



Association of Metropolitan School Districts

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Zoom Meetings and AMSD

Overview

AMSD will conduct meetings using www.Zoom.US as its online video conferencing platform.

Zoom is a free application on your computer, or “App” on your smartphone. Zoom works on both Mac and PC computers, as well as smartphones, iPads and other tablets. There is no charge for our members to use Zoom to attend the meetings, but you will need to register for a free Zoom account. If you do not have a Zoom, it is strongly recommended that you **download this app and install it on your personal device before the meeting**).

- [LINK: Download the Zoom App for your device](#)

(Note: Some computer security programs will possibly block the automatic download etc. If you are on a school district computer, for example, you may need to reach out to your Technology Services department). The download itself is probably about a 5 minute process.

To attend any AMSD meeting, you will see the link in the invitation from AMSD that contains the specific meeting hyperlink.

Click this hyperlink and it will automatically determine if you already have the App installed properly – and ask you if you want to launch the App.

If you do not have the App when you click the link, your web browser (Chrome, Firefox, Safari, etc.) will prompt you to begin the installation process. (Note: If you are prompted to install the App on your personal device, you may need to click the link a second time after downloading to attend the meeting).

If the link does not take you directly to the meeting, you can also just enter the meeting ID and password that is also provided in the invitation email.

If it is the first time you have launched Zoom, you can attend meetings without being signed in, but signing in allows the other participants in the meeting to interact with you directly and know who is speaking if you choose to participate using audio only.

Meeting decorum / AUDIO/VIDEO notes, etc.

All participants will be muted upon entering the meeting, but have the opportunity to unmute. Please be mindful of your background noise, feedback; a best practice to keep your device muted unless you are speaking.

There is also an opportunity to “raise your hand” during the meeting. This will allow the leader of the meeting to call on participants. There is also a side “chat” function where participants can post questions.

VIDEO: While it is recommended that you use video if possible (to be able to visually see who is speaking, for example), you don’t need to be on camera if you don’t want to. There are settings in the Zoom App that allow you to turn off the camera option and attend audio-only. If you do not upload an “avatar” (photo of yourself), the image from your screen will be your name only.

You may also want to be in a well-lit room and be aware of your background settings behind you – and when you speak, as awkward as it may feel, you should look directly into the lens of your camera on your computer, as it is then direct eye contact with participants.

Questions for technical support? Contact Troy Melhus, Director of Communications and Advocacy, at 612-333-4568, or tmelhus@amsd.org.

- [Zoom desktop client \(Windows or Mac\)](#)