

Resource:

<https://www.youtube.com/watch?v=9isp3qPeQ0E>

About

Zoom Meeting is an online meeting, desktop sharing, and video conferencing software package that enables the user to meet with other computer users, customers, clients or colleagues via the Internet in real time.

You can attend the meeting from your Mac or Windows desktop or just about any smartphone or tablet. This guide shows you how to attend the meeting.

Instructions

If you accept the email invitation in Outlook, it will populate in your Outlook calendar. You will need to open the invite from your calendar.

Join Zoom Meeting
<https://zoom.us/j/91617965684?pwd=THR1YTBEVEhhd3g1U2I4>

MeetingID: 916 1796 5684
Password: 603889
One tap mobile
+13462487799,,91617965684#,,1#,603889# US (Houston)
+16699009128,,91617965684#,,1#,603889# US (San Jose)

Dial by your location
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)

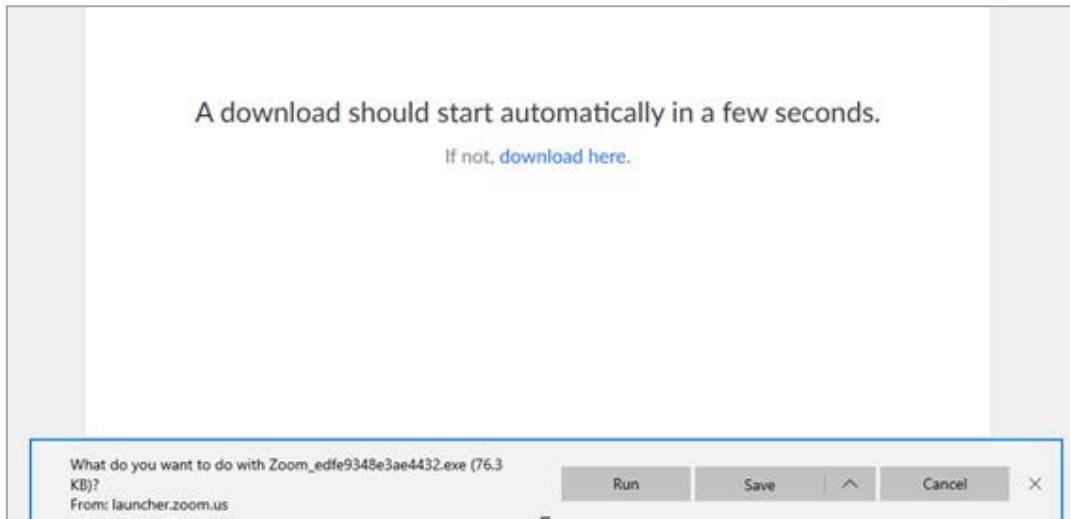
MeetingID: 916 1796 5684
Password: 603889
Find your local number: <https://zoom.us/u/adg4S64sTW>

Red arrows point from the text "Link", "Dial in", and "Mobile access" to the corresponding elements in the screenshot.

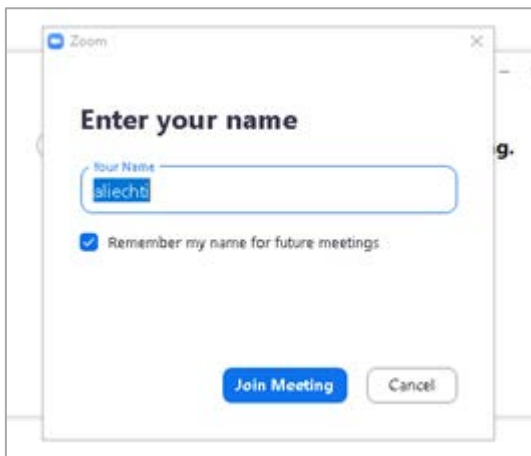
1. You will receive an email with information on how to join the Zoom Meeting.
 - Select the **link** at meeting time to join through your computer or laptop
 - **Dial in** through your phone. This is an audio only option
 - Use the **access code** to join through the app on your mobile phone or tablet

You may need the meeting ID and Password to join the meeting through the website or through mobile devices.

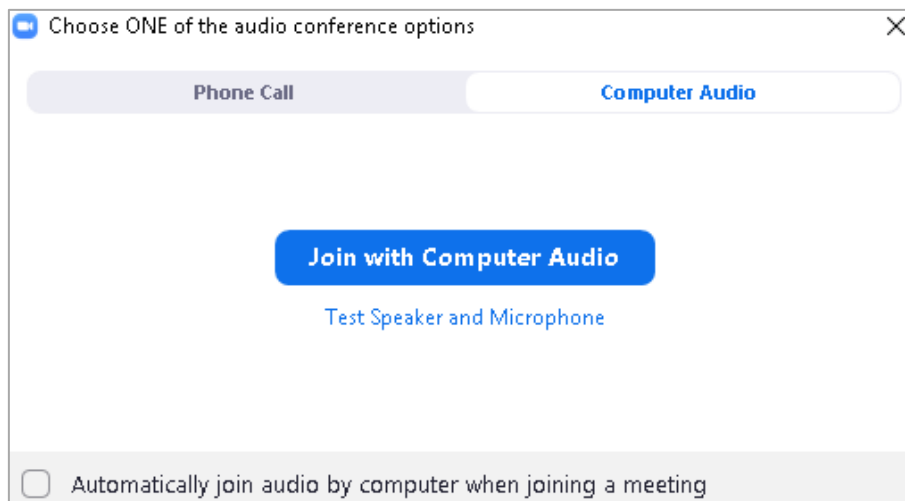
Join a meeting



2. If you have not already downloaded Zoom, you will be prompted to do so.

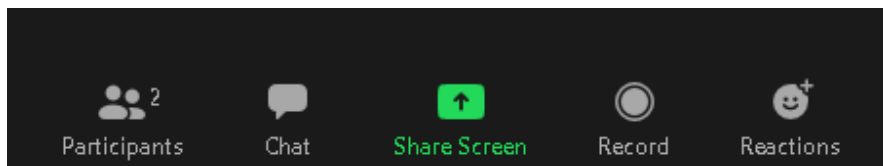


3. Enter your name and select "Join Meeting."



4. Select which audio option you prefer. Most people will choose to "Join with Computer Audio."

Meeting Time



5. When it's time for the meeting, other options will appear in the middle of your screen.

Participants/Chat- Opens windows to the right side of the viewing screen. The "Participants" window includes the ability to invite more participants, mute yourself, and raise a hand for a question or comment. The "Chat" window allows the participants to send you typed messages to which you or others can respond.

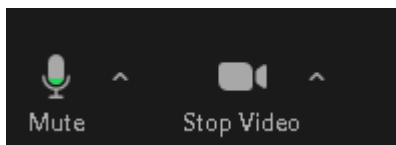
Share- Host, organizer, or participants can share content from their computer or mobile device. They can choose a screen to share, a video, or they can use the whiteboard option.

Record- You can request to record the meeting from the host.

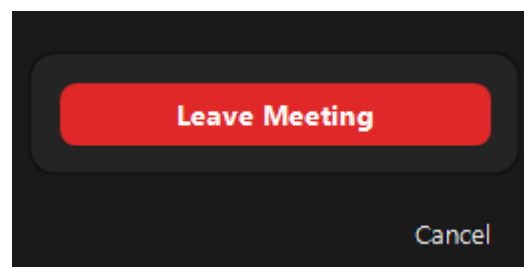
Reactions- You can react to the host with a thumbs up or clapping hands.

6. The **microphone icon** allows you to mute/unmute yourself. It is best practice to stay muted unless you are interacting with the presenter.

The **video camera icon** allows participants to view you. Turning off your video shows the participants an icon with your name to show you are still present in the meeting.



7. Select "Leave" when you wish to leave the meeting.



Tips and tricks:

Speak slowly and enunciate, announce who you are before speaking

Let others finish speaking before you begin

Expect a slower pace for remote meetings

Focus on the meeting, not on email or other distractions