

HOW TO ZOOM FOR THE LWVAC 2021 ANNUAL MEETING

You will need a desktop or laptop computer that has a camera and microphone, or an iPad, or a smart phone with camera and microphone to use Zoom and participate in this meeting.

The easiest way to **join this meeting on Wednesday, May 27, between 6:15 and 6:30 p.m.**, will be to click this link:

<https://us02web.zoom.us/j/83443065667?pwd=OUZzYVVCeWJwMzREcVN3U1VoYmZVZz09>

As with most things “easy”, though, this simple approach may not be the best. That link uses your computer browser to access the meeting. When in the Zoom browser window, you will need to click the following: **“If you cannot download or run the application, [join from your browser](#).”** Your experiences will vary according to the browser, computer, and operating system you are using. We will not be able to assist you with these during the meeting.

Given all this, we recommend that you download and test the free Zoom program prior to the meeting. Instructions follow. Once installed, you will be able to join the meeting through Zoom, which likely will be a better experience than the browser for you.

To download and test the Zoom program, you must take the steps listed on the first two pages, below, before the meeting. If you wait until the meeting time to do so, you will be late to, and may even miss, the meeting.

Those of you who are comfortable and experienced with downloading and setting up online memberships that have client applications may of course choose to take these steps however you see best. What follows is our recommended method.

There are three pages that follow this cover page.

1. The first page has instructions on downloading the Zoom program and signing up for a free Zoom membership.
2. The second page has instructions on how to join the meeting on May 27, 2021.
3. The third page has instructions on optional testing of how to use Zoom and to make sure you know how to do so before the meeting date.

1. Setting up Zoom - Download the free Zoom program.

You must download and test the Zoom program or application before the meeting. If you wait until the meeting time, you will be late to the meeting.

If you are using a computer, go to <https://zoom.us/download>.

- At the top of the page, you will see “Zoom Client for Meetings.”
- Below is a **bright blue Download button**. Click it for the installation package.
- Double-click on that package to run it.
- Follow the installer package directions. If you are the only one who uses your computer, or you want to share this program with others who use your computer, choose “install for all users.” Once installed, the Zoom program will be ready to use.

If you are using a smartphone or iPad, please download the Zoom application from either the Apple or Android app store. This will install and open the Zoom app. Once opened, the program will ask you to sign up or sign in. This takes us to the next step!

2. Sign up for a free Zoom Membership.

If you are installing on a computer, please open your browser and go to the Zoom website at www.zoom.us.

- The Zoom website page has a **bright orange “SIGN UP, IT’S FREE” button** in the upper right corner of the web page. Click on that **bright orange button**.
- Zoom will ask for your “work email.” This is the email address you use for LWVAC correspondence. Submit (type in) this address, and Zoom will send you an “activate account” message to that email address.
- Open that email message when it arrives and click on the activate link. This will take you back to the Zoom web site to complete your membership application.
- Be prepared to provide a username and password.
- Type these in. You will be asked to type that password twice.
- Please write down your username and password for safekeeping.
- Skip the next step to invite others to join.
- The Zoom website will then show you a page asking if you would like to try a test meeting? You will see a **bright orange “START MEETING NOW” button**. If you would like to try this, please see “Test Instructions- Option A.,” at the end of this document.

If you are a smartphone or iPad user, you will follow similar steps to sign up, using the Zoom app that you installed in the first step, above. This app will guide you through the process.

3. Join the meeting:

On Wednesday, May 27, between 5:15 and 5:30 p.m., click this link:

<https://us02web.zoom.us/j/83443065667?pwd=OUZzYVVVeWJwMzREcVN3U1VoYmZVZz09>

This will take you to the online meeting launch in your web browser.

Please click on the blue “Open zoom.us” in the little black box at the top of the browser window.

Please answer “yes” if your computer asks you if it is ok for Zoom to use the microphone and camera.

Please note that sometimes your computer security program may require you to close down your browser and start over after answering these questions. That’s fine. Close it down and just click on the same link listed above. It should work fine now. Again, if asked, yes, it is fine for Zoom to use your microphone and camera.

OPTIONAL TESTING INSTRUCTIONS.

You may try a trial run before the actual meeting. We recommend you do this so that you are comfortable with Zoom before our meeting.

You may test one of two ways, or both, if you prefer. The first test is available when you are signing up for a Zoom membership, so we will present that way first.

A. Test Zoom, after downloading, when signing up for a Zoom membership.

When signing up for a new membership, you have the option to try a test meeting. You will see, and please click on, the **bright orange “START MEETING NOW”** button and the Zoom website will launch the test meeting in a new window. This window will have a small black box at the top that will ask if you want to open zoom.us? Click on the “Open zoom us” button to start the Zoom test meeting.

Please answer “yes” if your computer asks you if it is ok for Zoom to use the microphone and camera. If your computer asks you to restart your program, please do so, and simply repeat this process.

B. Test Zoom, after downloading, at any time after signing up for membership.

- To test the downloaded program, go to <https://zoom.us/test>.
- At the top of the page are the words “Join Meeting Test.”
- Below that is a **bright blue “Join” button**. Click it to start the test meeting.
- A new screen will have a small black box at the top will and ask if you want to open zoom.us? Click on the “Open zoom.us” button. This launches the Zoom test meeting. At this point you have a ‘video preview’ that shows you what others will see. You may choose to join with or without video (see bottom right of the zoom window). Choose one or the other to get into the test meeting and then follow the instructions to test.

Please answer “yes” if your computer asks you if it is ok for Zoom to use the microphone and camera. If your computer asks you to restart your program, please do so, and simply repeat this process.