Tech Savvy Seniors
Introduction to Video Calling
Class requirements
A guide for how to install and test the Zoom app to be ready for the class

Before you start:
This course will be delivered using the **Zoom video call** platform.

All "video calling" programs have one version designed for use on computers, (desktops & laptops) and another version of the app designed for smartphones and tablets (mobile devices). It is possible to participate in a zoom meeting or class without downloading the program via the Zoom website on the internet, but it has very limited functionality, like having a phone that can only receive calls but can't make calls.

We recommend you have the Zoom program installed & tested before the class.

> **The two versions have some differences .** The computer version offers full facility, on mobile devices the app has a different layout and lacks some features.

> If you have both, a desktop or laptop computer as well as a mobile device (phone or tablet) **we recommend you use your computer.**

> This course will be geared mainly to computer users with some reference to mobile devices. Those who only have a smart phone or tablet may participate but they will have a different user experience with some differences in how it's used etc.

Before joining the class, please make sure you have Zoom installed, tested and ready to go on your computer. It is free to download and use. You won't be asked for any important information. All you need is an email address

If you aren't sure if you already have Zoom installed, have a look in the Programs Folder (on Windows OS computer) or Applications Folder (on Mac OS computer) and look for "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 it's not essential.

If you do not already have Zoom installed, follow these instructions so you can be ready to join the class. **If you need help call the College**.

To Download and Install Zoom

1. Go to https://zoom.us/download . It will recognise what kind of computer and will offer you the correct version.

2. Choose "Zoom Client", and if prompted, click "Download".

3. Go to your Downloads folder and click to open the zoom package, follow the prompts to install it.

To Set Up your free Zoom account

1. Click on this link (or type) https://zoom.us/pricing

2. Choose the plan called "*Basic - Free*" , then Click on "*Sign Up*"

3. Enter your date of birth, enter an email address* you access immediately.

   (a) Make sure you type everything correctly because the next step is that it will send an email for you to click to confirm all is correct.

   (b) Go to your email Inbox. When the email arrives, click the "Activate Now" button in the email. That will open a web page on the Zoom web site asking for your name and a password.

4. 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 somewhere of the password itself, or a reminder hint** in case you forget it.

5. Tick the box to confirm you are a real person and not a "robot" (a hacker program).

6. A similar page will appear which is to invite someone to a Zoom meeting. Just click on "*Skip This Step"*

7. **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.

8. **You can run test anytime to make sure your camera and microphone are working by going to http://zoom.us/test**

9. If you are *not* asked to do a test meeting and instead are prompted to download and run Zoom, or to "Install the "Zoom Client", please refer to Download instructions above.