

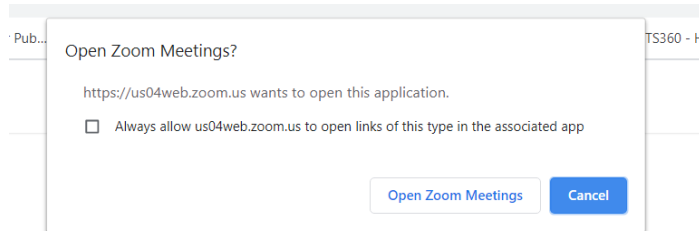
Zoom Meeting Guide

From Windows Computer Using Video & Audio

Click on Join Zoom Meeting link in email (should be underlined and blue).

If nothing prompts from Browser, click on Download and Run Zoom (if you haven't used Zoom before) or Click on Open Zoom Meetings. You can also download the Zoom web client for meetings by going to <https://zoom.us/download>

Meeting Password should automatically be entered but if not enter it from email invitation



Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below.

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

If first time using Zoom, click on test video and then test audio to make sure that your camera and microphone are working properly. If not working, make sure that the correct camera and microphone on your device are selected (click on up arrows next to Mic and Camera icons on bottom of screen). If still not working, leave the meeting, turn your device off and then turn it back on and click on the meeting link again.

Select join audio by computer

Use your microphone – click on Allow. Click on Join with Computer Audio.

Join Audio

×

Join with Computer Audio

Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

If the waiting room is being used you will see the message, "Please wait, the meeting host will let you in soon".

Start video at bottom of screen if it has a line through it.

You may need to maximize your screen by clicking on the double arrows on the top right-hand of screen.



To see everyone, go to Gallery view instead of Speaker view. If you are using an iPad you will only be able to see 9 people at a time and will need to swipe the screen to see everyone. (When Screen Sharing is being used, you will only be able to see the presentation.)

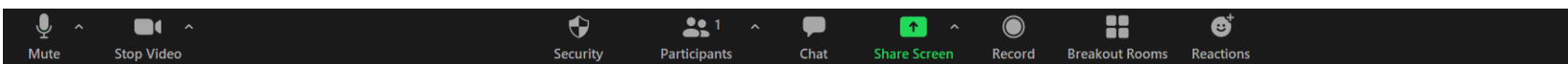
Everyone's audio (except for the host) will be muted.

To raise your hand, click on Participants and click on your name in the participants list, then click on Raise Hand. Once you've been called on, click on Lower Hand.

To unmute, click on the picture of the microphone with the line through it on the lower left-hand corner of the screen. After you are finished speaking, click on the mic again to mute.



To enter a question or comment click on Chat and type in your question or comment and hit the enter key on your keyboard.



At the end of the Zoom session click on "Leave Meeting" on the lower right-hand corner of the screen

From Phone

Joining a meeting by phone only

Dial the number shown on meeting invitation. If you dial a toll number, your carrier rates will apply.

You will be prompted to enter the meeting ID - the nine (9), ten (10), or eleven (11) digit ID provided to you by the host, followed by #.

If the meeting has not already started and join before host is not enabled, you will be prompted to press # to wait.

You will then be prompted to enter your password followed by #

Phone controls for participants

The following commands can be entered using your phone's dial pad while in a Zoom meeting:

*6 - Toggle mute/unmute

*9 - Raise hand

From iPad or Android Tablet Video & Audio or Audio Only

Download Zoom Cloud Meeting App from App Store

<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307> (iPad)

<https://play.google.com/store/apps/details?id=us.zoom.videomeetings> (Android)

Click on Join Meeting link in email

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Please wait, the meeting host will let you in soon

Follow prompts to sign into meeting and enable video and audio. Screen will look different than on a computer but is pretty simple to follow. If you need additional help go to:

<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>

From Mac

Click on Join Meeting link in email

Meeting Password should automatically be entered but if not enter it from email invitation

Please wait, the meeting host will let you in soon

If anyone is using a Mac computer to join a Zoom meeting go to link below for more information.

<https://support.zoom.us/hc/en-us/articles/203020795-How-To-Install-on-Mac>