

Zoom Instructions

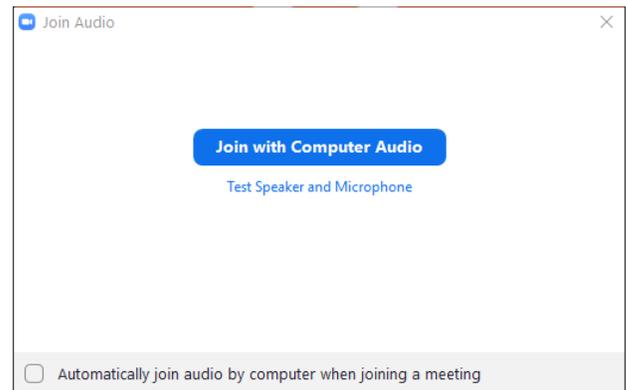
The Palm Beach County Library System offers virtual activities through Zoom. You can join a virtual activity on your computer, either in a web browser or by installing the Zoom desktop client from <https://zoom.us>. For mobile devices, the free Zoom app can be downloaded from the Apple App Store or the Google Play Store.

Accessing the Virtual Activity

After you register for a virtual activity, you will receive a link and a password in your email. Make sure your software, audio, and internet connection are working properly prior to the start of the event.

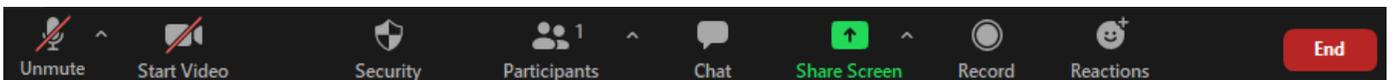
On the day/time of the event you will need to click on the link you received by email to join the activity live. The host will admit you when ready, and you might enter a temporary waiting room.

Once the host admits you into the meeting room, you will be asked to “Join with Computer Audio.” Click the blue button to join.



Using Zoom

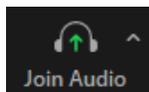
The Zoom menu bar appears at the bottom of the Zoom computer window once the meeting begins. If you don't see the menu bar, move your mouse slightly over the window, and the bar will appear. If you are using a mobile device, tap on the center of your screen to bring up the menu bar. It may appear at the top or the side on mobile devices.



Please make sure to **Mute** your microphone so that background noise and audio feedback are minimized. You can do this by clicking on the microphone icon to the far left of the menu bar.

If you have a question or comment, please use the chat feature by clicking on the Chat icon  to open the chat window. You can type your messages in the Chat window that opens up.

If your audio is not working in the meeting, check to make sure you see a microphone icon on the left of the bottom toolbar. This means you have joined by audio. If you see a headphone “Join Audio” icon, you need to click on it to finish joining your audio. You can also adjust your audio settings by clicking on the small caret (^) next to the microphone or



headphone icon.

For more information, visit the **Zoom Help Center**:

<https://support.zoom.us/hc/en-us>



Palm Beach County
Board of County Commissioners

