How to Install and Use Zoom for School Council Meetings

Have you ever wondered what the School Council does? Have you wanted to come out to the meetings but can't because of bedtimes for the kids, no one you know will be there, don't want to feel obligated to volunteer? Well, we have a solution for you! Come out to the meetings from the comfort of your own home. However, you will miss out on meeting staff and fellow parents in person.

We have been fortunate enough to set up with zoom.us, a web conferencing system that allows us to bring the meeting to you. You can use a PC/Mac/iOS/Android device. Please join us at 7:00pm on Tuesday, December 11, in the Learning Commons, in person or by logging in by following the steps listed below.

Should you have any questions please do not hesitate to contact Lindsay Adams ladams@rockyview.ab.ca, School Council elbowvalleycouncil@gmail.com or Nicko Briones (Technical Support) nbriones@rockyview.ab.ca.
We look forward to seeing you there!
MAC or WINDOWS Steps: (IOS and Android steps are further down)
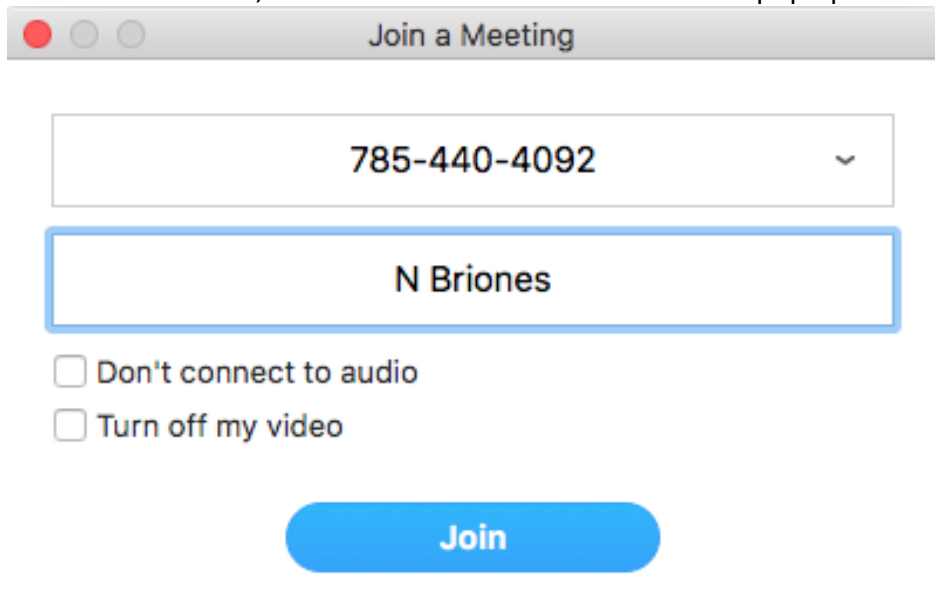**Parents and Guardians can join our meetings in 6 simple steps.**
1. Sign up for Zoom.us simply by going to "zoom.us"
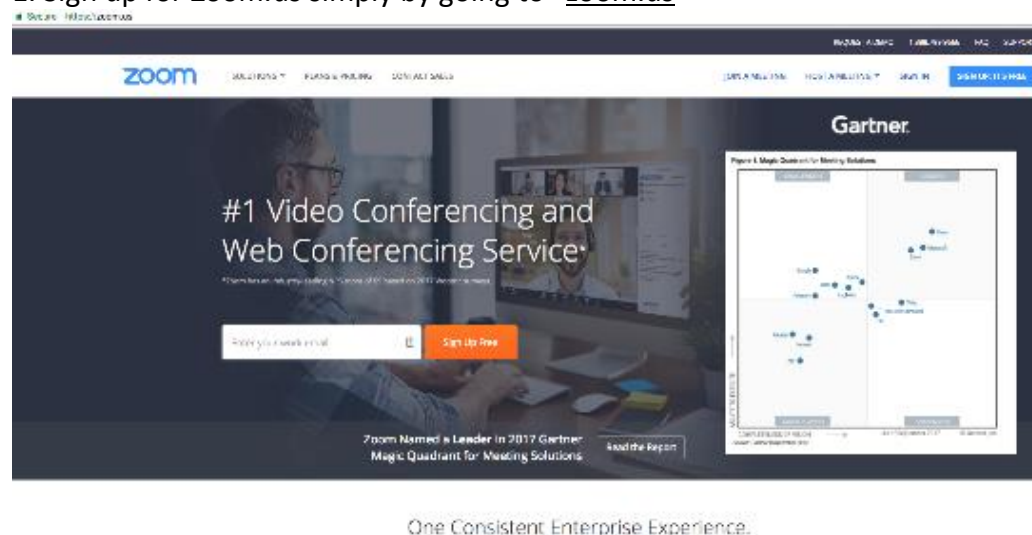
2. Click "Join a Meeting" on the top right of the page, type in the meeting ID: **785-440-4092** and then click "Join."
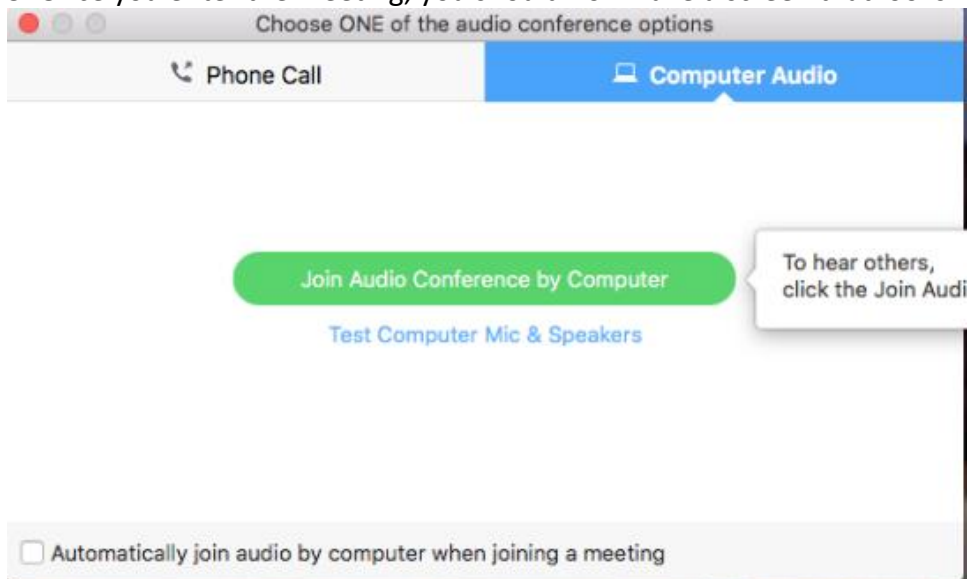3. Install "Zoom.us" on your computer - If you opt to join a meeting on your cell phone or tablet please be aware that it will use a fair amount of data. Therefore, we recommend that you join by Wi-Fi or on your home computer. If you have problems downloading and installing Zoom, please follow the steps site.

4. After installation, Run Zoom. You should have a screen pop up that looks like this...


       A. Enter the **785-440-4092** in the box that requests your "Meeting ID"

       B. Input the name that will be seen by everyone that joins the meeting. Example name is shown.

       C. Click "Join"

5. Once you enter the meeting, you should now have a screen that looks like this...

       A. Click "Join Audio Conference by Computer"

       B. You will now have the conference call screen in front of you. Once the meeting starts the main screen will be of the Parent Council Meeting at the School with participants pictures in smaller boxes.

6. To allow everyone to hear what is happening in the Learning Commons during our meetings we are asking that everyone "Mute" their audio. This can be done by...
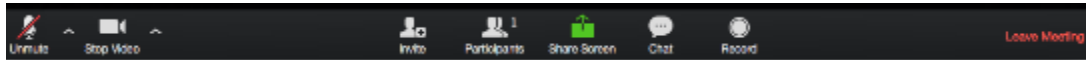

A. Going to the bottom of your screen and clicking on the microphone on the far-left side. Once you click on the microphone it should look as pictured above.

B. If you have any questions or comments during the meeting please use the "Chat" button to type them and we will be monitoring the questions and comments as they come in and we will answer them as quickly as we can.

7. **Done!**

IOS Steps:

1) Install "ZOOM Cloud Meetings" from the Apple App Store.
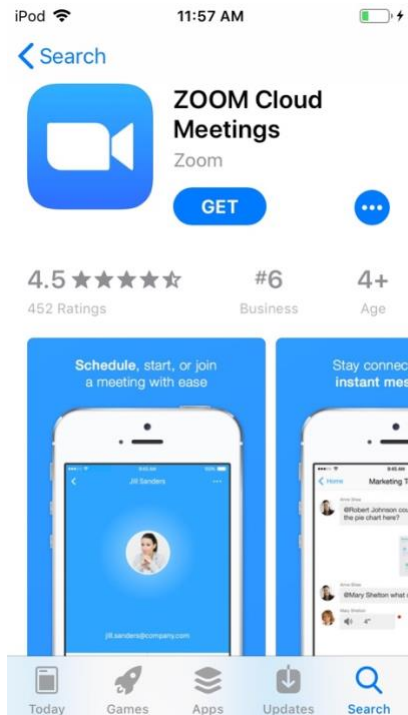
2) Open the app once you have finished installing it. Click "Join a Meeting" (you do not need to create an account to join a ZOOM meeting.

Start a Meeting

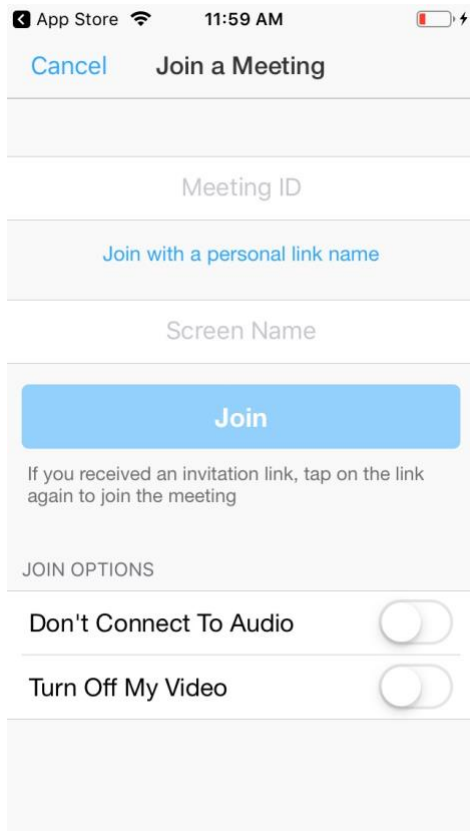Start or join a video meeting on the go

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Join a Meeting

Sign Up   Sign In

3) In Meeting ID, type **785-440-4092**. You can also optionally change your Screen Name (it should be the name of your device by default). Once you these two fields are filled in, click "Join."

4) Once you are in the meeting, click "OK" to both **Camera** and **Microphone** Access. (Optional: you can choose to either allow or don't allow notifications.)
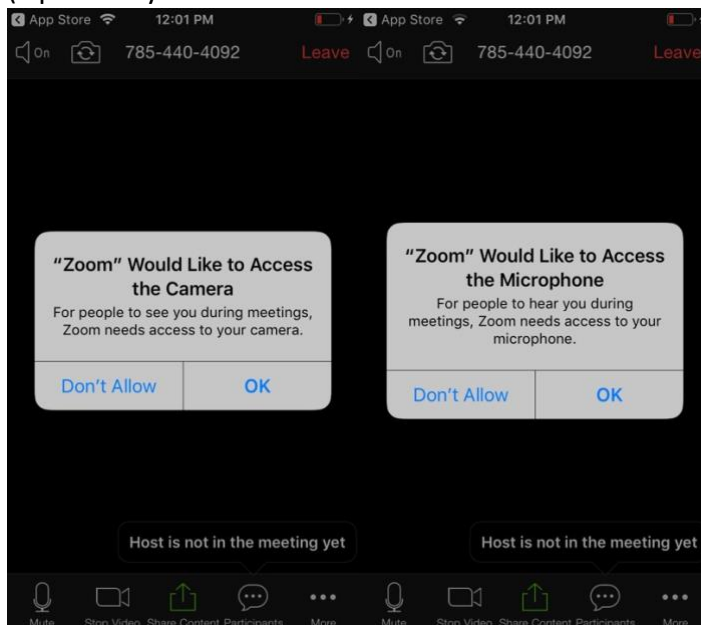
5) Once you have finished replying to all three pop ups, check your in-call settings by tapping your screen. Your top-left sound should be on, and your bottom-left microphone and video should both be off.
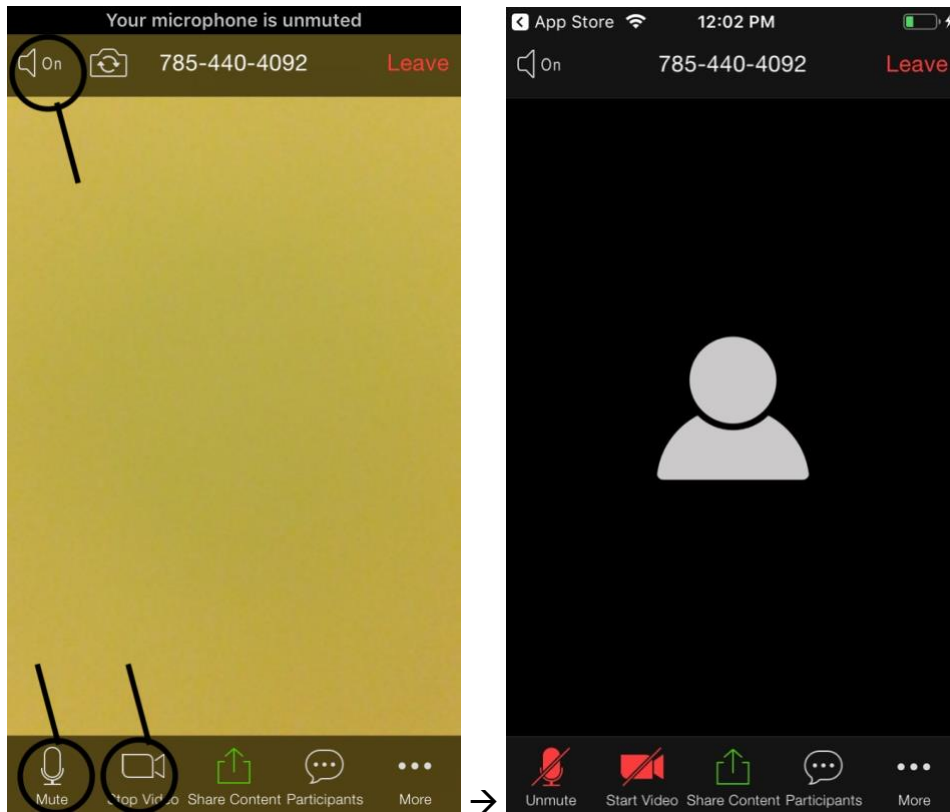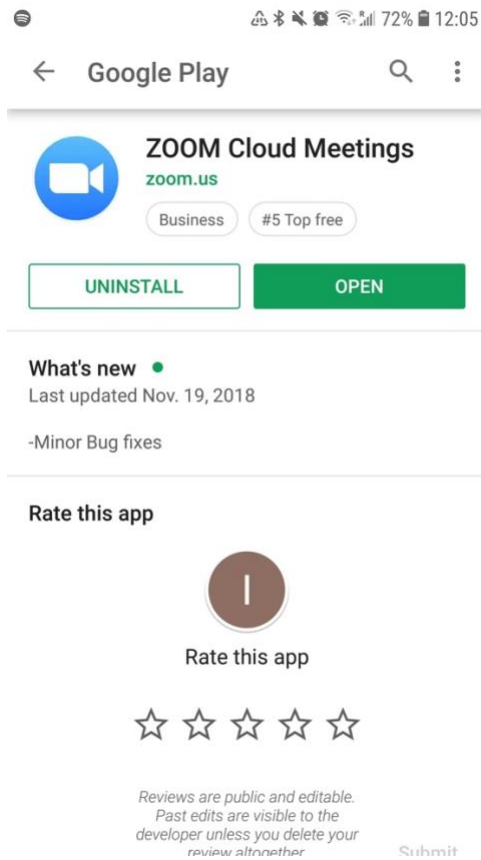
6) You can check the participants of the meeting by clicking "Participants" and in the participants screen, you can also chat with everyone in the meeting.
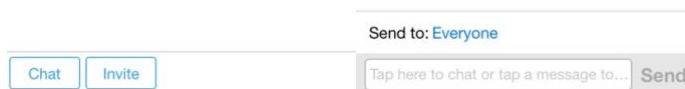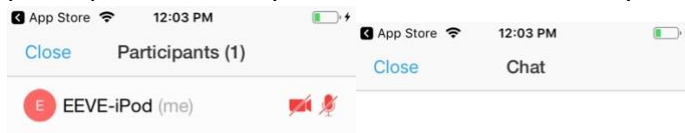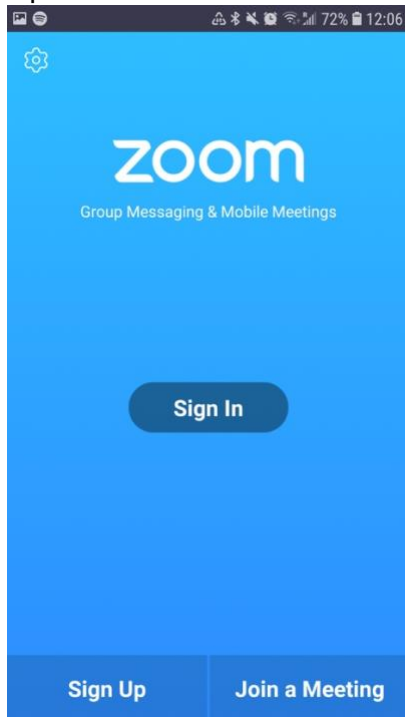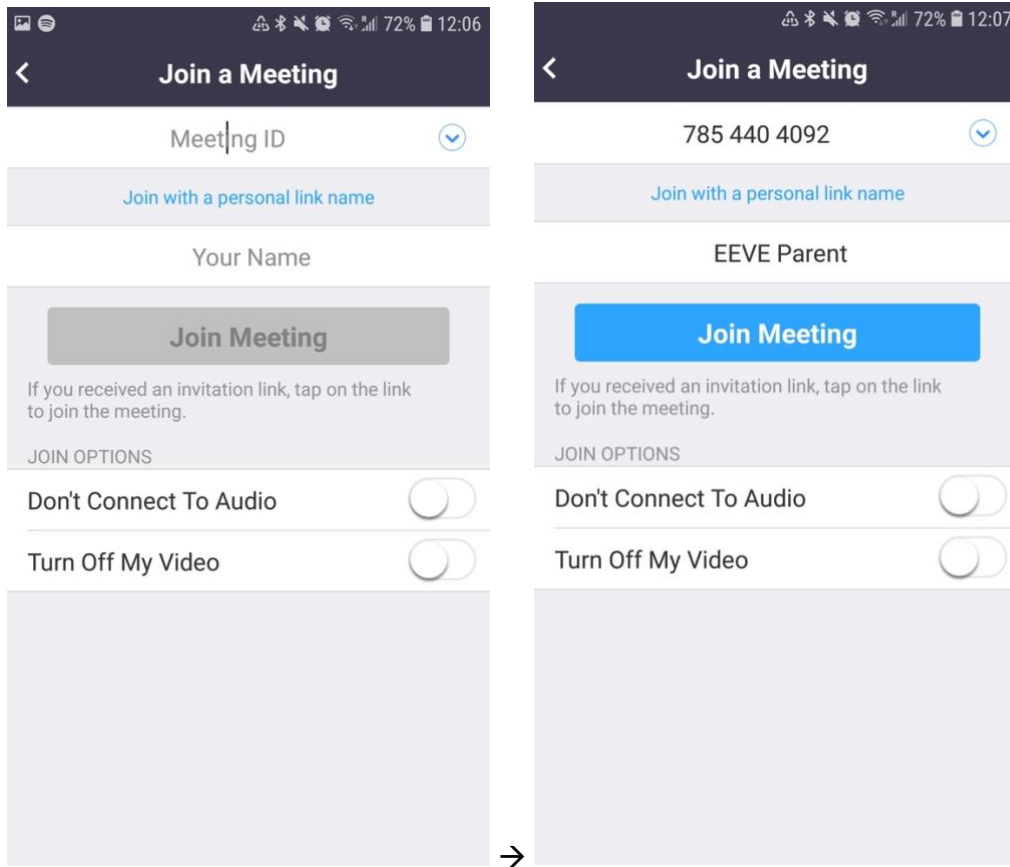

7) **Done!**

ANDROID Steps:
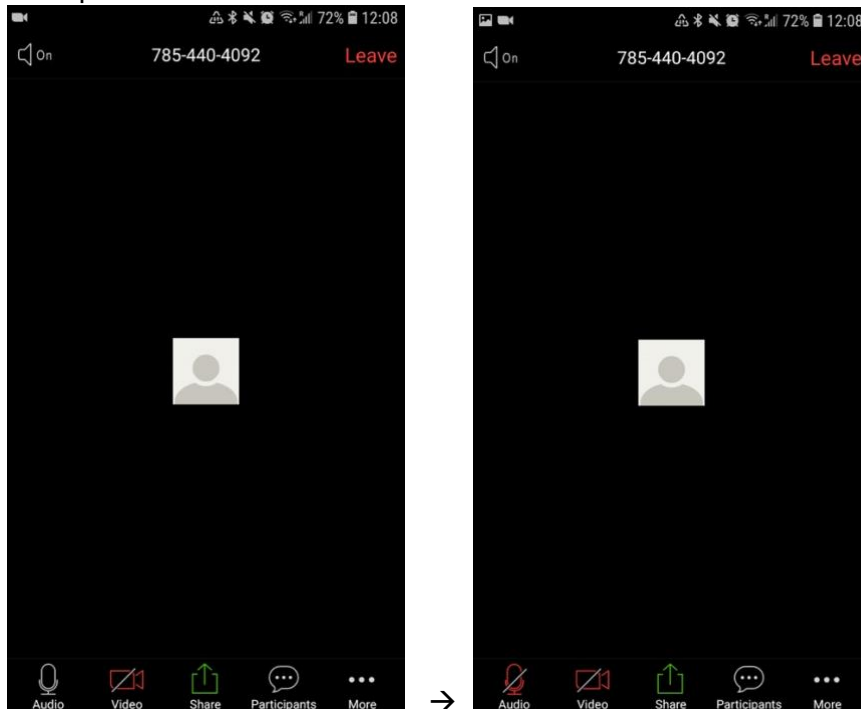
1) Install "ZOOM Cloud Meetings" from the Play Store.
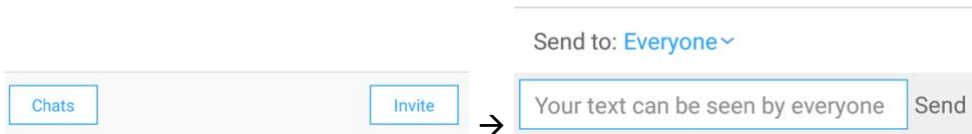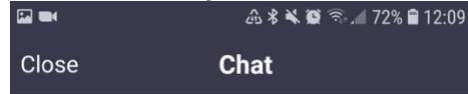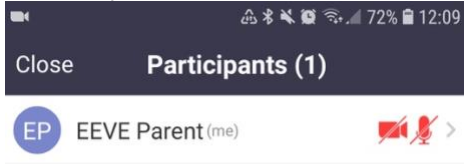

2) Open Zoom. Click "Join a Meeting."

3) In the Meeting ID field, type **785-440-4092**. In the Your Name field, type your name.

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4) Once you are in the meeting, make sure that your sound is On, and that your microphone and camera is muted.

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5) You can check who is in the meeting by clicking "Participants," and in the participants screen, you can then chat with everyone in the meeting.

6) **Done!**