



Greater
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Institute

Your guide
to using **ZOOM**
to take a

VIRTUAL GHRI CLASS

A comprehensive guide including instructions
and tips to follow before and during your
GHRI CE Course.

HOW TO DOWNLOAD zoom

STEP 1

Go to zoom.us/download and click on the first Download button under “Zoom Client for Meetings.”

STEP 2

Open the package file and follow the on-screen instructions to download Zoom.

STEP 3

Follow the download instructions per your operating system.

STEP 4

Open Zoom Desktop Client or Join the Meeting.

Watch the video for
a **STEP BY STEP
TUTORIAL!**


Sign up & Download Meeting Client



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HOW TO JOIN A GRHI CLASS

STEP 1

You will receive an email with your Zoom Meeting ID and a link, along with the class documents. Click on your Meeting link.

STEP 2

Click "Open zoom.us". You can also open Zoom and type in your Meeting ID instead of using your meeting link.

STEP 3

Follow the prompt and click "Join with Video". In order to monitor attendance, students must participate through video, no audio only or still picture will be permitted.

STEP 4

You have the option of choosing to join the call with computer audio or by dialing in from your phone for audio. That's it!

Watch the video for
a **STEP BY STEP**
TUTORIAL!



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GHRI CLASS GUIDELINES

1

Please Mute Yourself

Mute yourself when you are not actively speaking. Side conversations can distract from the class environment and experience.

2

Use the Chat Function

Don't interrupt other speakers. Consider posting questions or comments in the instant message feature. You can post publicly or privately to one other person using Zoom's chat function.

3

Be Courteous

Your focus should always be on the person or people at the other end of the video conference. Please follow the class instructions. Avoid typing on your keyboard, turn off all sounds on your phone, and choose a room with no or minimal background noise.

4

Test Your Audio & Video

You can test your audio and visual settings before your class. Use Zoom's test feature at www.zoom.us/test to make sure there are no problems or delays before the class starts.

5

Be Prepared

Class materials will be sent to students via e-mail prior to the class with a link to download them through Dropbox. Read the documents before you have your class and make sure you have it easily accessible during the class. Your instructor can share their screen, but everyone reads at their own pace.