

Instructions on how to join a Zoom Meeting:

To be able to participate in this new venue, please visit: <https://zoom.us/>

Zoom is available on both Mac and Windows desktop computers/laptops, as well as iOS and Android tablets/phones. For best connection results, it is recommended you use a device that is hard wired to your internet. You will need to have either an internal or external microphone setting, or phone access, to be able to participate when the meeting is open to the public. To test your device, please visit: <https://zoom.us/test>

DETERMINE WHICH DEVICE YOU WILL BE USING AND PROCEED WITH ONE OF THE FOLLOWING INSTRUCTIONS:

USING A DESKTOP COMPUTER OR LAPTOP

1. In a web browser, type: zoom.us
2. Hit the enter key
3. At the top right-hand corner, click on “Join a Meeting”
4. Where it says “Meeting ID”, type in “983-4836-3599” and click “Join Meeting”
5. Your computer will begin downloading the Zoom application. Once downloaded, click “Run” and the application should automatically pop up on your computer. (If you are having trouble downloading, alternatively you can connect through a web browser – the same steps below will apply).
6. You will then be asked to input your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
7. From there, you will be asked to choose either ONE of two audio options: Phone Call or Computer Audio:

COMPUTER AUDIO a. If you have built in computer audio settings or external video settings – please click “Test Speaker and Microphone”. i. The client will first ask “Do you hear a ringtone?” 1. If no, please select “Join Audio by Phone”. 2. If yes, proceed with the next question: ii. The client will then ask “Speak and pause, do you hear a replay?” 1. If no, please select “Join Audio by Phone” 2. If yes, please proceed by clicking “Join with Computer Audio”

PHONE CALL b. If you do not have built in computer audio settings or external video settings – please click “Phone Call” i. Dial one of the numbers listed using a phone 1. Once connected, it will ask you to enter your meeting ID number and press the pound key a. It will then ask you to enter your participant ID number and press the pound key

8. You are now connected to the meeting.

USING AN APPLE/ANDROID MOBILE DEVICE OR SMART PHONE

1. Download the Zoom application through the Apple Store or Google Play Store (the application is free).
2. Once download is complete, open the Zoom app.
3. Tap “Join a Meeting”
4. Enter the Meeting ID number – “983-4836-3599”
5. Enter your name. It is imperative that you put in your first and last name, as participants and attendees should be able to easily identify who is communicating during the meeting.
6. Tap “Join Meeting”
7. Tap “Join Audio” on the bottom left hand corner of your device
8. You may select either ONE of two options: “Call via Device Audio” or “Dial in”

CALL VIA DEVICE AUDIO a. It is recommended to select “Call via Device Audio” to automatically connect through the application.

DIAL IN b. If you select “Dial in”, you will be prompted to select a toll-free number to call into. You may select any of the numbers listed. The phone will automatically dial the number, and input the Meeting ID and your Participant ID. Do not hang up the call, and return to the Zoom app
9. You are now connected to the meeting.