

Quick Guide to Zoom

Instructions on how to join our Zoom phone banks

1. Click on the live link under “Join Zoom Meeting” (it’s here and also in your invite)

<https://zoom.us/j/#####>

Meeting ID: ###-###-####

2. When you see the message below, press “click here to join the meeting”

Your meeting should start in a few seconds...

If Zoom does not run in a moment,
[Download & run Zoom](#). Then [click here](#) to join the meeting.

If you cannot download or run the application, [join from your browser](#).

NOTE: IF NOTHING HAPPENS, OR IF YOU PREFER TO NOT INSTALL ZOOM ON YOUR DEVICE, SIMPLY CLICK ON “JOIN FROM YOUR BROWSER” TO JOIN THE MEETING DIRECTLY FROM YOUR BROWSER (YOU STILL NEED TO GIVE YOUR BROWSER PERMISSION TO ACCESS YOUR CAMERA AND MICROPHONE)

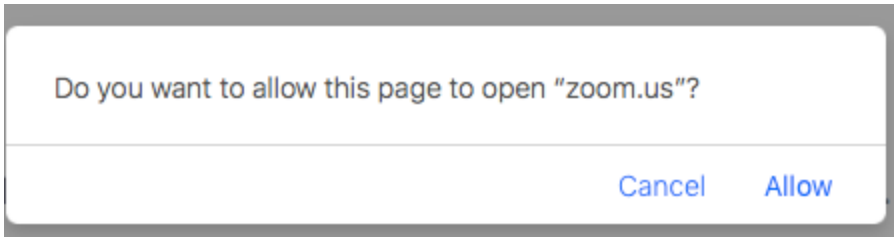
3. Click on the first link in the redirect notice (shown below) that will send you to our zoom phone bank. Do not click on “return to previous page”

Redirect Notice

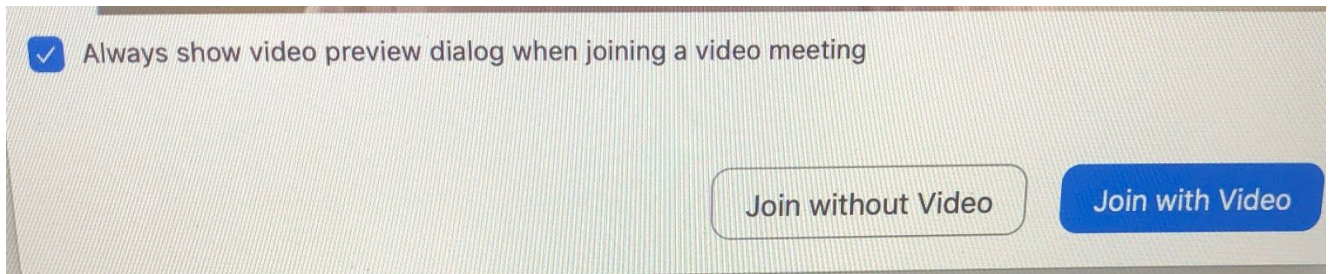
The previous page is sending you to <https://zoom.us/j/932925670?pwd=bkVxN3Zrd2INT0FLVnRWckNEK3JVQT09>.

If you do not want to visit that page, you can [return to the previous page](#).

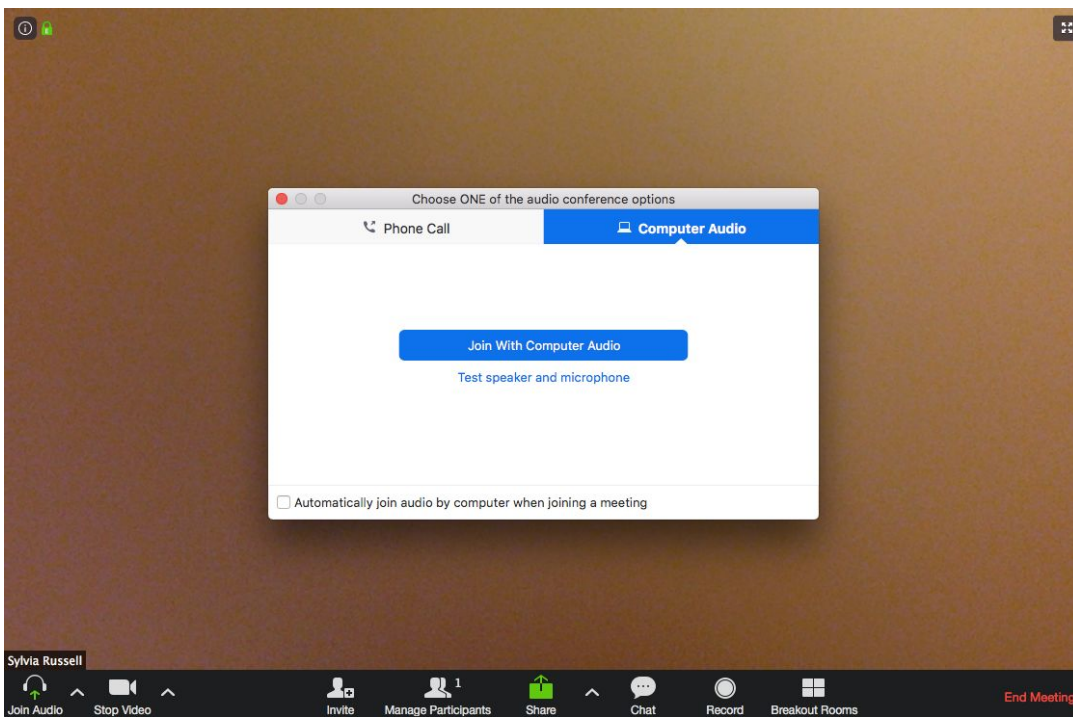
4. Now click on "Allow"



5. Click on "Join with Video"



6. Click on "join With Computer Audio"


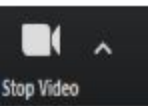
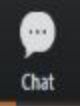
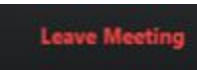


Managing Muting, Video and Chatting during a Zoom meeting

ToolBar: Once in a Zoom meeting, turn on this toolbar by hovering your cursor at the bottom of your screen. There are just four of the tools you will need.



Using the Tool Bar

	Click Mute to turn on and off your microphone (<i>it's a good practice to mute unless you are speaking. Always mute if there is background noise at your location.</i>)
	Click Stop Video to turn on and off your camera (<i>It's best to turn on your video since it allows for a more personal experience. PJs are acceptable attire:</i>)
	Select Chat to make comments to the group, or to any of the individuals on the call. The Chat window on the right of the screen shows comments posted by all participants. (<i>The Chat feature is especially useful for large meetings when the host is moderating the Q&A process.</i>)
	Click Leave Meeting when you are done.

