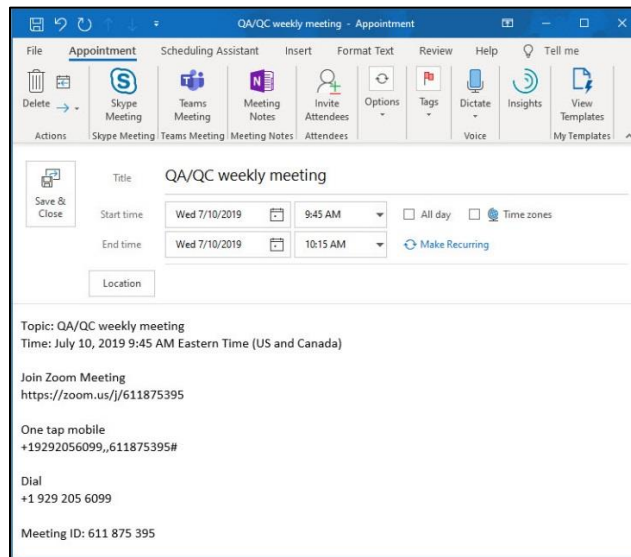


## ACCESSING & JOINING A ZOOM MEETING

### ACCESSING MEETING PARTICIPANT INFORMATION

Locate the Zoom meeting information via Outlook appointment, email, meeting agenda, etc. It generally appears in three parts: a Join Zoom Meeting link, phone numbers (one tap mobile and manual dial) and Meeting ID.



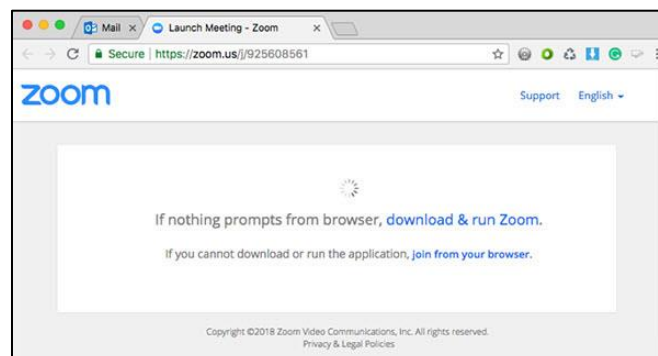
Example of Zoom information in an Outlook invitation

### JOINING THE MEETING

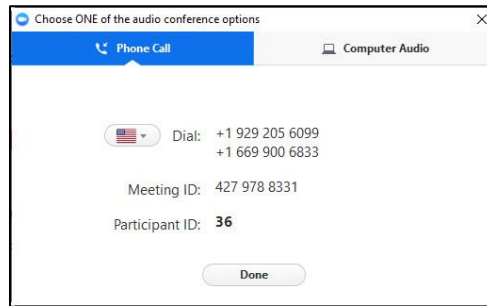
#### Visual

To access the meeting's screen share, which will also provide access to the meeting's phone line:

1. Click the 'Join Zoom Meeting' link provided within the meeting participant information.
2. If the Zoom desktop app has not previously been installed on the computer being used, the application may begin to download. Note: Zoom does not need to be downloaded in order to join the meeting. However, functionality will be limited.
3. If Zoom does not automatically download the 'Download & run Zoom' link will appear on the screen. Either click the 'Download & run Zoom' link and then re-click the meeting link. Or Click the 'Join from your browser' link to join the Zoom meeting without downloading the Zoom application.



4. Once the meeting has been accessed, a prompt will appear providing two options for joining the meeting's phone line.
  - a. Phone Call: Dial either of the phone numbers listed, when prompted enter the Meeting ID and the Participant ID.



- b. Computer Audio: Click the 'Join with Computer Audio' button.



5. Upon joining the Zoom audio line, the webinar screen will be visible.



From this screen numerous features are available:

- Join Audio: Join the meeting audio line or switch audio type (phone or computer)
- Mute: Enable and disable the microphone
- Start Video: Enable and disable video web camera
- Invite/ Invite Others: Provides meeting participant information which allows users to invite other participants to the meeting
- Participants: Enables the Participant prompt, which allows participants to gain the host's attention through the 'Raise Hand' button

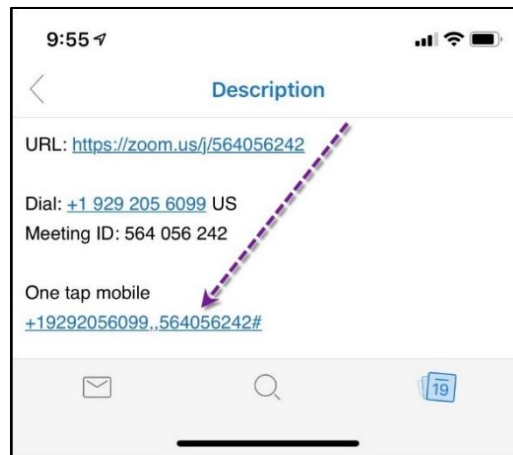


- Share: Allows the user's computer screen to be shared with the meeting participants
- Chat: Opens a chat box that allows participants to communicate with the meeting host and/or other participants
- Leave Meeting: Exits the meeting

## Audio

There are three options for joining the meeting's phone line:

1. One tap mobile link:
  - a. Open the meeting invitation on a mobile device.
  - b. Click the link under the 'One tap mobile' header, shown in the example image below.



Example of Zoom information on a mobile device

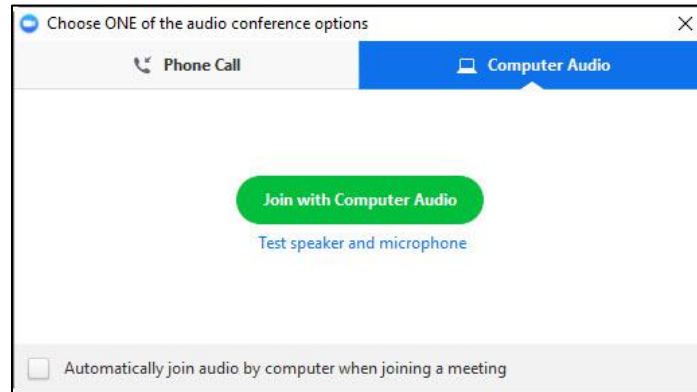
Note: If the entire invitation is not visible within the phone keypad, expand the invitation information using the 'READ MORE' link to gain better access to the one tap mobile information.

- c. The mobile device will automatically dial the Zoom meeting phone number and Meeting ID. Zoom will request the Participant ID (this can be skipped).
  - d. Click the # sign.
2. Dial:
 

Manually dial into the meeting using the phone number listed in the meeting invitation, followed by the Meeting ID and # for the Participant ID.

3. Join Zoom Meeting link:

- a. Open the meeting invitation on a computer, laptop or mobile device. Zoom and its audio prompt will open. Note: If Zoom hasn't been previously installed follow steps under the Visual section of this document before gaining access to the following screens.
- b. Within the 'Computer Audio' tab, clicking the green 'Join with Computer Audio' button will utilize the device's speaker and microphone. The audio can be tested using the 'Test speaker and microphone' link below the 'Join with Computer Audio' button.



- c. Clicking the 'Phone Call' tab will display the same phone number and Meeting ID shown in the meeting invitation as well as a Participant ID. Dial the phone number listed, the Meeting ID when prompted, followed by the Participant ID.

