

Zoom Guide

A HOW TO GUIDE TO JOIN A MEETING OR EVENT THROUGH ZOOM



1.) WHAT IS ZOOM?

A free video conferencing application that lets you participate in video meetings or calls.



2.) BEFORE YOU ZOOM



You will need to download the zoom application. You can do this two different ways:

- 1) via your phone
- 2) via your computer/tablet.

If you are downloading on your phone you can do this via the app center. If downloading on your android you do it through google play. If on computer go to <https://zoom.us/download>

3.) BEFORE JOINING AN EVENT/WORKSHOP

You will be sent/given a link to join the social event or workshop through your email or through a text message. The link will look like this :

Join Zoom Meeting

[https://us02web.zoom.us/j/85141471888?](https://us02web.zoom.us/j/85141471888?pwd=aCt4MjNVdG5ocWZlZWZ3kzaGRXNXFtdz09)

[pwd=aCt4MjNVdG5ocWZlZWZ3kzaGRXNXFtdz09](https://us02web.zoom.us/j/85141471888?pwd=aCt4MjNVdG5ocWZlZWZ3kzaGRXNXFtdz09) That is how it will look if the invitation was sent through email.



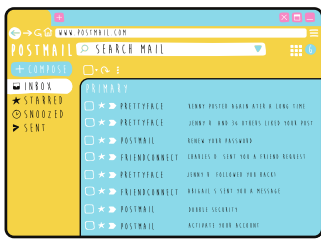
You can also join a **meeting through your phone you will need a meeting ID**. It will look like this Meeting ID: 850 9991 3378 Or through a **Teleconference number**. That will look like this: +16468769923 if you wish to participate via audio only.

4.) TO JOIN AN EVENT/WORKSHOP ON DAY OF...



Call/Dial In

Dial the **conference call number** provided on your invitation. Enter the meeting ID number when prompted using your dial pad.



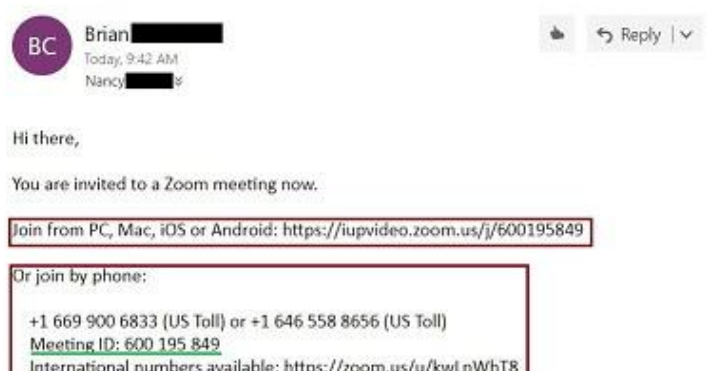
Email/Web Browser

Click the **"Join Meeting"** Link and/or copy/paste the link onto your web browser



Zoom App (Smart Phone/Tablet)

You will click on join meeting and then you will add your meeting ID. Make sure to also write below meeting ID, your name. You will have the choice of connecting through audio and video.



6.) LEAVE THE WORKSHOP OR EVENT

This can be done two ways:

- 1) The host will end the meeting for you once the workshop/event is done
- 2) You can end the meeting if on your computer: corner right bottom there will be button that says "END." You will press that and it will end by giving you two options.

If on your phone It will also look the same way.

For a hands on Tutorial <https://youtu.be/h1kCmbvAHQQt> or if any questions contact your RSC

