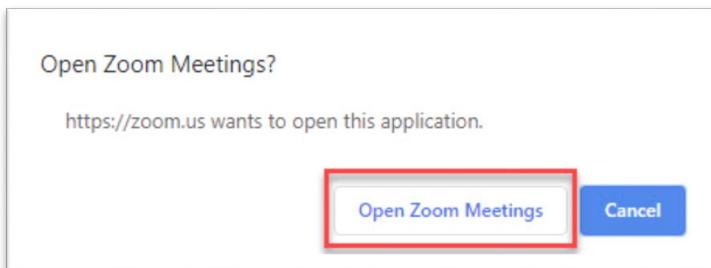


# How to Join a Zoom Meeting

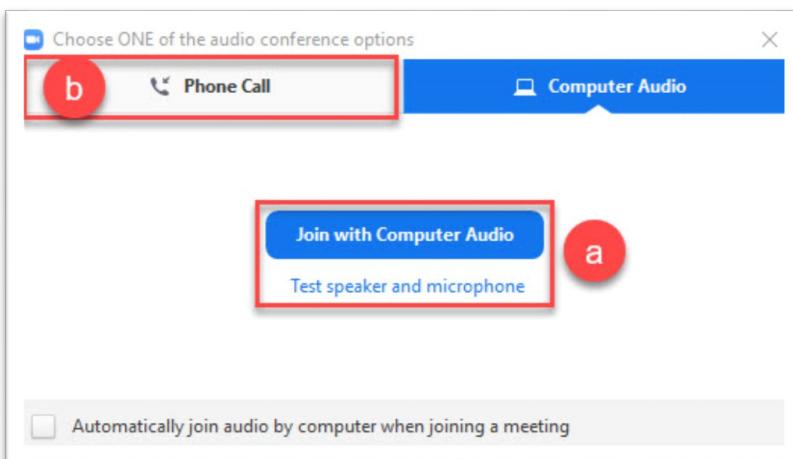
For your meeting with your family consultant, you'll be using Zoom video meeting software. Here's a quick guide for joining a Zoom meeting.

## If You're Using a Computer

1. Click the **Join the Zoom Meeting** link that you'll find in the email that was sent to you by your family consultant.  
**Note:** If you click the link, you do not need to worry about the meeting ID or password. The link takes you directly to your meeting
2. The **Open Zoom Meetings?** Window opens. Click the **Open Zoom Meetings** button.



3. The **Choose ONE of the audio conference options** window opens.



**a.** We recommend that you use your computer's audio, if you have a stable internet signal, and test your speakers and microphone before your meeting.

1. So, click the **Test speaker and microphone** link. You will be walked through first testing your speaker and then your microphone.

At the end of the tests, click the **Join with Computer Audio** button.

Or, if you've used Zoom before, simply click the **Join with Computer Audio** button. This button takes you directly to the meeting.

**b.** If you wish to use your phone for sound:

1. Click the **Phone Call** tab. You are presented with phone numbers to call.
2. Call in to one of the phone numbers
3. Then enter the **Meeting ID** into your phone keypad, when requested.
4. Once your phone is connected to the meeting, click the **Done** button to enter into the video part of your meeting.

*Note: If your family consultant has not arrived, then you will see "Waiting for the host to start this meeting." When your family consultant arrives, you'll automatically join the meeting.*

## If You're Using a Smart Phone

To join the meeting with both audio and video:

### First time using Zoom:

1. Tap the **Join Zoom meeting** link in the email that your family consultant sent you.
2. You must first install the Zoom app, so. scroll to the bottom the page and click the **Download from AppStore** button(iPhone) or **Play Store** (if using Android).
  - a. On the AppStore/Play Store page, click the **Download** button.
3. Then go back to your browser and click the **Join Meeting** button.
4. Click **Open**.
5. You are now in the meeting.

### Already have Zoom installed:

1. Click the **Join Zoom Meeting** link in the email that was sent to you by your family consultant.
2. You are entered into the meeting automatically.

*Note: If your family consultant has not arrived, then you will see "Waiting for the host to start this meeting." When your family consultant arrives, you'll automatically join the meeting.*

If you need more help, go to the [Zoom Help Center](#).