

How-To Guides for Zoom, Skype, and Facetime (Mac and PC Computer Options)

Contents:

How to Use Zoom for PC Windows Computer	2-7
How to Use Zoom for Mac Computer	8-17
How to Use Skype for PC Windows Computer	
How to Use Skype for Mac Computer	24-28
How to Use Facetime for Mac Computer	29-32

How to: Use Zoom for PC Windows Computers

Step 1: Download the software with this link:

https://zoom.us/support/download

(you can copy and paste it into your browser)

Click "Sign Up, It's Free" in top right.



Enter your birthday.



Enter your email address & type the letter/number combination you see (circled red) in the "Captcha Code. Click Sign Up.

zoom	solutions 🗸	PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING 👻	SIGN IN	SIGN UP, IT'S FREE
			Sign	Up Free			
		Your work	email address				
		Captcha C	Code	WIPE			
			2	Sign Up			
			Already have	an account? Sign in			

The message below will appear when you click Sign Up.

+ \}	
We've sent an email to	Email address
Click the confirmation link in th	nat email to begin using Zoom.
if you did not re	ceive the email,
<u>Resend an</u>	other email

Step 2: Log into your email account, open email from "Zoom" and click on "Activate Account".



Step 3: Create an account. Answer the following question.

Are you signing up on behalf of a school?
◯ Yes ◯ No
Continue

Click "no" if your email is NOT affiliated with a school. \rightarrow most people. Click "Yes" if your email is affiliated with a school.

Enter your First Name, Last Name. Enter a password you will remember and re-enter the same password in "Confirm password". Click Continue.

Hi, m.c ***@** and create a p	* com. Your accour assword to contin	nt has been su nue.	ccessfully cr	eated. Please	e list your
First Nam	ne				
Last Nam	е				
Password	1				
Confirm I	Password				

Optional: Invite friends and family to zoom by entering their emails and click Invite. OR click Skip this step.

Invite your colleagues to create their own free Zoom account today! Why invite? name@domain.com name@domain.com Add another email Captcha Code Enter Captcha Code Enter Captcha Code Inter Captcha Code Inter Captcha Code	Don't Zoom Ald	one.
name@domain.com name@domain.com Add another email Captcha Code Enter Captcha Code Enter Captcha Code Image: Captcha Code	Invite your colleagues to create their ov	wn free Zoom account today! Why invite?
name@domain.com name@domain.com Add another email Captcha Code Enter Captcha Code	name@domain.com	
name@domain.com Add another email Captcha Code Enter Captcha Code	name@domain.com	
Add another email Captcha Code Enter Captcha Code	name@domain.com	
Captcha Code Enter Captcha Code Captocha Code Captocha Code Captocha Code Captocha Code Captocha Code Captocha Code	Add another email	
Enter Captcha Code	Captcha Code	
FACENCE +	Enter Captcha Code	
	Functing a	ジ 10
Invite Skip this step	Invite	Skip this step

You now have a zoom account.

How To Host a Zoom Call:

Click "Host a Meeting" in the top left when logged into Zoom. Choose "With Video Off" to talk without the camera.

Choose "With Video On" to talk with the camera on so you can see your friends/family.



Click "Open Zoom Meetings" in the pop-up window.



Click "Join with Computer Audio".



Click "Participants" on the bottom screen. Then "Invite".



Invite friends/family via email or send them the link by clicking "Copy Invite Link". You can email then the link or text it to them.



Friends and family will appear when they click on the link you sent them.

To end the call, click the red "End" button in the bottom left.



How to: Use Zoom for Mac Computers

Step 1: Download the software with this link: <u>https://zoom.us/download</u>

zoom	SOLUTIONS -	PLANS & PRICING	CONTACT SALES	JOIN A MEETING	HOST A MEETING 👻	SIGN IN	SIGN UP, IT'S FREE
		Downl	oad Center		Download for IT Admi	n -	
		Zoom (The web bro meeting, and Dow	Client for Meeting wser client will download automa d is also available for manual dowr nload	S tically when you start or join your iload here. (45106.0831)	first Zoom		

A. Double click the downloaded file, usually in your "Downloads" folder.



Downloads

B. The image below should pop up. Click continue.



C. Choose If you want the application installed for 1) any user of your computer or 2) just for you. Click "Continue" then "Install" in the bottom right corner.

• • •	😺 Install Zoom 🔒		💝 Install Zoom	
	Select a Destination		Standard Install on "Macintosh HD"	
 Introduction Destination Select Installation Type Installation 	How do you want to install this software?	 Introduction Destination Select Installation Type Installation 	This will take 55.4 MB of space on your computer. Click Install to perform a standard installation of this software for all users of this computer. All users of this computer will be able to use this software.	
 Summary 	Install for me only Installing this software requires 55.4 MB of space. You have chosen to install this software for all users of this computer.	Summary	Change Install Location	
	Go Back Continue		Go Back Install	

D. Once installed, you should see this screen. Click close and get ready to set up your account!

	😻 Install Zoom	
	The installation was completed successfully.	
 Introduction Destination Select Installation Type Installation Summary 	The installation was successful. The software was installed.	
	Go Back Close	

Step 2: Set up your account!

A. Open your new Zoom Application. Click "Sign in".

zoom	
Join a Meeting Sign In	
Version: 5.2.2 (45106.0831)	

B. When you see this screen, click "Sign Up Free". This will take you to the Zoom website on your preferred internet browser.

Sign In	Sign Up Free	
Email		Sign In with SSO
Password	Forgot?	r G Sign In with Google
✓ Keep me signed in	Sign In	f Sign In with Facebook

C. Enter your preferred email address. Click the blue "Sign up" button.

Sign Up Free

oom is protected	by reCAPTCHA and the Privacy Policy and Terms of Service
	Sign Up

Already have an account? Sign in.

D. Enter your date of birth.



For verification, please confirm your date of birth.



- E. The next page will explain how to activate your account using the email address you previously entered. Open your email inbox and locate the activation email.
- F. Click the button "Activate Account".



G. This will open your Zoom on your browser. Enter your name and then choose a password. Confirm password by entering it again.

	Welcome to Zoom
	name and create a password to continue.
	Last Name
	Password
O.T. F. L.	Confirm Password
	By signing up, I agree to the Privacy Policy and Terms of Service.
	Continue 🛛

H. Next, you can add friends or family members by entering their email addresses . Or click "Skip this step" to do that later.

	Start your test meeting.
	Your personal meeting url: https://zoom.us/j/5739001077
	Start Meeting Now Go to My Account
The second secon	Save time by scheduling your meetings directly from your calendar. Image: Microsoft Outlook Plugin Chrome Extension Add Zoom Download

I. Click "Go to my account".

name@domain.com		
name@domain.com		
name@domain.com		
Add another email		
I'm not a robot	recaptcha	

J. Reopen the Zoom app from your computer applications. Click "sign in".

zoom	
Join a Meeting Sign In	and the second se
Version: 5.2.2 (45106.0831)	

K. Enter your email and password. Check the "Keep me signed in" for convenience. Click "Sign in".

Sign In	Sign Up Free		
Email			Sign In with SSO
Password	Forgot?	or	G Sign In with Google
✓ Keep me signed in	Sign In		f Sign In with Facebook

You're all set! Your account has been created. Keep reading to learn how to Start or Join Zoom Meetings. **Step 3:** Joining, Navigating, and Starting Zoom Meetings.

Joining Zoom Meetings:

1. Open your zoom application. Click Join.



2. Enter the Meeting ID (given to you by the family member or friend who started the zoom call) and your name. Click "Join". Enter Passcode.

Join Meeting

Meeting ID or Persona	I Link Name	~
Your Name Your Name		
 Don't connect to audio Turn off my video 		
	Cancel	Join

3. You should now be in your zoom meeting!

Navigating Zoom Meetings:

Video and Speaker settings:



Click on the microphone and video icons to change your setting. If there is a red slash through your microphone, it means you are muted. Click on it again to unmute yourself so others can hear you. Do the same for the video icon so that others can see you.



If you would like to send a message to the participants of your zoom call, click on the Chat icon. Then you can type a message for everyone to see.



If you want to permanently leave your zoom call, click "Leave Meeting".

Starting and Ending Zoom Meetings:

A. Press "New Meeting". Your meeting should start by your video screen popping up.



B. Click "Participants" to invite your family and friends. Then click "Invite" in the right bottom corner.



C. Choose people from your Zoom contacts by searching for them. Press invite.

Invite people to join meeting 82110807614				
	Contacts	Email		
Choose fro	om the list or type to filter			

Copy Invite Link	Copy Invitation	Meeng Passcode: 9E87Yp	Invite

D. Or press "Copy Invitation". Then paste that invitation into a text or email to your family and friends!

	Invite people to join meeting 82110807614			
	Contacts	Email		
Choose from	the list or type to filter			
Copy Invite	Link Copy Invitation	Meeting Passcode: 9E87Yp	Invite	

E. To end the call for everyone, select "End meeting for all". To exit the meeting yourself, select "Leave Meeting".



How to: Use Skype for PC Windows Computers

Step 1: Download the software with this link:

https://www.skype.com/en/get-skype/

Click "Get Skype for Windows"



Step 2: Click on the download popup in the bottom left corner.



Step 3: Click "Install" on the popup window.



Step 4: The Skype application will appear, click "Let's Go".



Step 5: Create an account. Enter your phone number or email.



Create a password. Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols. *Note. Your number or email will appear on the next boxes.

) ()	Skype
	S
Microsoft	
← +1608-293-020	7
Create a pa	ssword
Enter the password account.	you would like to use with your
Show password	1
Show password By providing your phone notifications to your mob	number, you agree to receive service lie phone. Text messaging rates may apply.
Show password By providing your phone notifications to your mob	number, you agree to receive service lie phone. Text messaging rates may apply. Next

Fill in your name for your profile.

S	
Microsoft	
← +1608-293-0207	
What's your name?	
We need a little more info before you can use this app.	
First name	_
Last name	_
Next	
Enter your country and I	oirth date.
Skype	
S	

← +1608-293-0207

What's your birth date?

We need a little more info before you can use this app.

Country/regio	on			
United Stat	es			ŧ
Birthdate				
Month	\$	Day	\$ Year	\$
				Next

You will then need to verify your account by entering a code that was texted or emailed to you.



After you verify the code, Skype will launch. You will be directed to upload a photo of yourself (if you want). You will then be directed to test your audio. This is an important step to make sure you will be able to hear calls come in.

\leftarrow	Skip					
Test your audio						
Let's make sure your equipment is on and working properly. You can always change this later in Profile > Settings > Audio & Video.						
Microphone	Default device \vee					
Automatically adjust microphone settings						
Speakers	Default device \vee					
0 1 2 3 4 5 6	7 8 9 10					
Test audio						
	Continue →					

Click on test audio. Can you hear the sounds coming through? If not, slide the speakers bar over.

Once you click continue, you will be directed to test your video (if your computer has a camera).

If you have a camera, you should see yourself in the box.



Step 6. Start connecting with family and friends!

You will then receive instructions on how to find contacts easily. Click 'ok'.



After you have added some people to your contact list, you'll be ready to make your first Skype call. You can select a family member or friend by clicking on his or her name.

S Skype		- 🗆 X
Madeline Carbery \$0.00	Maddie Hubler	
Q People, groups & messages		
E See Image: Contacts Description Chats Calls Contacts Notifications	Maddie Hubler 아 Ridgefield , United Sta ஃ No Mutual Contacts	tes
My contacts \sim		
Check your Contacts settings to manage who can find and see you on X Skype.	Say hi to Maddie with a wave.	
AC Alex Cottingham		
E Echo / Sound Test Service .		
М		
MH Maddie Hubler		
s		
Skype Translator	Type a message	E
Click the icon	to host a video call.	
B		
Click the icon t	o host an audio only call.	

You will be able to talk for as long as you want, as long as you have a strong internet connection.

To end the call, select the 'Red Handset' icon



How to: Use Skype for Mac Computers

Step 1: Download the software with this link:

https://www.skype.com/en/get-skype/



When you click download, select ok to approve download on the boxes that pop up.

Step 2: Set-up software on your Mac computer.

A box that looks like this will pop up on your computer:



Click on the Skype icon in this box and drag it over to the applications folder.



After you drag the icon over, go to your finder icon, is select the 'Applications tab' on the far left, and scroll down until you see Skype.

		M Applications		
$\langle \rangle$		🛠 🗸 🗄 🖸 🔍 Q Search		
Favorites	Name	A Date Modified	Size	Kind
Recents	💶 Microsoft Word	Aug 11, 2020 at 3:49 PM		Applica
	🛐 Mission Control	Aug 17, 2020 at 8:19 PM		Applica
(@) AirDrop	Ø Music	Aug 17, 2020 at 8:19 PM		Applica
Applications	🔊 News	Aug 17, 2020 at 8:19 PM		Applica
	D Notes	Aug 17, 2020 at 8:19 PM		Applica
	Mumbers	Jul 15, 2020 at 11:37 AM		Applica
🛄 Desktop	OVING 12	Nov 8, 2019 at 1:49 AM		Applica
Downloads	 OneDrive 	Aug 17, 2020 at 8:48 PM		Applica
	🍸 Pages	Jul 15, 2020 at 11:39 AM		Applica
Creative Clo	鑬 Photo Booth	Aug 17, 2020 at 8:19 PM		Applica
iCloud	Photos	Aug 17, 2020 at 8:19 PM		Applica
	Podcasts	Aug 17, 2020 at 8:19 PM		Applica
	neview	Aug 17, 2020 at 8:19 PM		Applica
Locations	🔇 QuickTime Player	Aug 17, 2020 at 8:19 PM		Applica
	E Reminders	Aug 17, 2020 at 8:19 PM		Applica
	🧭 Safari	Aug 17, 2020 at 8:19 PM		Applica
Skype≜	Siri	Aug 17, 2020 at 8:19 PM		Applica
Network	Skype	Jul 30, 2020 at 11:44 AM	Zero bytes	Applica

Double click on Skype. Select 'open' on the box that pops up and asks if you are sure you want to download an app from the internet.

Step 3: Create an account.

Enter your phone number or email.



Create a password. Passwords must have at least 8 characters and contain at least two of the following: uppercase letters, lowercase letters, numbers, and symbols. *Note. Your number or email will appear on the next boxes.

	Skype
	S
	Microsoft
	← +1608-293-0207
	Create a password
	Enter the password you would like to use with your account.
ie	Show password
	By providing your phone number, you agree to receive service notifications to your mobile phone. Text messaging rates may apply.
	Next

Fill in your name for your profile.

		Skype						
		S						
Microsoft								
← +1608-293-020	07							
What's you	ır n	ame?						
We need a little mo	ore int	fo before	you can ι	ise	this ap	pp.		
First name								
Last name								
					New			
					INEX	L .		
nter vour	r C	ount	rv a	n	d b	irth	n da	ət
nter your	r C	ount	ry a	n	d b	irtł	n da	ət
nter your	r Ci	ount	ry a	n	d b	oirth	n da	ət
nter your	r Co	ount	ry a	n	d b	oirtł	n da	ət
Microsoft	C C C	ount sky	ry a	n	d b	oirth	n da	ət
Microsoft +1608-293-0 What's vo	C C C C C C C C C C C C C C C C C C C	ount	cry a	n	d b	oirth	n da	ət
Microsoft +1608-293-0 What's yo We need a little	C C ()))))))))))))))))))	birth	cry a	n •?	db	his an	n da	ət
Microsoft +1608-293-0 What's yo We need a little I Country/region	C C(: 0207 DUT more	birth	cry a	n ??	d b	birth	n da	ət
Microsoft < +1608-293-0 What's yo We need a little of Country/region United States	r C(: : : : : : : : : : : : : : : : : : :	Dunt	date	n •?	d b	this ap	n di ₽.	ət
Microsoft ← +1608-293-0 What's yo We need a little i Country/region United States Birthdate	C C (: : : : : : : : : : : : : : : : : : :	birth	date	n car	d b	irth	n di p. \$	ət
Microsoft ← +1608-293-0 What's yo We need a little for Country/region United States Birthdate Month	r Co 0207 Dur more	birth	date	n car	d b n use Year	this ap	p. ¢	ət

You will then need to verify your account by entering a code that was texted or emailed to you.



After you verify the code, Skype will launch. You will be directed to upload a photo of yourself (if you want). You will then be directed to test your audio. This is an important step to make sure you will be able to hear calls come in.

\leftarrow										Skip
Te	st y	/01	Jr	au	dic)				
Let's You c Video	make : an alw	sure y ays c	our e hange	quipm • this l	nent is later ir	s on ar n Prof	nd wo ile > S	rking Setting	prope js > A	erly. .udio &
Micr	ophor	ıe						Defa	ult de	vice \vee
Auto	matica	lly ad	just n	nicrop	hone	settin	gs			
Spea	akers							Defa	ult de	vice \vee
0	1	2	3	4	5	6	7	8	9	10
				_						
\triangleright	Test a	audio								
${igsilon}$ Make a free test call										

Click on test audio. Can you hear the sounds coming through? If not, slide the speakers bar over.

Continue \rightarrow

Once you click continue, you will be directed to test your video (if your computer has a camera). If you have a camera, you should see yourself in the box.



Step 4. Start connecting with family and friends! You will then receive instructions on how to find contacts easily. Click 'ok'.

Find Contacts Easily





ок →

Add some people to your contact list. Then you can select a family member or friend by clicking on his or her name.



Click 'Meet Now' if you want to video call the selected family member or friend. Click 'New Call' if you want to call the selected family member or friend with no video.

You will be able to talk for as long as you want, as long as you have a strong internet connection.

To end the call, select the 'Red Handset' icon .



How to: Use Facetime for Mac Computers

Step 1: Open the Facetime Application on your computer by going to Finder. Double click on the icon.



Step 2: On the left hand side, click on Applications.

• • •	Management Applications		
<>		Q Search	
Favorites	Name	Date Modified	Size
Recents	🙆 App Store	Oct 30, 2017 at 8:13 PM	1.3 M
	🖗 Automator	Oct 14, 2017 at 4:21 PM	8.5 M
	🗐 Calculator	Jul 15, 2017 at 7:35 PM	5.7 M
	🔂 Calendar	Oct 12, 2017 at 8:00 PM	20.8 M
Applications	🚸 Chess	Sep 5, 2017 at 8:20 PM	7.9 M
	Tomplete Anatomy	Sep 9, 2019 at 11:18 PM	1.72 G
Desktop	Contacts	Nov 7, 2017 at 9:18 PM	19.9 M
Documents	😨 Dashboard	Oct 18, 2017 at 10:17 PM	568 K
Downloads	Dictionary	Jul 15, 2017 at 7:56 PM	2.9 M
	🐻 DVD Player	Oct 11, 2017 at 9:11 PM	23.9 M
Google Drive	💽 FaceTime	Oct 26, 2017 at 10:25 PM	8.3 M
evices	📓 Font Book	Oct 22, 2017 at 3:47 PM	12.9 M
	🎸 GarageBand	Mar 21, 2014 at 4:11 PM	1.16 G
Samantha's	Google Chrome	Sep 4, 2020 at 5:59 PM	697.9 M
Remote Disc	🛆 Google Drive	Apr 23, 2018 at 10:37 AM	102 M
SPSS St ≜	IBM SPSS Statistics 27	Sep 14, 2020 at 2:42 PM	-
	Python3 for SPSS Statistics27	Sep 14, 2020 at 2:42 PM	218 K
SPSS_St ≜	Resources	Sep 14, 2020 at 2:42 PM	-
Tags	Samples	Sep 14, 2020 at 2:42 PM	
Ded	SPSS Commuter Utility	Sep 14, 2020 at 2:42 PM	366 K

Step 3: Double click on



• • •	🛃 Applications			
$\langle \rangle$			Q Search	
Favorites	Name	^	Date Modified	Size
Recents	🙆 App Store		Oct 30, 2017 at 8:13 PM	1.3 M
	🚰 Automator		Oct 14, 2017 at 4:21 PM	8.5 M
	🚺 Calculator		Jul 15, 2017 at 7:35 PM	5.7 M
(independence) AirDrop	🗇 Calendar		Oct 12, 2017 at 8:00 PM	20.8 M
A Applications	4 Chess		Sep 5, 2017 at 8:20 PM	7.9 M
Dealster	📶 Complete Anatomy		Sep 9, 2019 at 11:18 PM	1.72 G
Desktop	Contacts		Nov 7, 2017 at 9:18 PM	19.9 M
Documents	😨 Dashboard		Oct 18, 2017 at 10:17 PM	568 K
Downloads	Dictionary		Jul 15, 2017 at 7:56 PM	2.9 M
	B DVB Player		Oct 11, 2017 at 9:11 PM	23.9 M
Google Drive	🔍 🗟 FaceTime		Oct 26, 2017 at 10:25 PM	8.3 M
Devices	E Font Book		Oct 22, 2017 at 3:47 PM	12.9 M
	🎸 GarageBand		Mar 21, 2014 at 4:11 PM	1.16 G
	Google Chrome		Sep 4, 2020 at 5:59 PM	697.9 M
Remote Disc	🝐 Google Drive		Apr 23, 2018 at 10:37 AM	102 M
SPSS_St ≜	IBM SPSS Statistics 27		Sep 14, 2020 at 2:42 PM	-
	Python3 for SPSS Statistics27		Sep 14, 2020 at 2:42 PM	218 K
SPSS_St =	Resources		Sep 14, 2020 at 2:42 PM	-
Tags	Samples		Sep 14, 2020 at 2:42 PM	-
Dod	SPSS Commuter Utility		Sep 14, 2020 at 2:42 PM	366 K

Step 4: The Facetime Application will open.

Step 5: To start a Facetime call you can enter a name, email address, or phone number on the left hand side in the spot where it states **Enter a name, email of number**



Step 6: To Answer a FaceTime Call, this will appear on your computer and you will press Accept or Decline

The downward arrow next to **Accept gives you the option to accept the call as just audio instead of video.

The downward arrow next to **Decline give you the option to send a message to the caller.



Other Helpful Tips!

Use the onscreen controls

During a call, move your pointer over the FaceTime window to show these controls.



Sidebar Hide or show the sidebar.



Mute Video Turn the video from your camera off or on.



Mute Audio Mute or unmute your mic.



Full Screen Switch to or from a full-screen FaceTime window.



End End the call.



Camera Shutter Take a Live Photo of the other person.

