

## **ZOOM Instructions**

### **Join by computer**

- Close any program on your computer that uses your camera, for instance Skype.
- Have a headset available if possible to minimize feedback – your cellphone earbuds will work well.
- Click the **Zoom link** that's been sent to you in an email, and Zoom should automatically and quickly download to your computer.
- In Downloads on your computer, click `Zoom_launcher.exe`. Zoom should direct you to this with a large orange flag.
- Once Zoom has launched, a screen should pop up asking for your name. This will identify you during the meeting.
- You should now be part of the meeting. Click the green button that says “Join Audio By Computer”.

### **Join by tablet or smartphone**

- If you choose to use your tablet or smartphone, be sure to download the Zoom app ahead of time.
- Once you have downloaded the Zoom app, follow the “Join by computer” instructions above.

### **Join by telephone**

- First, dial the phone number provided in the Zoom email.
- When prompted, dial the meeting ID number that is also provided.
- Your phone will be automatically muted once the meeting starts. If you want to speak, press \*6 to unmute.
- We want to start on time – please allow extra time to get online!