



autism
NOVA SCOTIA

How to use Zoom!

Zoom



Online



Phone



Basics

Free accounts have 40min time limits – BUT, you can use the same link to restart the meeting.

In Zoom, you can chat via video call or the chat box

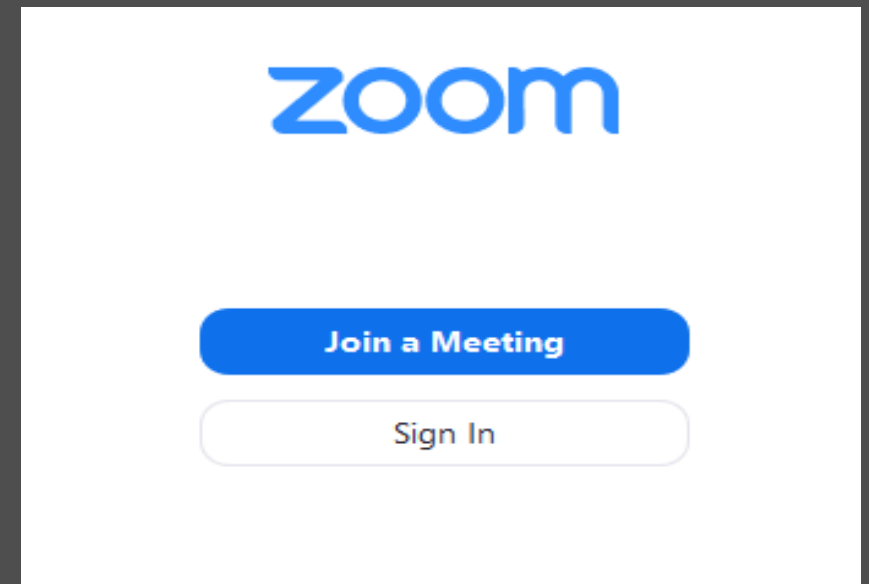
If you do not wish to use or not have a webcam, you can still access the chat through audio and chat box.



Sign in and Join

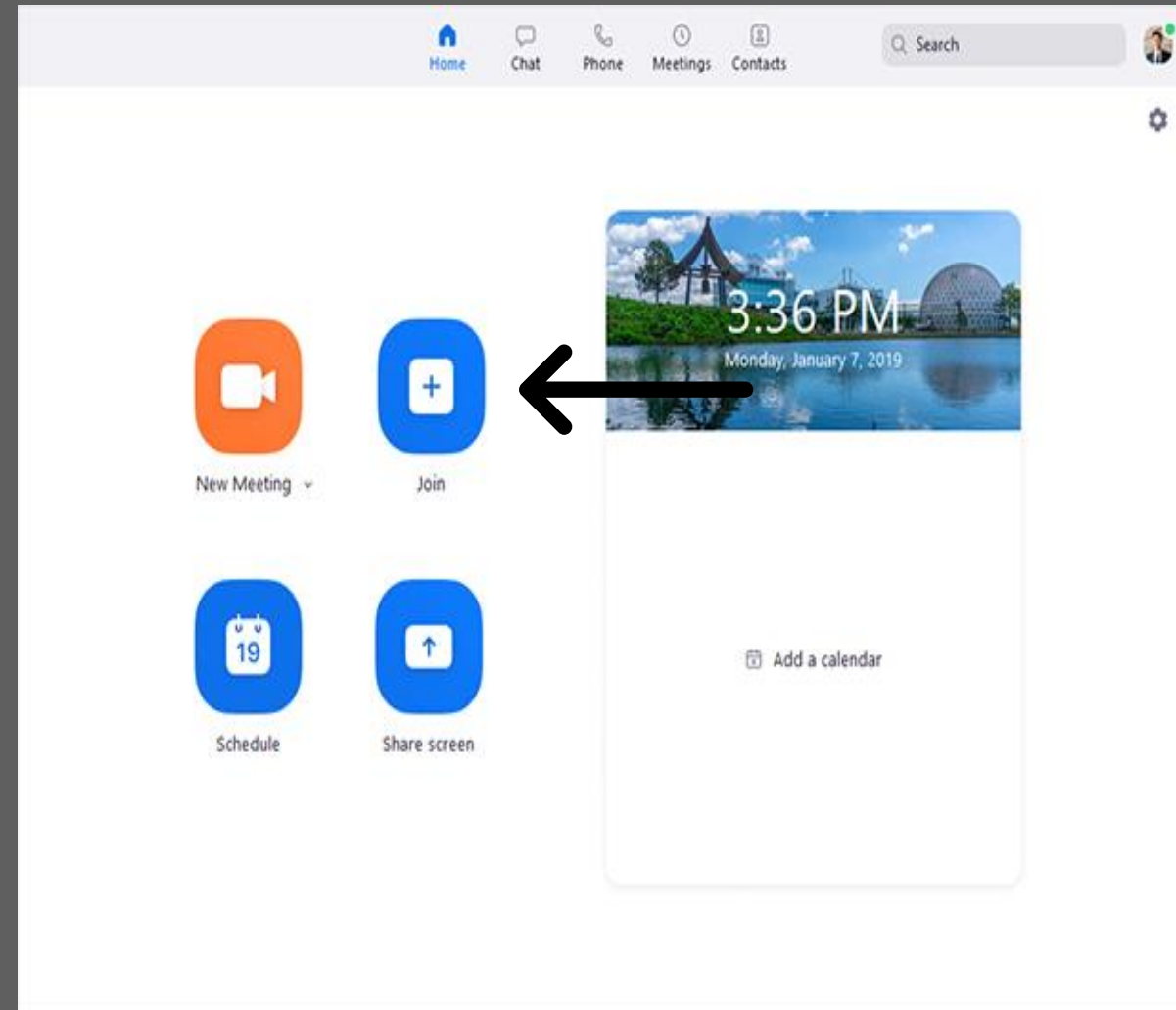
- To sign up for a free account: <https://zoom.us/signup>
- After launching Zoom, click Join a Meeting to join a meeting without signing in
OR click the link that you have been provided that will take you directly to the session. You will also be provided with a 'Meeting ID' number
- To sign in, use your Zoom, Google, or Facebook account. If you cannot remember your password, click Forgot

Video Tutorial:

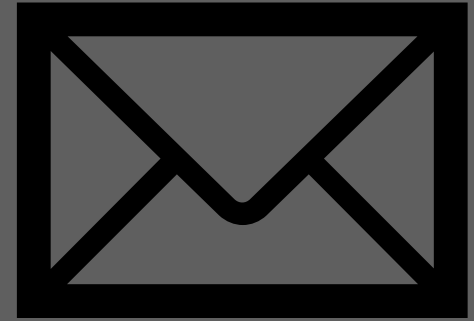
A screenshot of the Zoom Sign In page. The page has a white background with a dark grey header. On the left, under the heading "Sign In", there are input fields for "Email" and "Password". A "Forgot?" link is next to the password field. Below these is a checkbox for "Keep me signed in" and a "Sign In" button. On the right, under the heading "Sign Up Free", there are three social login buttons: "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". A vertical line separates the two sections, with the word "or" in the middle. At the bottom left, there is a "< Back" link.

Home

- After signing in, you will see the **Home** tab, where you can click these options:
- **New Meeting:** Start a meeting. Click the downwards arrow to enable video or use your personal meeting ID for instant meetings.
- **Join:** Join a Meeting that is in progress. This is the function you will be using for Virtual Club!
- **Schedule:** Set up a future meeting.
- You can click the link you have been provided to join right into the session for the evening. You will also be sent



Accessing session through email



- Click on the URL link that Caitlyn or Thomas has sent you for the session
- You will need to input the 'Meeting ID' when the Zoom app opens to access the correct session

Virtual Club!

Hello Virtual Club,

Thank you for joining Virtual Club! Autism Nova Scotia is eager to keep our programs running even if we are not able to meet in person at this time. Our first session of Virtual Club will be this evening and we are so excited to see you all there.

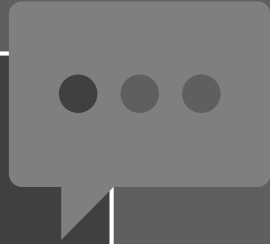
Link: <https://zoom.us/j/908437674>

Meeting ID : 908 437 674

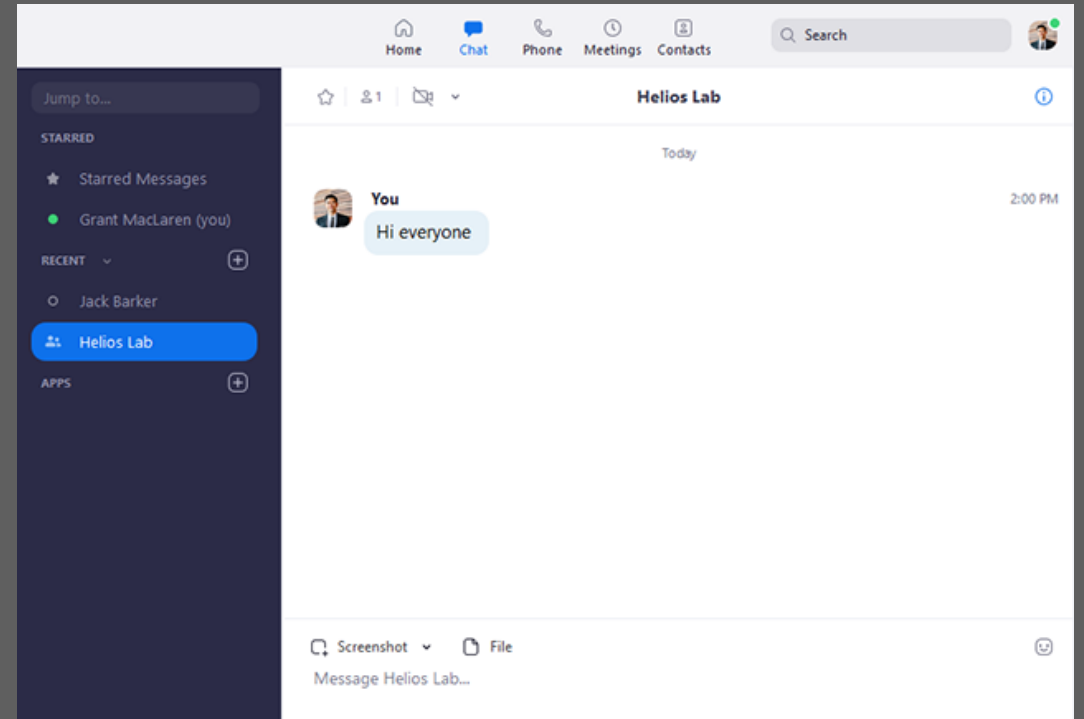
Looking forward to chatting with you all later, thank you!



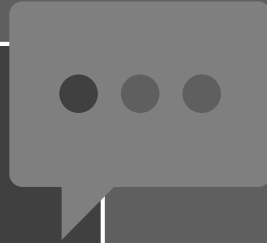
Chat



- Select the **Chat** tab to view private conversations with your contacts or group conversations.
- You can access these features in the left-side panel



Chat



- After selecting a contact or channel in the left-side panel, you can use these features in the chat window:



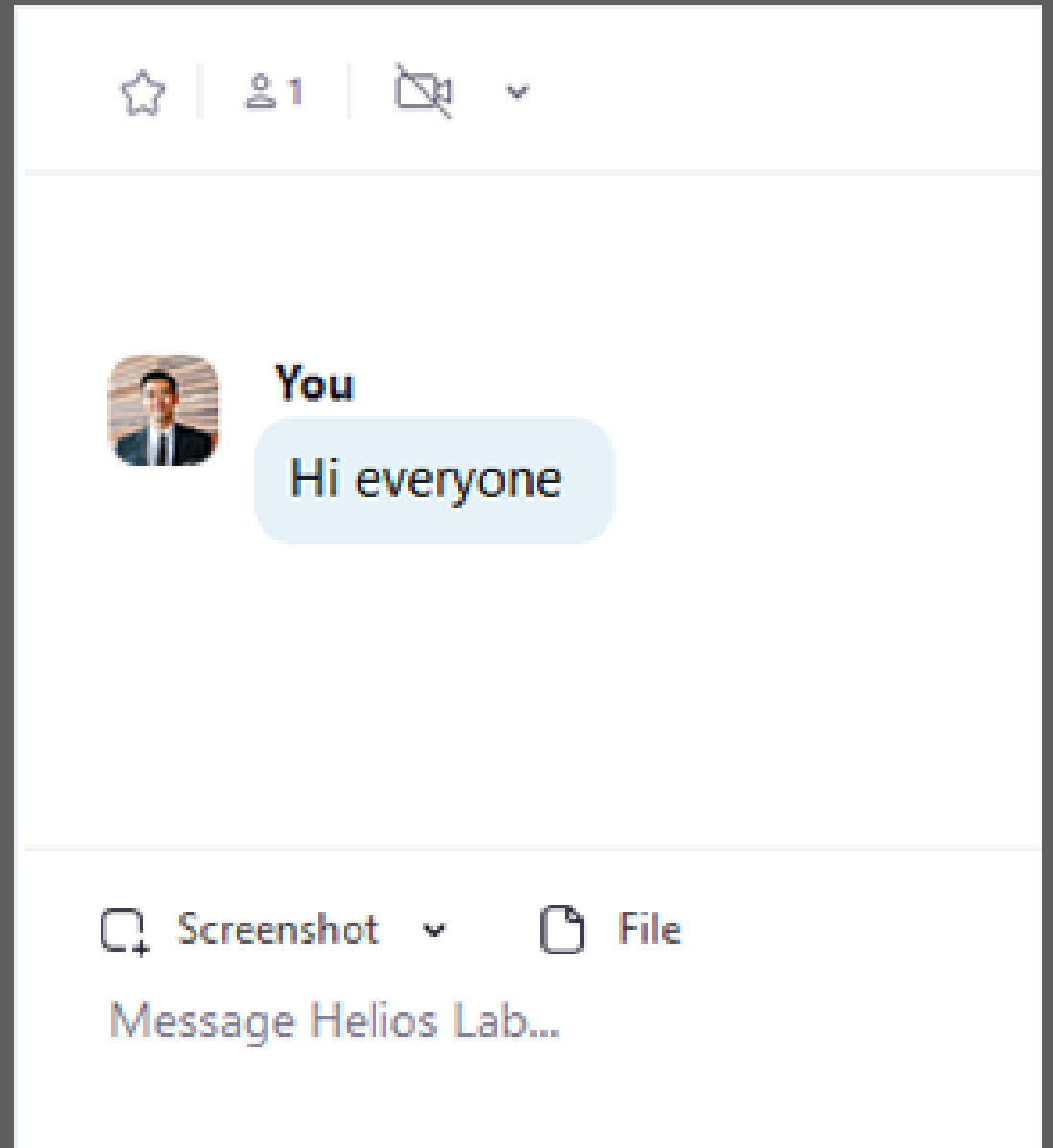
- Video icon: Start a meeting with the contact. If a channel is selected, this will start a meeting with all members of the channel.



- New window icon: (hover your pointer over the contact or channel name to display this icon) : Opens the selected chat in a new window.



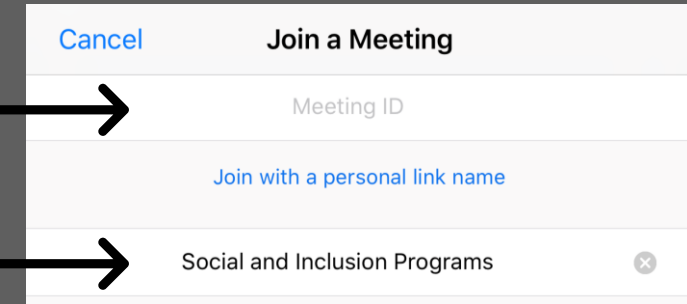
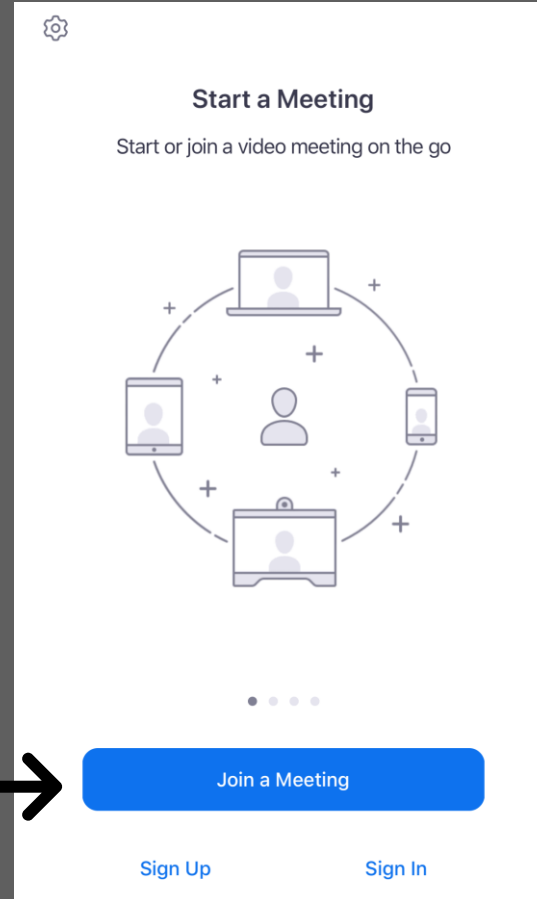
- Star icon: Add the contact or channel to your starred list, giving you quick access to those contacts or channels.



Phone



- Download the “Zoom” app in the app store on apple or android products
- Click ‘Join a Meeting’. Caitlyn or Thomas have already set up the virtual session for the evening
- After clicking ‘Join a Meeting’ enter the ‘Meeting ID’ in the top bar and enter your name in the section below



To Test Zoom

- Please watch the tutorial videos – they are very short and informative.
- To test Zoom out, I would recommend “Start Meeting” just with yourself. This will allow you to see what a real meeting will look like, with all of the in-meeting controls.
 - Play around with your video camera and microphone to ensure it all works properly.

If anyone would like any help with Zoom, please contact, Caitlyn Temple at ctemple@autismns.ca

