

## Class requirements - Tech Savvy Seniors - Introduction to Video Calling

**This course will be delivered using the Zoom video call platform.**

All video call programs have a version designed for computers & laptops and another version designed for mobile devices like smartphones and tablets.

**Because they operate slightly differently, this course will be geared to desktop and laptop computer users.**

Those who only use a smart phone or tablet may also participate but they will have a different user experience with some differences in the layout, how it's used etc.

**Please make sure you have Zoom already installed and ready to go on your computer.** If unsure, go to the Applications Folder (on Mac OS computer) or the Programs Folder (on Windows OS computer) and scroll down to look for "[zoom.us](https://zoom.us)" or "zoom.app". The icon looks like this:



If you already have Zoom but you share that computer with others you might want to set up your personal Zoom account for privacy ( see below) but not essential. It is free.

**If you do not already have Zoom installed, follow the instructions** so you can be ready to join the class. You won't be asked for any important information. All you need is an email address

### **To Download and Install Zoom**

1. Go to <https://zoom.us/download> . It will recognise what kind of computer and offer you the correct version. Choose "Zoom Client".
2. Go to your Downloads folder and click to open the zoom package and follow the prompts to install it.

### **To Set Up your free Zoom account**

1. Click on the link to go to the Zoom web site and choose the plan called Basic - Free <https://zoom.us/pricing> then Click on "Sign Up"
2. Enter your date of birth, enter an email address\* you can access easily. Make sure you type everything correctly because it will send an email for you to click to confirm all is correct. (You can also choose to use your Facebook or Google account sign-in information if that's convenient for you). Go to your email Inbox. Click the "Activate Now" button in your email. That will open a web page on the Zoom web site asking for your name and a password.
3. Choose a password. You can use the same passwords for different sites. Zoom requires a password that includes *at least 8 characters* of both upper and lower case letters and at least one number. **Make a note of the password itself somewhere.**
4. Tick the box to confirm you are a real person and not a "robot" (a hacker program).
5. A similar page will appear which is to invite someone to a Zoom meeting. Just click on "Skip This Step"
6. **You will be asked to do a "test" meeting to check everything is working** - this is recommended. Follow the prompts which will test that your computer's camera, microphone and speaker are all switched ON and working as they should.
7. **You can run test anytime to make sure your camera and microphone are working by going to <http://zoom.us/test>**
8. If you are not asked to do a test meeting and you are prompted to download and run Zoom or to Install the "Zoom Client", please see Download instructions above.