

ACTIVITY #1: Creating an Account

1. Log on to the internet and go to **https://zoom.us**.
2. Click on the orange button that says **“Sign Up”** on the upper right.
3. Follow the prompts to verify your age.
4. Enter your **email address** and click on the “Sign Up” button.
5. Go to your email account, open the email sent from Zoom, and click on the confirmation link.
6. Enter your name and **create a password** for your account.
 - a. My email address is: _____
 - b. My password is: _____
7. Click on “Continue” to finish the registration process.

Note: Take this sheet home and store it in a safe place in case you forget your information.

ACTIVITY #2: Exploring Zoom Features

1. Locate the Mute/Unmute icon. Click on the caret next to the button. Click on **“Test Speaker and Microphone”** and go through the steps.
2. Locate the Video icon. Click on the caret next to the button. Click on **“Video Settings.”** Write down two features you can adjust in the Video Settings.

Feature 1 _____

Feature 2 _____
3. Click on the Chat icon. **Type a message in chat** and send it. Bonus: add an emoji to your chat message.
4. Click on the **Reactions** icon. Practice a) raising and lowering your hand and b) find and click your favorite animal emoji.
5. Click on the **Participants** icon. Roll over your name and click on “More.” Select “Rename” and make a change to the way your name displays.

ACTIVITY #3: Scheduling a Meeting

Please follow along with the Instructor Demo as you complete this activity.

1. Go to your account at **<https://zoom.us>**. Log in if you aren't already logged in.
2. Go to **My Account**.
3. Click on **Schedule a Meeting**.
4. **Complete the meeting form** to schedule a meeting:
 - Topic: "Work Meeting" or "School Meeting" (or whatever else you would like).
 - When: Next Friday at 11:00 am for 30 minutes.
5. Scroll down and click on **Save**.
6. Go to **Meetings** in the right-hand sidebar. Roll over the meeting you just scheduled, and **click on Start** to start the meeting.
7. Once you've opened the meeting, click on the caret **next to the Participants icon**, then click on **Invite**.
8. In the pop-up, click on **"Copy Invitation."**
9. Log in to your email, create a new message, and **paste the invitation** into the body of the email.
10. Send the invitation to the instructor at the email address they give you.

ACTIVITY #4: Practice

Complete the Practice lesson for Basics of Video Conferencing. You can either open a web browser and complete the activity on your own or follow along with the instructor.

To complete the activity on your own:

1. In the address bar of the web browser, enter **digitallearn.org**.
2. Click on **Basics of Video Conferencing**.



3. Click on the Practice lesson.

