

What you will need is

- a) A device with a front-facing camera – a computer, cell phone, or tablet
- b) An input microphone - one that you would use to make phone calls or recordings
- c) Details for the specific event (including Meeting ID / Link and phone number will be given in advance)
- d) The Zoom app for your device

Download the App (Computer)

- In your browser, go to <https://zoom.us/download>
- Under “Zoom Client for Meetings,” press **Download**

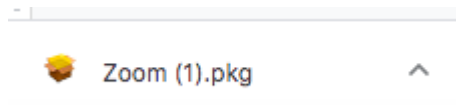
Zoom Client for Meetings

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

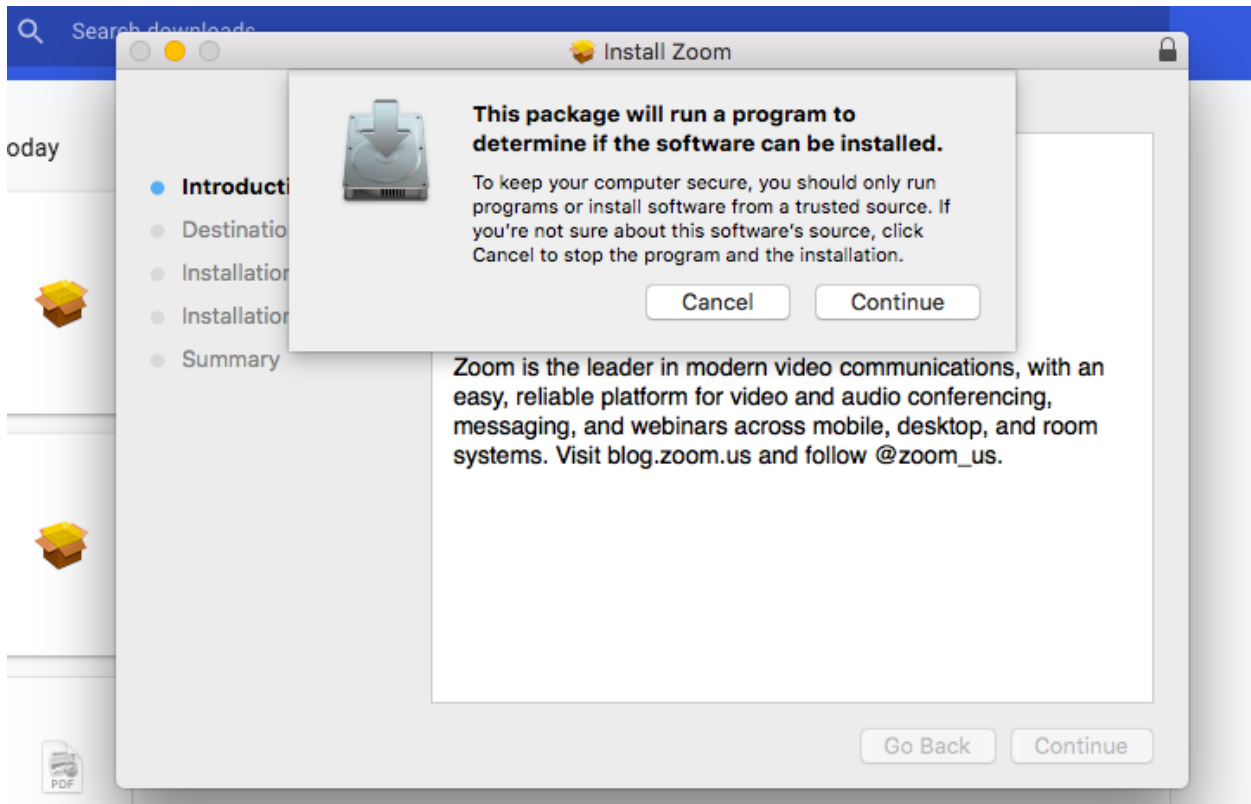


- After it downloads in your browser, open the downloaded file (may be in your browser

window or under Downloads:



- On any alerts, press **Continue** or **Agree**



- VOILA - ZOOM HAS BEEN DOWNLOADED.
- Once the app has downloaded, sign in if you have a Zoom account.
- If you don't have an account, you may be prompted to create one, but **it is not necessary.** **All you need is the invitation details that include a link and Meeting ID.** (For some events, you will also be given a password.)
- Skip to page 4 for more about joining a meeting.

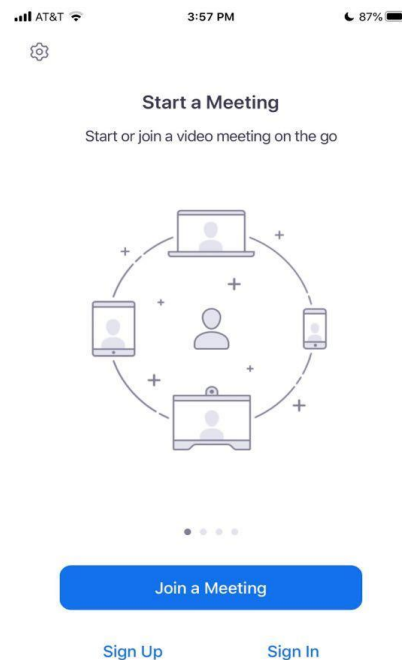
Download the App (Smartphone)

Screenshots come from an iPhone.

- Open your device's app store and type in **Zoom**. The icon should look like this logo. Press **Download** or **Install**.



- Once the app has downloaded, sign in if you have a Zoom account.
- If you don't have an account, you may be prompted to create one, but **it is not necessary**. **All you need is the invitation details that include a link and Meeting ID.** (For some events, you will also be given a password.)



Joining a Meeting

- When it's event/meeting time, return to the message with the event details and click on the Zoom link. It should open in the app.

OR

- Open the App and click the **Join** button. Insert the **Meeting ID / Personal Link Name** from the message with the event details, and press **Join**. Add the password from the original message if prompted.

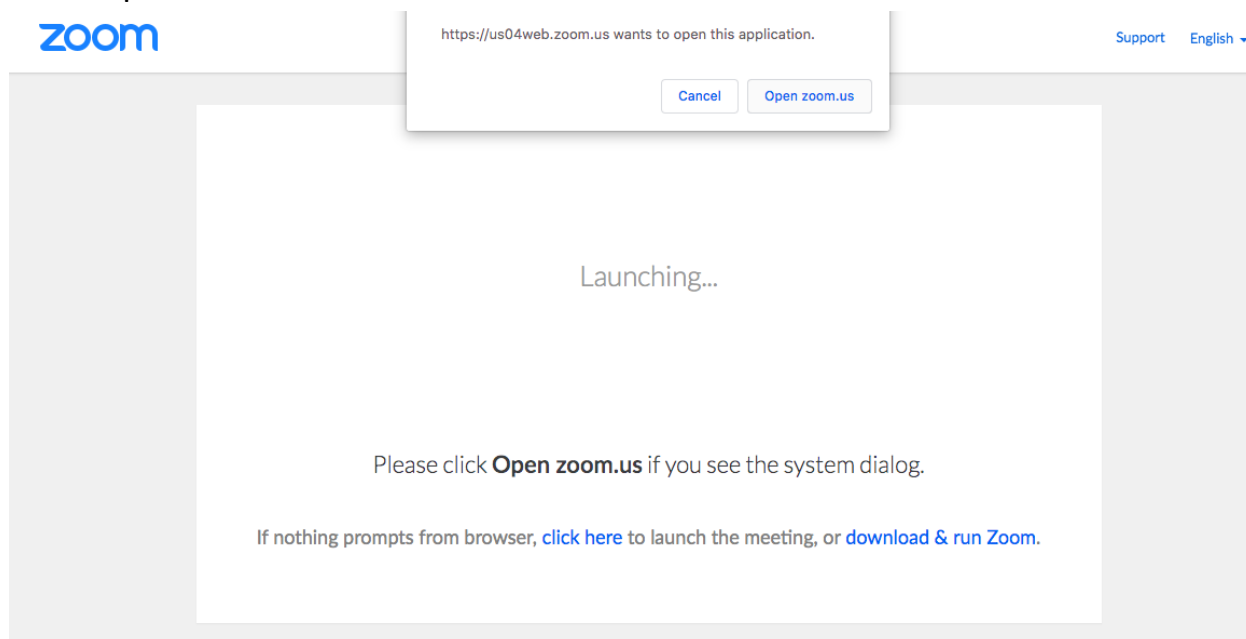
Join a Meeting

Meeting ID or Personal Link Name

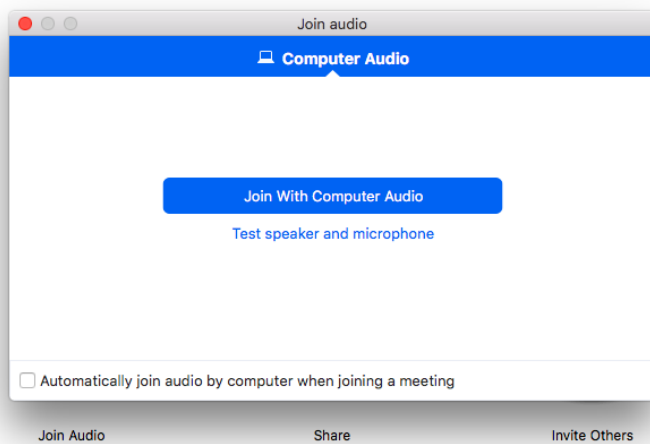
Join

[Join a meeting from an H.323/SIP room system](#)

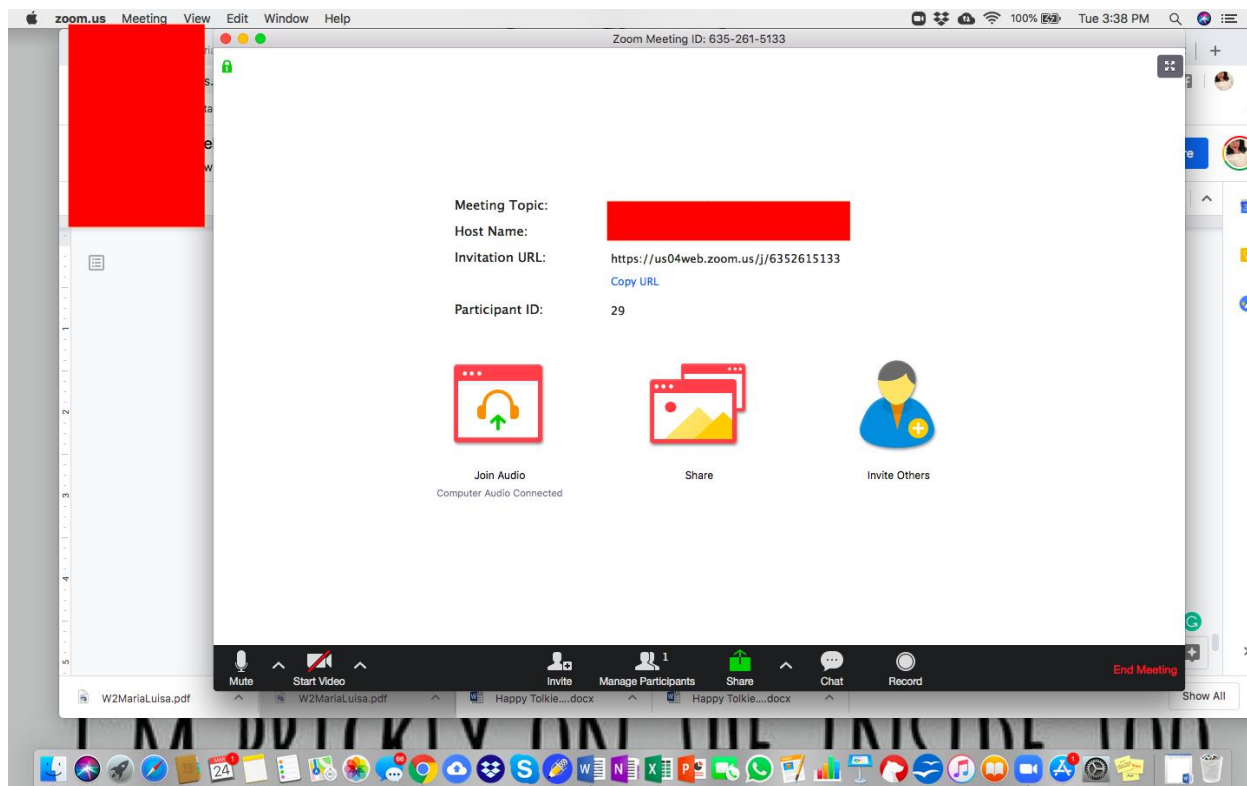
- Press Open Zoom



- You will receive an option to **Join with Computer Audio**



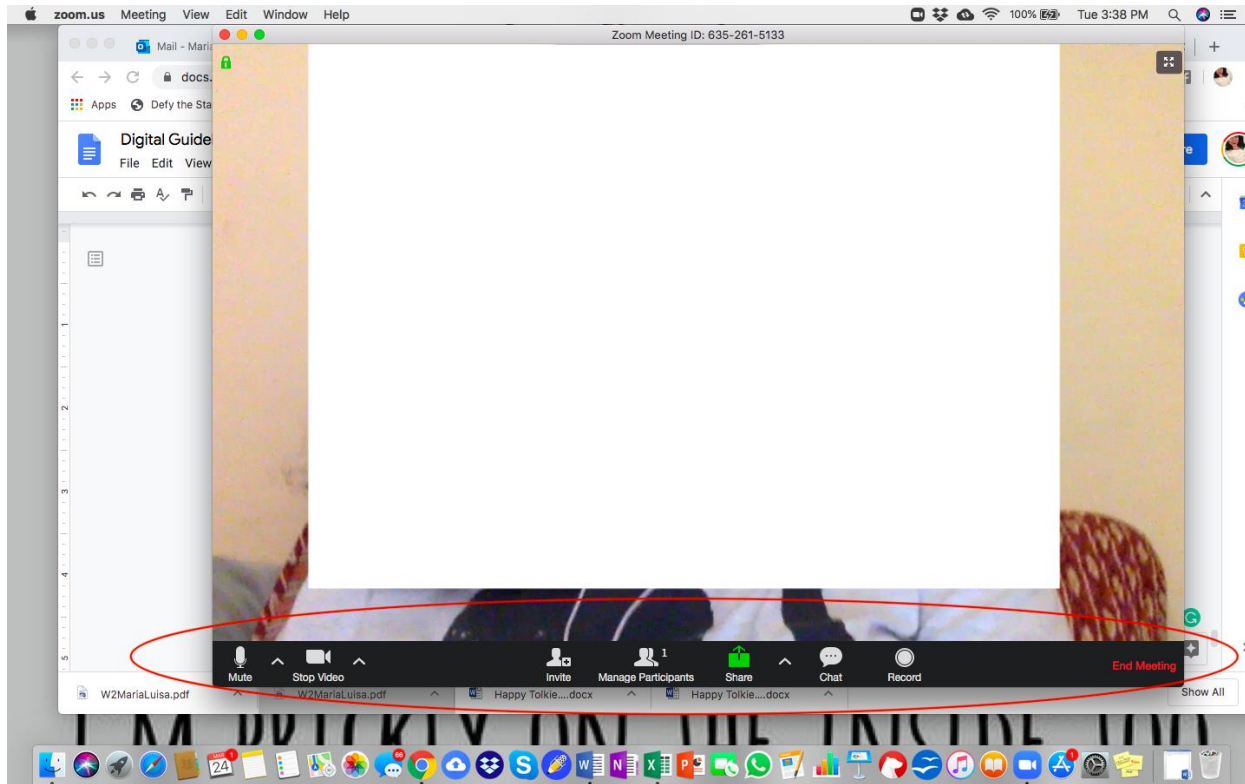
- You will have the option to **Start Video**, which is to be on camera



- HAVE A WONDERFUL TIME.

*****You can also join any event/meeting by calling the phone number from the Zoom invitation email.*****

Zoom Buttons



On the edge below your screen, you'll find a wonderful arsenal of functions from **Mute** to **End Meeting**

- Choosing "Mute" - as it sounds, you will be mute. You are able to mute/unmute yourself by a simple click.
- "Start / Stop Video" - Your choice to be or not to be on camera.
- Invite - to invite a fellow workshop member or a friend to a lecture (when appropriate to the event)
- **Ignore Share for now**
- Chat - Text Box - You are able to send private or public messages to those in the meeting
- Record - if you wish to record your event
- END MEETING - To leave the meeting