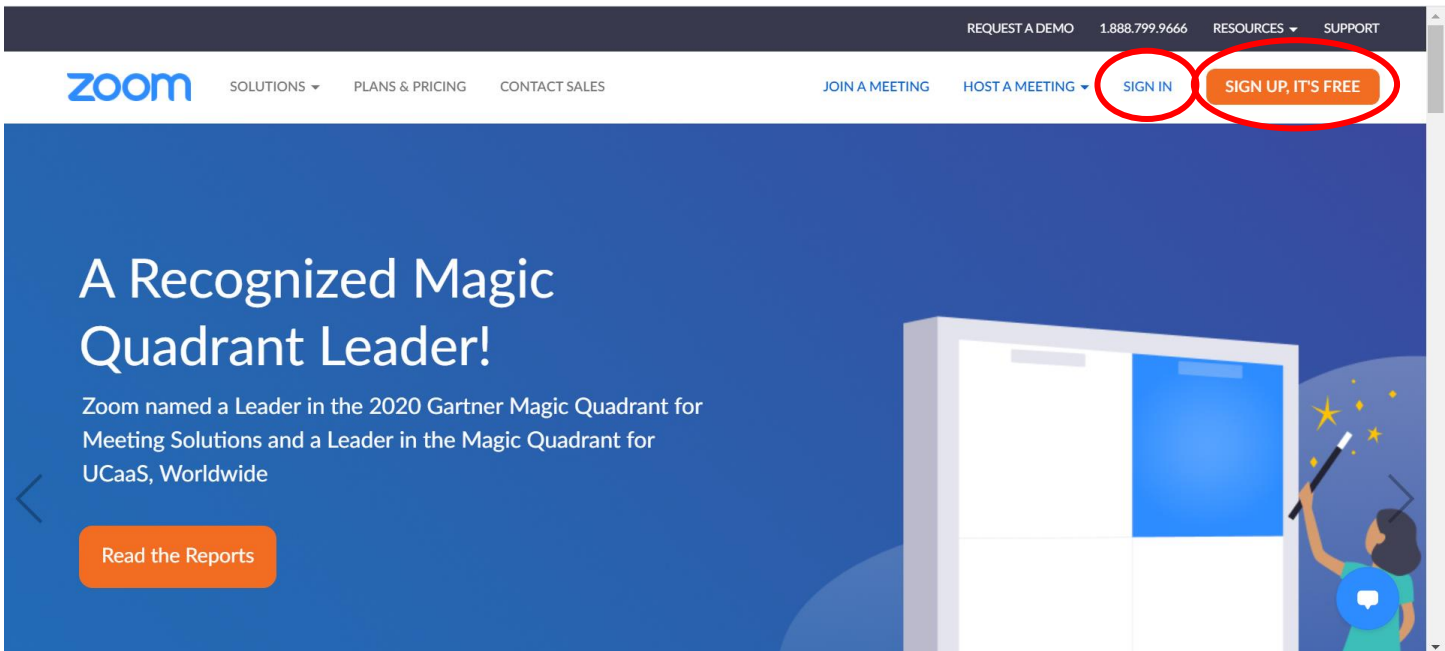
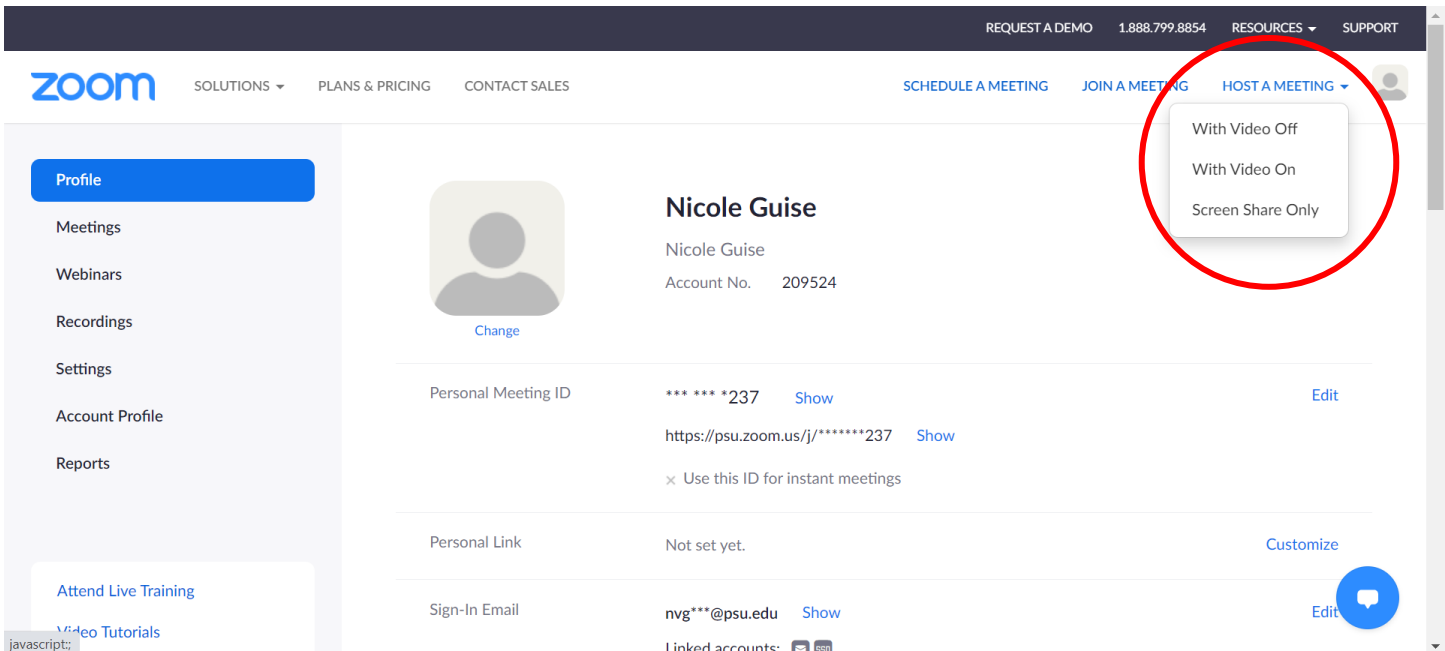


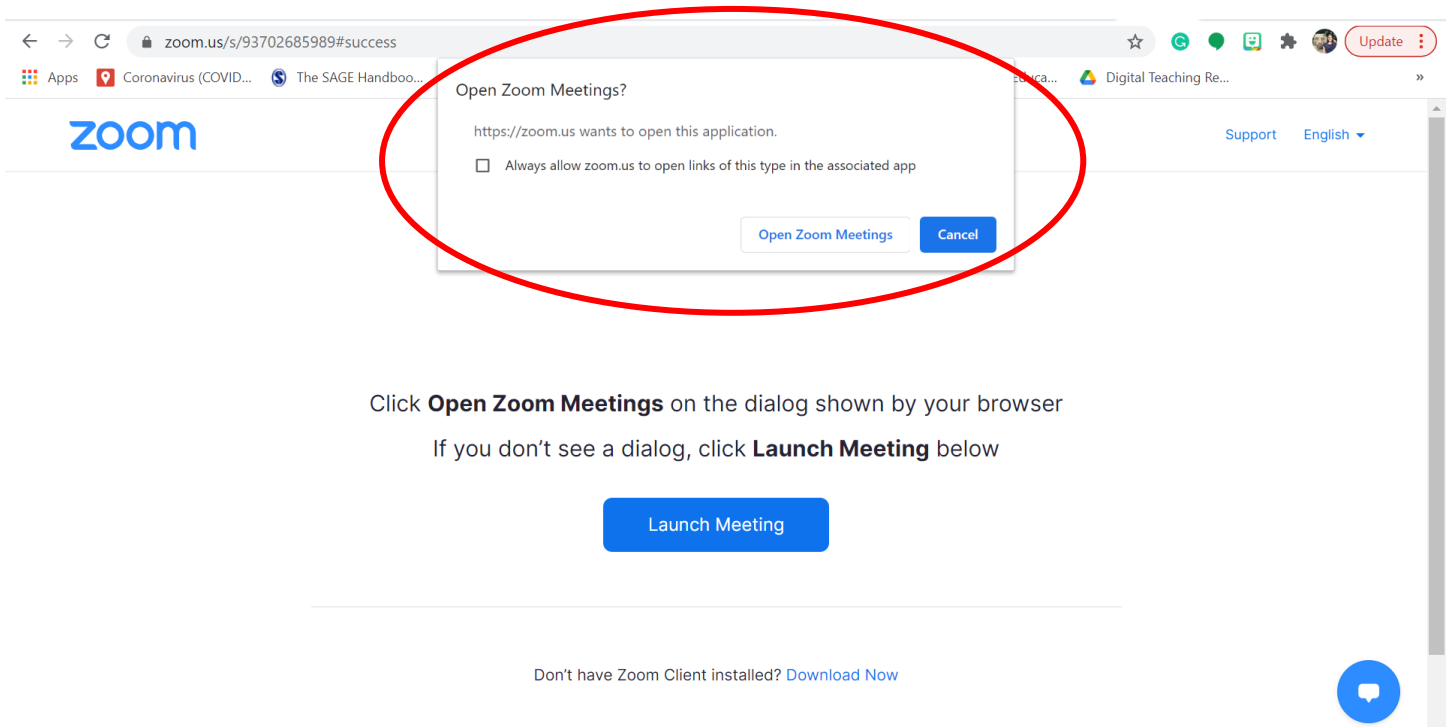
1. Go to www.zoom.us. Sign up for a free Zoom account or log-in to an existing account.



2. Hover over "Host A Meeting" in the top right-hand corner. Select with video on.



3. On the next screen, click **“Go to Zoom Meetings”**.



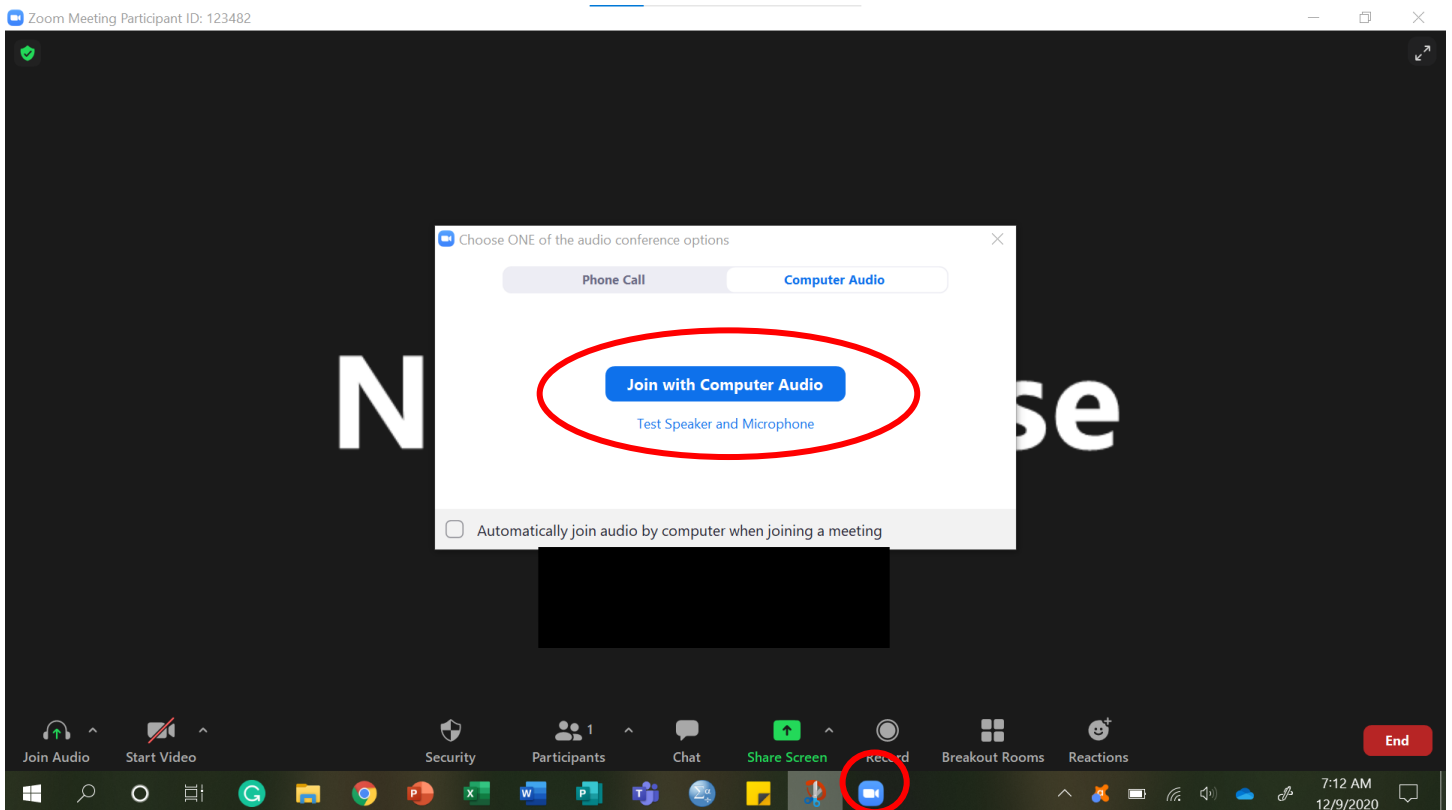
The screenshot shows a web browser window with the URL `zoom.us/s/93702685989#success`. A dialog box titled "Open Zoom Meetings?" is displayed in the center, circled in red. The dialog contains the text "https://zoom.us wants to open this application." and a checkbox labeled "Always allow zoom.us to open links of this type in the associated app". Below the checkbox are two buttons: "Open Zoom Meetings" and "Cancel".

Click **Open Zoom Meetings** on the dialog shown by your browser
If you don't see a dialog, click **Launch Meeting** below

[Launch Meeting](#)

Don't have Zoom Client installed? [Download Now](#)

4. Next, Zoom will open, and the icon will show at the bottom of the screen. A pop-up window will ask you how you would like to join the audio. Select **“Join with Computer Audio”**.



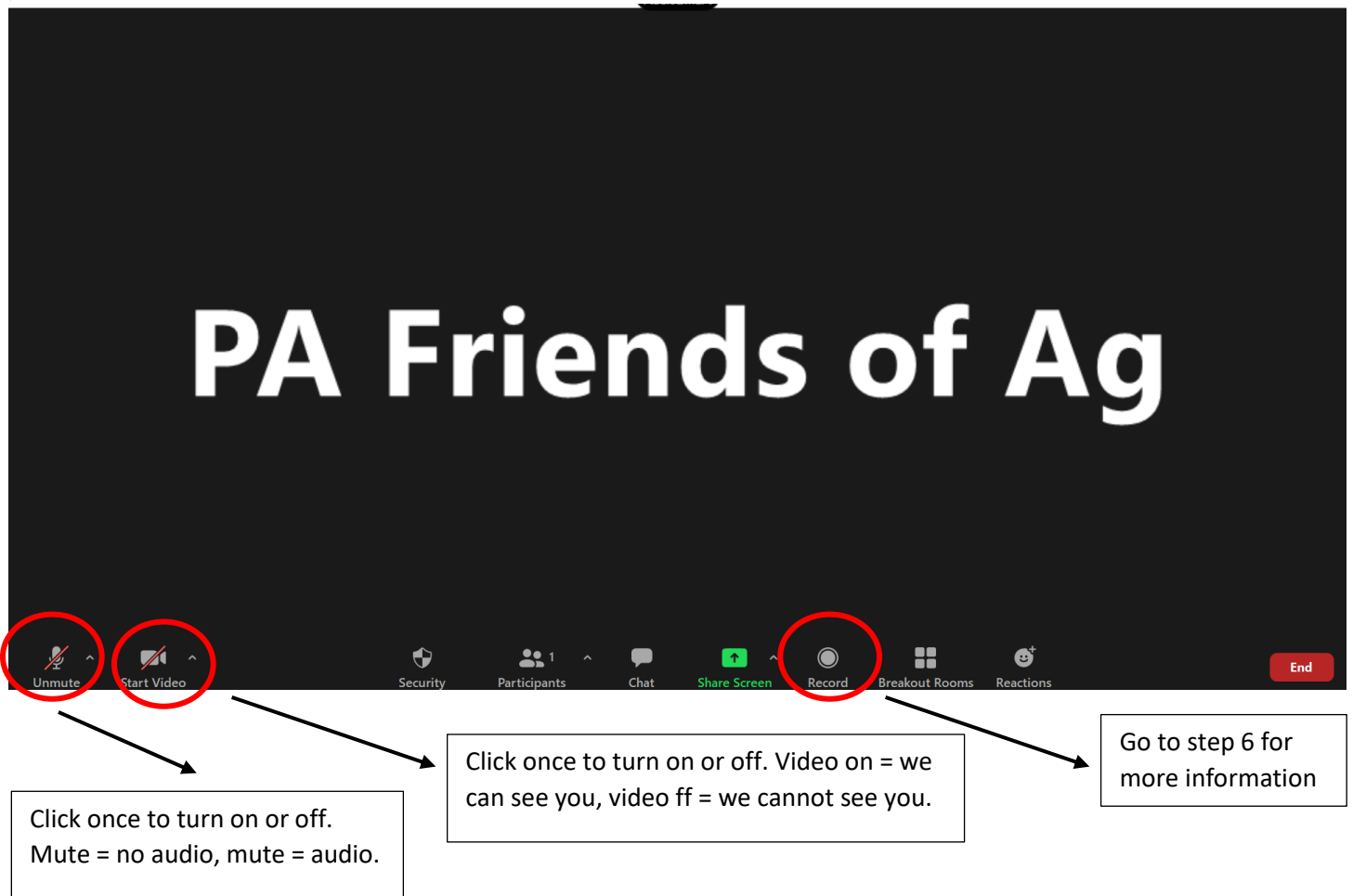
The screenshot shows the Zoom meeting interface. A dialog box titled "Choose ONE of the audio conference options" is displayed in the center, circled in red. The dialog has two tabs: "Phone Call" and "Computer Audio". Under the "Computer Audio" tab, there is a button labeled "Join with Computer Audio" and a link "Test Speaker and Microphone". At the bottom of the dialog is a checkbox labeled "Automatically join audio by computer when joining a meeting".

Zoom Meeting Participant ID: 123482

Join Audio Start Video Security Participants Chat Share Screen **Join with Computer Audio** Record Breakout Rooms Reactions End

7:12 AM
12/9/2020

5. Become familiar with Zoom controls.



The screenshot shows the Zoom meeting interface with the title "PA Friends of Ag". The bottom toolbar contains several icons: Unmute, Start Video, Security, Participants (1), Chat, Share Screen, Record, Breakout Rooms, Reactions, and End. Red circles highlight the Unmute, Start Video, and Record icons. Arrows point from these icons to text boxes explaining their functions.

Click once to turn on or off.
Mute = no audio, unmute = audio.

Click once to turn on or off. Video on = we can see you, video off = we cannot see you.

Go to step 6 for more information

6. Check to make sure your video is on and camera is adjusted so that you can be seen on the screen. Check to make sure you are unmuted. Then, click record.

Record this meeting to the cloud?

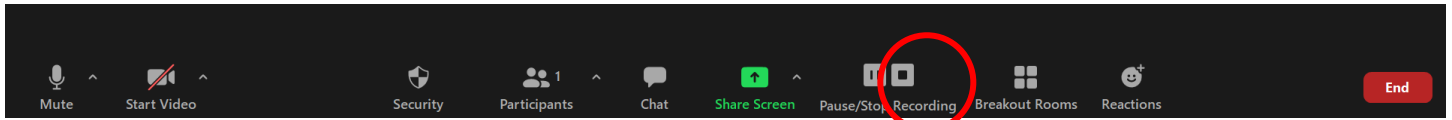
Continue

Cancel

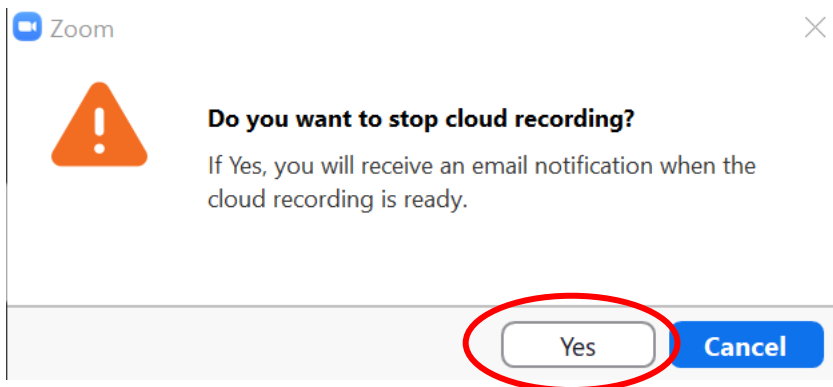
7. Click continue.

8. You are now recording. Introduce yourself and read Chuck's Ice Cream Wish.

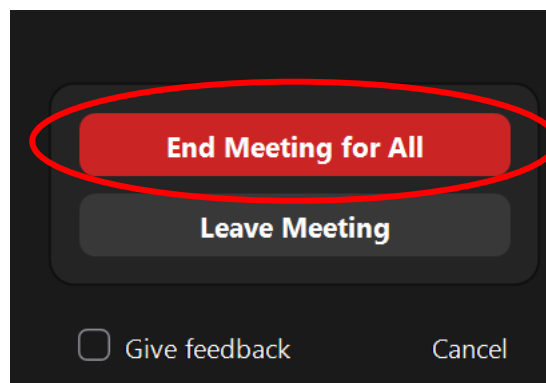
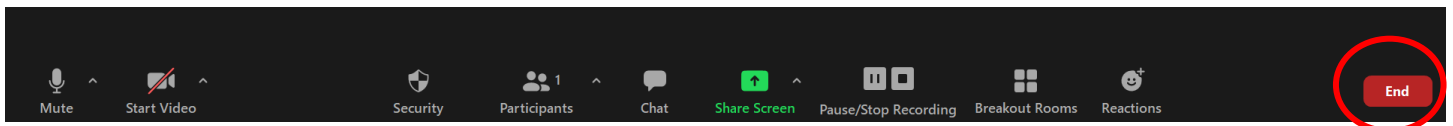
9. When you are finished reading, click "Stop Recording" at the bottom of the screen.



10. Select "Yes".



11. To end the meeting, click "End" and then "End Meeting for All".



12. When your recording is ready, you will receive an email at the address you signed up with. This could take 30-60 minutes. The first line on the email will read, "Hi [your name], Your cloud recording is now available."

13. In the email there will be two links. Copy the second link underneath "Share recording with viewers". Paste this link in an email to the classroom teacher so his/her class can listen to Chuck's Ice Cream Wish read by you!

Cloud Recording - Nicole Guise's Zoom Meeting is now available



Zoom

Wed 12/9/2020 7:37 AM

To: Guise, Nicole



Hi Nicole Guise,

Your cloud recording is now available.

Topic: Nicole Guise's Zoom Meeting

Date: Dec 9, 2020 07:12 AM Eastern Time (US and Canada)

For host only, click here to view your recording (Viewers cannot access this page):

https://psu.zoom.us/recording/detail?meeting_id=DiaD4igtOYGI5OI8gPyPYg%3D%3D



Share recording with viewers:

https://psu.zoom.us/rec/share/ZOPbKXwBnMBr1ovCciyfpKKmYxcAlfEp9HegFsgkwZ04YaCnWxZ6zhnQpX_mLlwy.2BM5BafdTZVZ2pTe

Thank you for choosing Zoom.

-The Zoom Team