



Learning Zoom: Manual #1-B
Log-On & Log-Off
for Computer

Dear Friend,

You have a Zoom account – super! Let’s learn how to log-on and log-off of the account.

If you need assistance, please consider calling a friend or family member who may be able to walk you through this on the phone. You can even forward this document to him/her so (s)he knows what you’re reading.

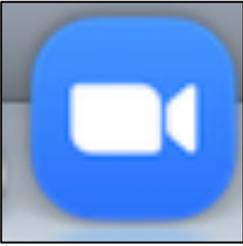
We hope this is helpful and that you’ll be connected soon!

James & Danielle

James Sokol & Danielle Vierra
Kurland Center for Adult Learning & Living
Osher Marin JCC

Learning Zoom - Log-On/Log-Off

There are a couple of ways to log-on/log-off your account: A) through the app on your computer, using the **Zoom Button**, and B) through the **Zoom Website**.



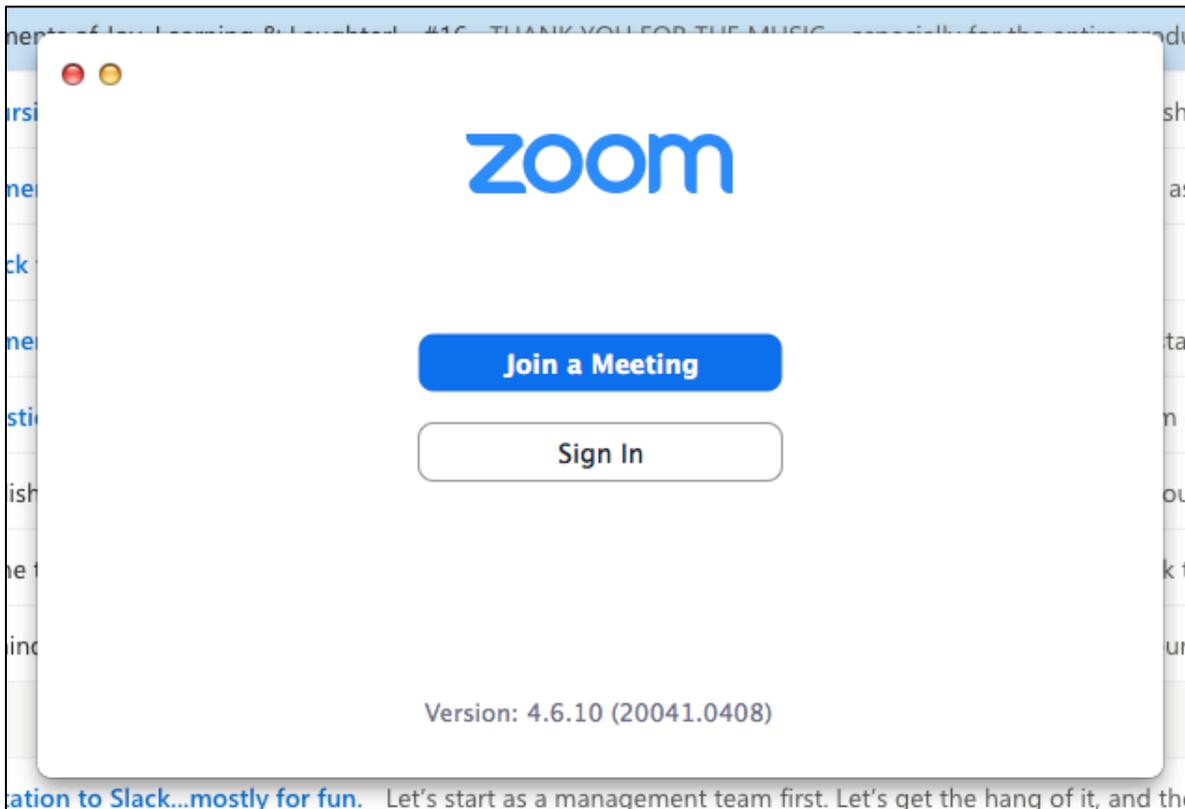
Open your computer. If you have a Zoom Button, as pictured left, continue with the instructions “Through the Zoom Button” below.

If there is no Zoom Button, skip to the “Through the Zoom Website” instructions, starting on page 5.

Through the Zoom Button

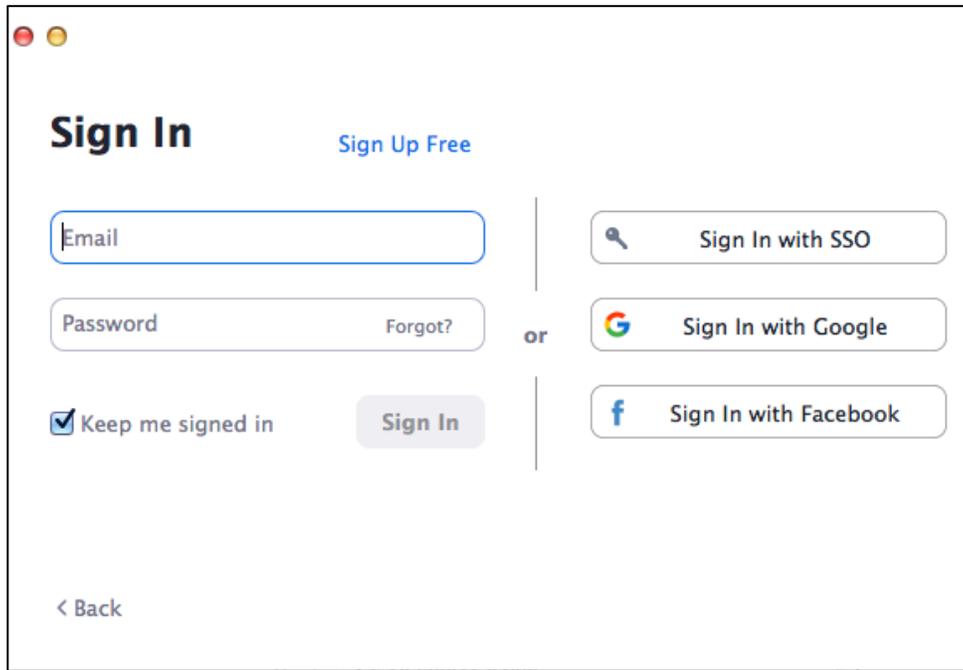
A-1) **To Log-On:** Among the various applications (Word, Excel, etc.) buttons on your computer screen, **click on the Zoom Button**, as pictured above left. The Zoom software should open up in its own screen, probably to the “Home” Screen.

A-2) A Zoom Screen will open, offering two options. **Click the white “Sign In” Button**, as in the photo below.

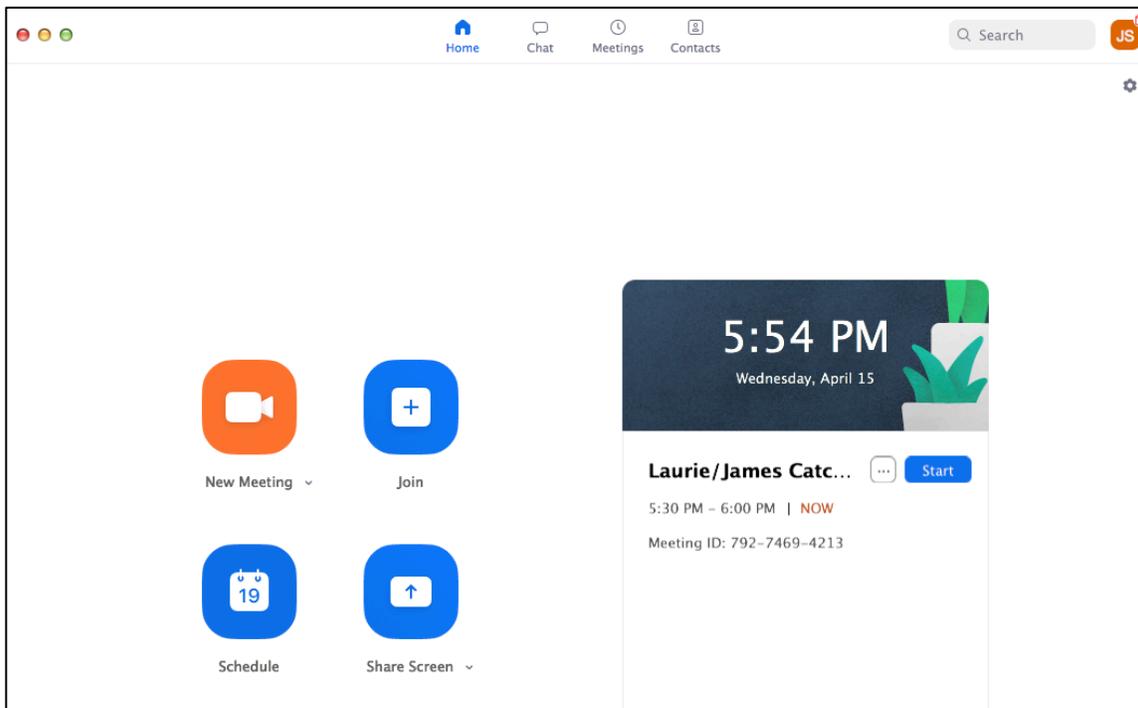


A-3) On the “Sign In” Screen (pictured below), **enter your email and password** in the appropriate fields, which will cause the “Sign In” Button to turn blue.

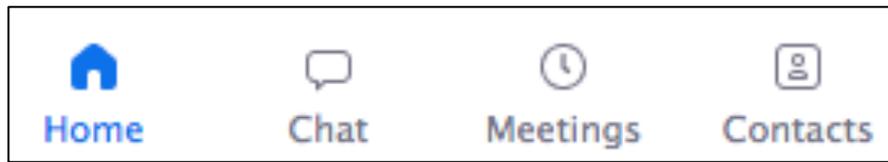
A-4) Click the “Sign In” Button.



One of the following will open: The “Home” Screen, the “Chat” Screen, the “Meeting” Screen, or the “Contacts” Screen, depending on which screen was last used. Below is the “**Home**” Screen, apparent because the “Home” Button at the top of the screen is highlighted in blue, as in the photo below.

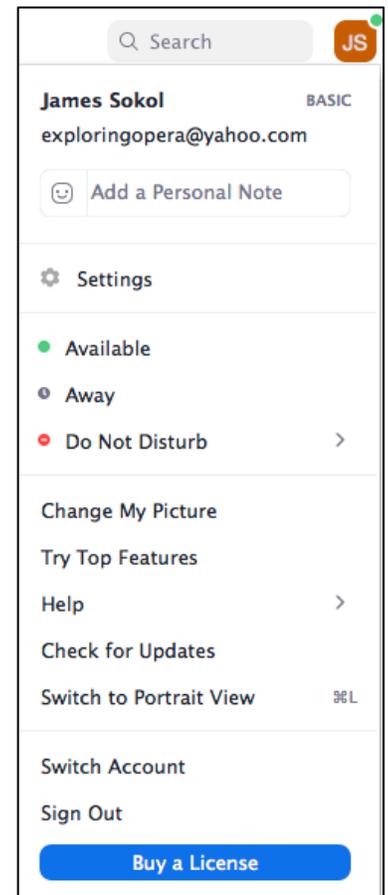
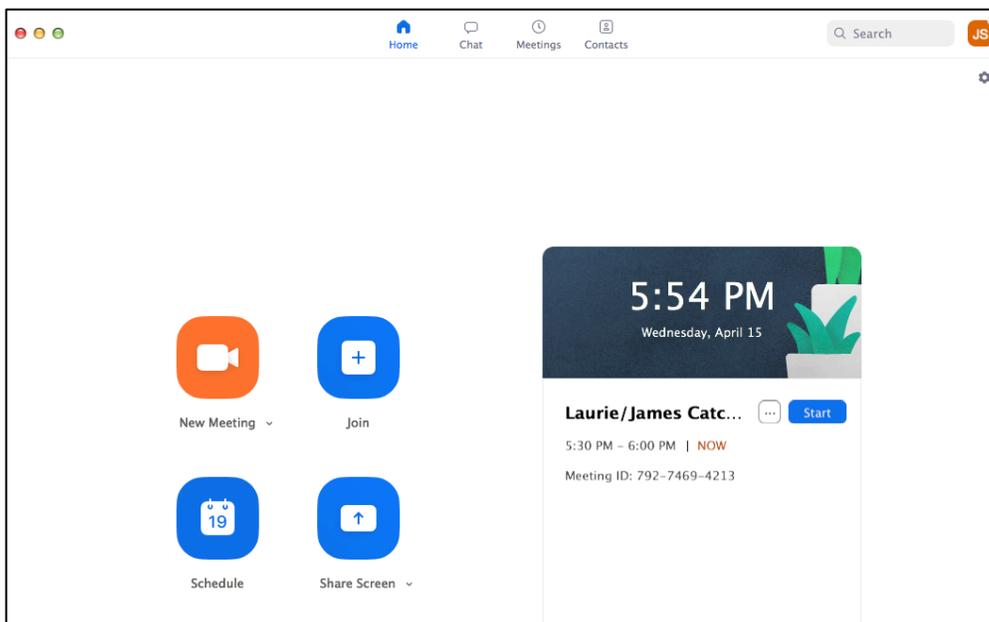


Below is a close-up of the row of button as the top of the screen with the “Home” Button highlighted to indicate that the “Home” Screen is being viewed.



For security reasons, it’s always a good idea to log-off of Zoom when finished. “Logging-off” is different than “leaving a meeting.” After leaving a meeting, a user is still logged-on to Zoom.

A-5) **To Log-Off:** Start at any one of the four main screens: The “Home” Screen (pictured below left), the “Chat” Screen, the “Meeting” Screen, or the “Contacts” Screen.



A-6) In the far upper right corner, to the right of the “Search” Box, **click the small box with your initials** in it. Mine are “JS,” as pictured here:

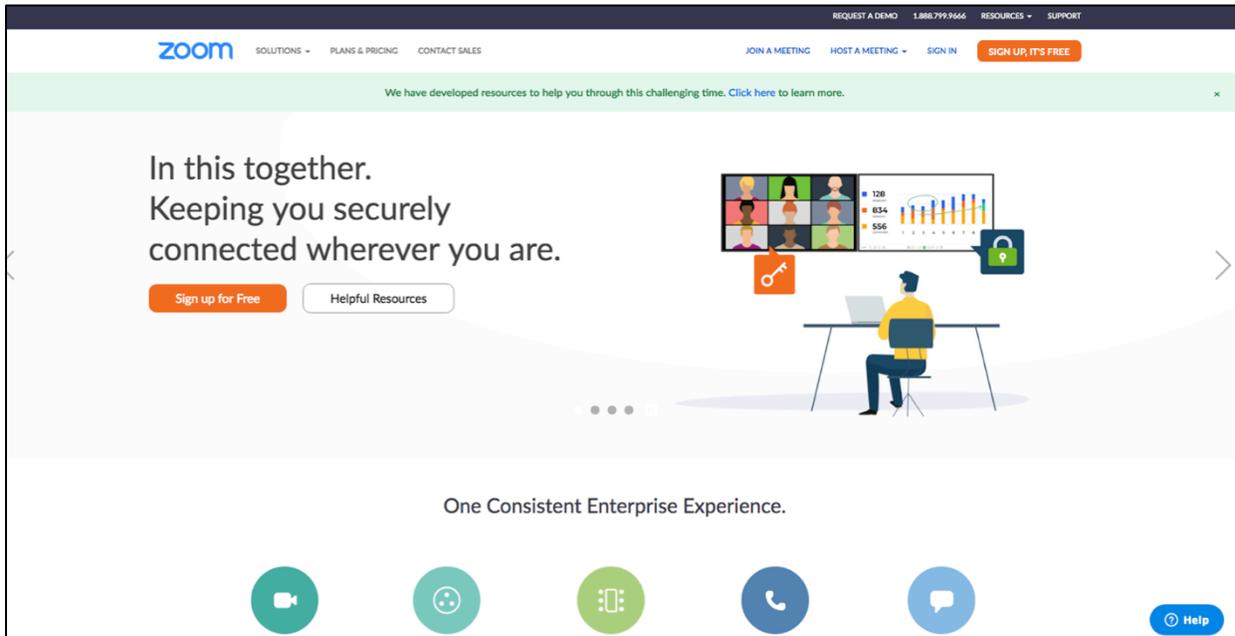


A-7) **Click on “Sign Out”** at the bottom of the menu that appears, as pictured right.

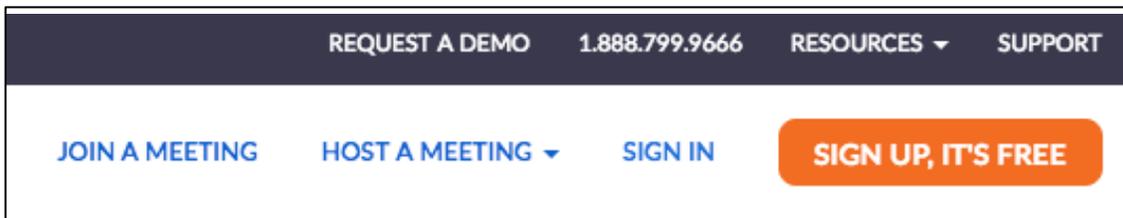
Congratulations! You can now log-on & log-off your account via the Zoom Button!

Through the Zoom Website

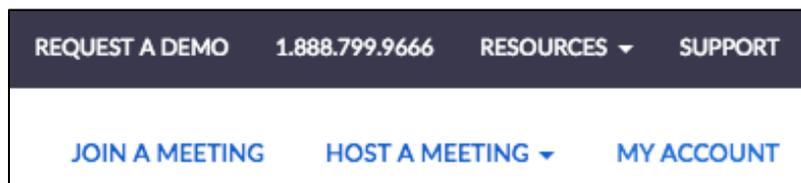
B-1) **To Log-On:** *If you do not see a Zoom button on your computer, open your internet browser (Chrome, Firefox, Explorer, Safari, etc.). Go to the Zoom webpage* by typing www.zoom.us into the web address field and pressing the “return” key on your keyboard. The Zoom homepage should come up and look something like the photo below. Note: the graphic may be different, since there are various scrolling images.



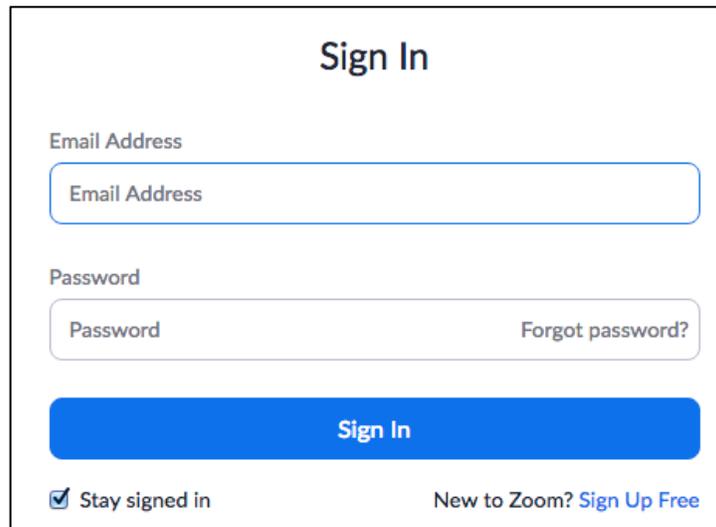
B-2) In the upper right corner, **click the “sign in” text** (to the left of the orange “sign up, it’s free” button), as in the photo below.



FYI, if you didn’t sign out after last using Zoom, “Sign In” will not be an option (since you’re already logged in). Instead, click “My Account,” as in the photo below.



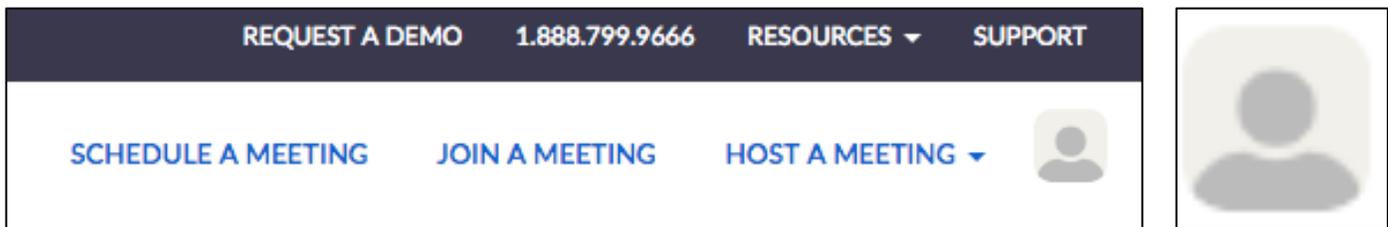
B-3) On the “Sign in” page (as in the photo below), **type your email address and password into the indicated fields. Click the blue “sign in” button.**



The image shows the Zoom Sign In page. At the top, it says "Sign In". Below that, there are two input fields: "Email Address" and "Password". The "Email Address" field has a placeholder text "Email Address". The "Password" field has a placeholder text "Password" and a link "Forgot password?". Below the input fields is a large blue button labeled "Sign In". At the bottom left, there is a checkbox labeled "Stay signed in" which is checked. At the bottom right, there is a link "New to Zoom? Sign Up Free".

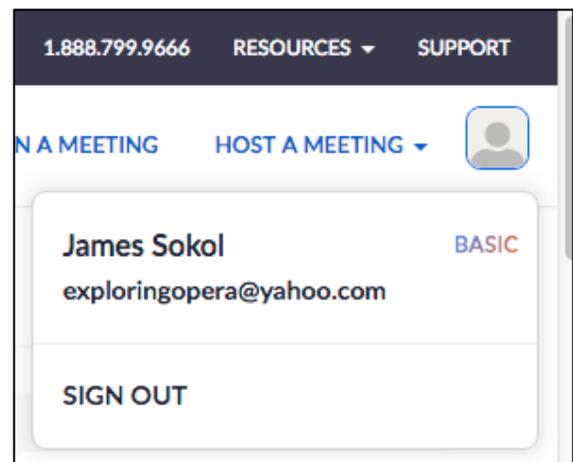
After signing in, the default **“Profile” Screen** appears. It shows your name, “Personal Meeting ID,” “Sign-In Email” and much more.

B-4) **To Log-Off:** Go to the **Click the “Person” Button** in the far upper, right corner of the screen that looks like the outline of a person, to the right of “Host a Meeting” (as in the photo below) and in the close up of the button (below right).



B-5) On the menu (see photo right) that pops up, **click on “Sign Out.”**

Congratulations - you can now log-on & log-off your account using the Zoom website!



**Next, learn how the next step from our Manual #2
*Learning Zoom: Join a Meeting***