SIMPLE STEPS TO ZOOM
for Virtual Grandparent's Day

1 DOWNLOAD ZOOM

Virtual Grandparents Day will be held via ZOOM. ZOOM is a program that runs on your computer, phone, or tablet. You must download this program from the ZOOM website. The free version of ZOOM is all you need for this event.

Your grandchild's parents have received an email inviting you to your class's specific Grandparent's Day session. Look for the link that says, "Join Zoom Meeting." If this is the first time you've used ZOOM, this link will take you to a website where you can download the ZOOM program or app. You can do this on a computer, phone, or tablet.

2 JOIN THE MEETING

You should have received a class-specific Virtual Grandparents Day email with a link - "Join ZOOM Meeting." This link will connect to the ZOOM website. If you are asked if you want to open ZOOM, click "Open zoom.us."

Once ZOOM opens, you will see a preview of your camera image. Choose "Join with Video" or "Join without Video." If you use video, the class (and your student) will see you. If not, they will see your name.

Next, ZOOM asks about audio. Click "Join with Computer Audio" so you can hear and be heard in the meeting.

3 PARTICPATE IN THE MEETING

Once connected to your student's classroom, you can see and hear other participants.

Please note your computer microphone is pretty sensitive and can pick up a lot of background noise. You can quickly mute and unmute by clicking the button in the ZOOM screen's bottom-left corner. If the microphone has a red line through it, you're muted. If the microphone has no red line through it, you can be heard in the meeting.

4 LEAVE THE MEETING

Your Virtual Grandparent's Day session should last anywhere from 20-30 minutes. Our students are looking forward to you joining class virtually.

Leave Meeting

Once your scheduled event is complete, click "Leave Meeting" in the bottom right-hand corner to end your ZOOM session.