

How to Use Zoom

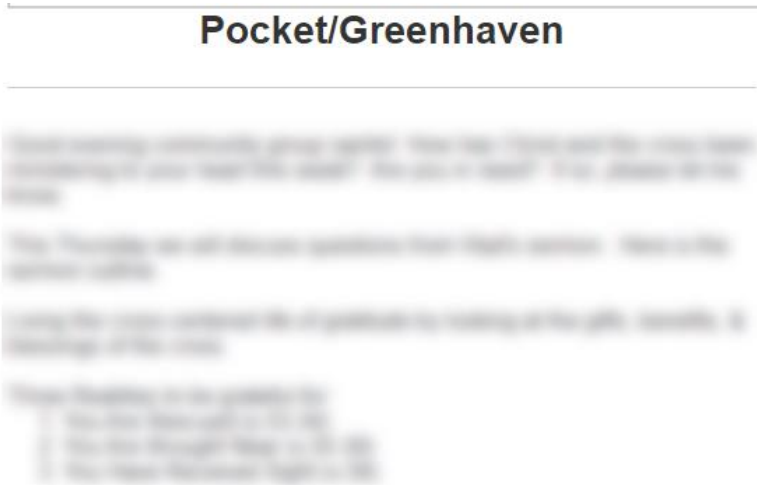
Contents

Click the subject below to be taken to that section

1) Utilizing a Link from an email on a Computer.....	1
2) Utilizing a Link from an email on a Smart Phone/Tablet	4
3) Joining a meeting without a Link	6

1) Utilizing a Link from an email on a Computer

- A. Click on the link in the email you received from your Community Group Leader
 - a. **Do not** click on unknown links received from unknown people

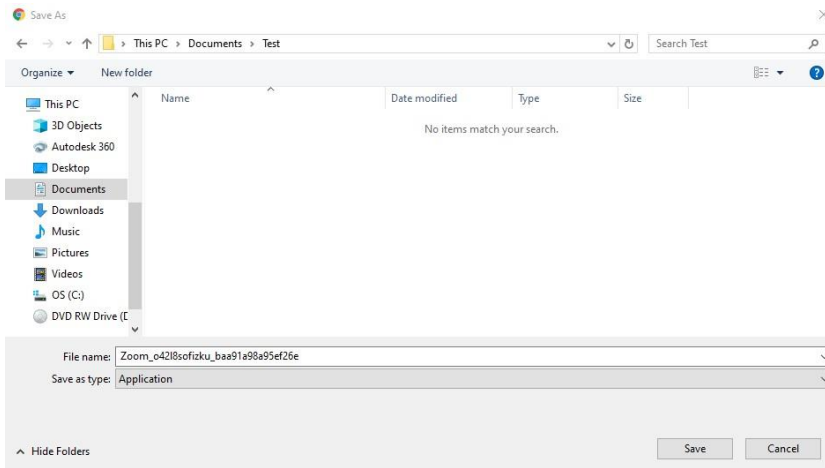


Just a reminder we are meeting this Thursday at 6:45pm. The meeting is accessible in the following ways:

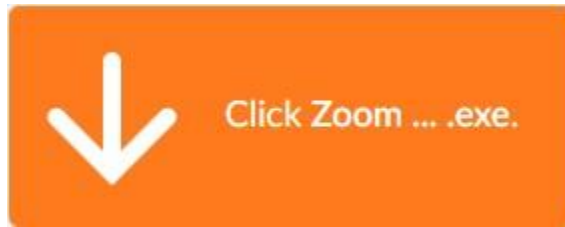
- Web browser using this link <https://zoom.us/j/2463433990>
- Zoom application using the meeting ID: 246-343-3990
- Calling in from a phone (audio only) +1 669 900 6833 and using the meeting ID: 246-343-3990

B.

C. A browser page will pop up and ask you to download a temporary file

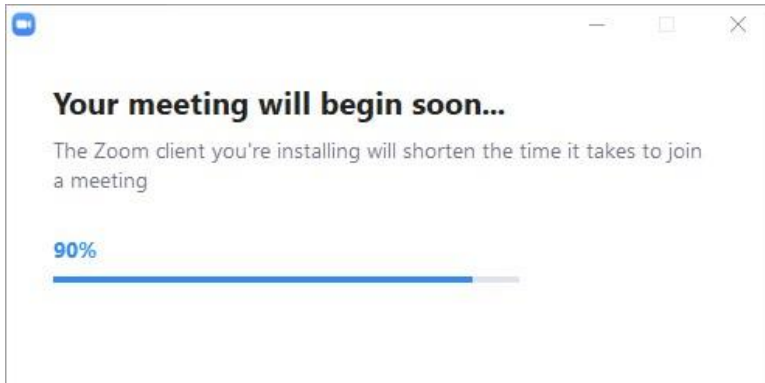


D. Once the file has downloaded, click on the file



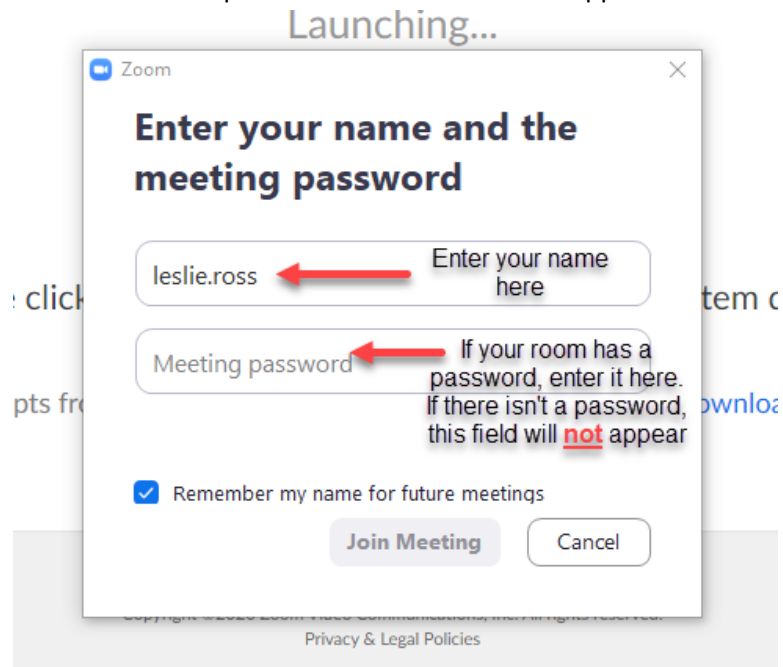
a.

E. Once you click on the link that was downloaded, a pop up show your meeting started

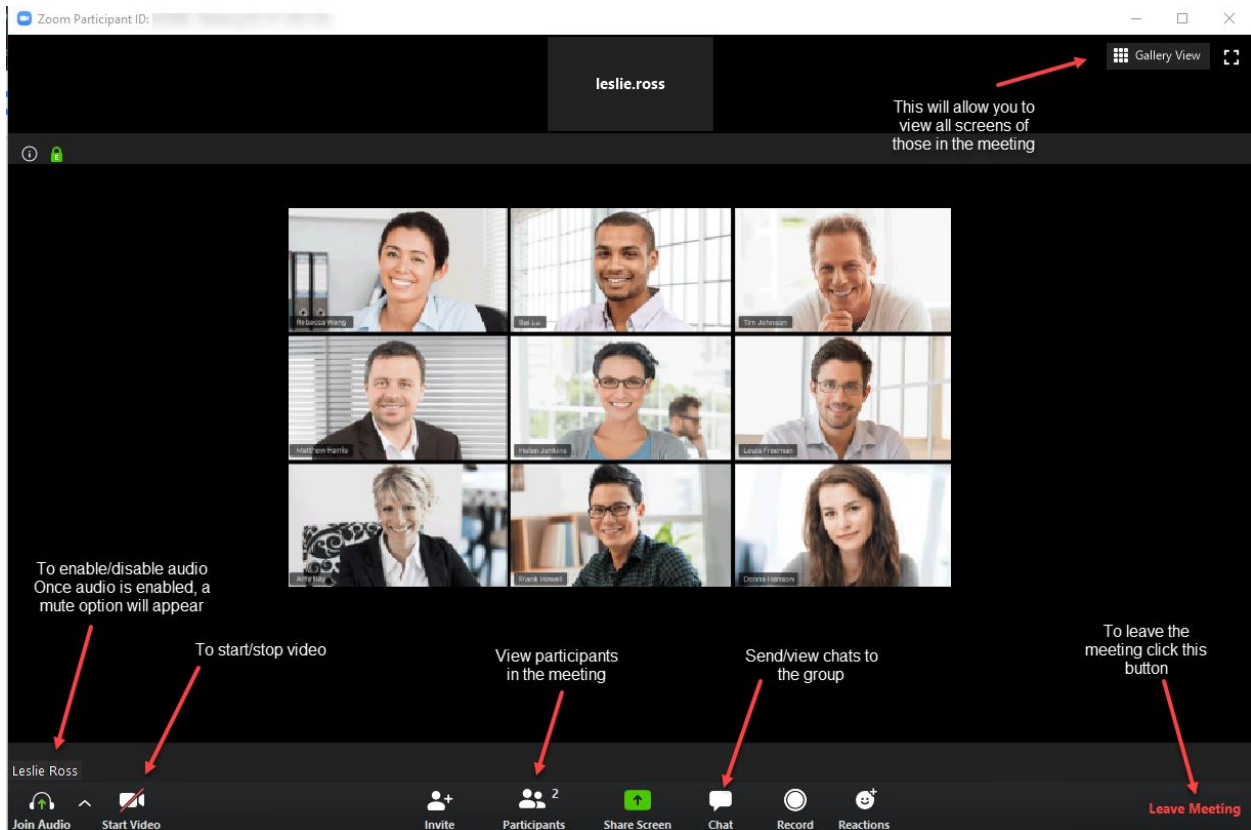


F.

- G. Enter your name in the top box. This name is what will appear in the meeting.

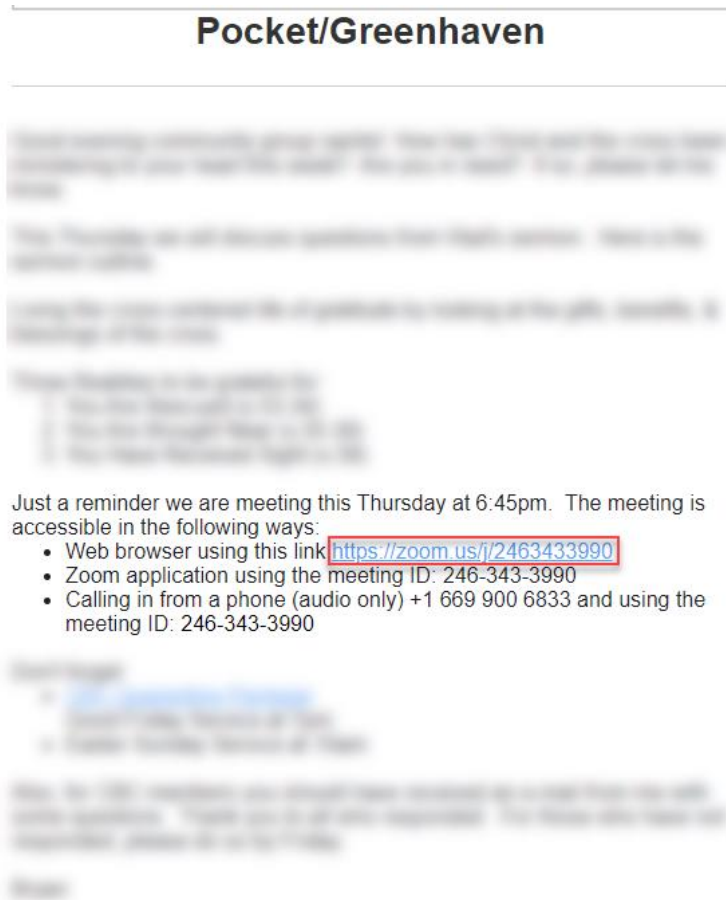


- a.
- b. If there **isn't** a password, skip this note as you will not be prompted for a password.
- H. Click "Join Meeting"
- I. Meeting will appear and you should hear voice and see people's faces
- J. Below are functions of Zoom.



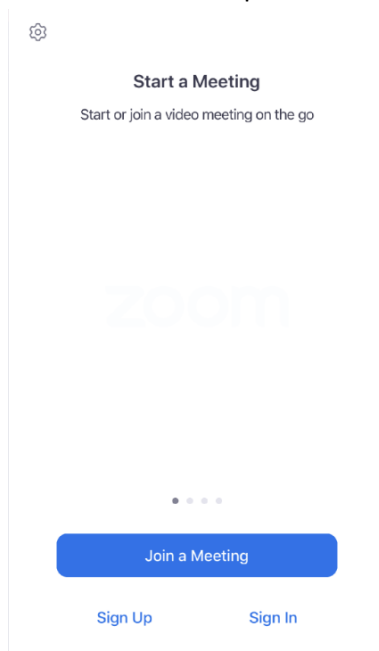
2) Utilizing a Link from an email on a Smart Phone/Tablet

A. Click on the email link



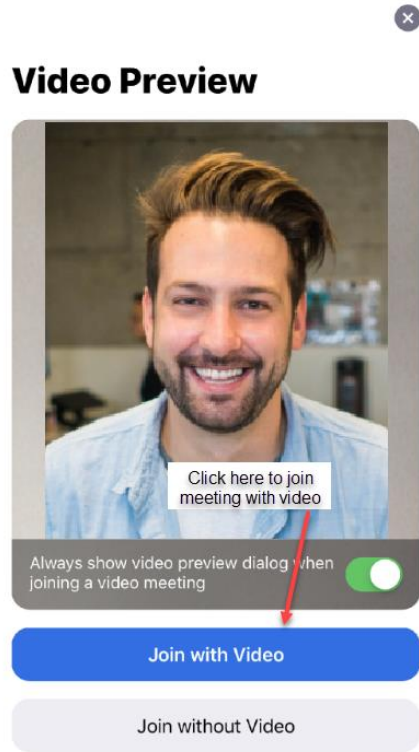
a.

B. Your phone's browser will open and a screen will appear asking you to join the meeting



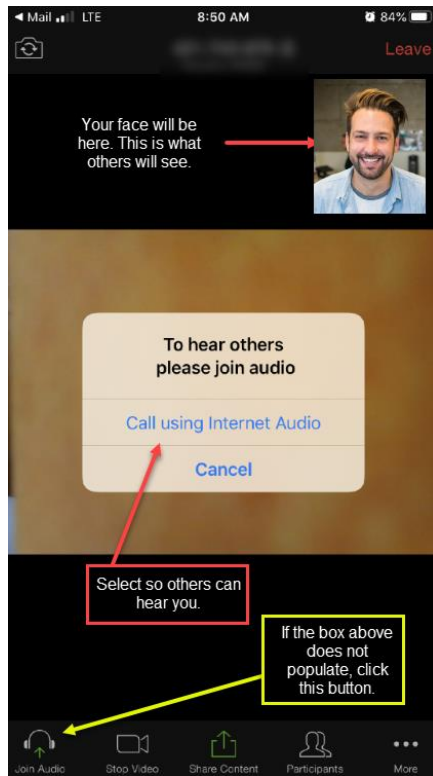
a.

C. Select video option



a.

D. Connect Audio. This will allow you to speak to others as well as hear the meeting





a.

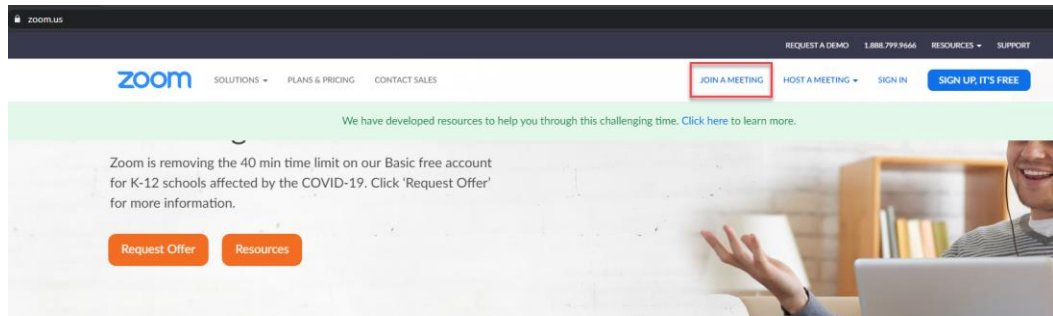
- E. Once successfully joining the meeting, you should see people's faces and hear their voices
- F. To view additional functions, see below



a.

3) Joining a meeting without a Link

- A. Open up an Internet browser (Internet Explorer , Google Chrome , etc)
- B. In the address bar, type in [Zoom.com](https://zoom.com)
- C. Select Join Meeting in the upper right corner of the screen



a.

D. Enter meeting number and then click “Join”

Join a Meeting

246-343-3990

Enter meeting number
(Supplied by meeting host)

Join

Join a meeting from an H.323/SIP room system

a.
E. Enter your name and password

Launching...

Zoom

Enter your name and the meeting password

leslie.ross

Enter your name here

Meeting password

If your room has a password, enter it here. If there isn't a password, this field will **not** appear

Remember my name for future meetings

Join Meeting Cancel

Privacy & Legal Policies

a.
b. If there **isn't** a password, skip this note as you will not be prompted for a password.

F. Click “Join Meeting”

G. Meeting will appear and you should hear voice and see people’s faces

H. Below are additional functions of Zoom

