



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

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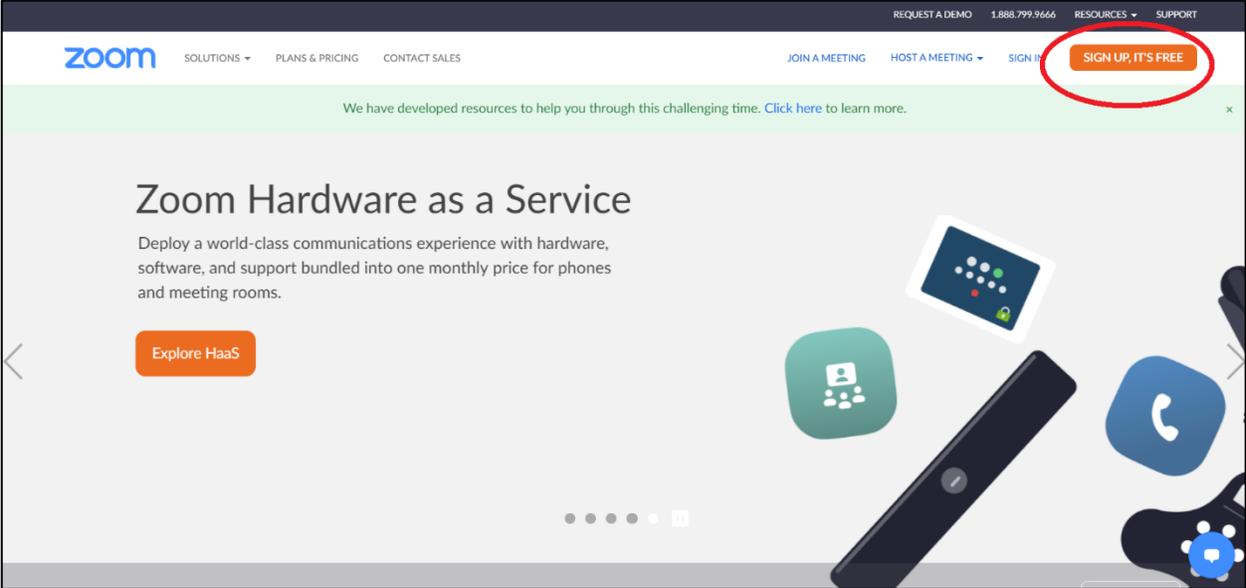
How to: Use Zoom for PC Windows Computers

Step 1: Download the software with this link:

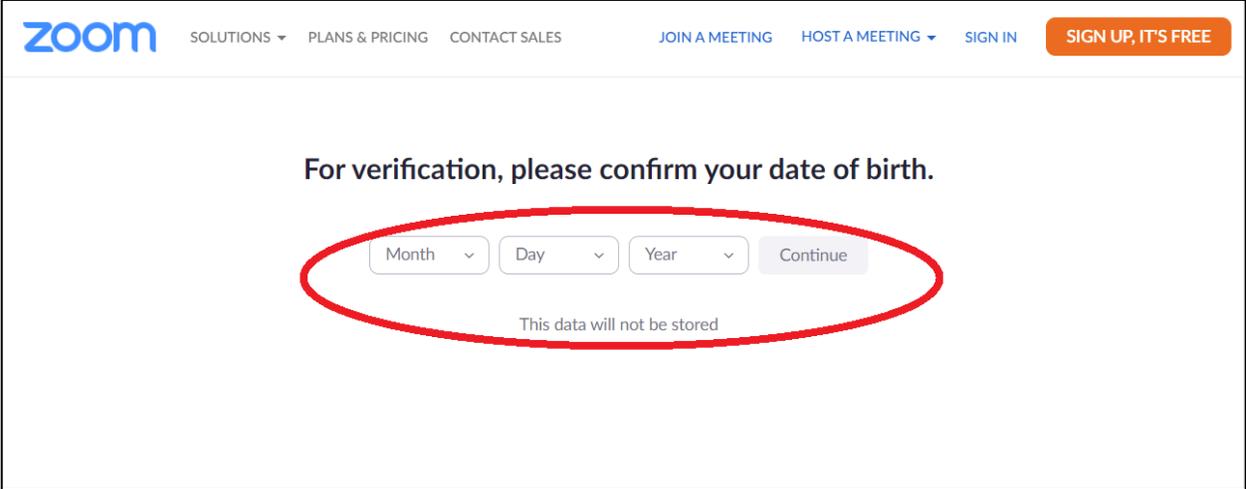
<https://zoom.us/support/download>

(you can copy and paste it into your browser)

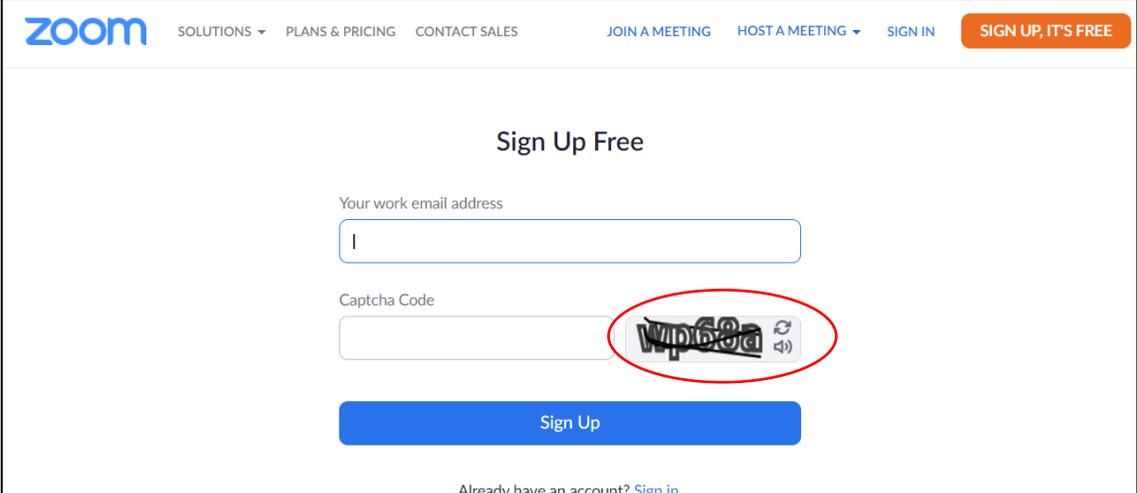
Click “Sign Up, It’s Free” in top right.



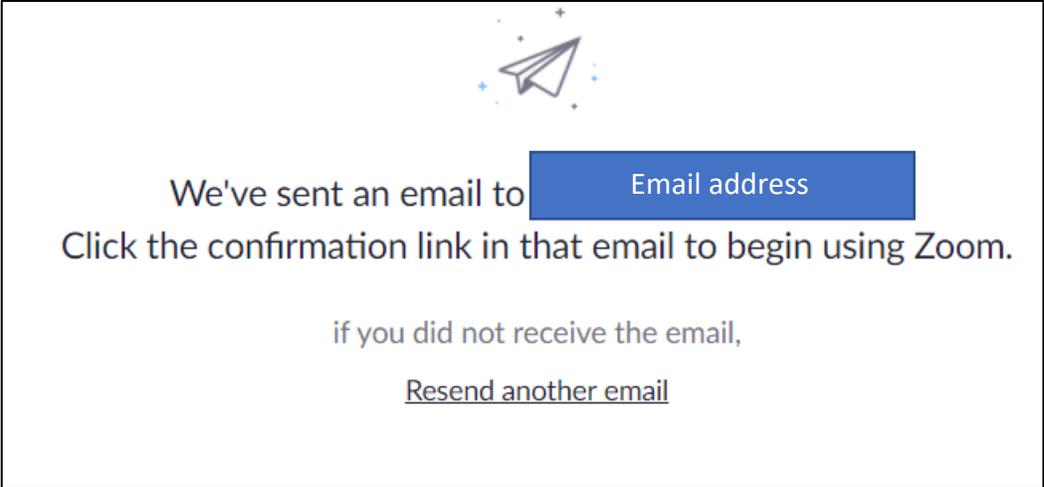
Enter your birthday.



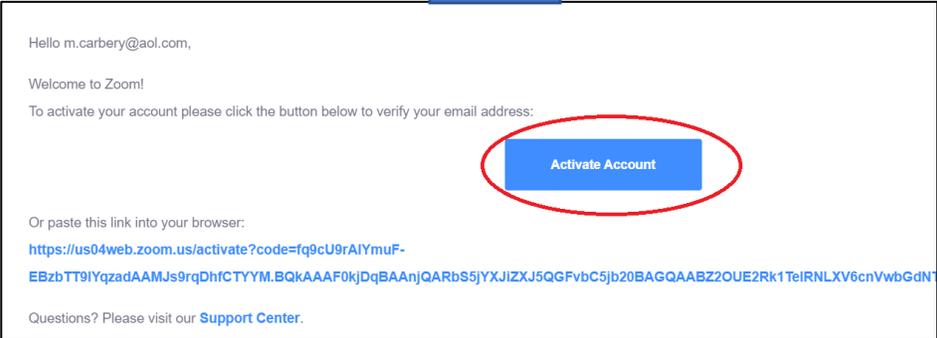
Enter your email address & type the letter/number combination you see (circled red) in the “Captcha Code. Click Sign Up.



The message below will appear when you click Sign Up.



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.



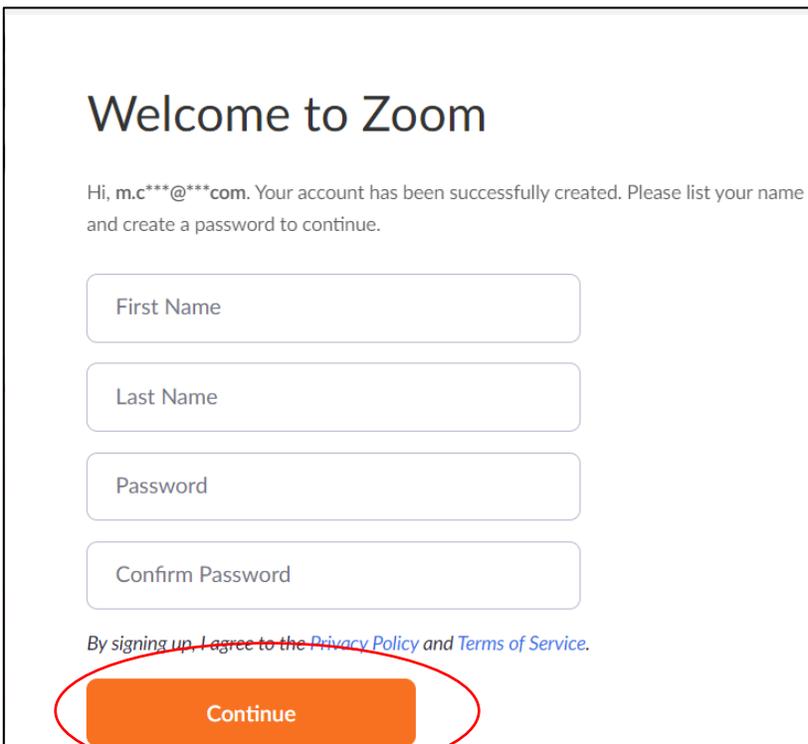
Are you signing up on behalf of a school?

Yes No

Continue

Click “no” if your email is NOT affiliated with a school. →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.



Welcome to Zoom

Hi, m.c***@***com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

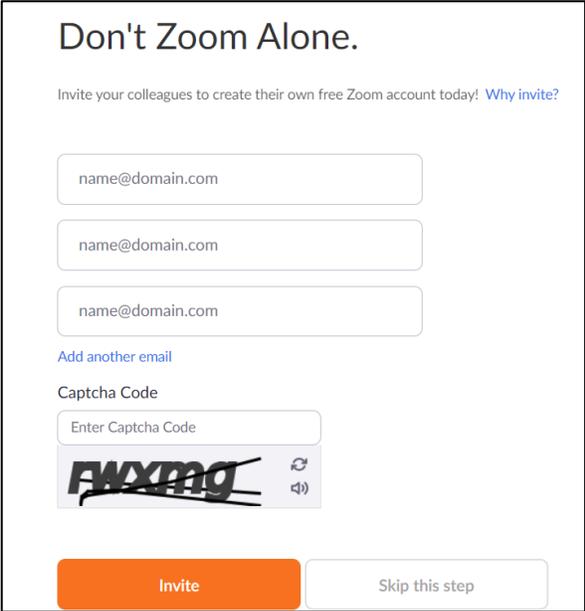
Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

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



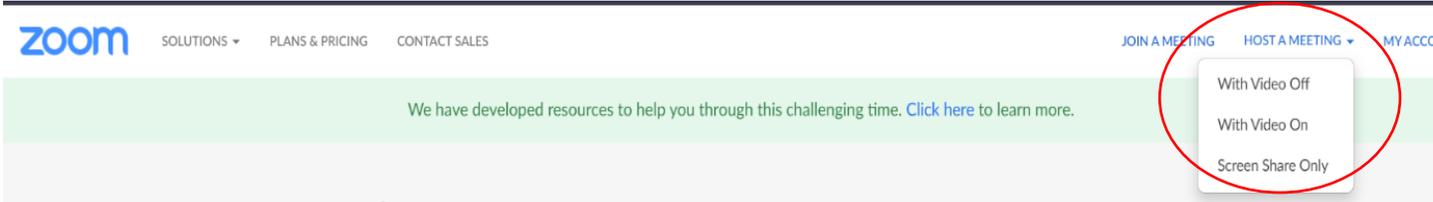
The screenshot shows a web form titled "Don't Zoom Alone." with the subtext "Invite your colleagues to create their own free Zoom account today! [Why invite?](#)". There are three input fields for email addresses, each containing the placeholder "name@domain.com". Below the fields is a link "Add another email". A "Captcha Code" section includes an input field with the placeholder "Enter Captcha Code" and a CAPTCHA image showing the word "FIXING" with a red scribble over it. At the bottom are two buttons: "Invite" (orange) and "Skip this step" (white).

You now have a zoom account.

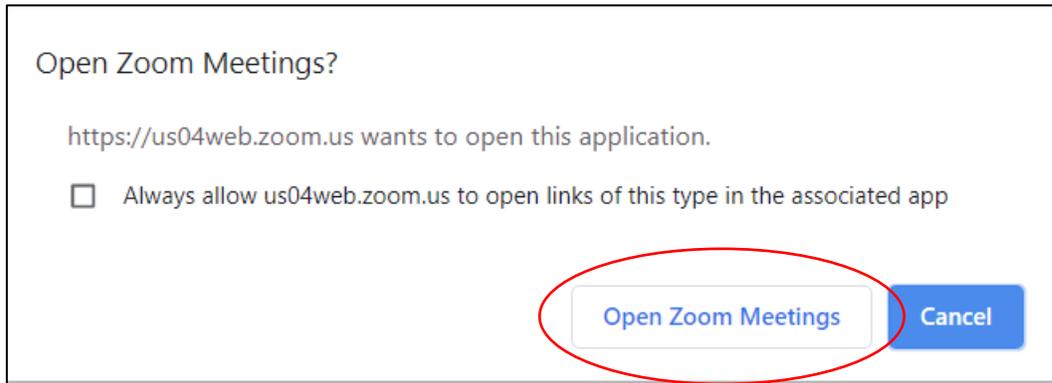
How To Host a Zoom Call:

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

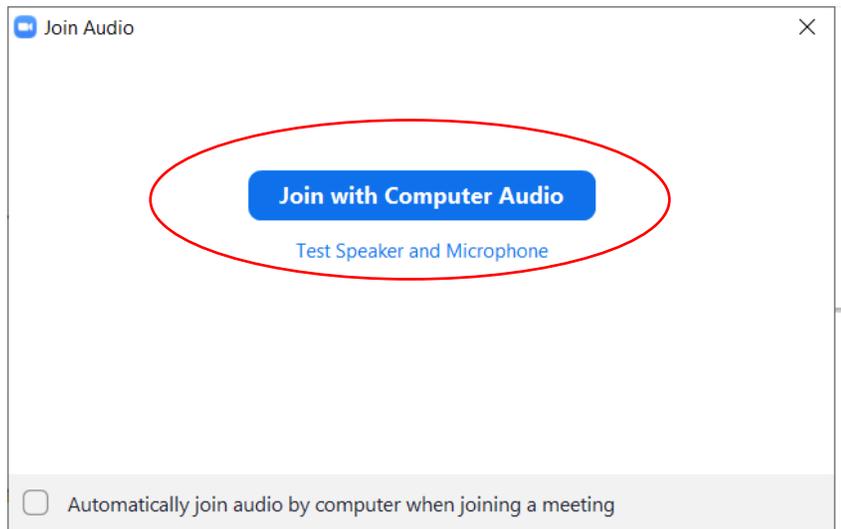
Choose "With Video On" to talk with the camera on so you can see your friends/family.



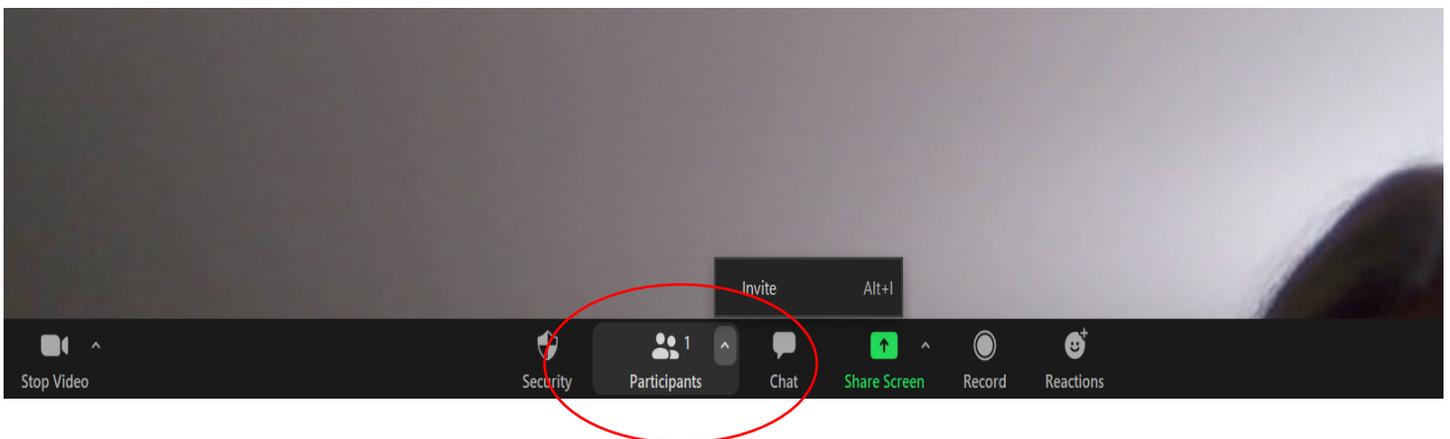
Click “Open Zoom Meetings” in the pop-up window.



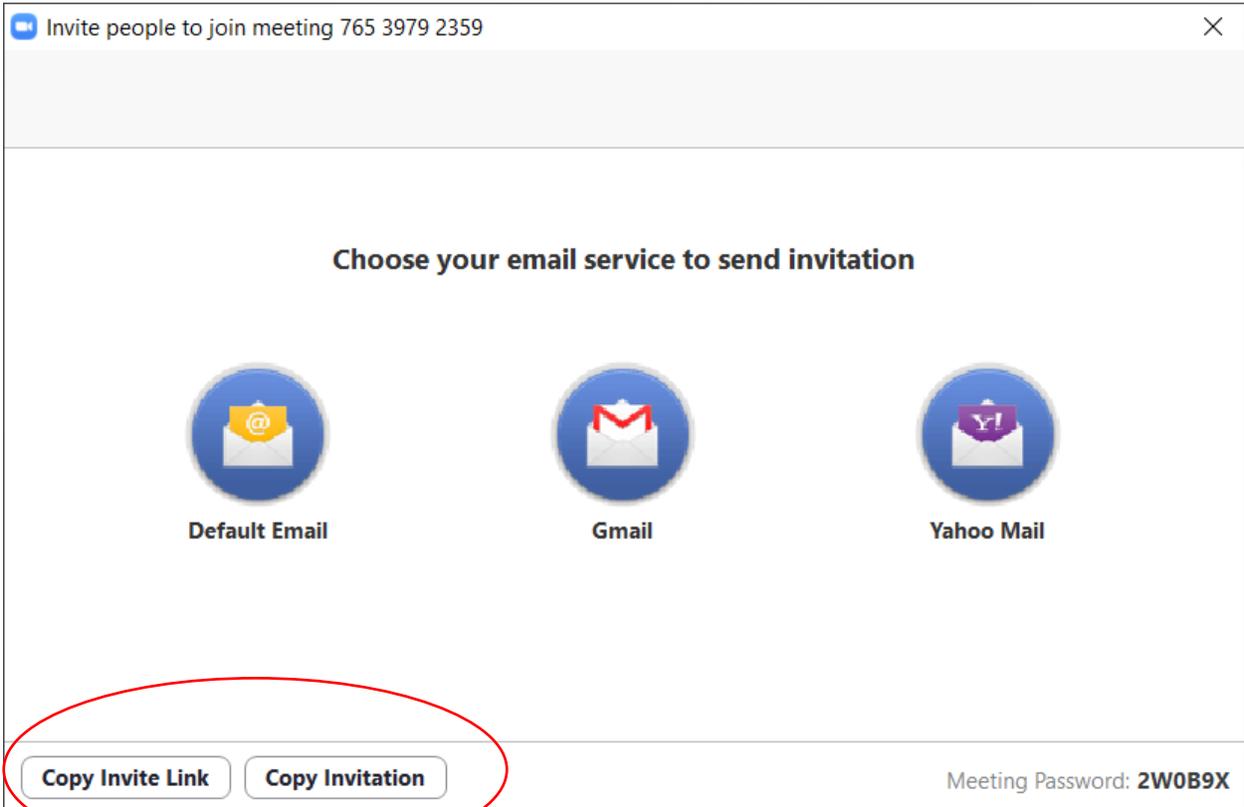
Click “Join with Computer Audio”.



Click “Participants” on the bottom screen. Then “Invite”.

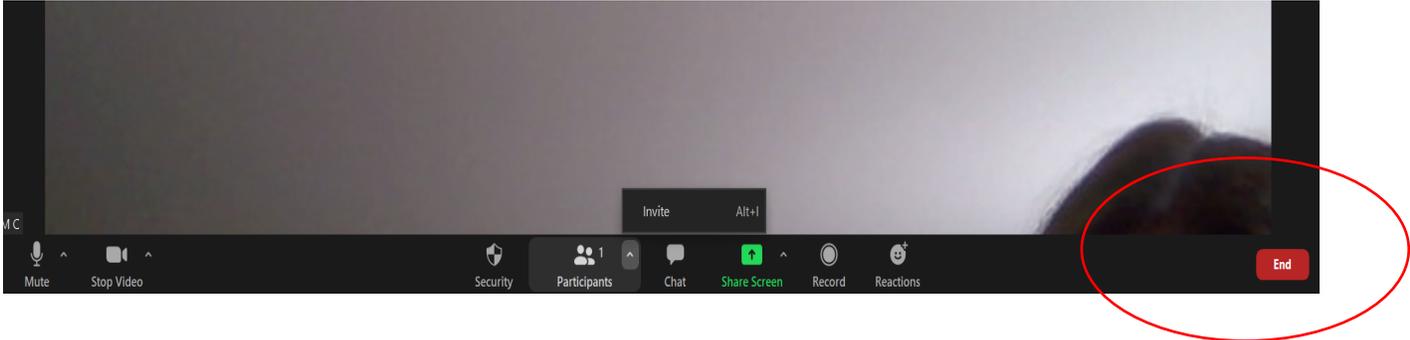


Invite friends/family via email or send them the link by clicking “Copy Invite Link”. You can email then the link or text it to them.



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

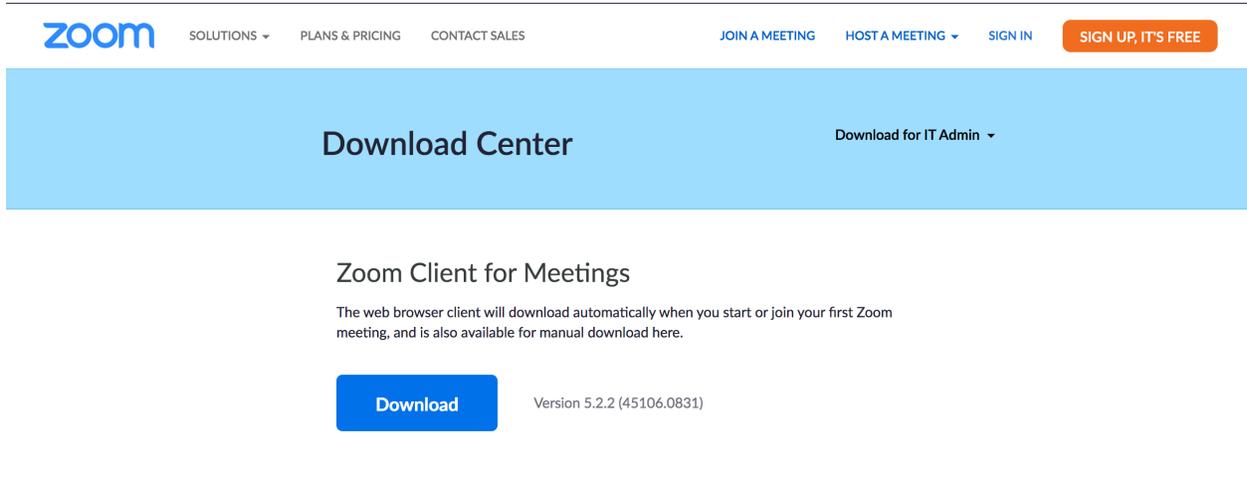
To end the call, click the red “End” button in the bottom left.



How to: Use Zoom for Mac Computers

Step 1: Download the software with this link:

<https://zoom.us/download>

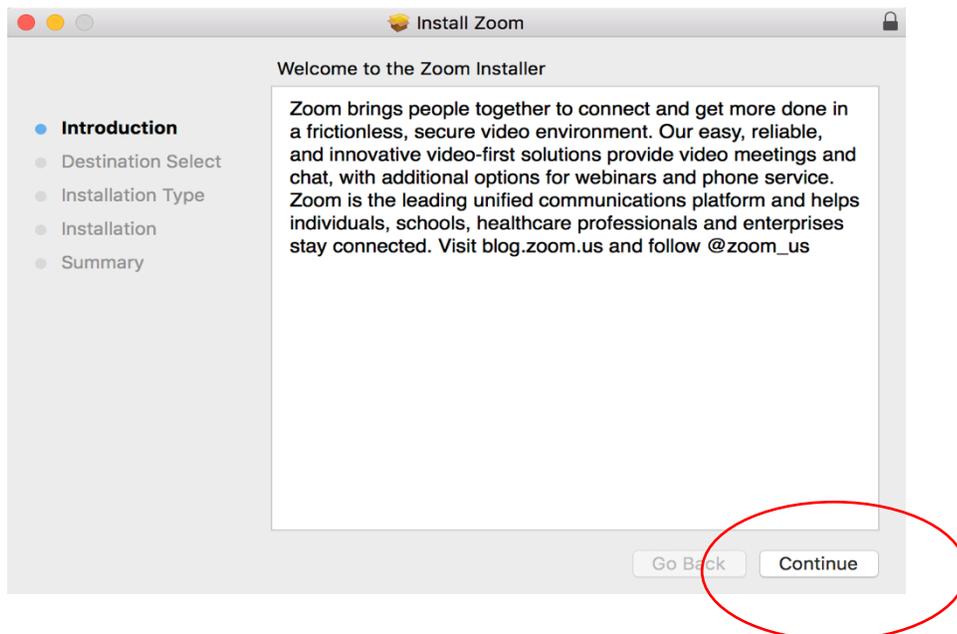


A. Double click the downloaded file, usually in your “Downloads” folder.

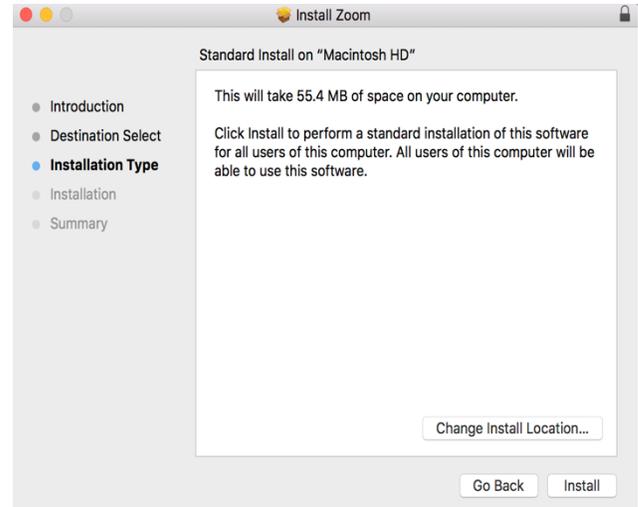
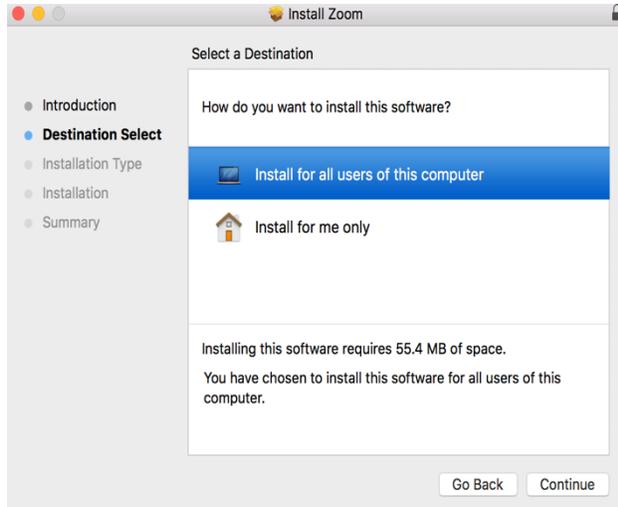


Downloads

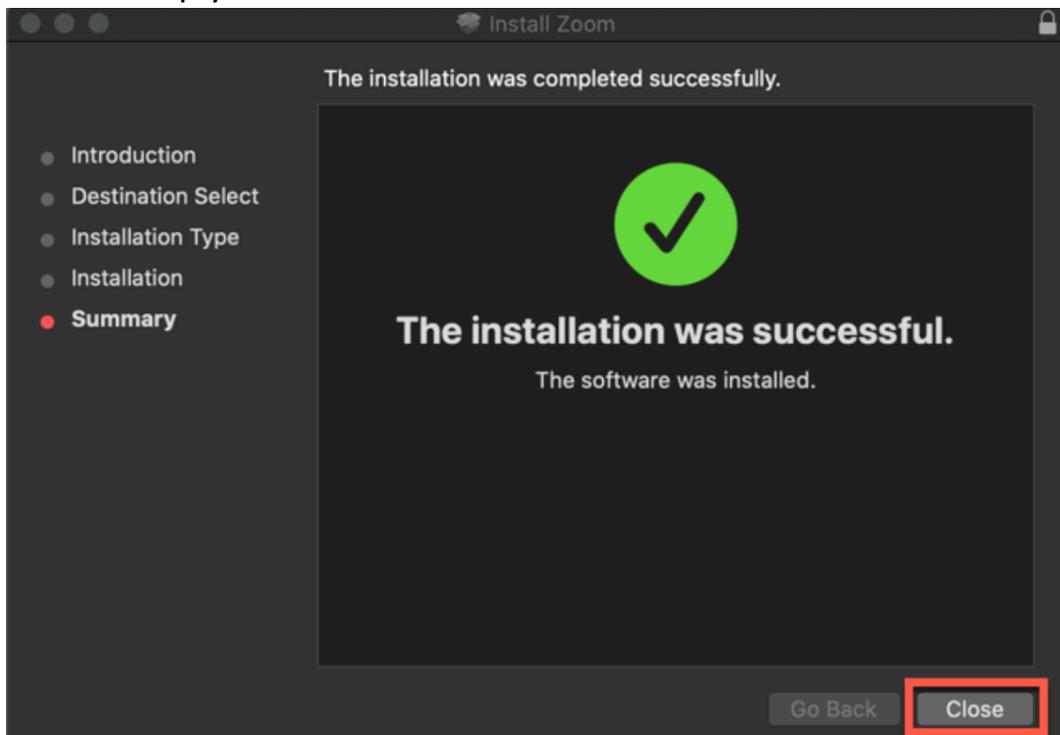
B. The image below should pop up. Click continue.



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.

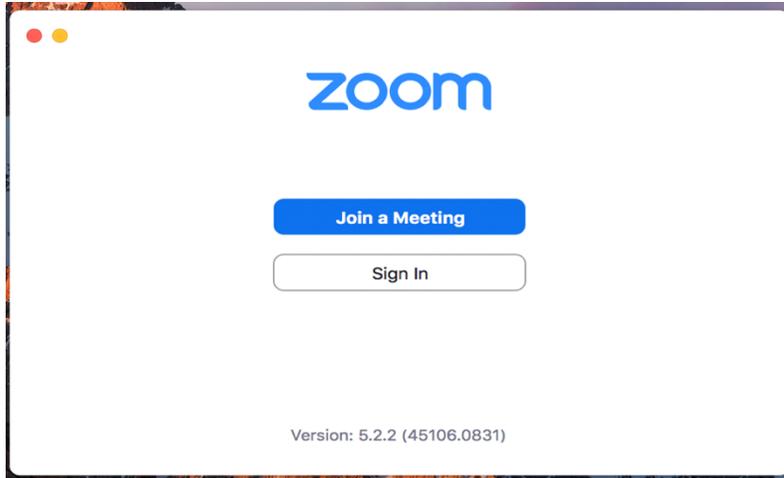


D. Once installed, you should see this screen. Click close and get ready to set up your account!

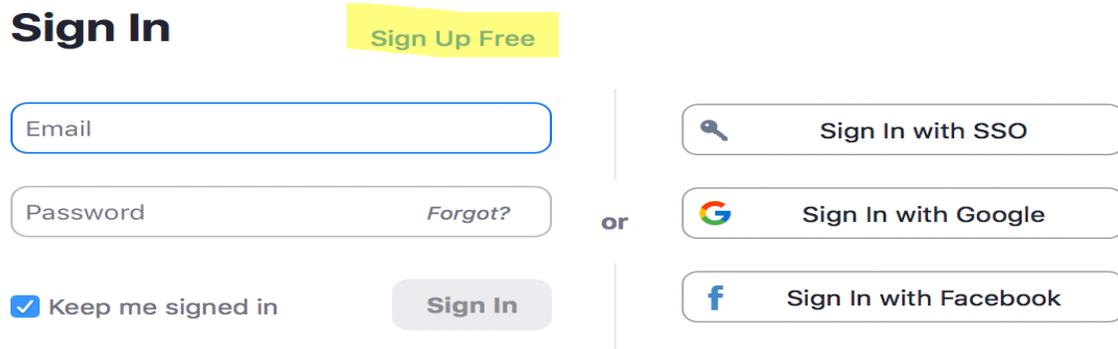


Step 2: Set up your account!

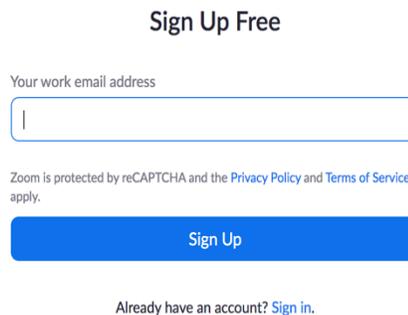
A. Open your new Zoom Application. Click “Sign in”.



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

A screenshot of the Zoom Sign In page. On the left, under the heading "Sign In", there are input fields for "Email" and "Password" with a "Forgot?" link. Below these is a checked checkbox for "Keep me signed in" and a grey "Sign In" button. On the right, there are three buttons for "Sign In with SSO", "Sign In with Google", and "Sign In with Facebook". A yellow highlight is placed over the "Sign Up Free" link at the top right. A vertical line with the word "or" in the middle separates the sign-in options.

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

A screenshot of the Zoom Sign Up Free page. At the top is the heading "Sign Up Free". Below it is the text "Your work email address" followed by an empty input field. Underneath, it says "Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply." Below that is a blue "Sign Up" button. At the bottom, it says "Already have an account? Sign in."

D. Enter your date of birth.

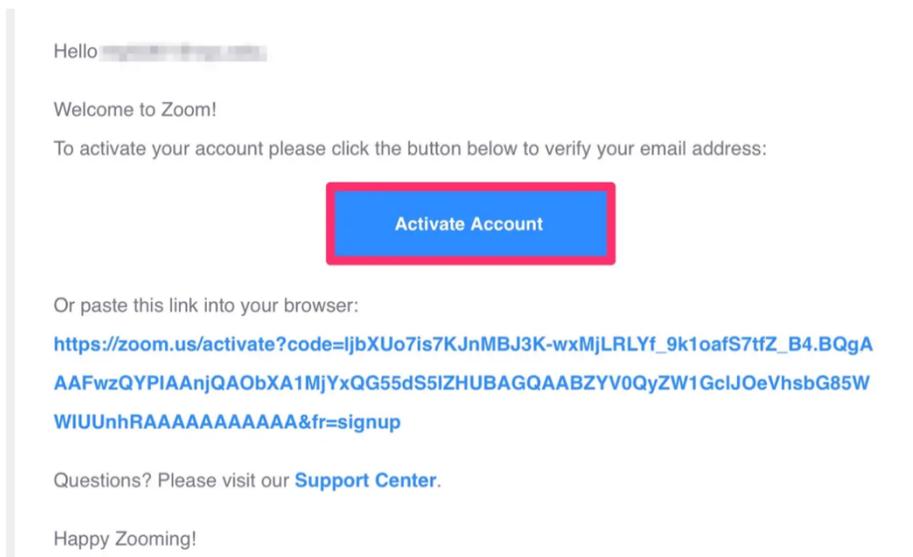
For verification, please confirm your date of birth.

Month ▾ Day ▾ Year ▾ Continue

This data will not be stored

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

Hi, [redacted]. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

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.

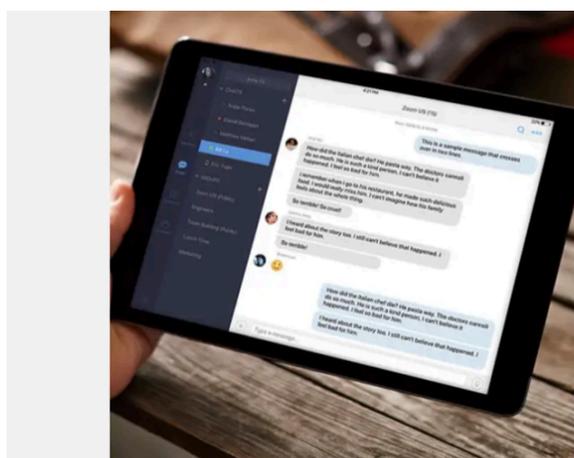
Excellent! Now it's time to start meeting.

Your personal meeting url:
<https://zoom.us/j/5739001077>

Save time by scheduling your meetings directly from your calendar.

 Microsoft Outlook Plugin Add Zoom  Chrome Extension Download

I. Click “Go to my account”.



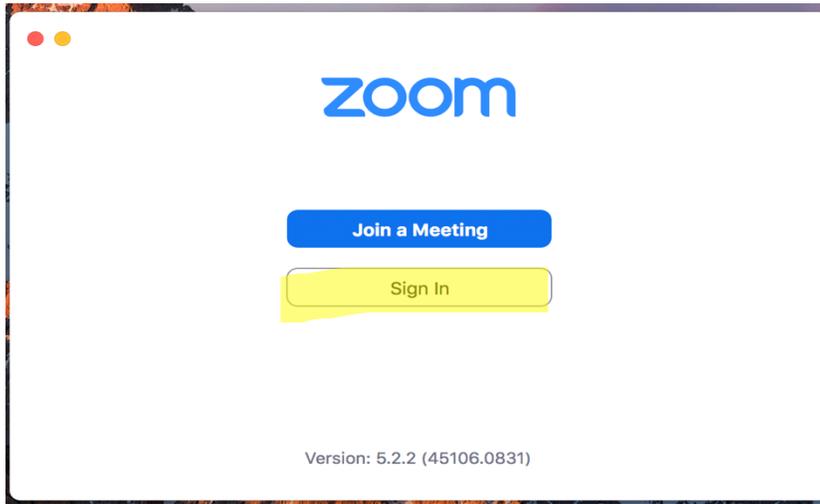
Don't Zoom Alone.

Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

[Add another email](#)

I'm not a robot 

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



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

Sign In [Sign Up Free](#)

Email

Password [Forgot?](#)

Keep me signed in

or

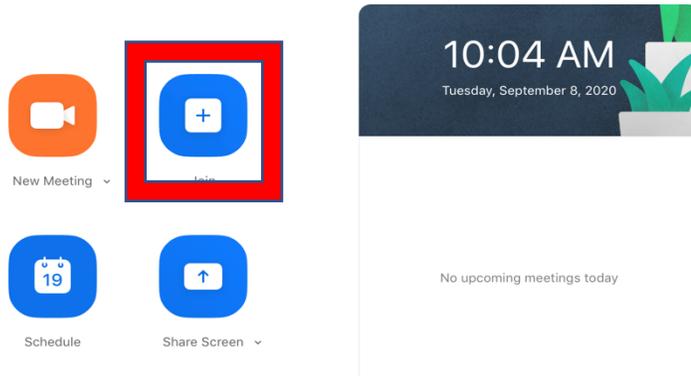
You're all set! Your account has been created.

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 Personal Link Name

Your Name

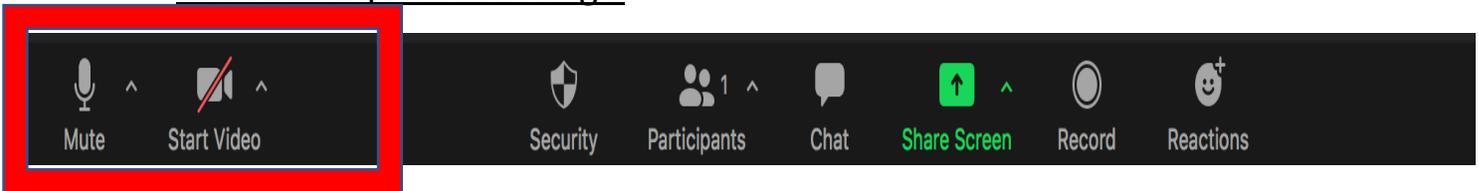
Don't connect to audio

Turn off my video

3. You should now be in your zoom meeting!

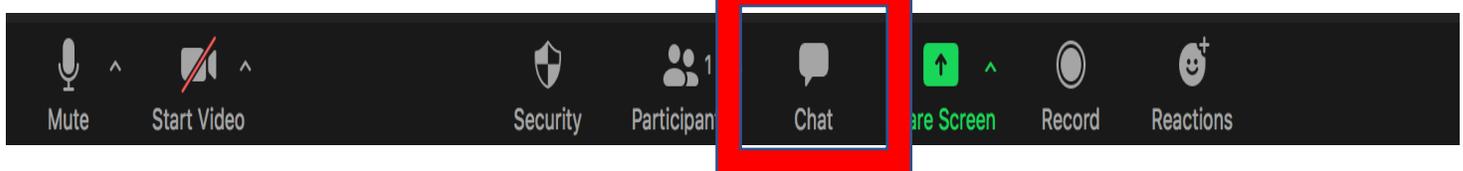
Navigating Zoom Meetings:

Video and Speaker settings:



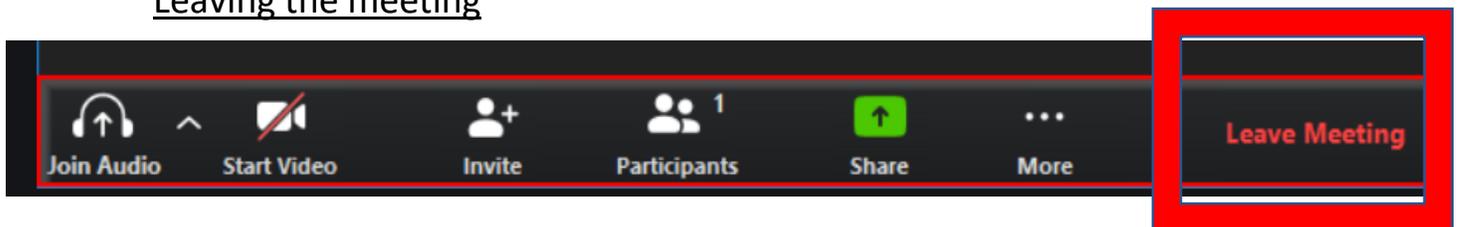
Click on the microphone and video icons to change your setting. If there is a red slash through your microphone, it means you are muted. Click on it again to unmute yourself so others can hear you. Do the same for the video icon so that others can see you.

Chat tool:



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.

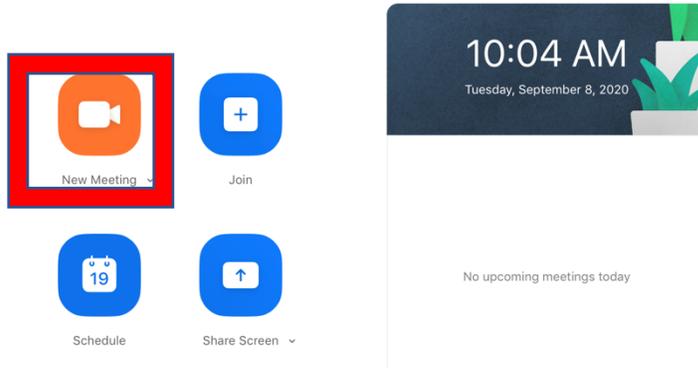
Leaving the meeting



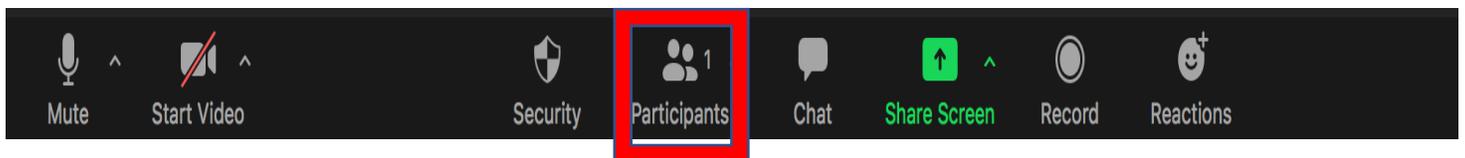
If you want to permanently leave your zoom call, click “Leave Meeting”.

Starting and Ending Zoom Meetings:

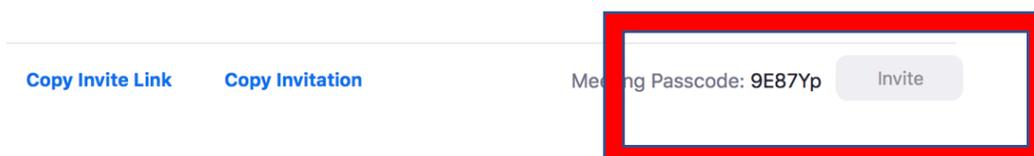
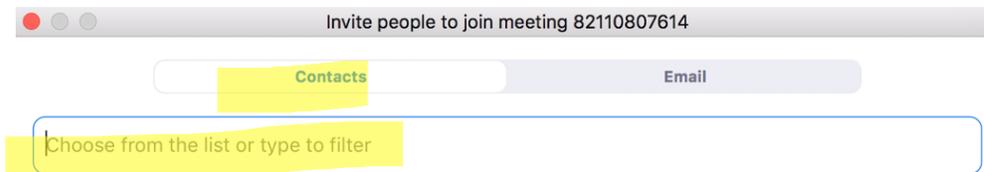
A. Press “New Meeting”. Your meeting should start by your video screen popping up.



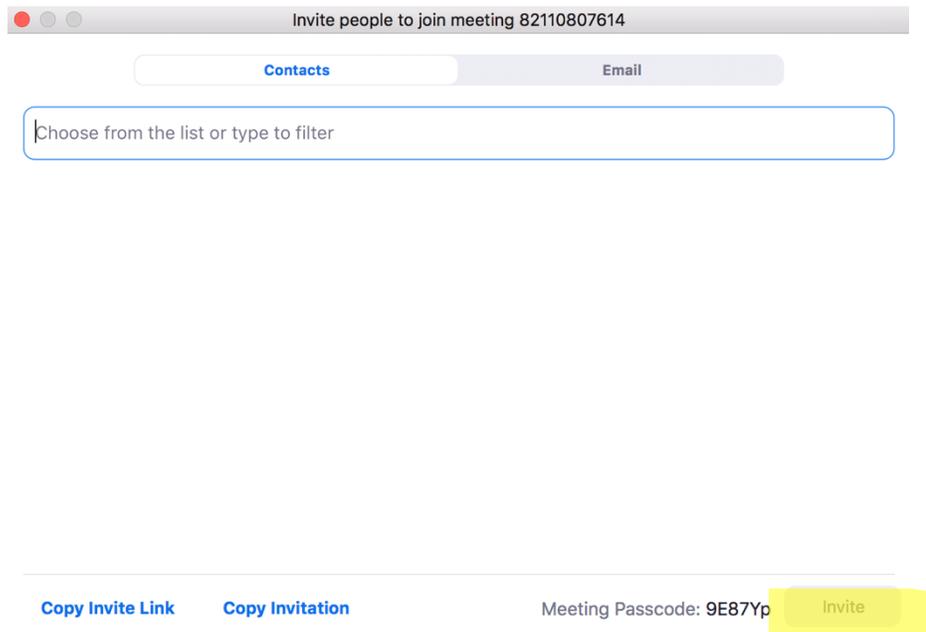
B. Click “Participants” to invite your family and friends. Then click “Invite” in the right bottom corner.



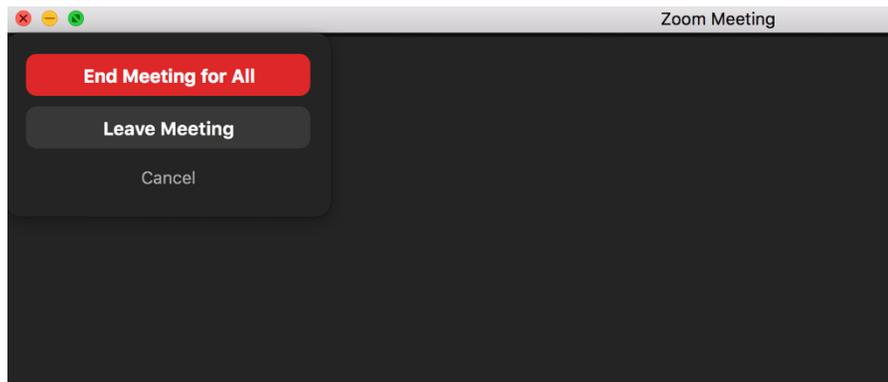
C. Choose people from your Zoom contacts by searching for them. Press invite.



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



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

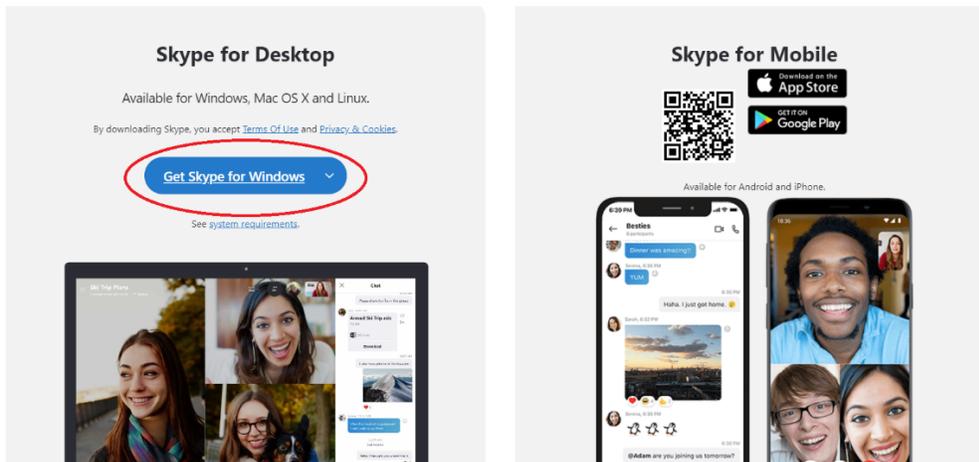


How to: Use Skype for PC Windows Computers

Step 1: Download the software with this link:

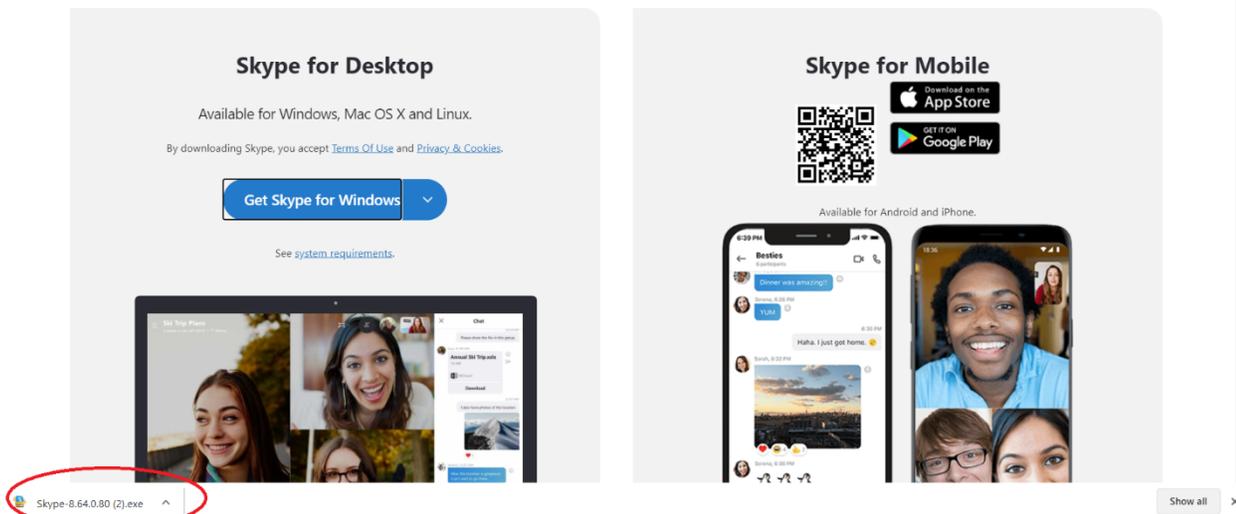
<https://www.skype.com/en/get-skype/>

Click “Get Skype for Windows”

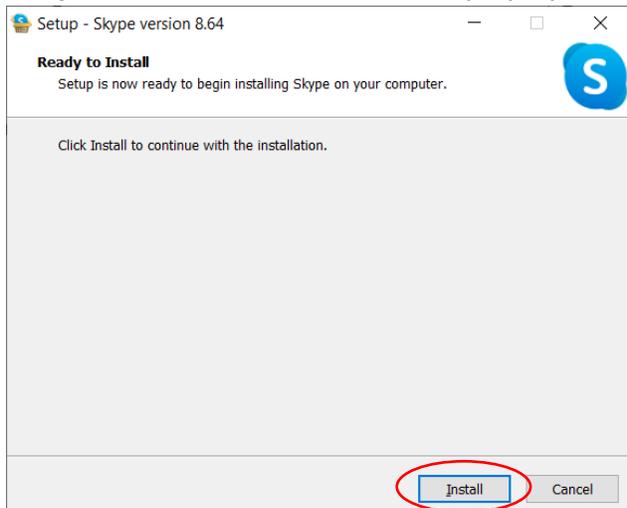


Step 2: Click on the download popup in the bottom left corner.

Download Skype



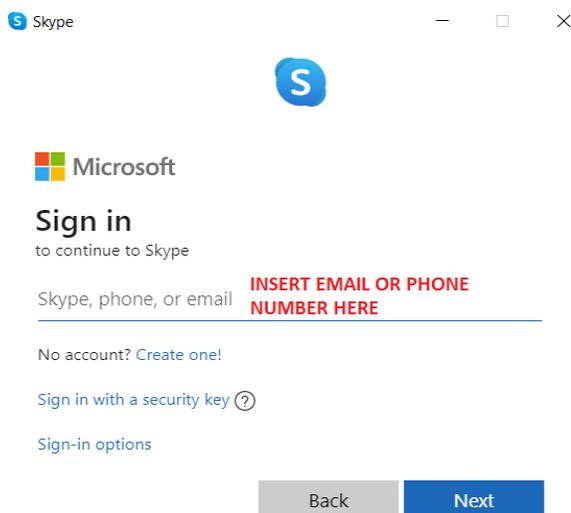
Step 3: Click “Install” on the popup window.



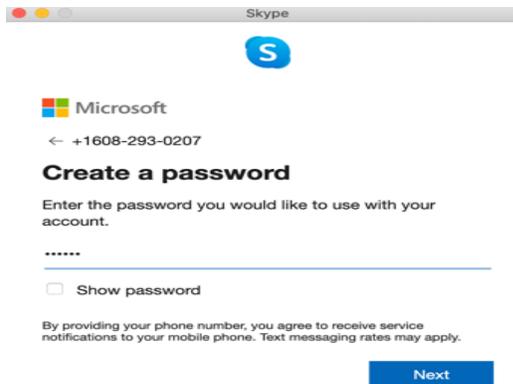
Step 4: The Skype application will appear, click “Let’s Go”.



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



 Microsoft

← +1608-293-0207

Create a password

Enter the password you would like to use with your account.

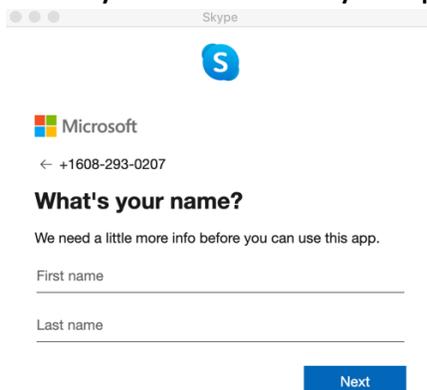
.....

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



 Microsoft

← +1608-293-0207

What's your name?

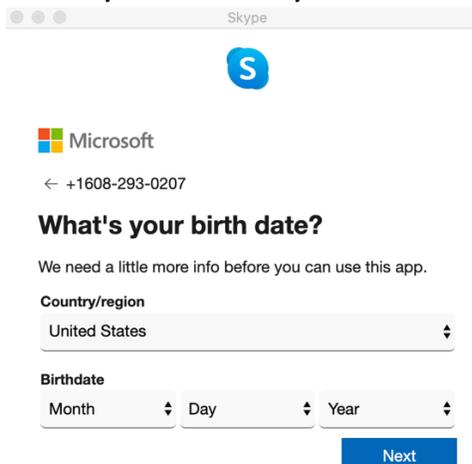
We need a little more info before you can use this app.

First name

Last name

Next

Enter your country and birth date.



Skype



 Microsoft

← +1608-293-0207

What's your birth date?

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

Country/region

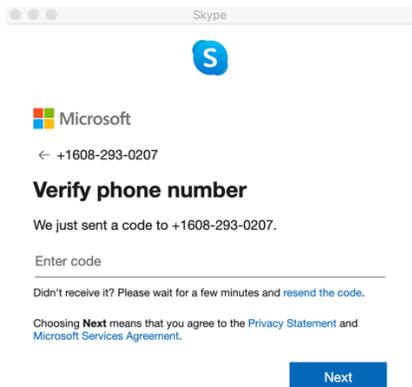
United States

Birthdate

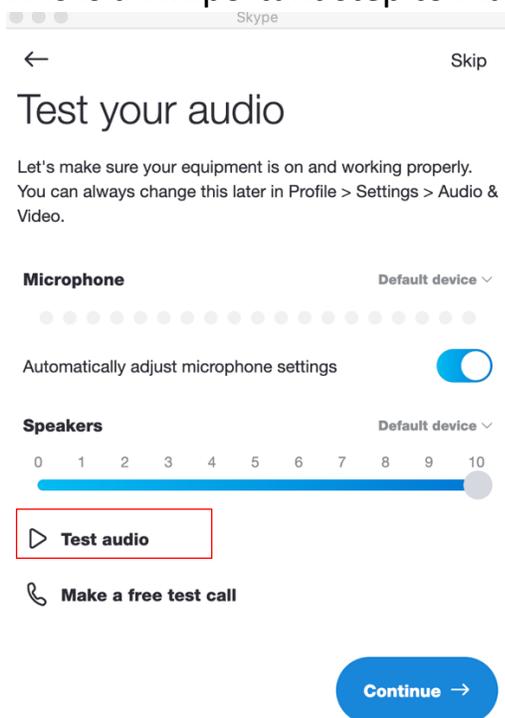
Month Day Year

Next

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



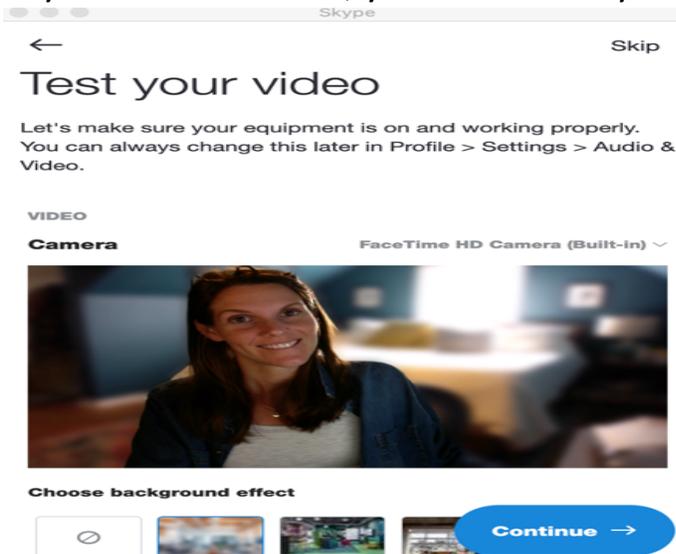
After you verify the code, Skype will launch. You will be directed to upload a photo of yourself (if you want). You will then be directed to test your audio. This is an important step to make sure you will be able to hear calls come in.



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

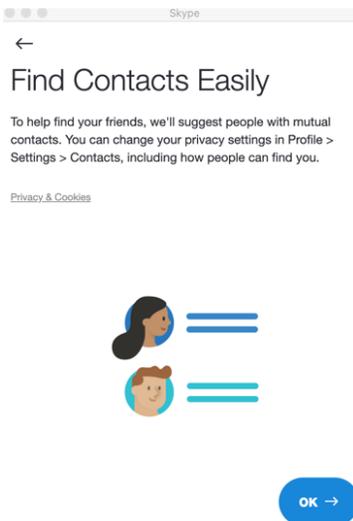
Once you click continue, you will be directed to test your video (if your computer has a camera).

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

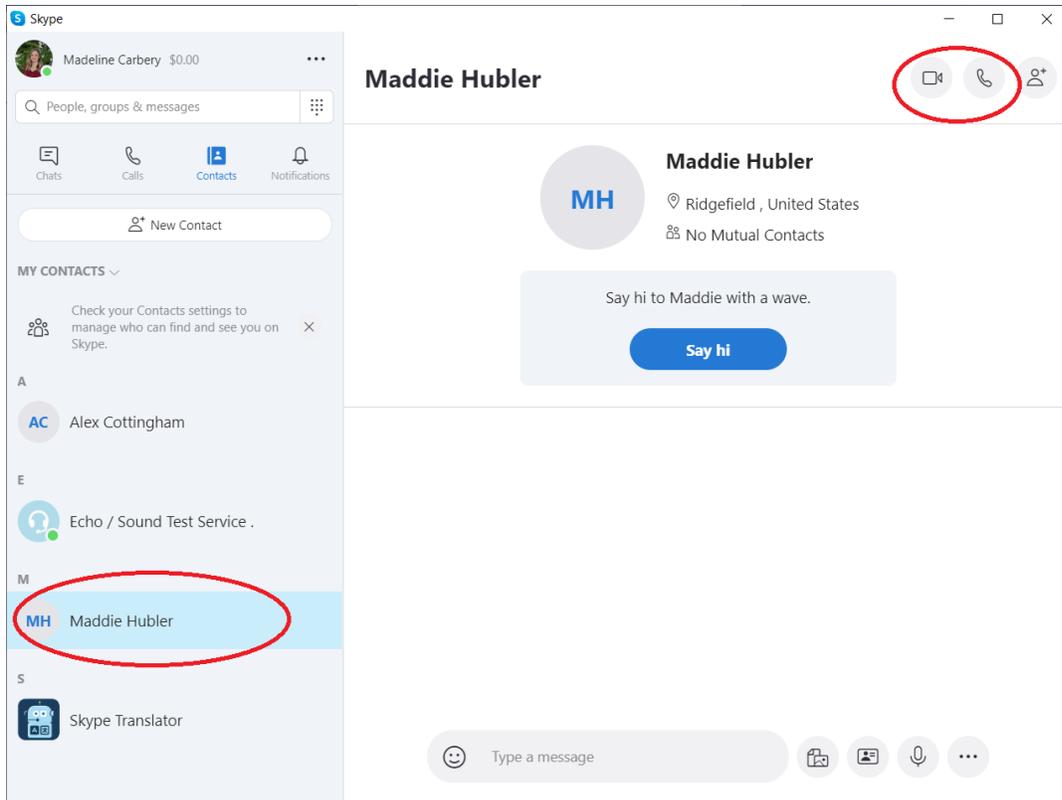


Step 6. Start connecting with family and friends!

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



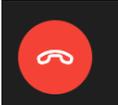
After you have added some people to your contact list, you'll be ready to make your first Skype call. You can select a family member or friend by clicking on his or her name.



Click the  icon to host a video call.

Click the  icon to host an audio only call.

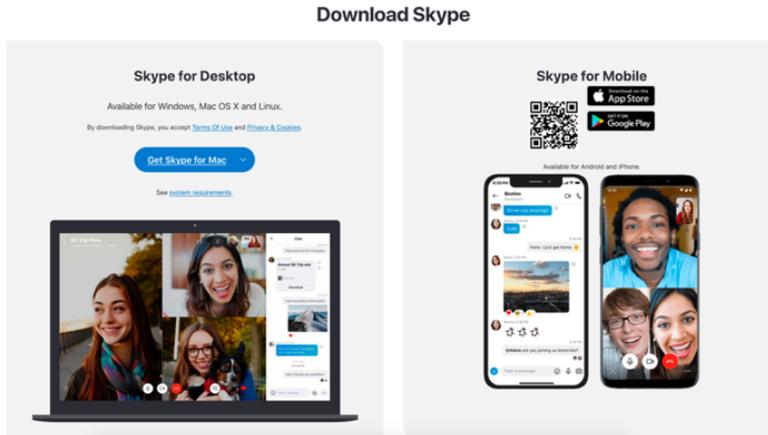
You will be able to talk for as long as you want, as long as you have a strong internet connection.

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

How to: Use Skype for Mac Computers

Step 1: Download the software with this link:

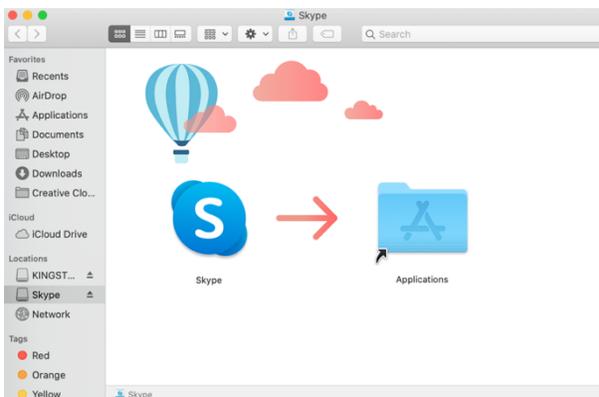
<https://www.skype.com/en/get-skype/>



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

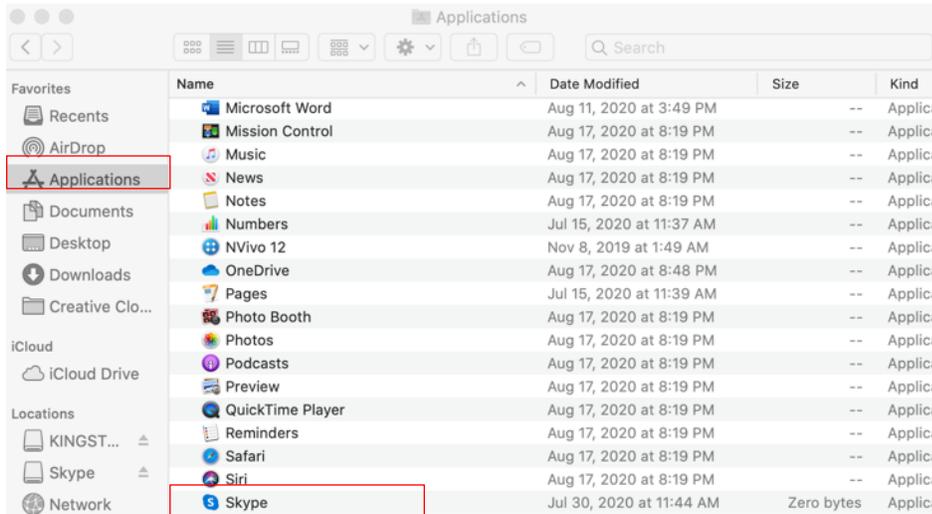
Step 2: Set-up software on your Mac computer.

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.

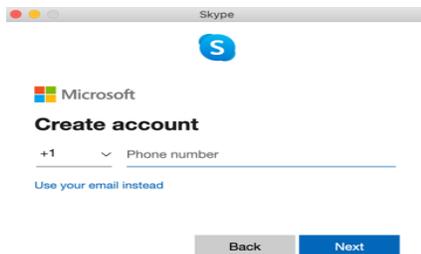
After you drag the icon over, go to your finder icon, , select the 'Applications tab' on the far left, and scroll down until you see Skype.



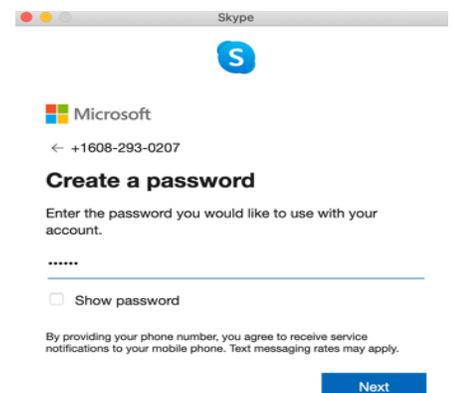
Double click on Skype. Select 'open' on the box that pops up and asks if you are sure you want to download an app from the internet.

Step 3: Create an account.

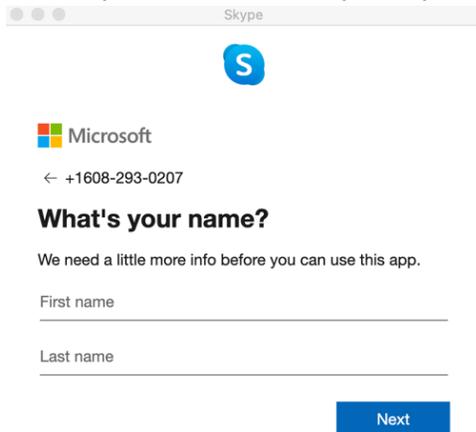
Enter your phone number or email.



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.

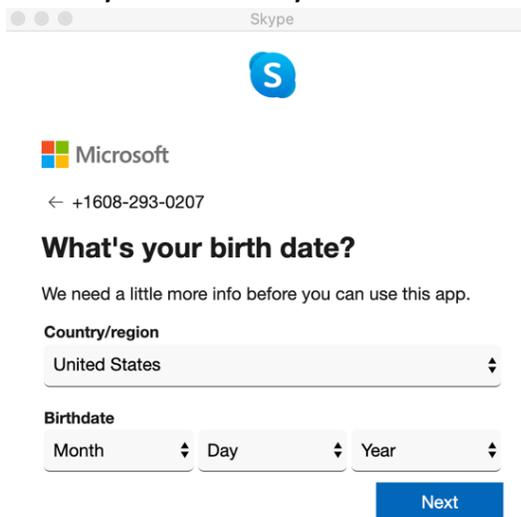


Fill in your name for your profile.



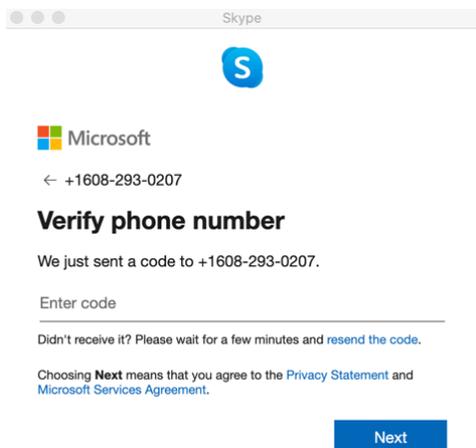
A screenshot of a web browser window titled "Skype". The page features the Microsoft logo and a phone number "+1608-293-0207". The main heading is "What's your name?". Below it, a message states "We need a little more info before you can use this app." There are two input fields: "First name" and "Last name". A blue "Next" button is positioned at the bottom right.

Enter your country and birth date.



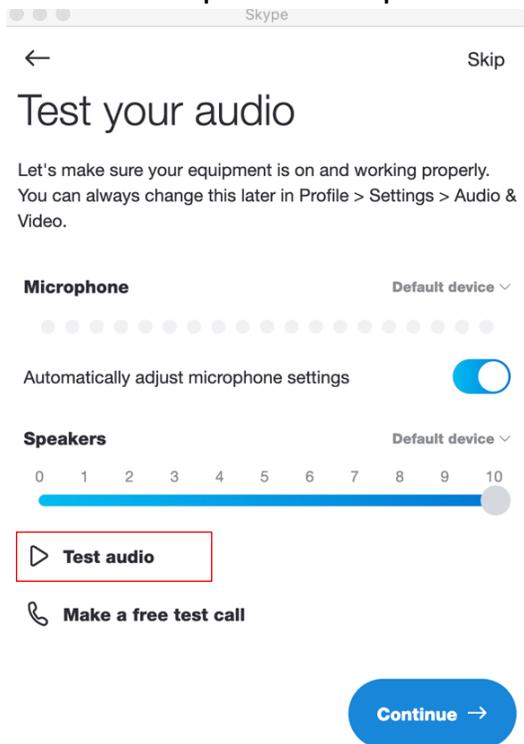
A screenshot of a web browser window titled "Skype". The page features the Microsoft logo and a phone number "+1608-293-0207". The main heading is "What's your birth date?". Below it, a message states "We need a little more info before you can use this app." There is a dropdown menu for "Country/region" with "United States" selected. Below that are three dropdown menus for "Birthdate": "Month", "Day", and "Year". A blue "Next" button is positioned at the bottom right.

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



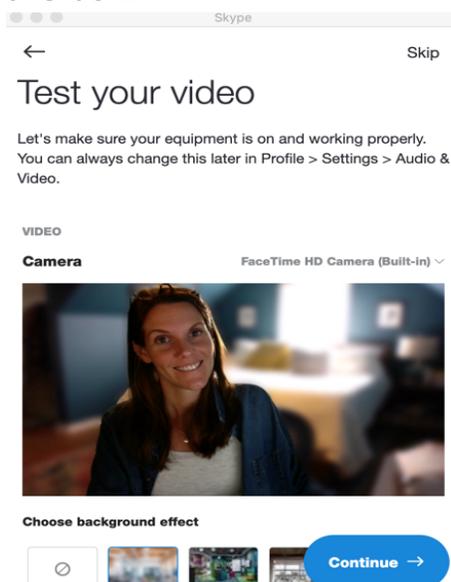
A screenshot of a web browser window titled "Skype". The page features the Microsoft logo and a phone number "+1608-293-0207". The main heading is "Verify phone number". Below it, a message states "We just sent a code to +1608-293-0207." There is an input field for "Enter code". Below the input field, there is a link: "Didn't receive it? Please wait for a few minutes and [resend the code.](#)" At the bottom, there is a note: "Choosing **Next** means that you agree to the [Privacy Statement](#) and [Microsoft Services Agreement.](#)" A blue "Next" button is positioned at the bottom right.

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.



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.



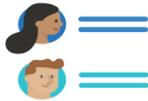
Step 4. Start connecting with family and friends!

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

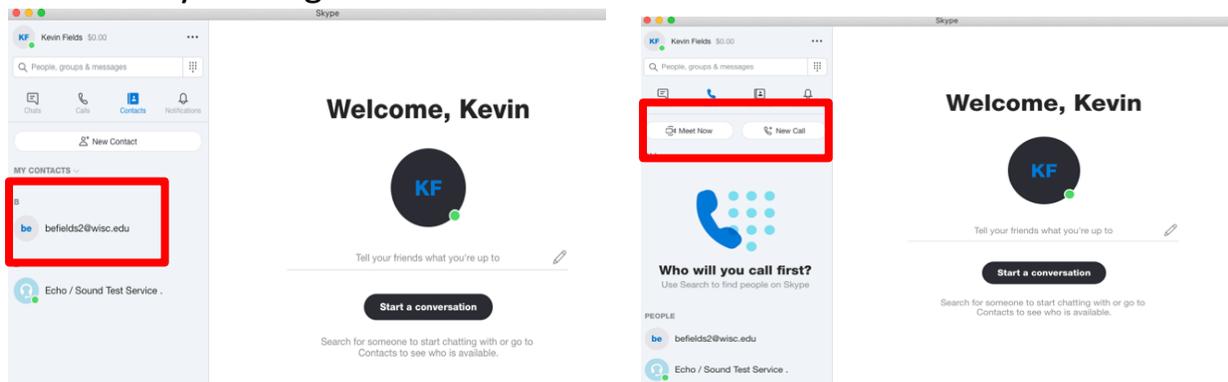
Find Contacts Easily

To help find your friends, we'll suggest people with mutual contacts. You can change your privacy settings in Profile > Settings > Contacts, including how people can find you.

[Privacy & Cookies](#)



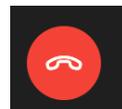
Add some people to your contact list. Then you can select a family member or friend by clicking on his or her name.



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.

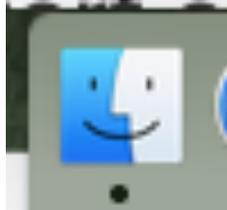
You will be able to talk for as long as you want, as long as you have a strong internet connection.

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

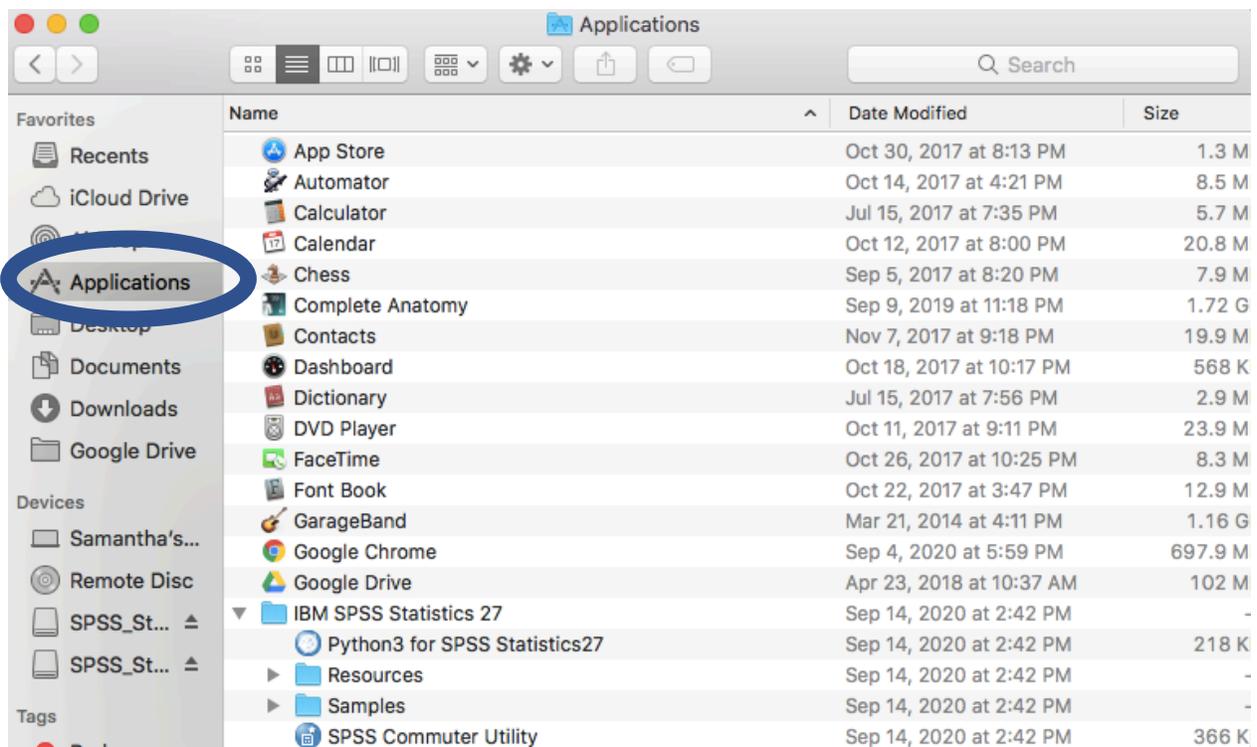


How to: Use Facetime for Mac Computers

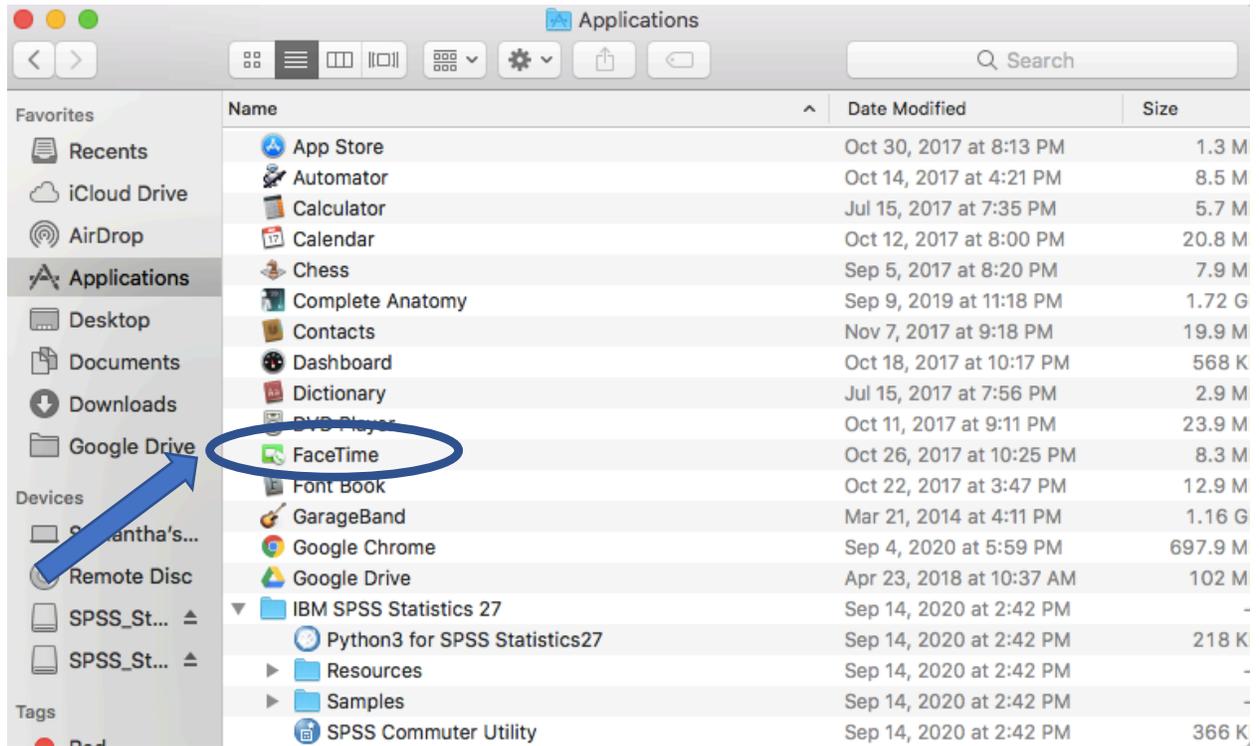
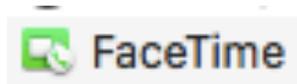
Step 1: Open the Facetime Application on your computer by going to Finder. Double click on the icon.



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

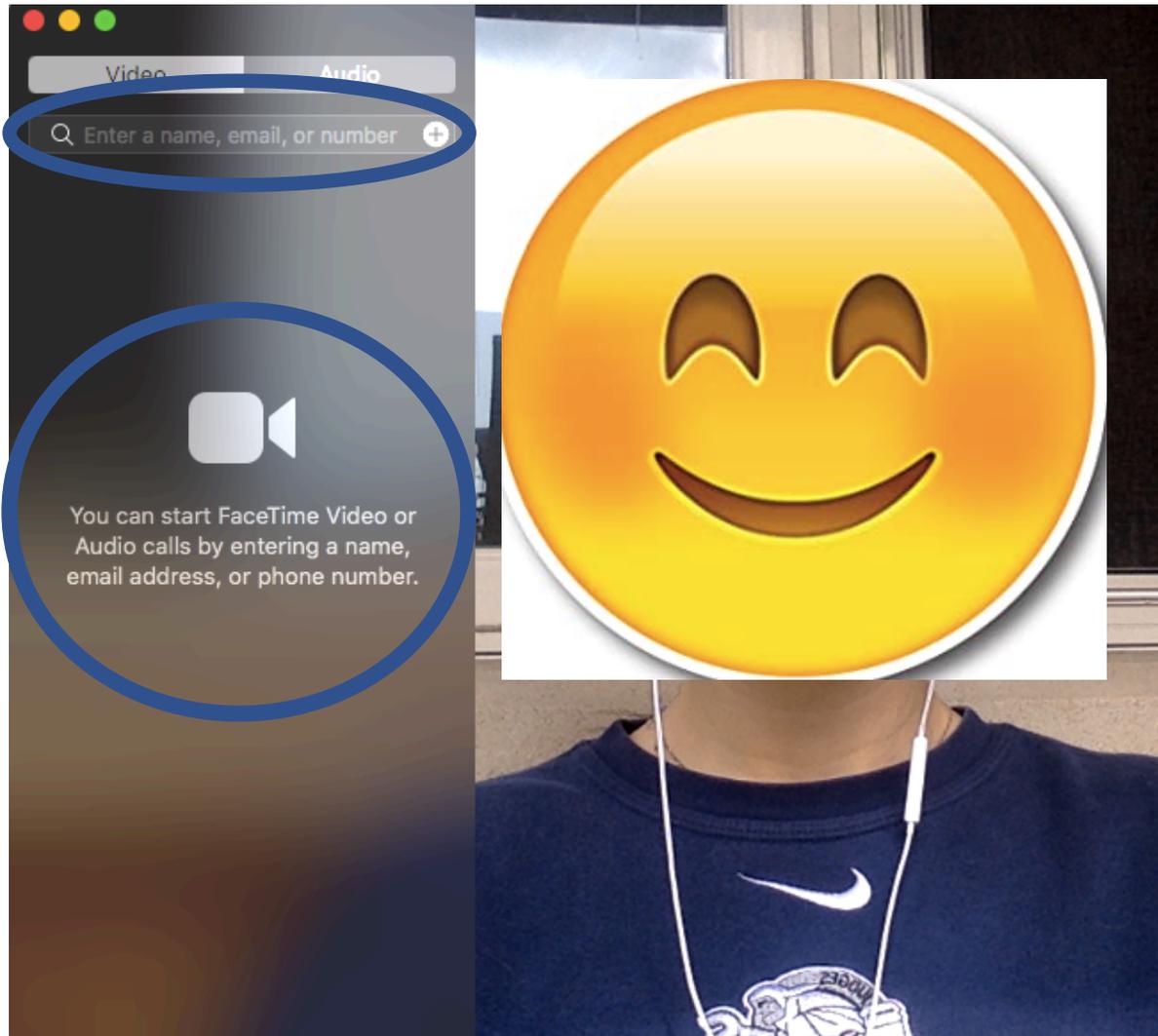


Step 3: Double click on



Step 4: The Facetime Application will open.

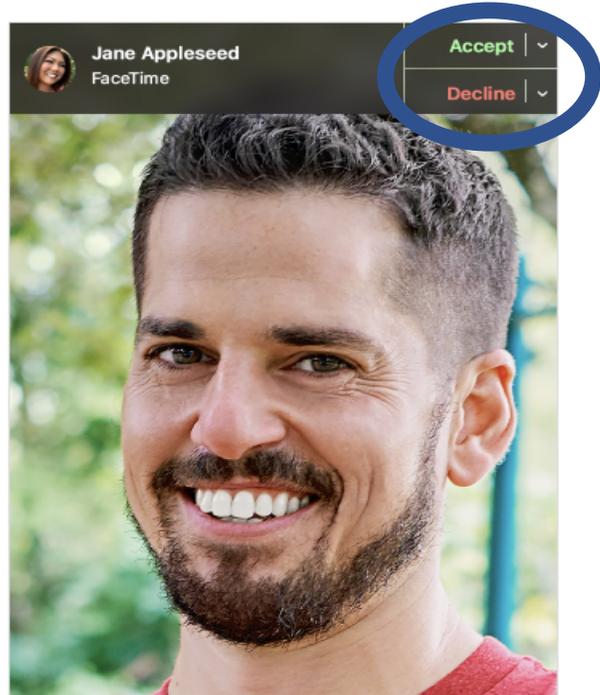
Step 5: To start a Facetime call you can enter a name, email address, or phone number on the left hand side in the spot where it states **Enter a name, email of number**



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 Audio
Mute or unmute your mic.



End
End the call.



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



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



Camera Shutter
[Take a Live Photo](#) of the other person.



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