

Steps to Start Zoom

Steps to use Zoom for your computer:

1. Open your Zoom invite from email and click the link right below Join Zoom Meeting.
2. If Zoom does not run immediately, then click **Download & run Zoom** on the Zoom.us page. This will download the Zoom app. Then click the **click here** on the Zoom.us page to start the meeting.
3. Click join with computer audio/video, unless you have a different video recorder/audio mic you would like to use. That different audio mic/video recorder should show up as one of the mic/video options. Select the additional mic/video if you would rather not use the computer audio/video.
4. You will join meeting and hear and see other people in the meeting.
5. There is a mute button on the bottom left of the Zoom computer screen. 
6. If you are not talking during a meeting you should click the mute button on the bottom left so that extraneous noise is not heard.
7. After this initial setup for future meetings, you will click the link below Join Zoom Meeting. You will be asked, "Do you want to allow this page to open "zoom.us?" Click allow. And it will take you to the meeting

If you are using a smart phone (iPhone or Android):

1. Open your Zoom invite from email and click the link right below join Zoom meeting link.
2. Click Download the App.
3. Once the App opens, it should take you straight to the meeting.
4. Once you join the meeting you will see a box that says' "To hear others please join audio": click Call using Internet Audio.
5. When using a phone, if you tap the phone screen you will see a mute button on the bottom left of the screen. Make sure your Zoom is unmuted so you will be able to speak to the group. 
6. If you are not talking during a meeting, you should click the mute button on the bottom left so that outside noise is not heard.

If you are connecting through a landline or by phone only (not using the Zoom App or online service)

1. Call the number in the email.
2. It will ask you to enter your meeting ID number followed by the # sign. Enter the Meeting ID number from the email and press #.
3. It will ask you to enter your Participant ID number and # or to just enter #. Just enter the # sign.
4. You will be connected to the Zoom conversation soon. It will be like you have called into the conversation.