

Utilizing Zoom for Online Meetings

If you are being invited to join a Zoom meeting, and you are attending using your computer....

1. Click the link emailed to you.
2. Instructions will pop up in front of you. If it is the first time you are taking part in a Zoom meeting, it may need to install a player on your computer. Click "run" if it is asking you to run or save the installer. Just follow the prompts.
 - a. **Audio:** If you have a microphone for your computer (zoom will tell you on the box that pops up), you can join using that. If not, select "Phone Call", and call one of the numbers listed on that screen. You will need the Meeting ID and Participant ID, so don't click DONE until you are in. Just follow the prompts on the screen.
 - You can toggle audio off and audio on in the lower left of the meeting screen.
 - b. **Video:** If you have a camera on your computer, it should start up automatically upon entering the room.
 - i. You can toggle camera off and camera on in the lower left of the meeting screen.
3. That's it, you are a participant in the meeting!

If you are being invited to join a Zoom meeting, and you are attending using a mobile device (phone, iPad, etc)....

Important Note: being a participant in a Zoom meeting will utilize a LOT of data. If you are connecting to a meeting via cell phone, please be advised of this. Your best bet is to be on wifi.

1. First, you must have the ZOOM Cloud Meetings app installed. It is a free app, available on your device's app store. Like above, you do not need an account – just install the app.
2. **If you have your email on your device**, click the link emailed to you. The link should open the Zoom app directly (you may need to select "open" to get there, depending on the device settings).

If you do not have your email on your device, launch the Zoom app, tap "Join a Meeting", then enter the "Meeting ID" from the invite e-mail Click Join. Enter the meeting password, also from the invite e-mail. If the invite email does not include the Meeting ID or password, please contact the host of the meeting.

 - a. **Video:** You will be greeted with the video preview screen. Your device might ask for permission to access your camera and/or microphone – grant this permission. Click to enter the meeting, with or without video.
 - b. **Audio:** You'll be greeted with a screen to connect using internet audio or to dial in to the meeting. Internet audio will utilize the device's microphone. Dial in will give you instructions on how to call into the meeting.
3. That's it, you are a participant in the meeting!

To simply call into a meeting, simply dial a number from the invite email. You will need the meeting ID and password from the invite email, simply follow the prompts.

Note: you will not be able to see anything the host does or adds to the meeting. Because of this, connecting to the meeting through one of the above methods is preferred.