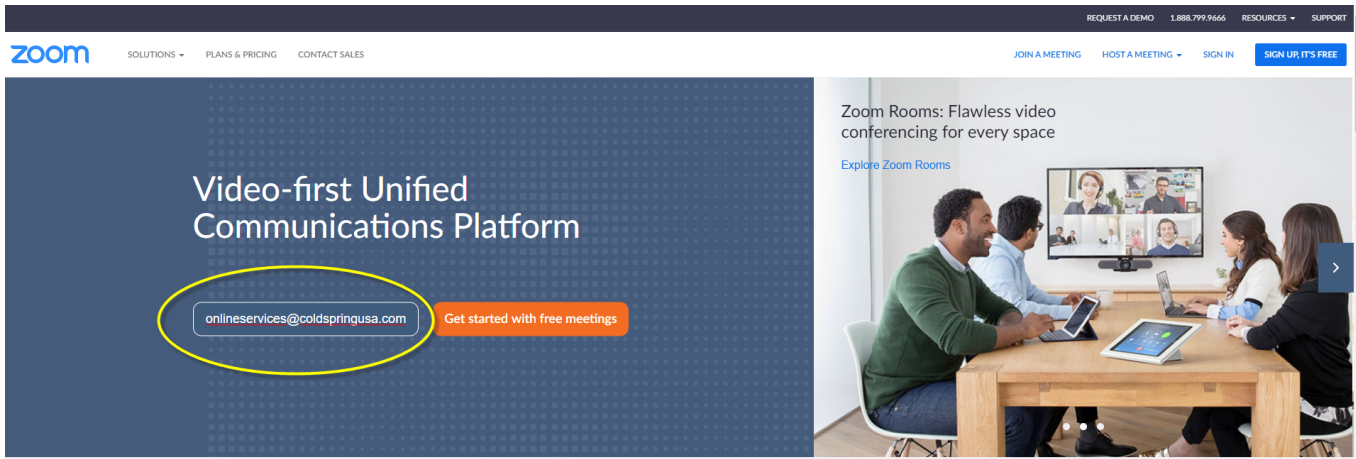


March 20, 2020

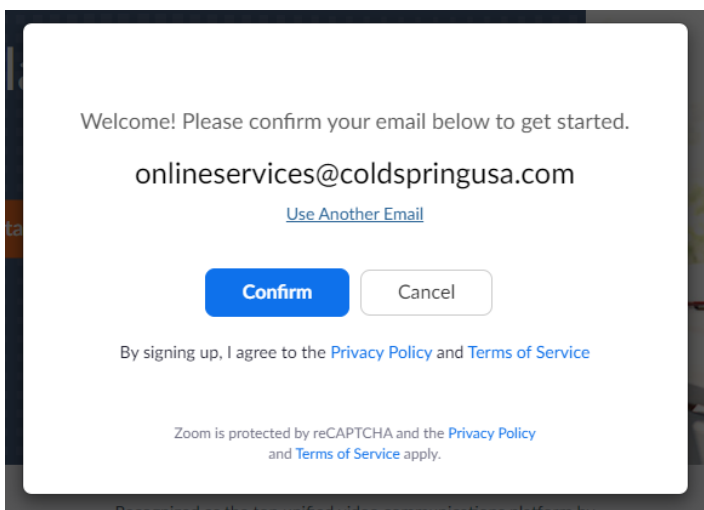
## Using Zoom meetings with Families

To help keep up with our every changing daily work life, we would like to walk everyone through the option of using Zoom to communicate with families.

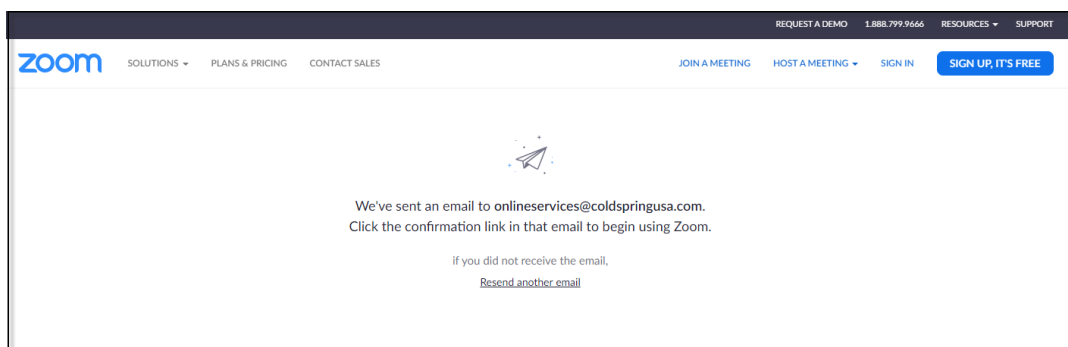
Zoom offers a limited free account and all you need is an email address.



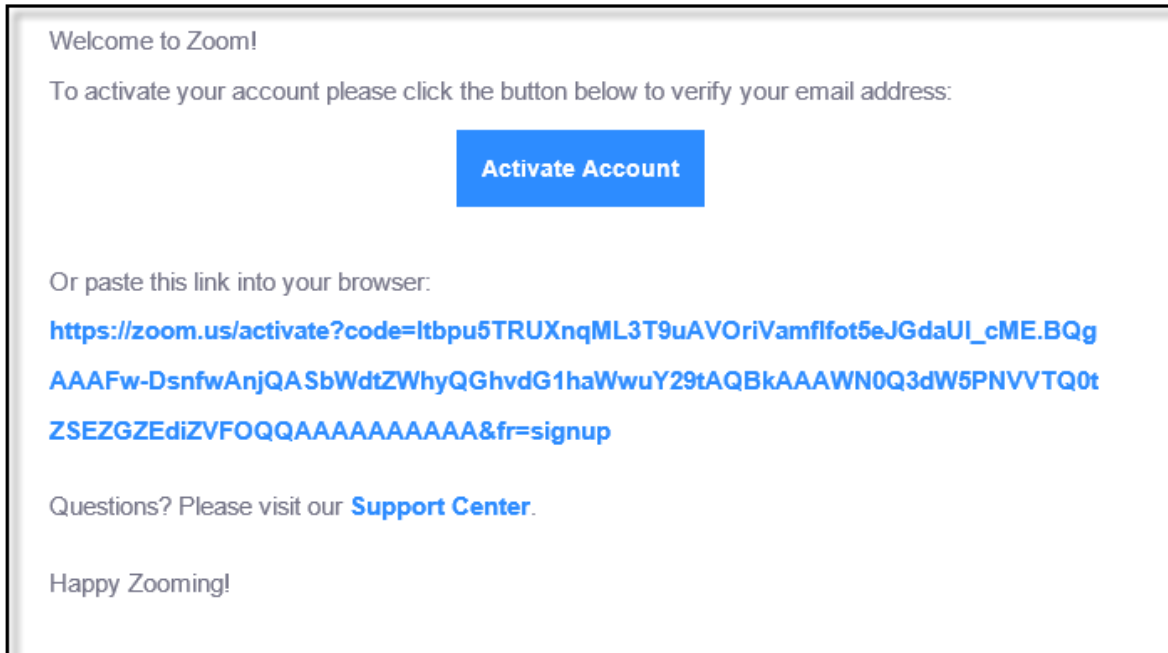
1. Type in your email address and click 'get started with free meetings' button
2. A new window will pop up and ask to confirm that the email address is correct



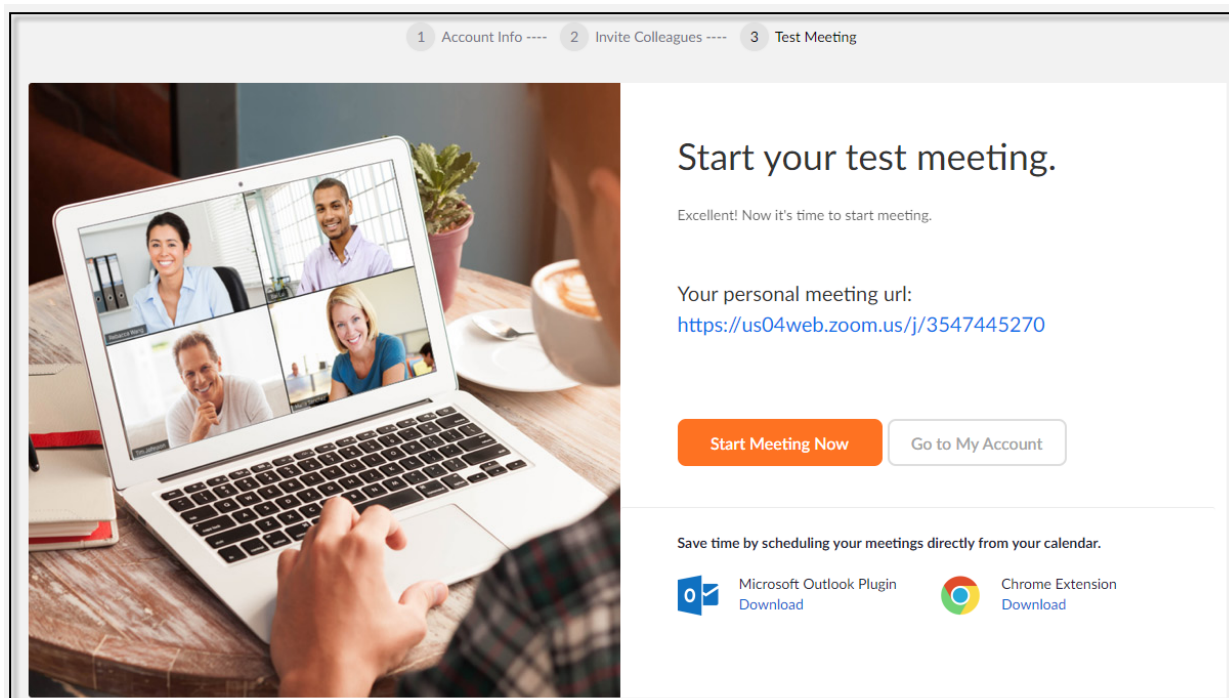
3. Click the blue 'confirm' button



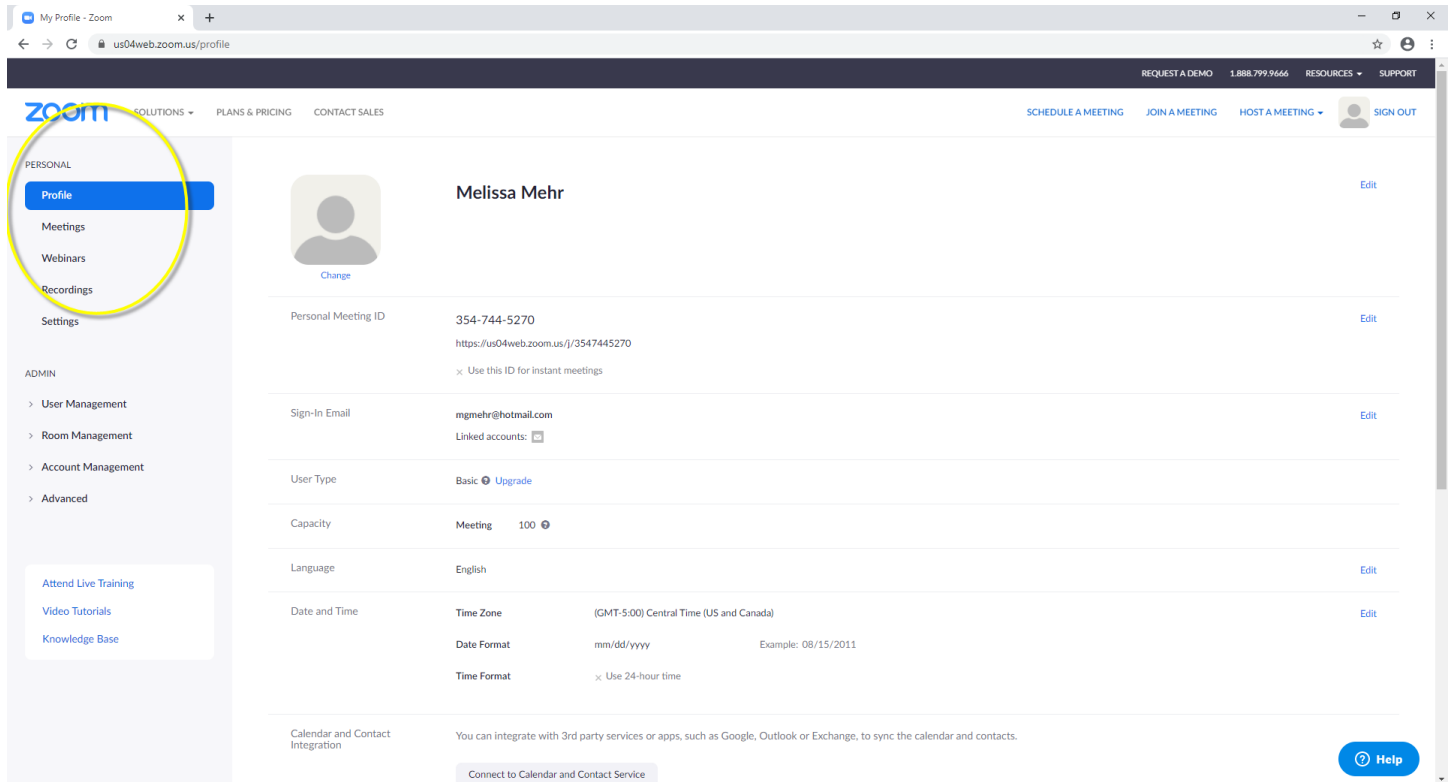
4. An email will be sent to you.
5. Click the blue 'activate account' button



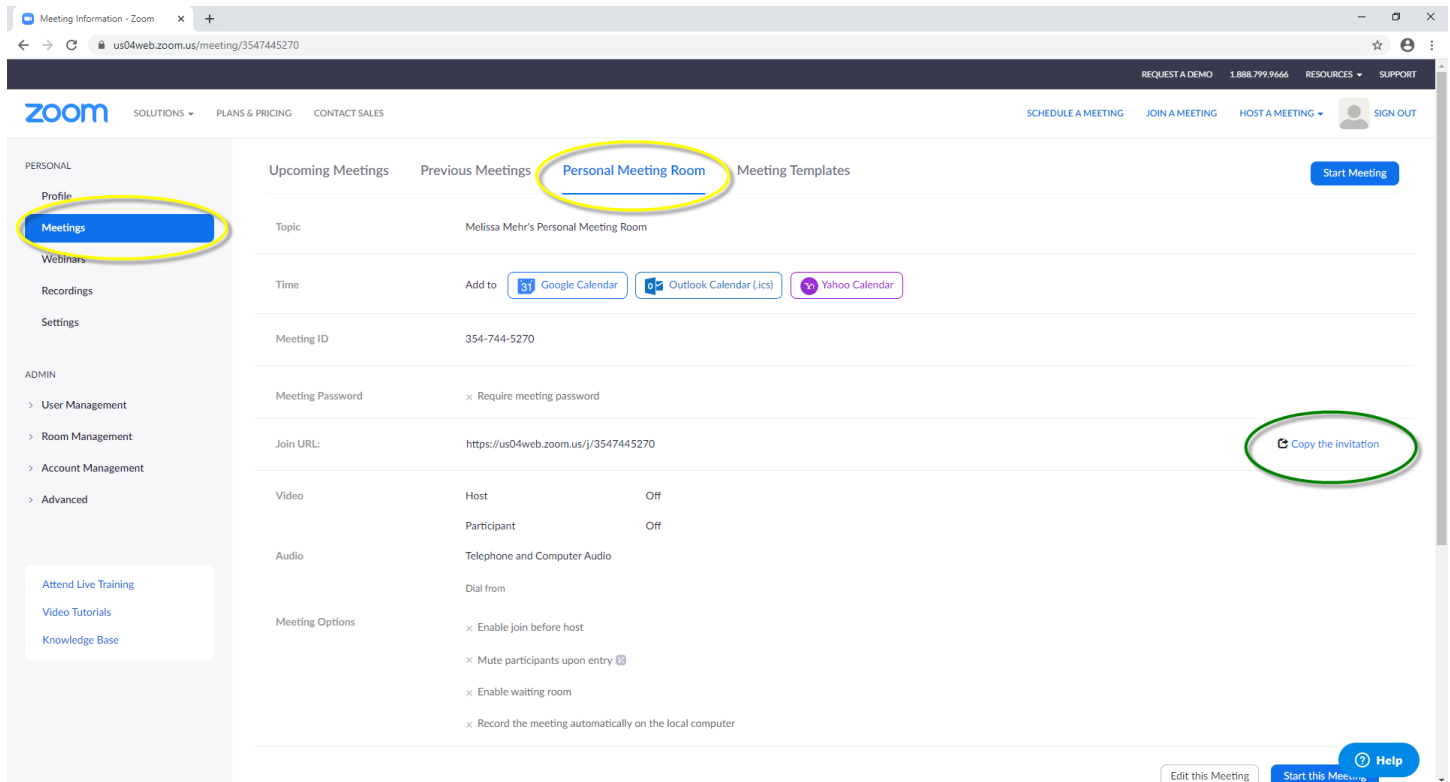
6. You will have to enter some personal information and create a password
7. You have the option of inviting colleagues to join your Zoom account
8. Finally you have the choice of either starting a meeting or going to your new account home page



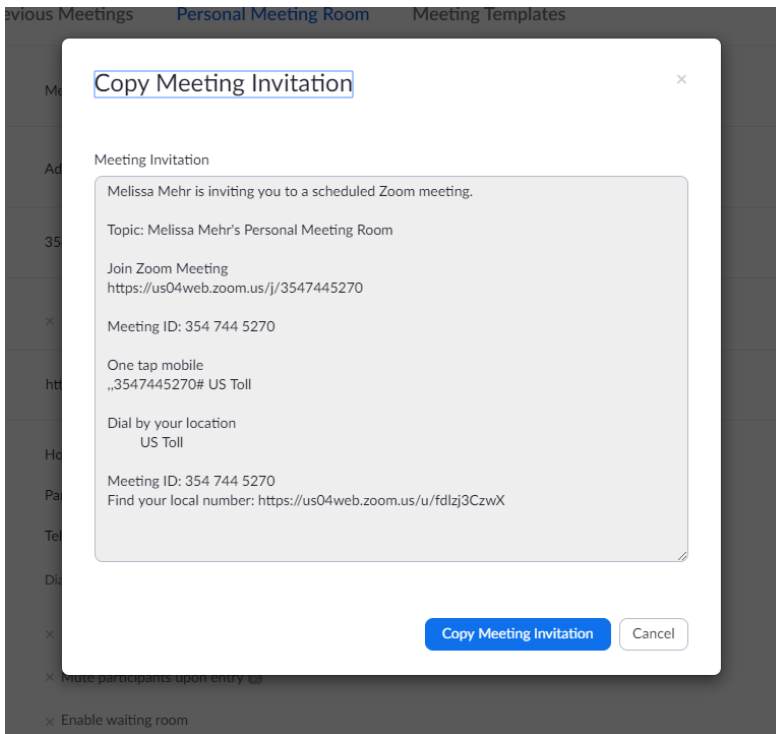
9. Your home page will look something like this. It will include a profile, meetings, etc. on the left hand side.



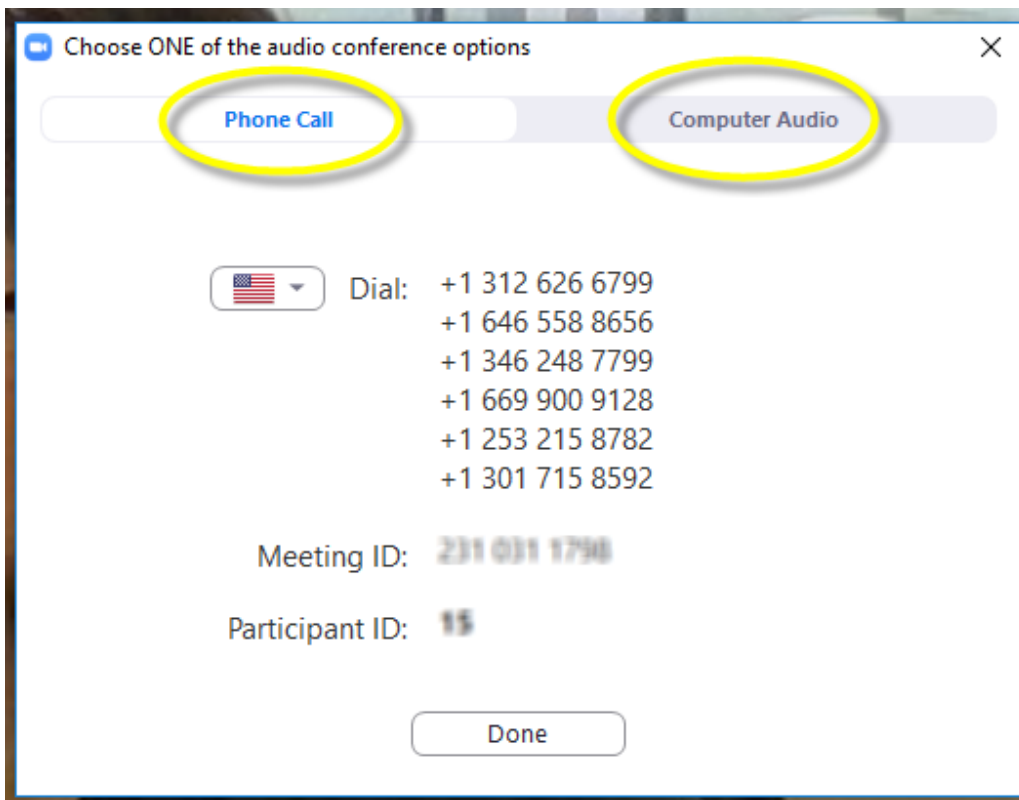
10. Click on the 'meeting' option



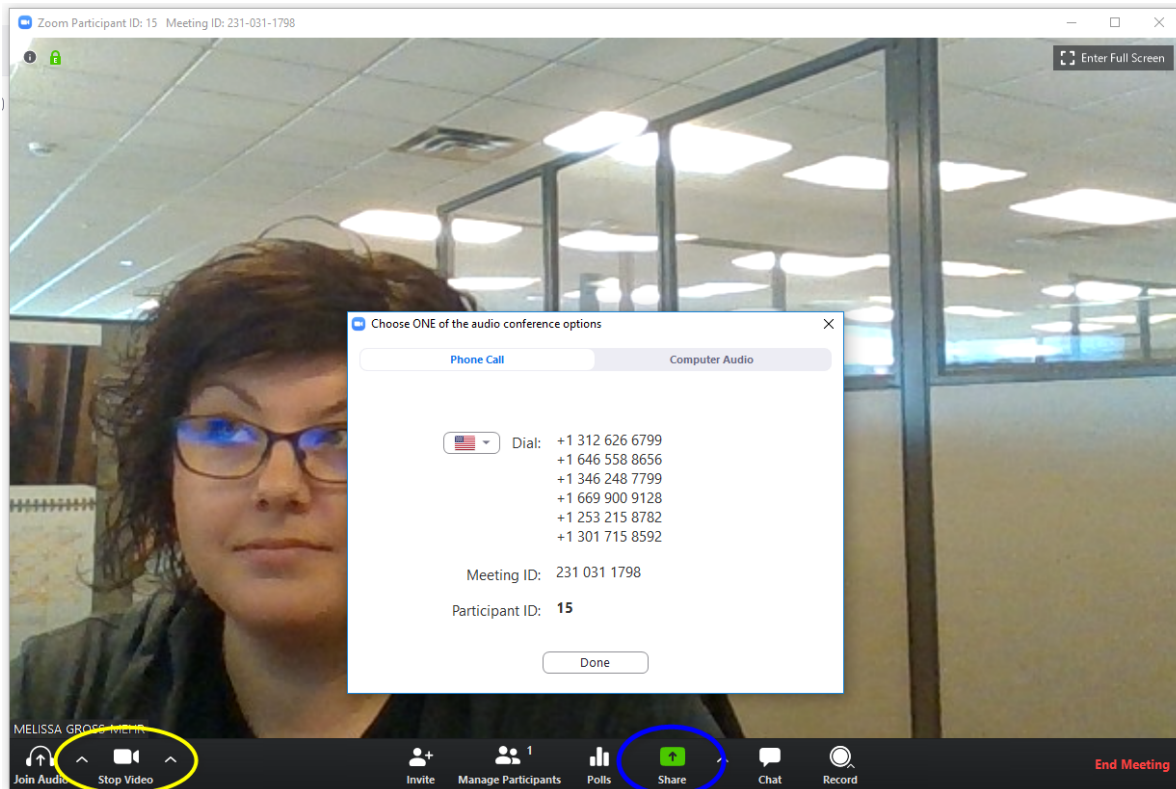
11. The Personal Meeting Room is your way of starting an instant meeting. It's specific to your user account. All you have to do is copy the invitation into an email (see green circle above)



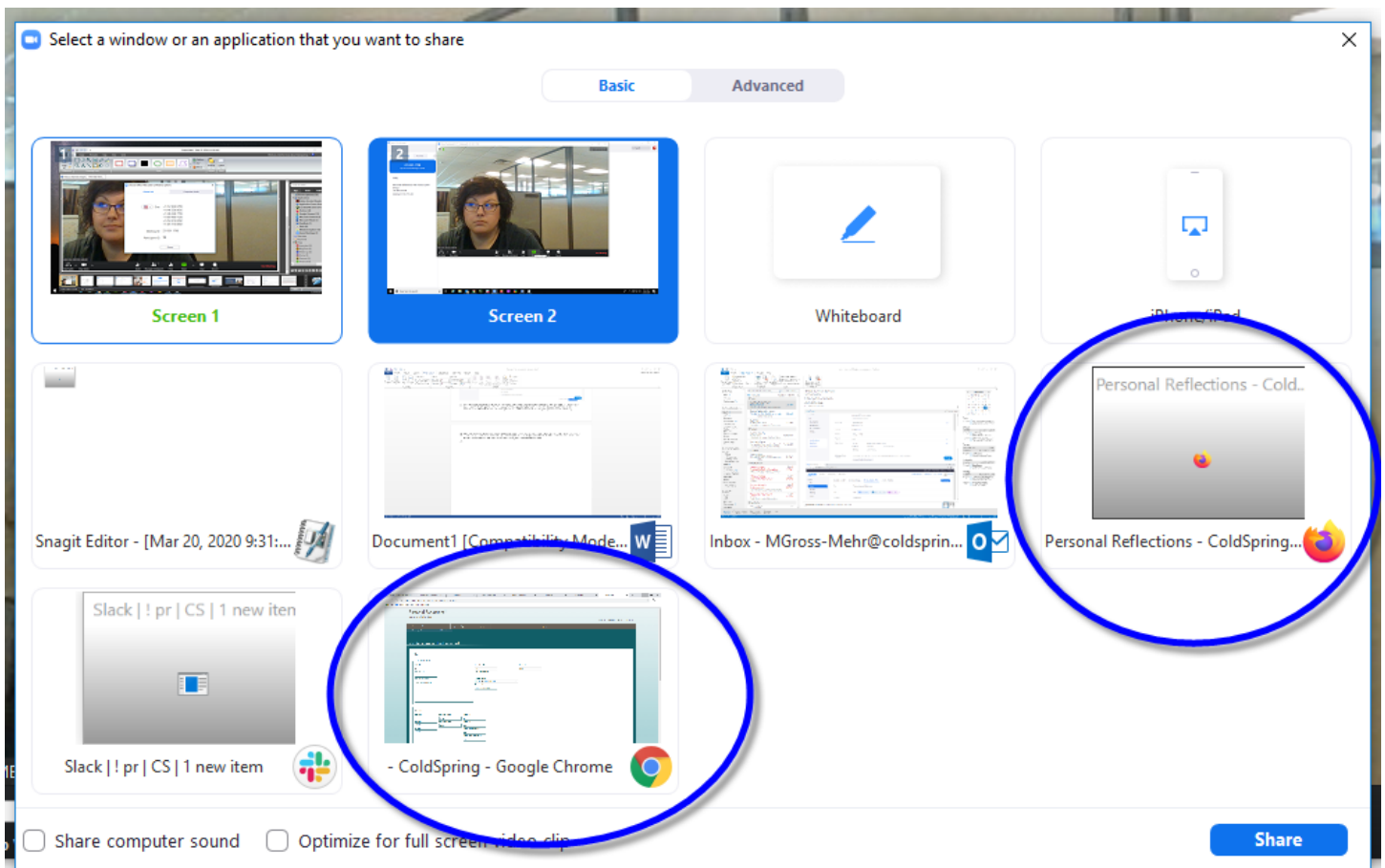
12. Send email to family member. They will click on the link provided and get connected. You can either call them or use the audio through your computer to talk.



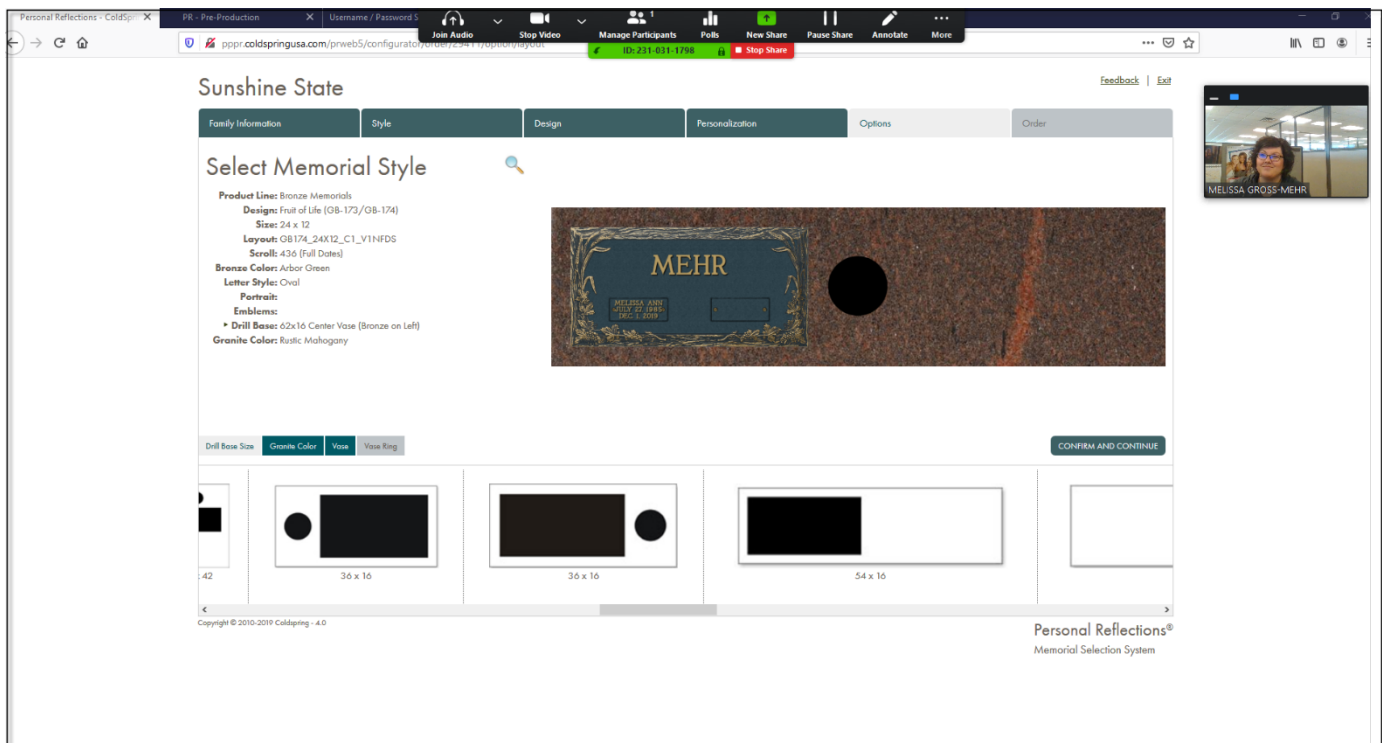
13. More than likely the video will start automatically. You have the option to continue with it for a face to face meeting with the family or you can choose to disable it (circled in yellow)



14. To share your screen Personal Reflections screen with them, click on the green share button (circled in blue above) and it will open a window to show you the options. Use either Firefox or Chrome for Personal Reflections.



15. The screen will update to show just the option you allowed.



16. If the family keeps the video on, you will see them in the upper right corner otherwise if they didn't, it will just display the name they typed in.

17. From here you can talk and move through PR as you normally would.

18. At the end, use the red 'stop share' button and then the window will have a red 'end meeting' option in the lower right hand corner.