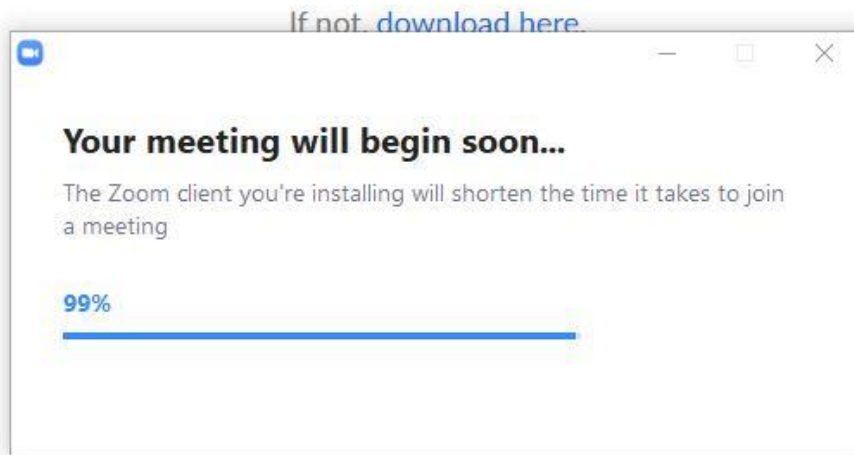
Download the file



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### Step 3:

A new box will pop up while downloading

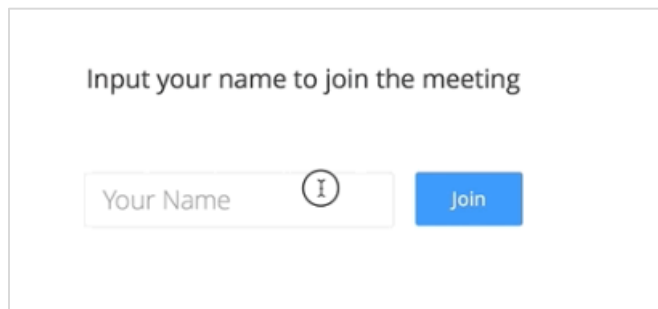


### Step 4:

You will be prompted to sign into Zoom if you have an account. You may use your email address to create an account. We suggest not linking your account to Google or Facebook.

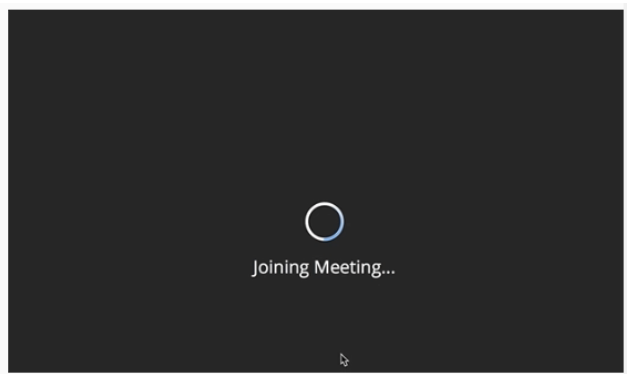
### Step 5:

You will be prompted to enter your name (and the meeting password if it was not in the link). We suggest first names only or a nickname.

A screenshot of a Zoom name input form. It has a title "Input your name to join the meeting". Below the title is a text input field containing the placeholder text "Your Name". To the right of the input field is a small circular icon with an "i" inside. To the right of the input field and icon is a blue button with the text "Join".

### Step 6:

Click Join to be taken to meeting



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### Step 7:

Turn on your video by hovering your mouse near the top or bottom of the screen (it varies by device). You'll see an icon that looks like a camera. Click on that to turn on your camera.

### Step 8:

Your microphone may or may not be muted. Depending on how many people are in your meeting and how much background noise there is, you may need to have it muted when you're not speaking. That icon will be next to the video icon noted above and looks like a microphone. If it has a red line through it, you're muted. Simply click on it to toggle back and forth.

### Other Notes:

Gallery view lets you see more people on your screen by making all the pictures even in size. The button for this is usually in the upper right corner.

To leave the meeting before it's over, click Leave Meeting in the lower right corner.

For subsequent meetings, simply clicking the link in the email should bring you right to the meeting. You will still need to turn on your video.

### Meeting Etiquette:

- Use respectful language, think of this as an open casual conversation taking place in a public area.
- Be aware of your surroundings - Avoid Side Conversations, shuffling papers, tapping pens, TV, etc. The microphones pick up everything. You may need to mute your microphone when you're not speaking.
- Try not to be chewing gum, eating, etc.
- Make eye contact by looking at the camera, not at the screen. We know, that's really hard to do!
- Direct comments or questions to a particular person to gain their attention when possible.
- State your name before you talk. It is not always possible for everyone to see who is talking. Knowing who is speaking will allow people to follow up with that person.