What is Zoom?

Zoom is an online audio and video conferencing tool, which allows for virtual meetings, conference calls, video conferences and webinars.

Please note: The Library is not responsible for your privacy or security on third party platforms. While it is not necessary to create an account to participate in Zoom meetings

How the Ridgefield Library will use Zoom?

The Library will use Zoom to hold online classes, meetings and webinars.

How do I join an online class or webinar?

- Register for one of the Library's online programs at ridgefieldlibrary.librarymarket.com
- An email that includes a link and password will be sent to you the day before the scheduled event. If you don't see it by the day of the program check your spam folder.
- If using a tablet or smartphone, download the free Zoom Cloud Meeting app first. If you are using your computer Zoom will prompt you to launch or download automatically.
- 5—10 minutes before the scheduled meeting time click on the link to join the meeting.

PLEASE BE AWARE THAT IF YOUR VIDEO AND/OR AUDIO ARE ENABLED FOR THE MEETING THE ENTIRE GROUP WILL BE ABLE TO SEE AND HEAR YOU

- If your computer does not have a microphone or you'd prefer to use your phone for audio, you can choose Phone Call and a number to call in will be provided. Please note this will not be a local number and charges may apply depending on your phone service.
- If you are using your computers mic and speakers, select Join with Computer Audio.
- You may be prompted by Windows or macOS to allow Zoom to access your camera and/or microphone, you should allow this if you want to participate in the meeting.

Tips for a successful Zoom meeting:
- Have light coming in from the side or in front of you so you're not in the shadows on camera. Check what is in your background.
- When you click on your screen, you will see icons along the top or bottom of your screen:
  - Click on the microphone icon to mute or unmute your microphone. iPad users may see a box that says, "Call using Internet Audio." Click on this to turn on your audio.
  - If it is a large class or there is background noise at your location, please set your mic to mute until you want to speak. Then click "unmute" to speak.
  - Click the "Start Video" icon to turn on your camera. If you prefer not to use the video camera you can choose not to switch it on or choose "Stop Video."

Tips for a successful Zoom webinar:

- Webinars are different from meetings in that they are usually led by a presenter or a small panel. Attendees can only participate through Q&A via the chat function.
- Attendees will not be shown on camera but will be able to see and hear the presenter.