



Digital Learning: Basic Zoom Instructions & Best Practices

As our Master Gardener / Extension programming shifts to the virtual realm for the time being, please review the following instructions on how to use the Zoom software.

1. After you have registered for a Zoom program, you will usually be sent a confirmation and a link by email to log into the programming on Zoom. There is usually a separate reminder email sent near the time of the program.
2. If it is your first time using Zoom, you will be prompted to download the software. Enter your first name, last name, email address, and county. Once you have entered the data, hit the Register button and a screen will return informing you your registration has been approved.
Note: If you prefer, you may register for Zoom beforehand by downloading the Zoom app from <https://zoom.us/signup>, and following the instructions. You will then start the following instruction #3 when you are ready to use the link and log into the programming.
3. **Often, clicking on the link you are sent will take you right into the meeting. If this doesn't work, click Join a Meeting and input the Webinar ID or meeting code of the lecture for which you registered and, if requested, a password that will also have been supplied to you, and click Join. Once you've clicked on Join you will be ready to view your chosen webinar.**
4. If neither of these works, return to the original link and click it again. Once the software has been downloaded, it should take you where you need to go.
5. **Remember to pay attention to the date and time of the webinar or meeting you register for, as you will not be allowed to join the meeting until the start time. You can register to use Zoom ahead of time, but not join until the designated time, typically 30 minutes ahead of the start time. Do not click on the link until just before the meeting time—the link will not be active until the designated start time.**
6. If the host has not muted attendees' microphones, please do so before the meeting goes live, as the background noise is very disruptive to the speaker and your fellow listeners. Please keep your microphone muted when you are in the audience for a webinar, unless and until it is time for you to speak.
7. **If you are in the audience for a webinar, please keep your webcam off in order to avoid distractions. Webcams are better used during meetings in which attendees interact. Since you are utilizing teleconferencing software and may have an active webcam, make sure to set yourself up in an appropriate location with good lighting away from items you wouldn't want anyone to see, like a pile of laundry or dirty dishes or an unmade bed or you get the picture.**

Good Luck and Happy Zooming!

Hope you'll join us.