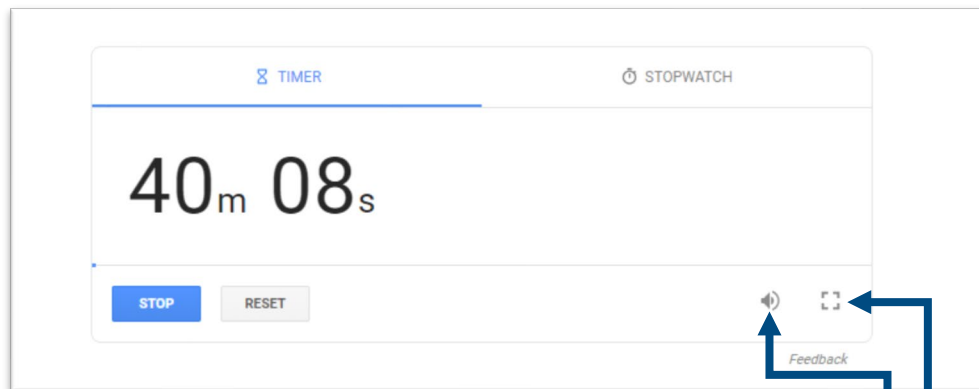


# Zoom 101

## How to start a countdown with sound

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1. **Start your Zoom Meeting**
2. **Open a new browser window.** If you have two monitors, use your second monitor for this part.
3. **Open two new tabs**
  1. In tab 1, navigate to: [www.Youtube.com](http://www.Youtube.com)
  2. In tab 2, navigate to: [www.google.com](http://www.google.com)
4. **In the YouTube tab, search for music or sounds** that are appropriate for your webinar theme. Or, something calming and appropriate. **Press play and leave music or sounds on.**
  1. Here are some example nature sounds:
    1. <https://youtu.be/239d5JM161Q>
    2. <https://www.youtube.com/watch?v=xNN7iTA57jM>
    3. <https://www.youtube.com/watch?v=bhWJF9FIBqM>
5. **In the Google search bar, type: "Countdown to [insert webinar start time]". Press enter. Scroll down to the timer.** A countdown to the start time of your webinar will show on your screen.



6. **Click the sound icon** on the countdown timer to TURN OFF the alarm 
7. **Click the full screen icon**, to make it full screen. 
8. **Return to Zoom and click the share button**

*Note: If using one screen, press and hold "alt" then click "tab" until you are on your Zoom Meeting*

1. Select the browser with your countdown timer.
  2. Make sure you check the "share computer sounds" box.
  3. Click "Share"
  4. Turn off all desktop notification sounds (i.e. email, Outlook reminders, etc.)
9. Congratulations, you did it!