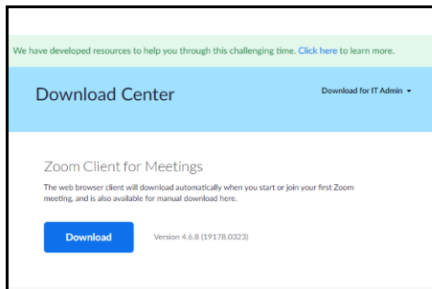
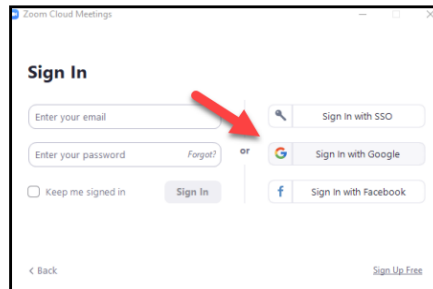


Zoom

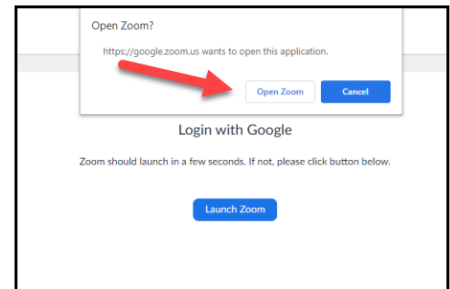
Pomfret Student Guide



- 1 Download and install "Zoom Client for Meetings" at <https://zoom.us/download>



- 2 Start the Zoom application and "Sign in with Google" (Using your Pomfret Gmail address)



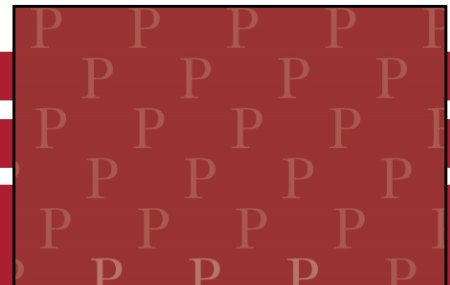
- 3 Click "Open Zoom" if prompted



- 4 When you're on a call, open the Participants and Chat windows.



- 5 Use gallery view to see everyone on the call (top right). Control your video and microphone (bottom left).



- 6 Chose a Zoom Virtual Background from Pomfret's Distance Learning Hub to use if your background is messy.

Things to Keep in Mind

You may need to give Zoom permission to access your camera and microphone beforehand. Typically, the request for permission will appear in a pop-up window the first time you open a Zoom Meeting, and will carry over to future meetings. If you declined permissions in the past, you will need to go into your PC or Mac's settings to allow Zoom to access your camera and microphone.

Close any windows or programs open on your device that are unrelated to your meeting. This focuses your device's power to provide the best Zoom meeting experience possible, and prevents potential embarrassing moments if you happen to share your screen.

Getting clear video is a lot like taking a good selfie - it's all about contrast. Light your face more brightly than the background to make it easier to see you.

Keep your clothing appropriate and professional.

Use proper etiquette and be nice. Bullying or harassment of others will not be tolerated. The Griffin Guide still applies to you.

Microphones pick up all ambient noise, so keep your microphone muted until it's your time to speak.

Remember that when on-camera, other activities such as eating, drinking, shuffling papers, talking on your phone, etc are extremely distracting (and sometimes unflattering).

Be prepared to share your screen on the call, if needed. Other participants can see the tabs you have open.