



Zoom Video Conferencing

The following is a handy guide to participating in a Zoom event. You do not need to have a Zoom account to participate in a Zoom meeting.

If you want to download the Zoom software, please visit: <https://zoom.us/download>

How to Join a Zoom Meeting

Using a computer or tablet device

- ◆ Go to www.zoom.com
- ◆ SELECT JOIN A MEETING
- ◆ MEETING ID: *enter provided number ID*
- ◆ PASSWORD: *enter provided password*

OR

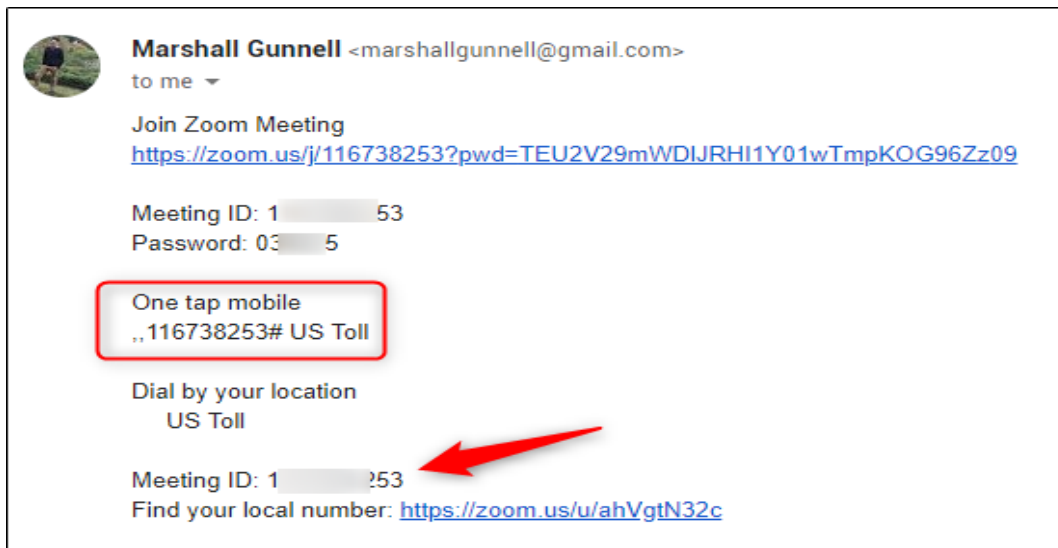
Use the Email Link

When a host sends you an invitation, you'll receive that invitation via email. The first link in the message is the "Join Zoom Meeting" link. Click that link. Once selected, you'll be brought to the Zoom meeting.



Call the Meeting

If you'd rather just use your phone to call the meeting, that's an option, too. In the email invitation you received, you'll see the teleconferencing number.



Call that number. When prompted, enter the meeting ID number (also available in the email invitation) using your dial pad.

During your meeting:

- **Once You Join In And During The Duration Of The Virtual Conference, Your Microphone Will Be MUTED.**
- **Camera On/OFF**
When you are in the meeting, you may click on the start video button to turn on the camera on your device. Turn on/off your camera - turning your camera on allows us to see you.
- **View Participant List** - this opens a list of all the participants.
- **Use Zoom's chat function**
You can send a question or statement to everyone or privately to a participant. A dedicated moderator will convey your message to the host.
- **Think about your actions on camera**
Always remember that everyone can see you. Someone is watching as you take a big, wide-mouth yawn, stretch, or wander around the room. These exaggerated movements are distracting to the audience and can be disruptive to the speaker.