HOW TO INSTALL AND TEST ZOOM

DavidsonLearns is using a video conference platform called **Zoom** for all online classes and spotlight events. It is similar to Facetime or Skype. **Zoom is FREE**. It's a simple, stable platform, and easy to use.

Before joining your first DavidsonLearns online course or spotlight event, you will need to download Zoom on your device. Zoom can be downloaded to your computer, iPad, tablet, or phone. The FREE version of Zoom is all you need for the course. Follow the steps below to download and test Zoom:

1) **Download Zoom on your electronic device: Laptop, desktop computer, iPad, or tablet.** *We do not recommend using your cellphone to attend these courses or events.* On a phone, navigation is harder, all people participating in the class or event cannot be seen, and PowerPoints/videos are minimized and difficult to see.

   Download Zoom here: https://zoom.us/download in the download center.

   - *Click* on the **Download** button under "Zoom Client for Meetings."

   - Once the download is complete, *proceed* with **installing** the Zoom application onto your computer. Typically, on a computer, there is a "blinking" icon on the lower left of your screen. Click on this tab to start the installation process.

2) **Join a test Zoom meeting**. Doing this before your first class/event allows you to:
   a) Make sure you have downloaded Zoom properly and have a strong internet connection
   b) Test your video and make sure you can be seen by the instructor/presenter
   c) Test your audio and make sure you can be heard by the instructor/presenter

   Join a test Zoom meeting here: https://zoom.us/test

   - Click the blue **Join** button to launch Zoom.

   - When prompted by your browser, click *Open Zoom Meetings*. If you don't have Zoom installed properly on your computer, follow the prompts to download and install Zoom.

   - The test meeting will display a pop-up window to test your speakers. If you don't hear the ringtone, use the drop-down menu or click *No* to switch speakers until you hear the ringtone. Click *Yes* to continue to the microphone test.

   - If you don't hear an audio reply, use the drop-down menu or click *No* to switch microphones until you hear the replay. Click *Yes* when you hear the replay.

- Click *Join with Computer Audio* to join the test meeting with the selected microphone and speakers. (i.e. Phone Call or Computer Audio) If you are using a computer, iPad, or Tablet, select Computer Audio.

3) In order to download Zoom properly and have a good experience with your course/event, you will also need a hardwired (cable) connection or a strong Wi-Fi internet signal. Move closer to your router if you are having difficulty.

If you have problems with technology or questions about connecting with Zoom, please send an email request to one of the following DavidsonLearns email accounts. Someone will reach out to you shortly:

facilities@davidsonlearns.org

executivedirector@davidsonlearns.org

Once you register for a course or Spotlight Event, you will receive an email invitation to the course or event. In the email, you will be given a link. On the designated day/time for the course or event, return to the email and click on the link provided. You will automatically be joined with the DavidsonLearns course or Spotlight event.

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Congratulations! You've successfully downloaded Zoom and tested the audio, video, and internet connection. You are ready for your course or Spotlight Event.

See "Best Practices for a Great Zoom Experience" under Online Resources on the DavidsonLearns website. Reviewing this information will help you have a successful Zoom experience.