



A BASIC GUIDE TO ZOOM

ZOOM is a video conferencing program that allows you to connect with your friends, family, and others. It is an application that can be used on computers, tablets, and smartphones.

JOIN A ZOOM MEETING BY:

1. A ZOOM meeting invitation is sent to you via email. To open the meeting, click on the “Join Zoom Meeting” link at the time of the scheduled meeting and follow prompts.

Join Zoom Meeting

<https://us02web.zoom.us/j/87863682683?pwd=TKY0VEVCd2grR1g0eGZCMVFkUU9>

Meeting ID: 878 6368 2683

Password: 2Sj5Bw

-Or-

2. If you know the Zoom meeting ID you may go directly to the website at www.zoom.com and click **Join Meeting** in the upper right hand corner

SCHEDULE A MEETING

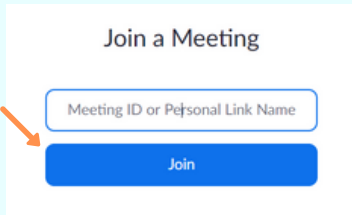
JOIN A MEETING

HOST A MEETING ▾

Follow us on:



Enter the Meeting ID and click **join**.



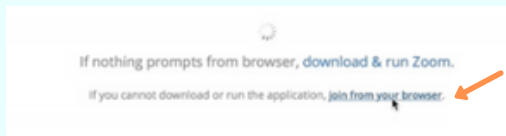
Join a Meeting

Meeting ID or Personal Link Name

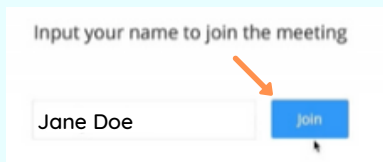
Join

HOW TO NAVIGATE A ZOOM MEETING:

You DO NOT need to download or run the Zoom application to join a meeting. Just click **join from your browser** at the bottom, right of your screen.



Finally, you are able to type in your name then click **join**, once more.



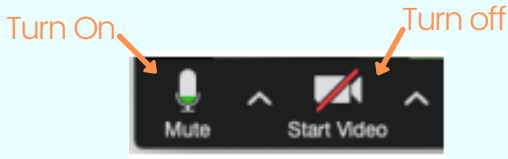
Input your name to join the meeting

Jane Doe

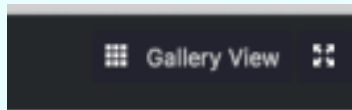
join

Now you are Zooming!

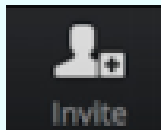
ZOOM ICON TIPS



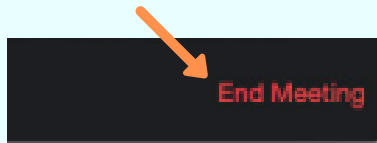
When the microphone and video buttons have a red slash, they are turned off. Click once to turn them on or off.



On the top right, the gallery view button will display everyone participating in the meeting.



To invite others to join the meeting, click on the "invite" icon. You can choose to invite by email, free of cost.



Click here to leave the meeting which you can do at any time.