Zoom Meeting Instructions

Please use audio on your computer or from the mobile app.

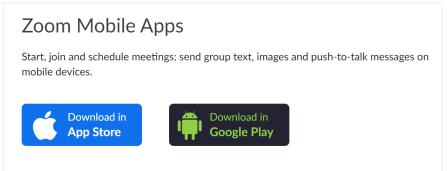
- 1. Instructions to sign up
- 2. Instructions to download
- 3. Instructions to join a meeting
- 4. Instructions to Schedule meeting

1. To sign up for Zoom, click here and choose to sign up for free.

- Please use your work email address and current password.
- Basic Zoom Tutorial: <u>click here</u>
- 2. To download the zoom app on your personal computer or mobile device, click here
 - The first option on this page is for a computer download:



• If you scroll down towards the bottom, you can download to your mobile device:



3. To Join an existing meeting from email:

Click the join link in your email or calendar invitation.
Hi there,
is inviting you to a scheduled Zoom meeting.
Join from PC, Mac, Linux, iOS or Android https://www.us/j/
Or iPhone one-tap : US: <u>+16468769923</u> , or <u>+16699006833</u> , Or Telephone : Dial(for higher quality, dial a number based on your current location) :
Depending on your default web browser, you may be prompted to open Zoom.
Do you want to allow this page to open "zoom.us"?
Cancel Allow

4. To schedule a meeting:

1. From a **Computer** Instructions: To schedule a meeting from your computer, click schedule at the top right (circled in yellow below)

ZOOM SOLUTIONS -	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JC	DIN A MEETING HOST A MEETING -
Profile		Chana Sussman	Edit
Meetings			
Webinars	Change		
Recordings			
Settings	Personal Meeting ID	665-477-7200	Edit
		https://us04web.zoom.us/j/6654777200	
ADMIN		\times Use this ID for instant meetings	

- Enter meeting details (time/date) and click save, feel free to choose any options that apply such as:
 - Turn video on for the host and/or participants
 - Enable participants to join the meeting before the host arrives
 - Record the meeting
- Once your meeting is saved, click copy invitation and add into your meeting invite

	Add to 31 Google	Calendar 🚺 💽 Outlook Calendar (.ic	cs) Yahoo Calendar
Meeting ID	307-651-297		
Meeting Password	× Require meeting pass	word	
Join URL:	https://us04web.zoom.u	us/j/307651297	Copy the invitation
Video	Host	Off	
	Participant	Off	

2. From a **Phone** Instructions: Click schedule at the top of your screen, and then follow the same instructions as above. <u>PLEASE TURN OFF THE MEETING PASSWORD</u>

ි	Meet 8	(Chat	C	4:11 al 🗢 💽	
Q Search				Cancel Schedule Meeting Done	
	F	19		Starts Today at 5:00 PM >	
	U			Duration 30 mins >	
New Meeting	Join	Schedule	Share Screen	Time Zone Eastern Time (US and Canada) >	
	n I get on a	meeting	Start	Repeat Never >	
PM Mee	eting ID: 942-	419-567		Use Personal Meeting ID 665-477-7200	
				If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID	
				PASSWORD	
	0	(2)	Ø	Required Meeting Password TURN TH	S OFF
Meet & Chat	Meetings	Contacts	Settings	Password 030501	5 011
				MEETING OPTIONS	
				Host Video On	
				Participant Video On	
				Audio Option Telephone and Device Audio >	

Enable Waiting Room

• Once all the information is entered, click done in the top right corner. From there a window will pop up with the meeting info for you to copy and paste into meeting invite.

5. To Start a Meeting:

• From a **computer:** Go to meetings on the left side; choose the meeting you would like to attend and click start:

PLANS & PRICING CONTACT SALES		SCHEDULE A MEETING	JOIN A MEETING HOST A MEETING -
Upcoming Meetings	Previous Meetings	Personal Meeting Room	Get Training
			Meeting Templates
Schedule a New Meeting			
Start Time 😄	Topic 💠	Meeting I	D
Start Time 🌼	Topic ÷	Meeting 653-625	
			Upcoming Meetings Previous Meetings Personal Meeting Room

• From a **Phone**: Go to meetings on the bottom of your screen; choose the meeting you would like to attend and click start:

