HOW TO JOIN A ZOOM MEETING

DOWNLOAD ZOOM SOFTWARE:
You will need to download the Zoom software before being able to join a meeting. Go to https://zoom.us/ Follow the prompts and give permission for the software to be downloaded onto your computer. This YouTube video details the download process:
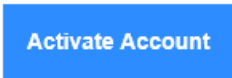For MAC computers: **https://youtu.be/KM5EgEIoQQQ**
All other computers: **https://youtu.be/fVu9BILRkww**

CREATE A ZOOM ACCOUNT:
Once the Zoom software is downloaded onto your computer, you will need to create a Zoom account by following steps 1-10 below.

JOIN A MEETING:
Follow steps 11 – 17 below to register and join to participate in the Zoom meeting **at least 5-10 minutes PRIOR** to the start of the meeting so you will have time to ensure you can log in and 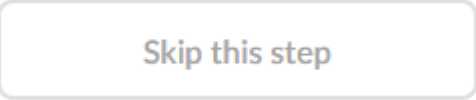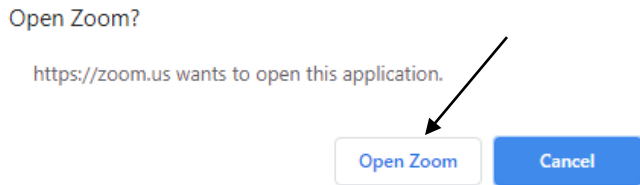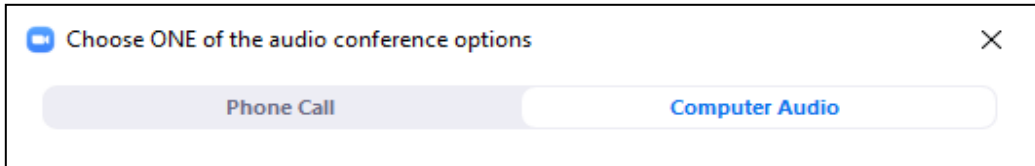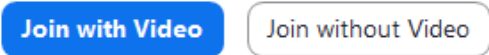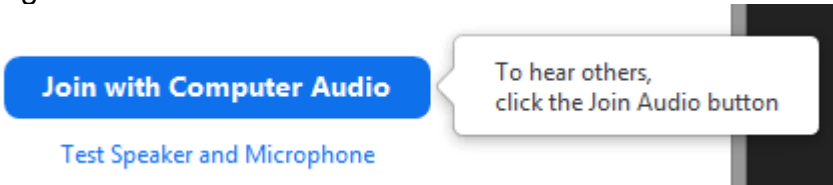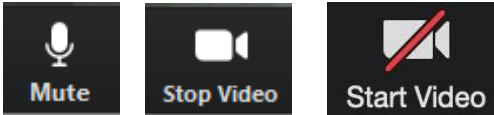test your equipment. Please note if you are using a desktop computer and/or do not have a camera/microphone installed you will not be able to speak at the meeting unless you call in via phone.

1	Connect to the Internet and open your Browser. If you already have a Zoom account, skip to Step 10.
2	Locate the Zoom website by searching for it or typing this address in your Browser: https://zoom.us/.
3	Enter your email in the "**Enter your work email"** field.
4	Click in the **"Sign Up Free"** button.
5	Click the **"Confirm"** button.
6	After clicking the "**Confirm**" button, you will receive the message below. Open your email account and look for an email from Zoom with the subject line: "**Please activate your Zoom account**". If you do not receive this email, check your junk email folder. If you are still unable to locate the message, please click the "**Resend another email"** on the Zoom website.
7	Click the "**Activate Account"** button in the Zoom email. You may have to give permission to view photos to see the button.

8	Complete the registration including the **"First Name", "Last Name",** and **"Password"** fields. Passwords must be 8 characters, have at least 1 number (1,2,3…), and include both upper and lower case numbers.Re-type your password in the "**Confirm Password"** field.
9	Click the "**Continue**" button. Continue
10	Click the "**Skip this step"** button. Skip this step
11	Open Zoom meeting invite email from Alyssa Evans-Tourinho to register in advance. You can do this prior to the meeting day/time. Click on link provided in email and follow prompts. You will then receive a registration confirmation email from Alyssa Evans-Tourinho which will provide the "Click Here to Join" meeting link to use to join the meeting on the scheduled meeting day.
12	Click the **"Open Zoom"** button in the pop up window. Open Zoom? https://zoom.us wants to open this application. Open Zoom Cancel
13	Provide the meeting ID and Password, if prompted. This information can be found in the email meeting invite.
14	Click the "**Phone Call"** button if you do not have a computer with a microphone/camera or "**Computer Audio"** if your desktop, laptop, or tablet has a camera/microphone. Choose ONE of the audio conference options × Phone Call Computer Audio
15	Click the "**Join with Video**" button to join the meeting with audio and video. Join with Video Join without Video

16	Click the "**Join with Computer Audio"** button. Use the "**Test Speaker and Microphone**" link if you are unsure if your computer camera/microphone are working.
17	Once you have joined the meeting you can utlize the meeting controls. Click "**Mute**" microphone button on the left side of the screen to mute your microphone. Please do this if there is background noise in your space that might interupt the meeting. To unmute your microphone, click the "**Unmute**" button again.Click the "**Stop Video**" button to turn off your video camera. Click the "**Start Video**" button to turn on the video camera.
18	To exit the meeting, click the "**Leave Meeting**" button on the bottom right side of the window.