

If you've never used Zoom before, here is a quick tutorial:

- 1) Download the program to your computer and/or smartphone. (It works equally well on either.) www.zoom.us It is free.
- 2) At the bottom of the Zoom screen, there are a few features that are very important:
 - A) A little icon that looks like a microphone (bottom left corner). If it has a red line through it, we cannot hear you. If you click on it, the red line goes away and we can hear you -- and anything else happening around you, like dogs barking, lawn mowers outside, coughing, sneezing, etc. Zoom etiquette is to keep yourself muted unless speaking to avoid obnoxious feedback from too many microphones open at the same time.
 - B) Next to the microphone is an icon that looks like a video camera. If there is a red line through it, we cannot see you. Click to remove the red line and, lo and behold, we can see you. If you need to disappear for a minute or two, click again, and we'll only see a blank box with your name in it.
 - C) A little further over to the right you'll see what looks like the talk clouds in comics. If you click on that you will see that you have the option of sending a message to everyone in the meeting, or click on the blue "everyone" link and a dropdown box appears with all our names. You can send a message to just one or two others. The rest of us will not see it.
- 3) At the top of the screen you'll see a box with four little arrows either pointing out or pointing in. Use that to select "full" screen or not "full screen." It's up to you. You'll also see what looks like a tic-tac-toe board with 3 rows of 3 dots. Click that to change how you see us -- either all of us all at once scattered across the screen or like an old-fashioned film strip with mini-photos of each of us across the top and/or side and/or bottom. It shows differently on different screens. You can move it to where you want it. There will be a little blue arrow on one side or the other. Click that and those hidden will come into view, while others will disappear.
- 4) And, there's one more thing: When it's time to log in to join the meeting, simply click on this link that says: Join Zoom Meeting. You can also just phone in if you prefer, but then we don't get to see you.