

## **Participating in a Zoom Call**

Zoom requires a webcam. The web address is: [www.Zoom.us](http://www.Zoom.us)

### **If you wish to join a scheduled meeting on Zoom, follow these instructions:**

How to join an instant meeting through an email invite.

1. When you receive your email invite, you will see that each meeting has a unique 9, 10, or 11-digit number called a Meeting ID that will be required to join a Zoom meeting.
2. If you are joining via telephone, you will need the teleconferencing number provided in the invite.
3. When you click on the Meeting ID link, you will be prompted to download and run Zoom.
4. Once you download Zoom, you will click on the file and it will allow you to launch Zoom.
5. Next you will see a page where it says, "JOIN A MEETING" and a place to enter the Meeting ID number.
6. If the host is not there, it will advise you to wait. Once the host arrives, you will be able to join the meeting.
7. There is a "Help" box at the bottom of the page. You can ask for a Zoom Tutorial on how to join a meeting.

### **If you wish to set up your own account with Zoom, follow these instructions:**

1. Sign in Free
2. Enter your email address
3. Open your email and check for Zoom verification message
4. Click on Activate Account
  - a. Welcome to Zoom
  - b. Enter Name
  - c. Enter Password and confirm
5. Go To Your Account
6. Set up your Profile
  - a. User Type – basic
  - b. Time zone
  - c. Language
  - d. Default Country
  - e. Sign in password (confirm)

Once on the call...Go over all the information for the tools.