General Requirements for any online video event/meeting
- Hook up your webcam
- Hook up a microphone (if separate from the webcam)
- Turn up the volume on your speakers

Using Zoom
When using Zoom for online video meets you will need to first install Zoom and then you will be able to launch a meeting. Follow the steps below to install, test, and or join a meeting.

To install Zoom
1. To install Zoom for the first time or to test your setup, go to: https://zoom.us/test
2. Click Join
3. Click the link "Download Now" beside "Don't have Zoom Client?"
4. Go to the bottom of your screen and click on the file that was downloaded. This will begin the install.
5. After the install is complete, it will immediate begin testing your setup. (Jump to step #4 below)

To test Zoom
1. To test Zoom and/or your device sound, audio, and video, go to: https://zoom.us/test
2. Click Join
3. If you get a popup, click "Click Open Zoom Meetings" and mark the option "Always use….."
4. If you are not logged into Zoom, you will be prompted to enter your name for the meeting. Type your name and click Join Meeting.
5. You will be asked if you want to join the meeting with or without video. Click the button "Join with Video"
6. The test continues with testing your speakers. When you hear the ringtone, click Yes.
7. Next, you will test your microphone and speakers. Say something into your microphone and when you hear the replay, click Yes.
8. If your speaker and microphone test is successful, click the button "Join with Computer Audio."
9. Click the button again "Join with Computer Audio."
10. To end the test process, click "Leave" at the bottom right corner of the screen

To join a Zoom meeting
OPTION #1
1. To join a meeting, you will, typically, be given a link that looks similar this: https://us02web.zoom.us/j/8248adf29109?pwd=d0VyWk1NbaldkfjNVlDM3RvQ2sdfz09
2. Click on the link for your meeting
3. When prompted click Open Zoom Meeting or Launch Meeting

OPTION #2
1. To join a meeting go to: https://zoom.us/
4. Click the link "JOIN A MEETING"
5. Type in your Meeting ID
6. When prompted click Open Zoom Meeting or Launch Meeting
7. Type in your Passcode

For more info visit: https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-meeting

Using Google Meet

When using Google Meet you must allow Google Meet to use your camera and microphone.
Follow the steps below when using Google Meet for Meetings.

To join a Google Meet meeting
1. To join a meeting, you will, typically, be given a link that looks similar this:
   https://meet.google.com/hqz-ufje-psf
2. Click on the meeting link
3. You will be prompted to enter your name for the meeting. Type you name and click "Ask to join"
4. Click Join
5. If you get a popup, click "Click Open Zoom Meetings" and mark the option "Always use….."

To initiate or schedule a Google Meet meeting (meeting host)
1. Log into your Google account
2. Go to the Google Apps and select Meet

Meet

3. Click the button "New meeting." You will be given 3 options:
   - Start an instant Meeting
   - Create a meeting for later
   - Schedule a in Google Calendar

4. Select either "Start an instant meeting" or "Create a meeting for later"
5. Copy the Google Meeting info using the copy icon
6. Either paste the Meet info into an email and send to your attendees or click the button Add others to have Google send the email invite
7. When it's time for your meeting, you will wait for your attendees to enter the meeting. You will see a window "Someone wants to join"
   Click on either "Admit" or "Deny entry"

Additional information
https://support.google.com/meet/answer/9302870