

Instructions for Joining a Zoom Meeting:

By Phone:

1. Dial the phone number provided for the meeting on the Agenda
2. Listen for the prompts and enter the meeting ID number followed by #
3. There will not be a host key. Please just press # for that prompt
4. Enter in the password followed by #

You will hear a message stating that you cannot listen or talk until hold is released. This hold will automatically be released when the meeting starts. However, all participants are muted by the host to avoid background noise to make it easier for the person speaking to listen.

If you do want to speak during the meeting you have two options:

*6 – Toggles mute/unmute on your phone so we can hear you and you are able to participate

*9 – Raises your hand on the hosts screen so we know you want to speak and we can unmute you to participate.

By App:

1. Tap on the app on your phone
2. Tap on Join Meeting
3. Enter the meeting ID # in the line provided at the top of the screen
4. Choose your options below if you do not want to be connected with either video or audio. If you do not connect to audio, we will not be able to hear you to participate. If you do not connect to video, we will not be able to see you on the screen
5. Tap on Join Meeting
6. You will then be prompted to enter the meeting password
7. Enter the password then click continue to join the meeting.
8. You will see a message at the top of the screen “waiting for the host to start the meeting
9. Once the meeting starts the host will let you into the meeting

*When using the App, be sure to allow Zoom to access your Camera and Microphone under your settings before starting the meeting.

*To speak at the meeting, you can mute/unmute yourself using the icons on the screen. You also have the option to type a question in chat and we will read it at the meeting.

By Computer:

1. Log on to <https://zoom.us/>
2. On the front page, on the top right-hand side, you will click on Join Meeting
3. Enter in the meeting ID #, then click join
4. A launch application box will appear, click open link
5. Enter the meeting password, then click join meeting

6. A message will come up to “please wait for the host to start the meeting.” Once the meeting starts the host will let you in.

*While waiting to get into the meeting it is a great time to test your computer video and audio by clicking on the test computer audio or video button.

*To speak at the meeting, you can mute/unmute yourself using the icons on the screen. You also have the option to type a question in chat and we will read it at the meeting.

For more information, or tutorials on how to use Zoom, please visit their website at <https://zoom.us/>