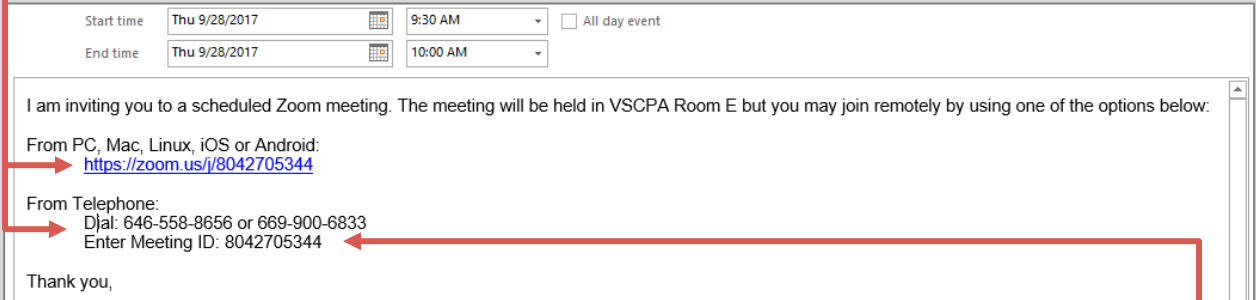


1

To join a meeting:

- If you received a meeting invitation via email, open the invitation and **select the link** to join the meeting via **computer** (or mobile device) or join via **phone** by dialing the number and entering the meeting ID listed in the invitation.



Each meeting has an ID which is associated with it. The meeting ID number can be found within the body of the message.

**NOTE:** You may also join a meeting using one of the methods below

- [ZOOM website](#) – select **Join a Meeting**, enter the meeting ID, click **Join**
- **Desktop app** –select **Join a Meeting**, enter the meeting ID, click **Join**
- **Mobile app** –select **Join a Meeting**, enter the meeting ID, click **Join**

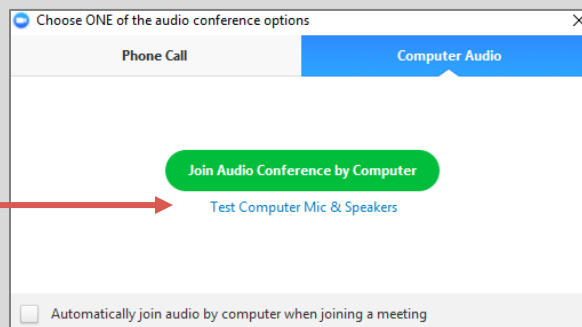
2

Download and install the Zoom launcher if prompted.

3

Select your audio source (phone call or computer audio) and click **Join Audio Conference**.

- If joining audio by **computer**, be sure to have a microphone and speakers/headphones attached (*and test them to make sure they are functioning correctly*). If joining by **phone**, dial the number and enter the meeting ID.



4

For more information on joining meetings, view the video below:



Additional support for audio, video, and screen sharing can be found [here](#).

For help with connectivity issues, view the information [here](#).

5

To mute/unmute your microphone or Start/Stop the video:

- Select **Mute** or **Start Video** from the toolbar at the bottom of the Zoom window.



6

To leave a meeting

- Select **Leave Meeting** from the toolbar at the bottom of the Zoom window.

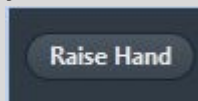


## *Additional Instructions*

- Raising Your Hand
  - As the non-speaker if you wish to ask a question or make a point during a meeting it is good protocol to use the 'Raise Hand' facility. If the tool bar is not showing at the bottom of the Zoom window, place your cursor over the Zoom window so it appears and select the 'Participants' icon.



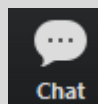
A window listing other participants will appear, there is also a 'Raise Hand' icon, click the icon to make it known to the Host that you would like to raise your hand.



If you wish to lower your hand, click the 'Lower hand' icon that will have replaced the 'Raised hand' icon.

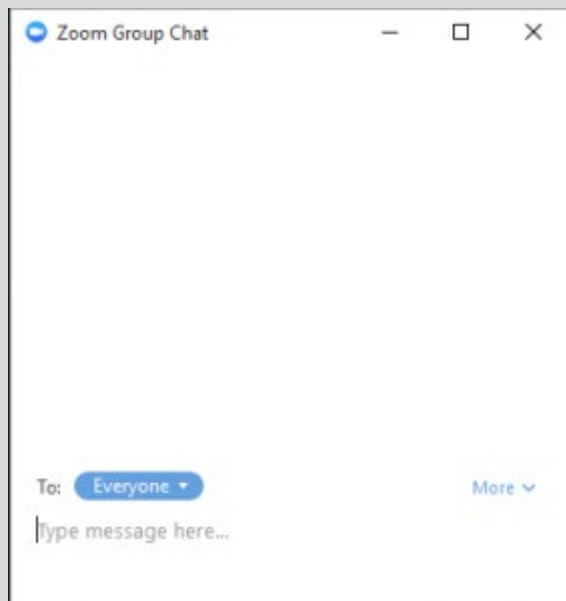


- Using Chat
  - You can use the 'Chat' facility to send text chat to all participants or privately to specific participants. Click on the 'Chat' icon in the tool bar, again hover your mouse over the Zoom window if you can't see the tool bar.



A chat window will then open. Select 'Everyone' or the name of the person you wish to send a chat message to.

- Using Chat Continued



- Audio Only

- It is possible that during the conference participants will be asked to turn off their cameras and move to audio only, particularly if there are problems with the available bandwidth. To do this simply click on the camera icon at the bottom of the Zoom window.



- Helpful Reminders

- If you have never used Zoom you will need to open the program on your computer.
- You can practice by signing up for a free account.
- Locate the mute, video, and chat buttons.
- Polling and breakout rooms may be used during the class (not available in the free version).
- Don't wait until the last minute to log-in, give yourself time to trouble shoot.
- If your internet connection is unstable you can dial in from your phone for audio only.
- Please keep your video on during the session except for breaks.

- Updating Zoom
  - Please update your ZOOM application according to the directions on this site <https://zoom.us/docs/en-us/zoom-v5-0.html?zcid=1231>