



You've got the link, now what?

How to launch a Zoom meeting

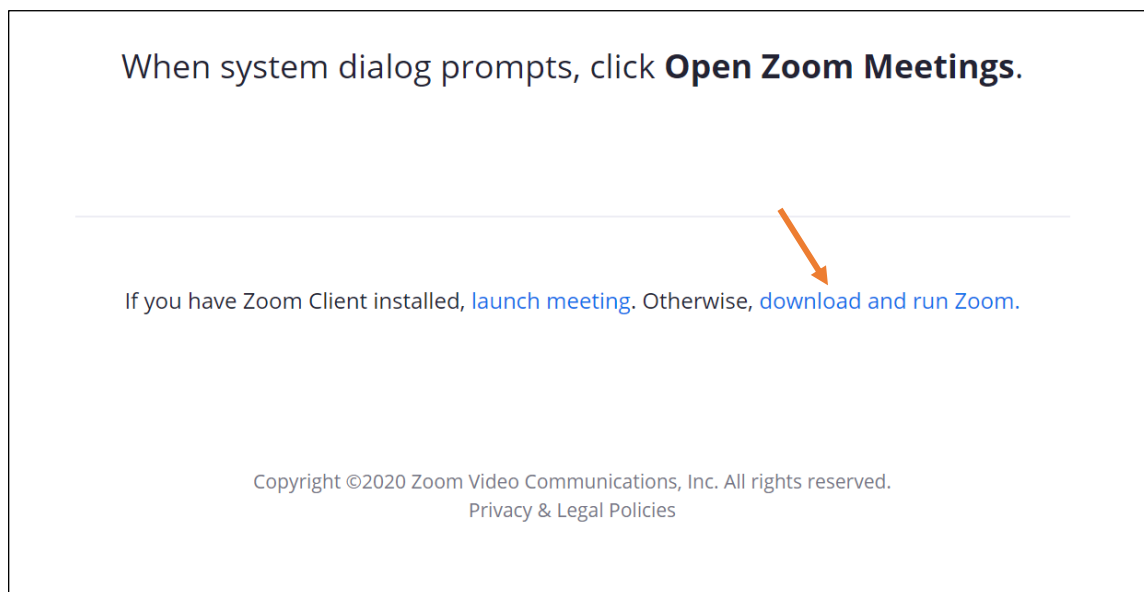
Launching a Zoom meeting is simple, and in just a few clicks you will be in the meeting and ready to go. If you have never used Zoom before, you will have to download the Zoom application onto your computer before you enter the meeting. If you have used Zoom before, you should already have the application downloaded and you can skip to Step 3.

Step 1) In the email provided, there is a link to the Zoom meeting. When you are ready to join the meeting, click on the link

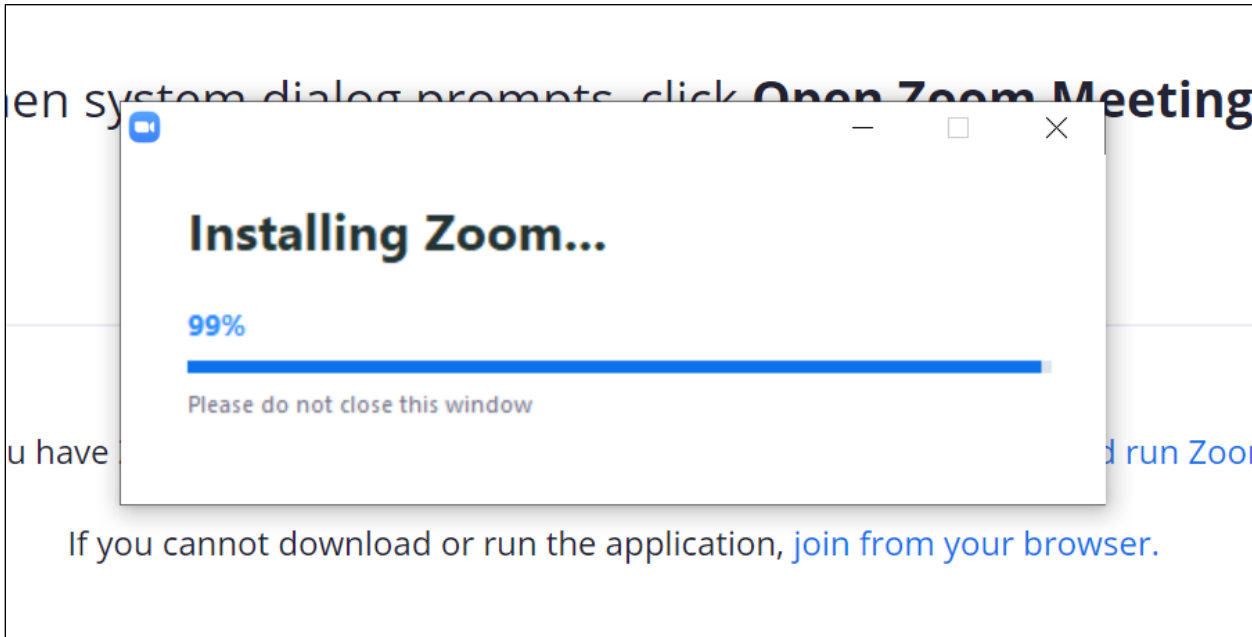
(Start here if you do not have Zoom downloaded on your computer or tablet/have never used Zoom before)

*If you have never joined a Zoom meeting before, I recommend joining a few minutes early to allow Zoom to download. Alternately, you can visit <https://zoom.us/download> and download "Zoom client for meetings" if you'd like to download Zoom before the meeting.

Once you click on the link from the email, this screen will open. Click "download and run Zoom" to begin the download process.

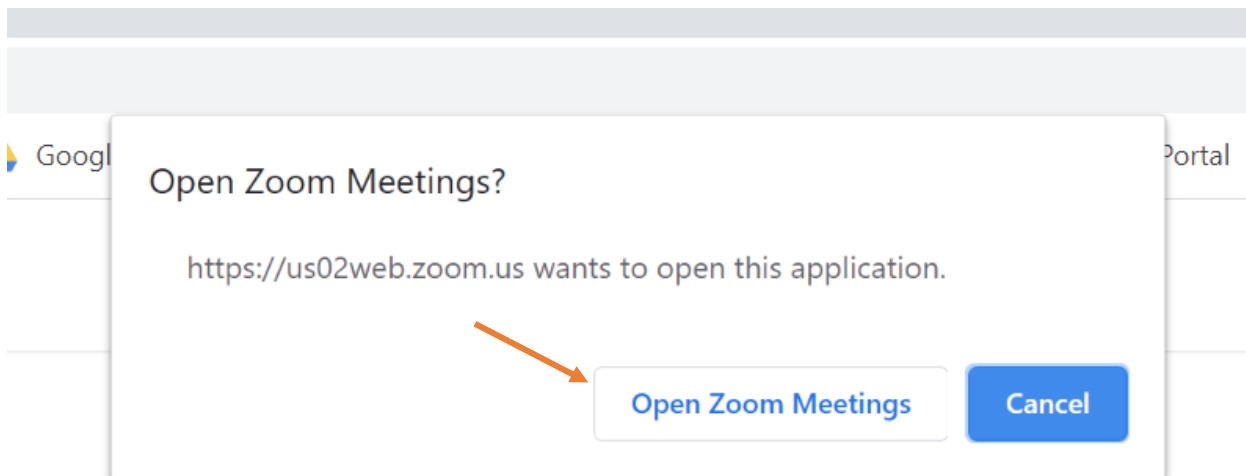


Step 2) Zoom will begin installing. This should only take a minute or two.



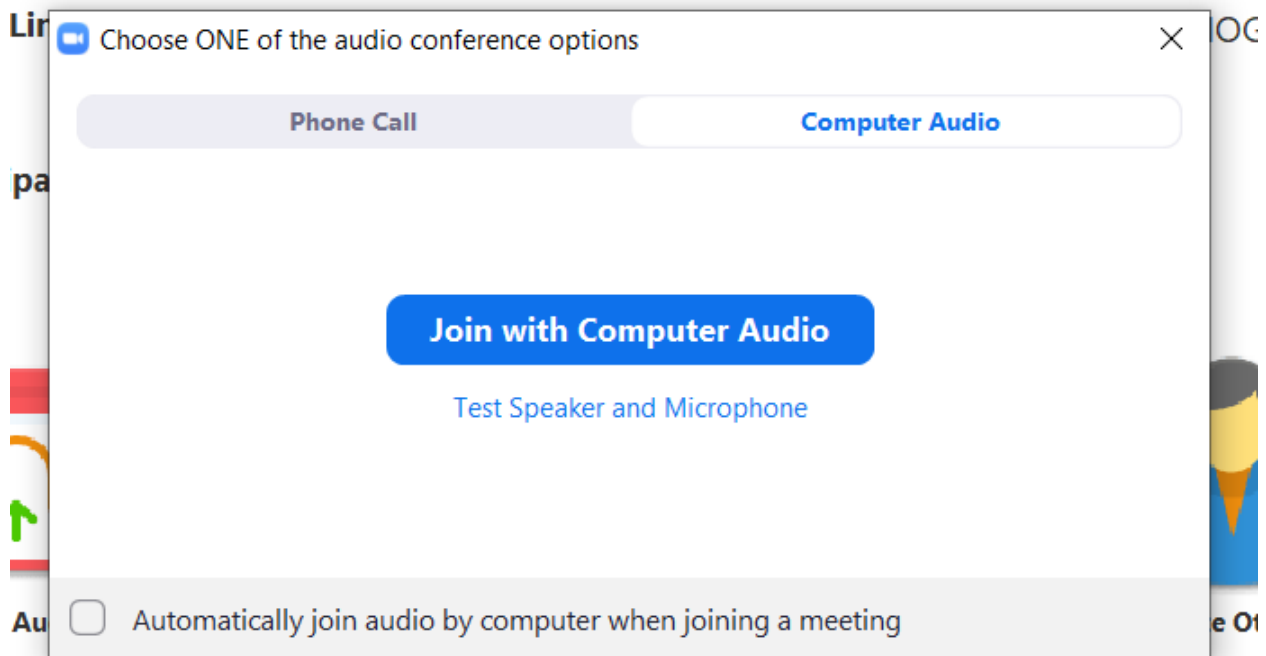
(Start here if you have used Zoom before or have Zoom downloaded on your computer/tablet already)

Step 3) Once you have Zoom downloaded, you will see this popup asking if you'd like to open Zoom. Click "Open Zoom Meetings".

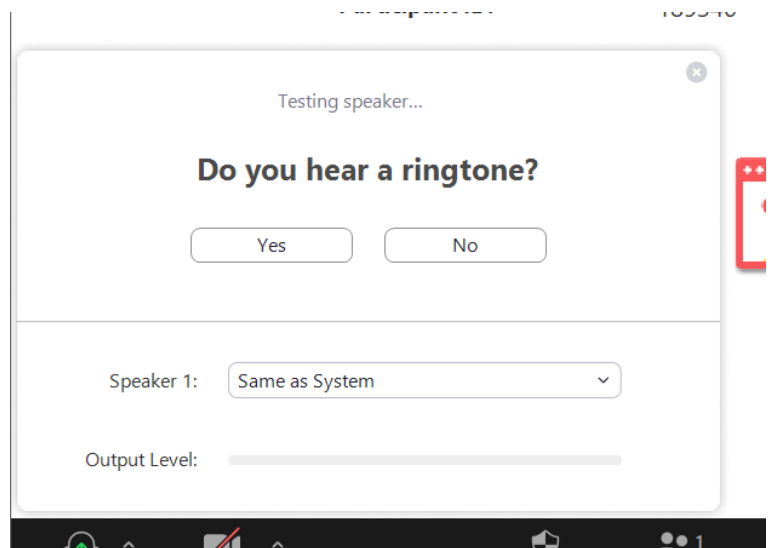


Step 4) Before you can enter the meeting you will need to select which type of audio you would like to use. There are a few options here.

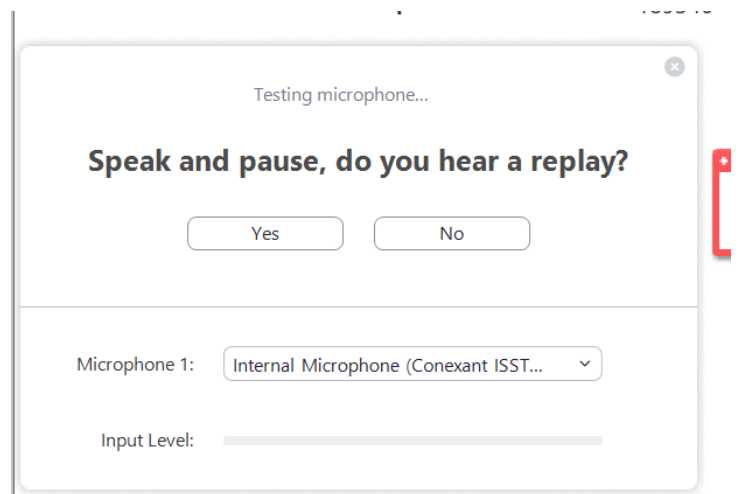
- If your computer has a built-in speaker (when you play a video on your computer, can you hear it through the computer’s speakers?), and a built-in microphone, you can join with computer audio. To listen to audio through your computer and to speak using your computer’s built-in microphone, click “Join with Computer Audio”.
 - Before you join, I recommend clicking on “Test Speaker and Microphone”. This will run you through a test of both the internal speaker and, if your computer has one, the internal microphone.
 - **Don’t have a built-in microphone? We will talk about that in Step 5.



4a) Follow the prompts to test your computer's speaker. Be sure you have the volume on your computer turned up:



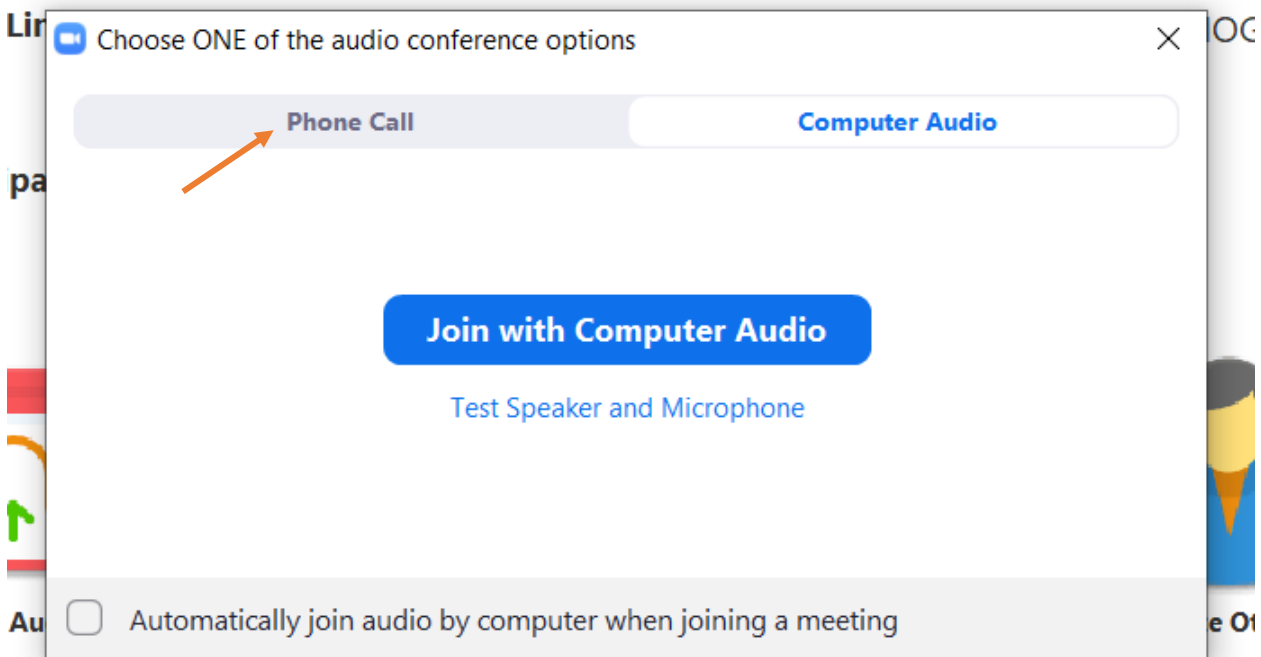
4b) Follow the prompts to test your computer's microphone. If you hear a replay, it means you have an internal microphone and you're all set to join the meeting. Click "YES" and you will be brought back to the screen to "Join with Computer Audio"



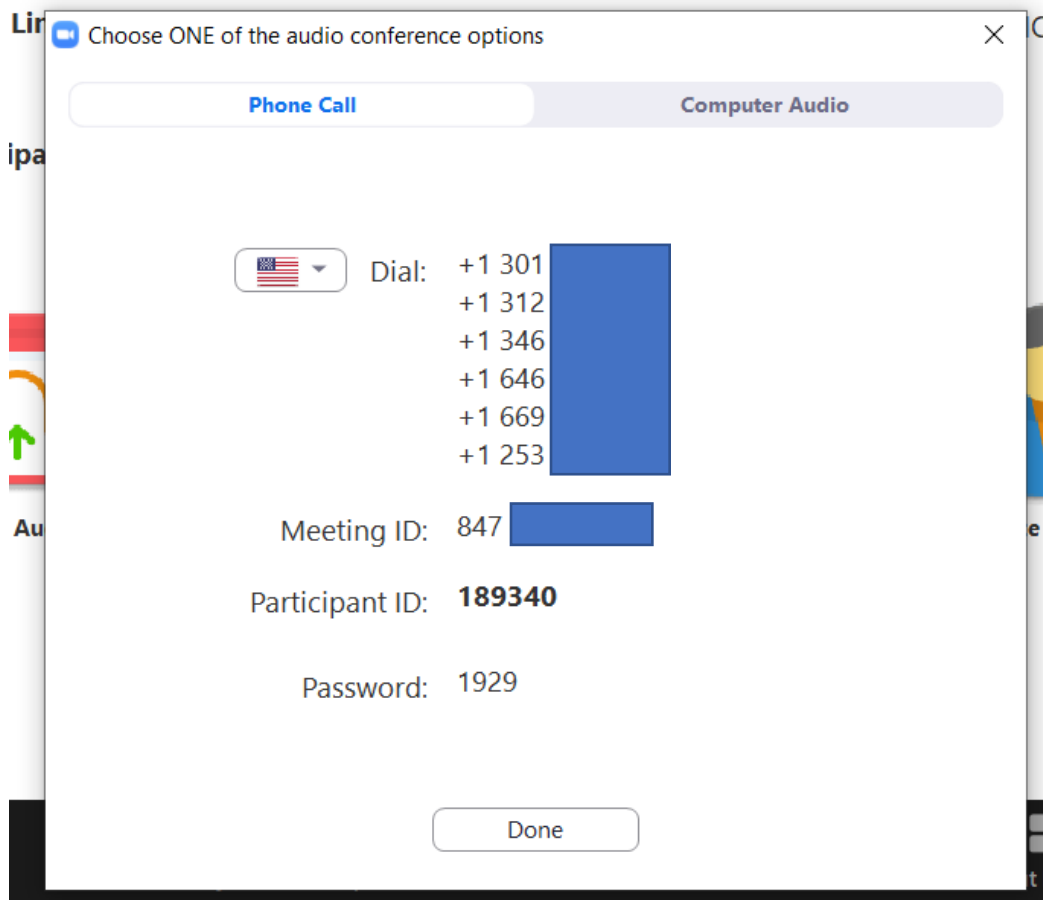
Note: If you do not hear a replay, it means that your computer does not have a built-in microphone and you will need to follow Step 5 to join by phone.

Step 5) If you do not have computer audio, meaning you do not have an internal speaker/microphone in your computer, you will need to dial into the meeting on a phone. Don't worry, this part is easy too!

Rather than joining by computer audio, click on Phone Call.



Step 6) When you click on “Phone Call”, you will be brought to this screen with a list of phone numbers. You can choose any number to call, they will all dial into the meeting. When you dial the phone number you will hear a recorded message welcoming you to Zoom and asking for the meeting ID, password and your participant ID. (I blocked out the numbers here to save confusion – you will need to use the numbers listed when you join the Zoom meeting). Once you have dialed and input the additional information, click “Done” and you will enter the meeting.



That's it! Once you have completed these steps you will have entered the Zoom meeting. The rest of the training will take place on the call.