Zoom Meeting Instructions

Please use audio on your computer or from the mobile app.

1. Instructions to sign up
2. Instructions to download
3. Instructions to join a meeting
4. Instructions to Schedule meeting

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1. **To sign up for Zoom, click here and choose to sign up for free.**
   - Please use your work email address and current password.
   - Basic Zoom Tutorial: click here

2. **To download the zoom app on your personal computer or mobile device, click here**
   - The first option on this page is for a computer download:

   ### Zoom Client for Meetings

   The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download here.

   Download   Version 4.6.7 (18176.0301)

   - If you scroll down towards the bottom, you can download to your mobile device:

   ### Zoom Mobile Apps

   Start, join and schedule meetings; send group text, images and push-to-talk messages on mobile devices.

   Download in App Store   Download in Google Play

3. **To Join an existing meeting from email:**

   Click the join link in your email or calendar invitation.

   Hi there,

   _____ _____ is inviting you to a scheduled Zoom meeting.

   Join from PC, Mac, Linux, iOS or Android: https:/_____.zoom.us/j/_____

   Or iPhone one-tap :
     US: +16468769923, _____ or +16699006833, _____
   Or Telephone:
     Dial(for higher quality, dial a number based on your current location):
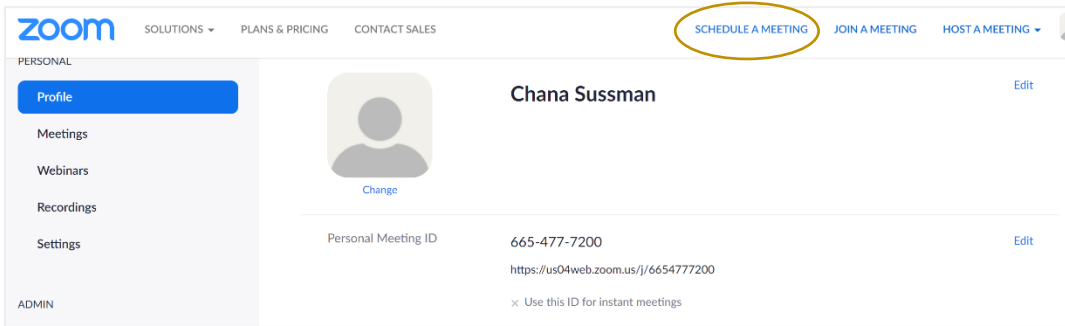
   Depending on your default web browser, you may be prompted to open Zoom.

   Do you want to allow this page to open "zoom.us"?

   Cancel   Allow

4. **To schedule a meeting:**
   1. From a **Computer** Instructions: To schedule a meeting from your computer, click schedule at the top right (circled in yellow below)

   - Enter meeting details (time/date) and click save, feel free to choose any options that apply such as:
     o Turn video on for the host and/or participants
     o Enable participants to join the meeting before the host arrives
     o Record the meeting
   - Once your meeting is saved, click copy invitation and add into your meeting invite

   2. From a **Phone** Instructions: Click schedule at the top of your screen, and then follow the same instructions as above. PLEASE TURN OFF THE MEETING PASSWORD
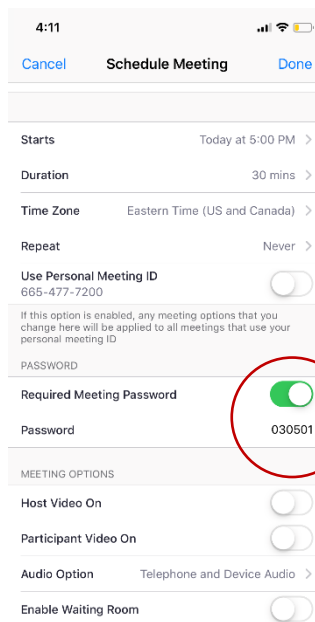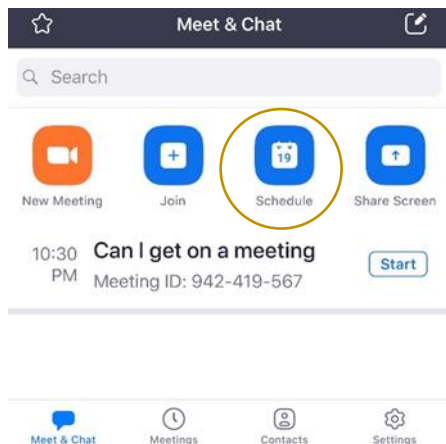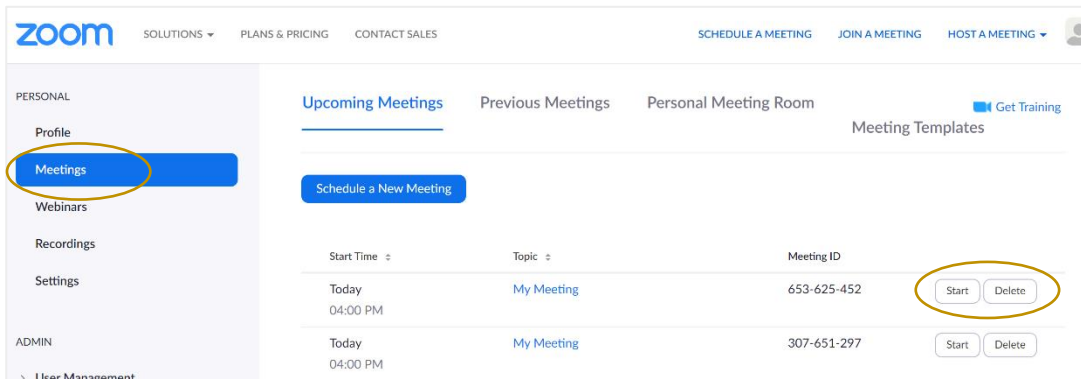

TURN THIS OFF

- Once all the information is entered, click done in the top right corner. From there a window will pop up with the meeting info for you to copy and paste into meeting invite.

5. **To Start a Meeting:**
   - From a **computer:** Go to meetings on the left side; choose the meeting you would like to attend and click start:

   - From a **Phone**: Go to meetings on the bottom of your screen; choose the meeting you would like to attend and click start: