



Zoom video conferencing

Zoom is a webinar platform that lets you connect with other users who also have access to Zoom inside and outside of the school district.

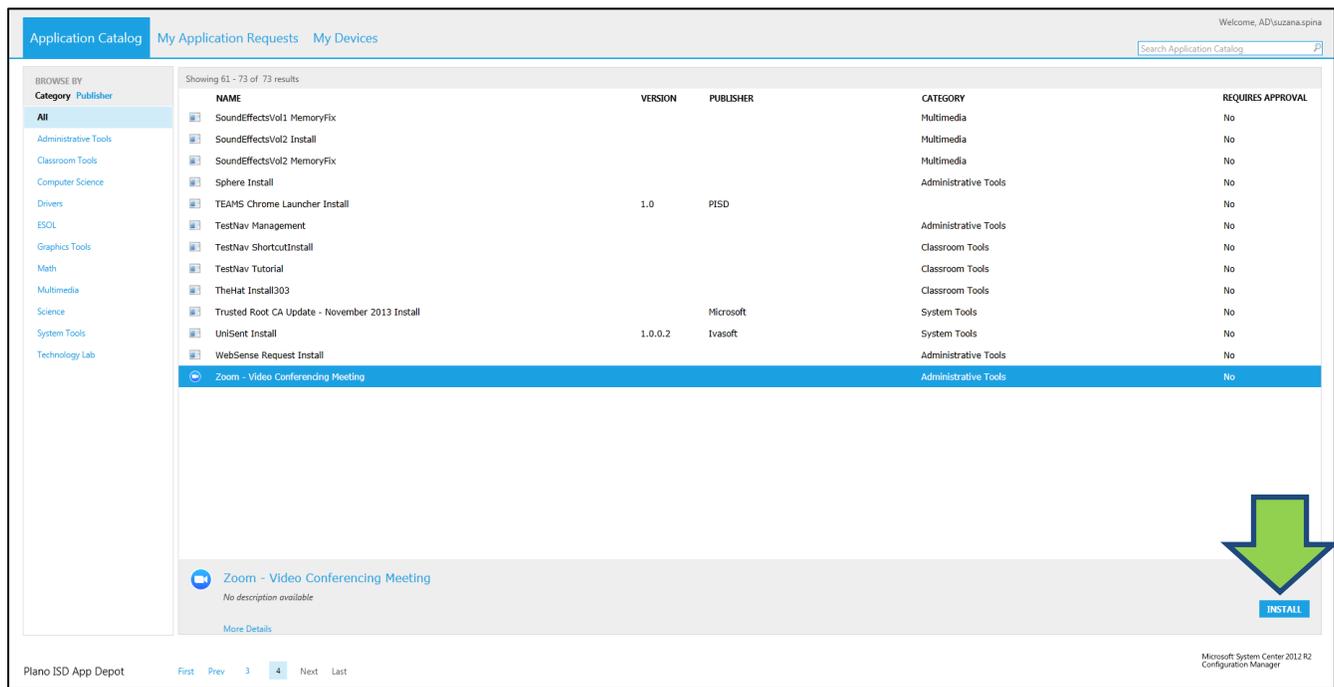
- To use Zoom, you must first request access from your curriculum coordinator who will work with the Instructional Technology Dept. to give you access. When you are notified that you have access, you will need to install it from the App Depot. (See instructions below)
- User limit: 50 users
- Time limit: 40 minutes
- You can chat, share your screen, and record a Zoom webinar. Note that some of these features can only be accessed/activated by the Zoom moderator, the person who creates the meeting.

Getting Started with Zoom

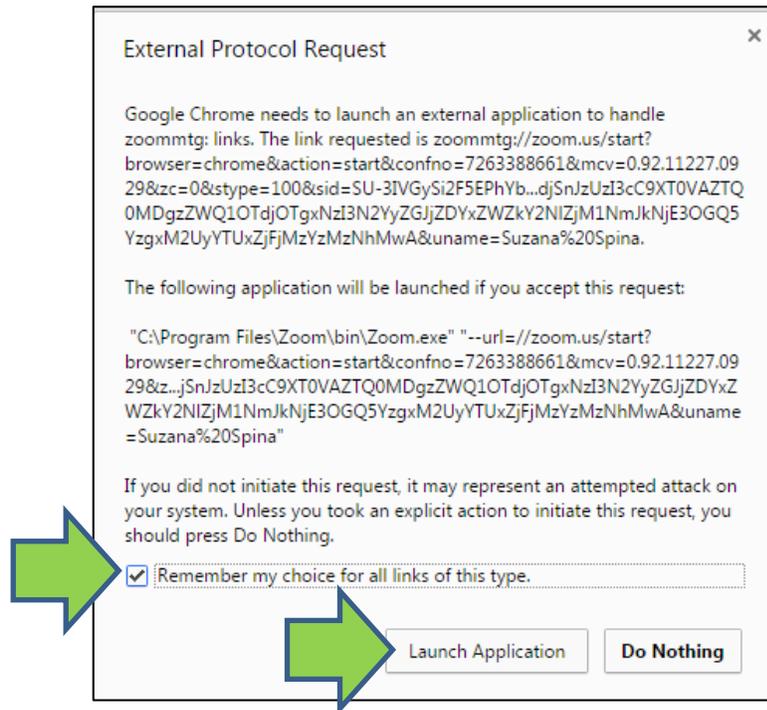
1. To download Zoom, open your PISD App Depot. Click on the blue “Find additional applications . . .” under the search box.



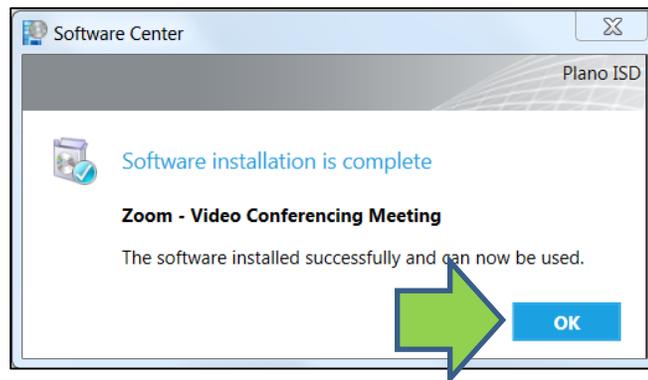
2. In the Application Catalog, search for Zoom and click on INSTALL.



3. YOU MAY OR MAY NOT SEE THIS POP-UP DEPENDING ON YOUR SETTINGS. During the installation, if you see this window, check "Remember my choice . . ." then click on Launch Application.



4. Once installation is complete, click OK. A shortcut will automatically be added to your desktop.



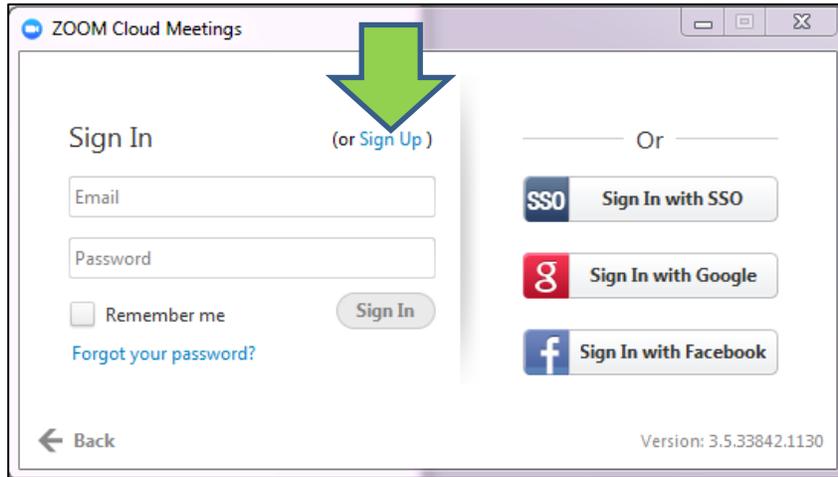
Signing Up for a Zoom Account (*first time ONLY*)



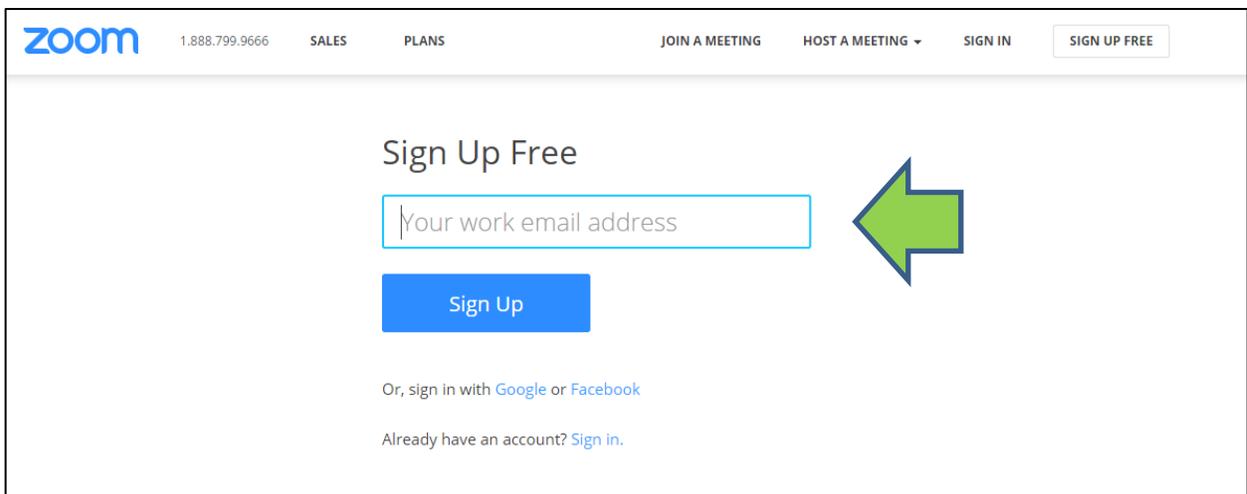
1. Click on the Zoom shortcut on your desktop and click Sign In.



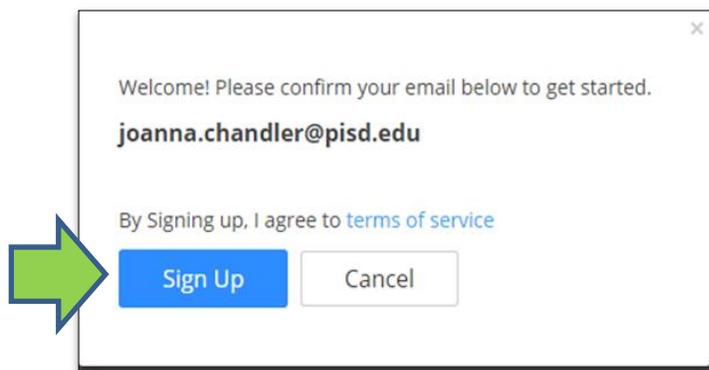
- The first time *only* you will have to create an account, or “sign up”. After your initial creation of an account, you will just sign in.



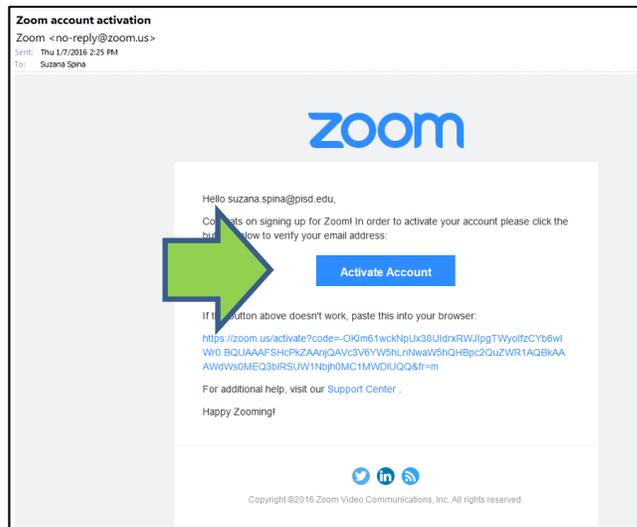
- Sign up for an account and verify your email address, as seen below.



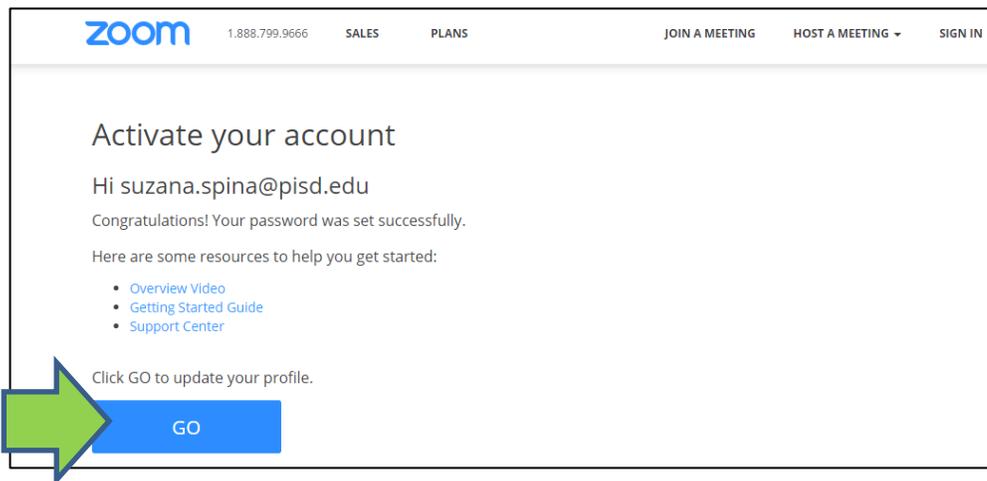
- Click on Sign Up.



5. Once you receive your email, click on Activate Account.



6. Click Go. You can then update your profile.

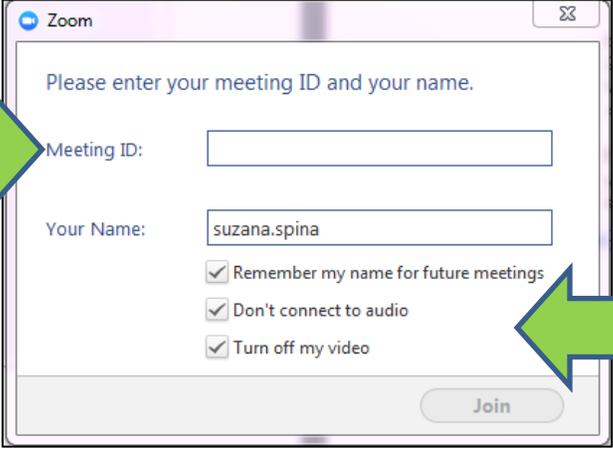


7. When you click on the icon, it will prompt you to sign in and then you will see this screen.



Joining a Zoom Meeting

To join, you can either open the **Zoom shortcut** from your desktop and enter the Meeting ID or click on the link that will be embedded in the **email** sent out.



When you join a webinar as a viewer, **click on both bottom boxes so that your audio and video are turned off.**

Support

If you have any questions or need help, the following Instructional Technology Specialists are glad to help.

Clara Alaniz – clara.alaniz@pisd.edu ext. 28975

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